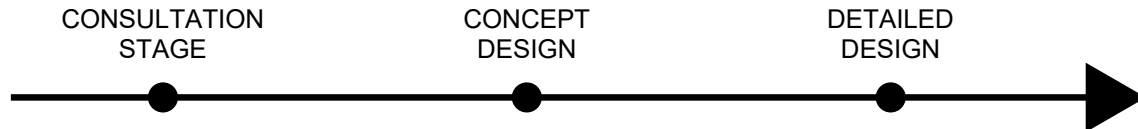


DESIGN PROCESS

OVERVIEW

The overall design process is illustrated below. The details of each stage are given in the following sections of this document.



I. CONSULTATION STAGE

- **The Consultation does not commit to any further design step.**
- **Meeting:** 1 hour call with Matt and Germain (LWH Executive Director and Green Building Coordinator) to understand the client's needs and filter them to the right design option among the followings:

Option	Description	Details
A	Design your building based on a pre-existing LWH design	<ul style="list-style-type: none">- Basic: unlimited customisation within the footprint of the pre-existing design + 2 adaptations outside the footprint for a maximum of 200 sq ft- Premium: unlimited customisation within the footprint of the pre-existing design + 4 adaptations outside the footprint for a maximum of 400 sq ft
B	Design your building from scratch	<ul style="list-style-type: none">- Basic: max footprint area of 2000 sq ft- Premium: unlimited footprint area

- **Fee:** Please refer to *Design Pricing Details* on page 4

II. CONCEPTUAL DESIGN

- **Meetings:** 4 weekly brainstorming conversations with Adam (LWH Construction Manager) to consider construction possibilities and determine a clear idea for a detailed Concept Drawing.
- **Detailed process:**
 - During the first conversation (1-2 hours), a global picture of the project would be established by covering:
 - Main client's needs (rough size of the footprint, use of the building, number of inhabitants and lifestyle, vehicle considerations...)
 - Architectural and structural aspects (shape of the building, number of levels, basement considerations, roofing options, material possibilities and options...)
 - Geotechnical aspects (soil composition, presence of groundwater, slope of the land, vegetation...)
 - Weather considerations (climate, predominant wind direction, sun positioning...)
 - Electricity (needs and source, lighting...)
 - Water (availability and use, drainage considerations, sewer options...)
 - Then, with a general understanding of these elements, Adam starts a floor plan sketch and continues with questions as they arise with the client. Adam then presents the finalised Concept Drawing (created using AUTOCAD and sent in PDF format) to the client.
- **Design Site Visit:** Visit of Adam and Germain to make site measurements, assess materials price, and survey local materials available to use in construction. The presence of the client for the site visit is highly recommended but not mandatory. *Please note that the Design Site Visit may happen during the Detailed Design if this timing suits the client or LWH better.*
- **Output:** Concept Drawing including a rough floor plan. If the client is in agreement with the sketch, they move to the Detailed Design
- **Timescale:** Up to 1 Month
- **Fee:** Please refer to *Design Pricing Details* on page 4

III. DETAILED DESIGN

- **Meetings:** 4 major comment sessions to specify the Concept Drawing¹
- **Detailed process:**
 - Conversations take place through 1 to 3 hour calls between the client and Adam.
 - These sessions would specify elements such as stairs, door swings, door & window locations, kitchen layout, bathroom layout, utilities & services, grade/type of certain materials, and general "flow" into/through the structure.
 - After the last comment session, around two weeks are required to clean up the design and submit the final drawings.
- **Output:** Final Design (structure, electric, plumbing) ready to implement in construction. It includes a detailed floor plan with dimensions, plumbing layout, and electrical plan. In addition, it also includes the finalized dimensions, sizes and shapes of all the elements of the structure, door & window locations and rough openings/shapes, roof plan, foundation specifications, rebar connection details, typical column/beam/floor connections.
- **Timescale:** The timescale of the Detailed Design depends on the design option chosen:

Option	Detailed Design Timescale
A	- Basic: Up to 2 months - Premium: Up to 3 months
B	- Basic: Up to 3 months - Premium: From 4 months

- **Fee:** Please refer to *Design Pricing Details* on page 4

¹ Indicatively, the first session would focus on structures, the second one on electricity and plumbing, the third one on systems in general, and the fourth one on finishing touches.

