

How Our Process Works

Thank you for contacting us about your construction project. My name is Andrew Burton: I am the President of Creekside Homes. I want to assure you that doing business with my company will be a very positive experience.

Creekside Homes is not your average construction company. To us, each of our Clients are family! Even with over 20 years of construction experience, we strive to continually learn in this ever-evolving industry. I am a member of the Portland Metro Home Builders Association and am actively involved in continuing education and updating to the latest Building Codes and Best Practices. We go above and beyond to give you the most up-to-date products and information we can!

We recognize that most people experience some anxiety looking for a contractor and visualizing how the finished project will look. I would like to show you how we can do something unique in our industry. We will get acquainted to see if we are a fit for each other. Since you are reading this document, that process is already underway. We will do a deep dive into your vision and make sure that we “get it.” We will talk about your budget in relation to your vision, consider possible options and explain how financing or payments with us work. We will talk schedule, your role in the project and what you can expect from us. We will be unfailingly honest – telling you what will be fun – and what will not. We will leave you with a complete guidance kit full of useful information to help you understand not only who we are but also how projects like yours work.

The reality is that less than 5% of the jobs that ever come to us are ready to receive an accurate price. There is almost always significant work left to finalize a design, make all of the client selections, clarify all of the technical specifications and develop a preliminary budget that may or may not meet the client's price point. In this common scenario a re-work of the plans is necessary, specifications and client selections typically occur, and a new budget is developed.

There will be pre-construction processes for which there will be fees. These fees are separate from the construction contract. These pre-construction processes will be handled with what is called a Professional Services Agreement or PSA. Your PSA will usually include costs for doing a detailed estimate that assures you a quality, completed project at a guaranteed price. The PSA will usually cover design services and sometimes some demolition and discovery work if required to create a guaranteed project price for you. The PSA does not obligate you to enter into a Construction Agreement with us and you own the results of the design work covered by the PSA.

This process can take anywhere from 10 to 100 hours, depending on the size and complexity of the job and the decision-making abilities of the client. Typically, in our industry this work would be undertaken by the likes of architects, interior designers, and sometimes the contractor if the contractor has been pre-selected for the project, and they are all compensated well for this work.

WHAT TO EXPECT AT OUR FIRST APPOINTMENT:

- The meeting should take between 1 - 1 1/2 hours depending upon the size and complexity of the project.
- Answers to any questions you have about the enclosed material.
- Discuss your needs and ideas about your project.
- Review your design options.
- Provide an estimated project schedule.
- Range of cost evaluation and discuss the PSA.
- Answer any questions you have about our design and build services.
- Take away any concerns you might have regarding the project.

SOME MATERIALS YOU MAY WANT TO HAVE HANDY:

- Any material samples you may have picked up while browsing.
- Any pictures of the style and finish that you love and want included into your project.
- And any pictures of styles and finishes that you DO NOT like and want to make sure are not included into your estimate or project.

I appreciate this opportunity to meet with you. I realize what it takes to earn your business, what it takes to create the results that you demand and what is necessary to prevent potential headaches and frustrations peculiar to the Construction Industry. Also, before meeting please visit www.oregon.gov/ccb the Construction Contractor's Board website and research our company. This website will show you that we carry more than the required insurance, and that we are licensed and bonded. Please do not hesitate to browse our company website www.creeksidehomes.net for even more information on our company. I have also attached a fillable Pre-Consultation Questionnaire. Please take a few minutes to complete it and send it back, it will help me better serve you.

Thank you for your time and I look forward to answering your questions about your upcoming project.

Sincerely,



**Dream. Build.
Thrive.**