



Project outline

Our Process:

Our typical design process is made up of three steps:

1. Pre-Design:
2. Design Phase:
3. Construction Documents Phase:

At the conclusion these three steps your dream home, will be ready for you or your contractor to submit to your local jurisdiction for a building permit, or to shop around for quantitative estimate comparisons.

Pre-Design:

1. Initial Information Gathering: This process may have been taking place over the weeks, months or years preceding contacting Gravitas to begin the Design Phase. It may include information that you have cut out from magazines, saved from websites, photos you have taken or just your thoughts ready to be shared. All your input and inspirations that have led you to start the Design Phase are important considerations.
2. Project Parameters: You will define broad parameters of the project, such as 3 bedrooms, 2 baths, 3200 square feet, 2 car garage. We will discuss the need for engineering, Home Owner's Association reviews, energy calculations and additional services that might be necessary.
3. Estimating & Agreements: Gravitas will prepare an Estimate for Services and Design Service Agreement (DSA) based on size and scope of the project. If you want to move forward with our services, we need approval on the Estimate and DSA along with the fees for the Design Phase.

Design Phase:

1. Initial Project Introduction: This is the initial presentation of all of the necessary information that will be used throughout the project. All information that is relative to the project is important; a wants and needs list, sketches, photos, site information and the completed Design Questionnaire. This package is presented to Gravitas with the fees for the Design Phase based on an initial estimate. Most likely this introduction will consist of a series of emails and phone calls over a short period of time where we can get to know you and your vision for your home.
2. Preliminary Design: With all of the information in our hands, Gravitas will then prepare the Preliminary Design. We will synthesize the collected ideas into a presentation that will consist of the floor plans, elevations and 3D renderings of the model of your home. These plans are presented in 1/8" scale format, on 11"x17" paper. We most commonly send the plans in .pdf format but can provide hard copies by mail if printing that size is not readily available.
3. Review: Now you will review drawings and indicate any revisions that you may have. Marking on a set of plans as well as creating a list of items to change is the most effective way to communicate any modifications that are necessary.
4. D2-D3: Gravitas will incorporate the revisions and present them back to you as Design 2 (D2). If further revisions are necessary, we will repeat the previous steps. Our typical scope of work includes the Preliminary Design (D1), D2, and D3. Sometimes revisions are needed beyond D3. These are billed on an hourly basis but, if you need to make changes it's always easier early in the process before continuing. There might also be additional fees or the need for an additional estimate if we have to start over from the beginning for any reason, i.e. changing sites, budget changes, or change of scope.

5. Final Design: Most often after D2 or D3 we will have a Design that you love and want to move forward with. At that point you would sign the Cover Sheet and we would move to the Construction Documents Phase (CDs).

Construction Documents Phase:

1. Estimating & CD Fees: Gravitas will update the original estimate for the CDs to reflect the final square footages of the Approved Design to adjust for any square footage increase or decrease from the estimated Design Phase. To begin the Construction Documents Phase you would provide the remaining balance of the revised estimate.
2. Construction Document Preparation: Gravitas will now prepare the Construction Documents. This consists of drawings necessary to communicate the construction of the home such as foundation plan, floor framing plans, floor plans, roof framing plans, elevations, electrical schematics, sections, and the appropriate details.
3. Review: Now you review drawings with your contractor and materials suppliers, if you have chosen them, and note any revisions. This is where you might change a final window size, move a light switch or the kinds of corrections that involve information that is new in the CDs. Design revisions like moving rooms and adding/removing daylight basements are Design revisions beyond our scope of the CD work. These changes are still possible and may need to be done but would be charged on an hourly basis.
4. Printing & Delivery: Gravitas will incorporate any final revisions and then prepare a plot file to print full size sheets at ¼" scale (22"x34"). This file can be sent to a local printer of your choice, or we can send it through our print shop and have it delivered to you.

Additional Scope of Services:

Some projects may require professional engineering, civil & survey work, energy calculations, architectural review, interior design, or other professional services that are outside the scope of what has been outlined above. We can estimate and provide additional services as requested. If there are special parameters, or services to consider in your project, we will want to discuss those early in the Design Phase so we can accommodate them in the overall schedule.

We hope this gives you an understanding of the process that we go through to ensure you receive the highest level of service and the best possible home design for you. We look forward to working with you, and if you have any questions at, please do not hesitate to contact our office.