

The process of design, bidding and construction is essentially the same for projects ranging from single-family residential renovations to large commercial projects requiring new construction. The size of the project team is the variable.

Owners who are familiar with this process are empowered to make more timely decisions and communicate more efficiently with the project team. This relationship allows the Owner to reduce the stress associated with the process and effectively manage his|her liability.

The bulk of taylor28design LLC clients are single-family residential property owners who wish to improve their property through renovation or new construction. The challenge for these Owners is gaining familiarity with the process. The reality of our industry is most residential Owners don't renovate or build frequently so they don't have a chance to see the process from start to finish.

Instead, the Owner relies heavily, if not entirely, on his|her design professional for an education *during* the process. Though this method eventually results in the completion of many successful projects, this trial by fire distracts the Owner from more important considerations.

In an effort to develop better Owners and thus, better architecture, taylor28design LLC has collected the frequently asked questions, lessons learned and other material to present to Owners considering their own project. The material is presented in a live seminar form that encourages discussion between the Owners and the registered architect who teaches the course.

The pace and depth of discussion is customized for each audience, venue and schedule. You may choose to cover one topic, limited topics or the entire curriculum recommended by taylor28design LLC. Use the contact information to begin a discussion about *your* custom seminar.

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# Owner's Seminar

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a curriculum to prepare Owners with a basic knowledge of the design+building process *before* beginning a project

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## **Definitions in Context**

There is often confusion about the various titles and terms encountered in the construction industry. For example, what are the definitive differences between an Architect, Interior Designer, Designer, Decorator, Consultant, General Contractor, Subcontractor and Builder? This review will help put common terminology in context, enabling the Owner to see the bigger picture.

## **Contract Documents**

Contract documents are literally the contracts and all the supporting documents such as drawings, specifications, product data, etc. This review of an actual project will allow the Owner to understand how decisions made during the design phases are documented and described to the Contractor.

## **Programming**

The exercise of collecting and documenting the Owner's needs and wants is referred to as "programming". This valuable effort should inform the Owner's choice of design professionals and serve as a frame of reference throughout the project. The Owner's program should be included in the contract as part of the supporting documentation.

## **Site Analysis**

Site analysis is the process of reviewing laws, ordinances, rules and regulations that apply to the project site. This effort determines the (actual) potential of the site. This process is a necessity for renovations and new construction. *Site analysis should always happen before you buy or build.*

## **Design Process and Services**

What should you expect from your design professional during the design process? This review of the typical phases within the "design process" gives the Owner an understanding of how the design develops and the Owner's responsibilities as the design progresses.

## **First Cost|Sustainability**

This review of the cost|benefit analysis process for building materials and systems will help the Owner think long-term about his|her investment. Though the "first cost" of a material or technology may be higher, how quickly will the initial investment begin to pay back? The subject is a perfect segue into a discussion about environmentally sustainable products and systems.

## **Bidding Process**

This comparison of competitive bids and negotiated bids will allow the Owner to choose the better bidding method for his|her project.

## **Contract Administration during Construction**

This review of the responsibilities of the Owner, design professional and Contractor during the construction phase allows the Owner to understand the (contractual) relationships between the various parties. The review covers common issues such as proper communication among parties during construction, review and approval of Subcontractors, review of Contractor pay applications, change orders, enforcing the contract documents, etc.

## **Owner's Liability during Construction**

Many Owners unknowingly accumulate liability during the construction phase. This review of insurance issues, lien waivers, State of Georgia legislation and other topics will help the Owner avoid these common pitfalls.