



## Flagship Construction & Building Envelope Restoration Ltd.

### Professionally Managed Projects Step-by-Step

In addition to over 28 years knowledge and experience in custom home building, renovation and repair—we've got the designations to prove that we value ethical, and proper construction practices. But all that does not mean much if the customer is not well-informed or comfortable with the project process at hand.

Address customer needs is paramount. We see each client as a partner in which we help to solve their problems by providing suitable solutions ranging from budget constraints, to logistics and safety.

At the beginning of each new client engagement, we adhere to the following steps:

- Step 1 **First Meeting**, to meet clients and understand customer needs.
- Step 2 **Preliminary Proposal**, to outline the general scope of work and rough budget for a basis of discussion.
- Step 3 **Second Meeting**, to follow-up and answer customer questions.
- Step 4 **Revised Preliminary Proposal(s)**, to refine or provide more detailed scope of work as needed.
- Step 5 Depending on project size, we move into an **Interim Contract** or proceed directly to a **Construction Contract** depending the complexity of project.
- Step 6 **Construction** phase begins.

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### What is an Interim Contract?

For larger and more complex projects requiring more planning, professional trades involvement, engineers, an architect or interior designer—it is imperative to first have detailed designs, documentation, permits and requirements specified prior to construction. An interim contract ensures all parties understand the details of the work involved, and associated costs prior to construction.

An interim contract generally includes:

- ✓ Authorization to start the detailed planning with associated consultants
- ✓ Permits research and other planning work
- ✓ Schedule of work to be performed (and by whom)
- ✓ Cost schedule (hourly rates for different levels of qualifications + markup)
- ✓ Contractor/Designer/Engineer/Architect consultant fees
- ✓ Materials selection & pricing

The deliverable after the interim contract phase is complete, is a detailed construction plan with a schedule, required checklist of permits, and cost schedule for the construction project. At this point, the client can decide whether to proceed with the construction phase.

For more information, please visit our website at [FlagshipConstructionBC.com](http://FlagshipConstructionBC.com), or call (604) 282-4512 or email at [info@flagshipconstructionbc.com](mailto:info@flagshipconstructionbc.com).

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