



At Paragon Homes, we are **TRUE** custom home builders with a **UNIQUE** method of building that yields a **better home for less money** and is unmatched in terms of providing you **VALUE**. Feel free to discuss this task list with us. We are always here to help with a **BETTER WAY TO BUILD**.

A **managed project** is the best way to build your new home to achieve the greatest value in terms of:

- Construction quality
- The extent and quality of appointments
- Total cost to build and ability to achieve the budget target
- Your ability to participate to the level that you wish

There is no doubt whatsoever that the PM process will unveil every cost to the penny and will allow you to make informed and conscientious decisions throughout the project. The process itself, while proven and successful in many industries, is still new to many people. What you also need to understand is that more than half of the work we do occurs before a shovel even touches the ground. Planning and preparation are key to ensuring a high-quality construction that is on time and on budget.

In its simplest form, here is how the **PM process** is applied to building your new home:

Trial Planning and Budgeting

At this early stage, we spend time with you to understand your objectives, your budget, and the type of home you wish to enjoy. We will make several recommendations concerning these, and many other items - from square footage to financing, and everything in between. One of the key deliverables is a trial budget to get things rolling.

Design Conceptualization and Engineered Plans

We then move on to the actual design – capturing the spirit of the home while respecting the budget. The exit deliverable is a full set of architected plans and a tendering worksheet that identifies all that is required for tendering to begin.

Tendering and Final Budget

During tendering, we go out to tender for every element of the project using our database of 1,000+ suppliers and contractors. The process is an open book. We request quotes on your behalf, and all quotes are submitted to you, via your PM. It is at this stage that you will be invited to shop for personal finish items such as cabinets, fireplaces, and flooring – the fun part of shopping.

Once all offers have been received, we roll up the budget, make our recommendations to you in terms of where the best value is, and then decide together when and to whom to award contracts. We then do a final round of negotiations with all trades on your behalf. Once this is done and all contracts are awarded, we lock in the build schedule, develop Gantt charts and daily workflows, and prepare to break ground.

Build

When it's time to break ground, we act as site supervisors as well as PM's ensuring that all work meets or exceeds expectations and is done in a timely manner. We perform regular inspections and instruct you when and when not to settle with trades. The build portion is managed by your PM until move-in.

PARAGON'S TASKS

Paragon has excellent communication skills and an ability to adapt to change. We possess a strong sense of responsibility and organization. Inform, and maintain a good relationship and interest with stakeholders ¹.

Dealing with unforeseen events throughout the project. Seek information to meet the needs of all parties involved. Maintains a clean, safe, and secure workplace.

Ensure compliance with all applicable laws and regulations relating to construction, to the best of our knowledge and ability. Ensure any hold-up is justified. Manages the impacts of the project, both during its completion and after its completion.

1. **Site visits, work, and supervision:** Site planning and preparation with stakeholders in reviewing the lot. Conduct ongoing site supervision. Ensuring the property is maintained reasonably free from all rubbish and waste material at the Client's cost. Equipment materials and miscellaneous items (not belonging to the Client) are removed from the site; all extra material belongs to Paragon.
2. **Meetings:** Consult & analyse the plans with each stakeholder¹ starting on site.
3. **Custom Home Plan:** Prepare the house plan until final approval is made by Clients. Make recommendations to Clients regarding the division of work in the drawings, plans and specifications to facilitate the bidding and awarding of trade contracts, taking into consideration such factors as time of performance, availability of labour and overlapping trade jurisdictions.
4. **The tendering process** quote requests and specifications are done per your personalized home plan. Identifying the work which must be carried out, analyzing bid responses, and preparing contracts for your signature as we do not sign any contracts on your behalf. After inspection and approval of invoicing from your project manager, you control contracts and payment of services. Provide and solicit a minimum of two quotes per each specialized trade representing at least 30 specialized trades.
5. **Bidding process:** As part of the competitive bidding process may issue standing offers and award bulk contracts to critical trades to secure trades offering best practices at preferential rates. Reserves the right to employ standing offers where any such process will reduce costs to clients, improve the availability of trades, reduce scheduling risk, or offer the client higher workmanship standards. The standing offers system is used in instances where the availability of trades and/or conformance to best practices are mission-critical. Could involve any trades throughout the process. Analyze the quotes received and make recommendations to Clients on the awarding of contracts.
6. **Budgets:** Many detailed version budgets will be prepared before the construction site begins requiring signatures. This budget will be determined through the bidding process, personal shopping choices on materials and vendors, as well as all other related tasks required in building the project.
7. **Permits:** Fill out permit applications and provide them to Clients for signature and payments. Once received, we will send the well permit to the chosen well contractor and copies will be on-site throughout the construction.
8. **Awarding contracts:** Attend to bidding, negotiate contracts and awarding of trade contracts. All trade contracts are to be reviewed and prepared for the Client's approval & signature. Obtain the Client's approval for all contractors hired to complete the home. Clients will contact the chosen trades to discuss their warranties and the method of payment. Paragon and representatives will not be held liable for any damages, losses or injuries caused by such a contractor or supplier or those acting as their agents, servants, or employees. Paragon and representatives will not be held liable for any errors on existing plan or plan-related work performed by professionals including, but not limited to; architects and technologists engineered roof and floor system providers and other professional trades.
9. **Inspections:** Requires dealing with each municipality's requirements, building inspectors, other government officials, and Client's bank assessors are conducted when appropriate. Ensuring trade contracts are being performed by the terms of their respective contracts. Inspections by Paragon will not relieve the trade contractors from their responsibilities for, nor make Paragon responsible for, construction means, methods, techniques, sequences, and procedures, nor for their responsibilities to carry out the work by their contracts. All irregularities will be communicated in writing to Clients.

¹ Stakeholders: All individuals related to the project, such as Clients, subcontractors, surveyors, technologists, suppliers, vendors, designers, developers, architect deliveries, installers, etc.

- 10. Deliveries:** Order, coordinate, plan and direct the various project activities with contractors and suppliers provided by the home package kit including suppliers and installers of Clients' purchases.
- 11. Gantt Chart:** Prepare and maintain a construction schedule. Follow the progress of the project by respecting as much as possible the work schedule. This also helps Clients to be able to complete their personal purchases.
- 12. Follow-ups:** Keep Clients informed of the work progress regularly by phone and email as well as sending photos of the progress of the project. As well as all trades, vendors, and suppliers involved.
- 13. Kit components:** Review the components of the home kit package which is mainly listed on the house plans.
- 14. Completion of work:** Arrangements for trade remuneration as required and approved. Clients should not pay any stakeholders before project management inspection & approval.

Together we work at meeting your needs and realizing your dream, on time, and within budget. Our system features a complete open-book tender process so that you know exactly, and to the penny, where every one of your hard-earned dollars is going. This also eliminates unnecessary mark-ups by contractors. It ensures you are receiving competitive prices from the best trades, and that your home is built using best practices.

Cheers to dreams realized!