DESIGN PRICING DETAILS

- **Each design stage (Consultation Stage, Conceptual Design and Detailed Design) must be paid fully ahead of its start.**
- The fees for the different design stages depending on the design option chosen are as follows:

Option	Consultation Stage	Conceptual Design	Detailed Design
A	100 USD	700 USD	- Basic: 2250 USD - Premium: 2750 USD
B	100 USD	700 USD	- Basic: 2950 USD - Premium: Basic + 1000 USD per additional 1000 sq ft

- Discounts are available for registered nonprofit organisations:
 - 50 % discount on Consultation Stage
 - 10 % discount on Conceptual Design and Detailed Design
- **Design prices do NOT include the following:**
 - Windows, doors, and finishes details: These are final construction stage decisions that rely primarily on local craftsmen.
 - Design Site Visit: The client is charged for the cost of travel to site, 3 days/3 nights of food and lodging for 2 people, and a 600 USD fee.
- Any major changes after the Final Design is received are 200 USD per additional major comment session.

DESIGN SUMMARY TABLE

This table summarises the main info on the design process. Refer to previous pages for more details.

Option	A	B
Description	Design your building based on a pre-existing LWH design	Design your building from scratch
Details	<p>- <u>Basic</u>: unlimited customisation within the footprint of the pre-existing design + 2 adaptations outside the footprint for a maximum of 200 sq ft</p> <p>- <u>Premium</u>: unlimited customisation within the footprint of the pre-existing design + 4 adaptations outside the footprint for a maximum of 400 sq ft</p>	<p>- <u>Basic</u>: max footprint area of 2000 sq ft</p> <p>- <u>Premium</u>: unlimited footprint area</p>
Conceptual Design Timescale	Up to 1 month	Up to 1 month
Detailed Design Timescale	<p>- <u>Basic</u>: Up to 2 months</p> <p>- <u>Premium</u>: Up to 3 months</p>	<p>- <u>Basic</u>: Up to 2 months</p> <p>- <u>Premium</u>: Up to 3 months</p>
Consultation Stage Fee	100 USD	100 USD
Conceptual Design Fee	700 USD	700 USD
Detailed Design Fee	<p>- <u>Basic</u>: 2250 USD</p> <p>- <u>Premium</u>: 2750 USD</p>	<p>- <u>Basic</u>: 2950 USD</p> <p>- <u>Prem</u>: Basic + 1000 USD per add. 1000 sq ft</p>
Design Site Visit Fee²	600 USD	600 USD
Total Design Fee²	<p>- <u>Basic</u>: 3650 USD</p> <p>- <u>Premium</u>: 4150 USD</p>	<p>- <u>Basic</u>: 4350 USD</p> <p>- <u>Prem</u>: Basic + 1000 USD per add. 1000 sq ft</p>

² Travel, lodging and food of LWH staff in the context of the Design Site Visit are not included and are at the expense of the client. Please refer to *Design Pricing Details* on page 4.

CONSTRUCTION DETAILS

- Contracting LWH to design a building does NOT commit to contract LWH for the construction of this building.
- If the client contracts LWH for the construction project, the construction crew is made of:
 - LWH Construction Manager + GB Coordinator (for the first weeks of the works)
 - LWH experienced foremen (number of workers depends on the project)
 - Local workers (if required)
- Due to the originality of each design as well as the variability of material prices and labour cost depending on the site location, LWH cannot provide an accurate estimation of the Construction Cost and Construction Timescale ahead of the design stages.
- LWH provides a first assessment of the Construction Cost and Construction Timescale at the end of the Conceptual Design stage (provided the Design Site Visit happened). The final assessment of the Construction Cost and Construction Timescale is provided at the end of the Detailed Design stage. *Please note that the figures provided at the Conceptual Design stage are only rough estimates to guide the clients and they may change substantially depending on the choices made during the Detailed Design stage. Please note that the figures provided at the Detailed Design stage may still be affected by contingencies occurring at the Construction stage.*
- **All LWH expenses (including labour cost) made in the context of the project are paid in advance by the client. This includes the client paying the equivalent of 2 months of labour prior to the beginning of the works.³**
- The client purchases the construction materials and tools⁴ upon the recommendations of LWH staff and provides a soft copy of all the receipts to LWH for documentation purposes.
- The client covers travel expenses, food and lodging of LWH staff (Construction Manager + workers) during the total duration of the works. The client helps arrange food and lodging for LWH staff.
- The client is in charge of hiring and paying local workers if they are needed.
- **Regarding image rights, the client commits to:**
 - **provide LWH free access to all media created in the context of the project**
 - **allow LWH to create and make public any media related to the project**
- **Regarding the documentation of the project, the client commits to:**
 - **take pictures and videos of the project**
 - **record thoroughly the usage of each material on site**
 - **pay a 500 USD fee which will be used to hire professional staff to create professional documentation content**

³ The exact schedule of the labour payment can be discussed but should never imply LWH advancing any expenses. The schedule is written down in an agreement signed by the client prior to the beginning of the works.

⁴ This is the cheaper option for the client and the option preferred by LWH. However, other arrangements can be discussed provided they do not imply LWH advancing any money.