



PROCESS GUIDE

GATEWAY
GROUP



Step 1: Dreaming and Planning

- Listen to your goals, needs, and desires
- Discuss different possibilities
- View previous projects, if requested
- Discuss your budget/investment comfort zone
- Explore your design/build team options: interior designers and architects

Step 2: Pre-Construction Partnership Agreement

- Review our construction management system
- Review and sign the Pre-Construction Partnership Agreement, allowing us to continue providing consulting and pre-construction services
- Provide assistance and advice on selecting an architect, interior designer, and landscape architect who are best suited for your home. We will facilitate collaboration and manage the team throughout the project.

Step 3: Design Process

- Commence/review initial concept drawings
- Discuss preliminary budgets
- Offer value engineering ideas as required
- Revise the design as necessary
- Finalize/review the design and specifications



Step 4: Budget Forecast

- Review site conditions and constructability details of your home
- Discuss and collaborate with the team on interior design specifications
- Compile pricing from our trade professionals

Step 5: Post-Design/Pre-Construction

- Review and sign the Construction Agreement
- Collect the construction deposit
- Apply for the building permit (if applicable)

Step 6: Pre-Construction Meeting

- Review the scope of work on-site
- Review the construction schedule
- Address any final concerns before construction begins



Step 7: Construction

Throughout the construction phase, we will:

- Keep you updated on any changes to the schedule, including a 3-week look ahead schedule
- Inform you about the work being performed
- Meet with you weekly (or as required) to address any concerns or questions that may arise during construction
- Update you on any changes to the budget, including increases or credits due to scope modifications
- Utilize our experience and project management systems to ensure the highest level of quality and accuracy during each phase of construction

Step 8: Post-Construction

- Deliver your Operations & Maintenance Manual
- Follow up after 11 months to inquire about your satisfaction with our work and address any warranty issues if necessary.
- Our goal is to make this process an enjoyable experience for you. We want you to love your home and share your positive experience with others who would benefit from our services.

Contact Us

Let's Build Your Dream Home

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