



# CARLSEN CONTRACTING CO., INC.

## Residential & Commercial Builders

### Selection Information

This information is a general overview of your selection process and the sequence that the information will be required from you by Carlsen Contracting Company, Inc.

We are a total custom builder. You will work closely with our staff to design and construct a home with all the features and elements that you want, it is because of this personalization that it is impossible for us to have samples of everything on hand. We believe in "if you can dream it, we can build it." However, we cannot process all information at one time, and feel that the utilization of the "PHASES" below allows us and our customers to focus on selecting specific items at set time frames and not all at the beginning of the project. This enables us to get the project completed as rapidly as possible, without affecting quality, and allowing ample time for you to think about and analyze your design features. The Phases are set up to allow for product lead times and value engineering considerations as well.

#### DESIGNING:

Carlsen Contracting does not have a full time designer, but the highly trained staff at Carlsen Contracting can meet with you and discuss any of your selection needs. If you feel you may need or require a designer, we will work with you to hire the right one to fit your tastes and budget.

Please keep a folder with all of your design ideas, photographs, downloads, and inspirations. Bring this folder to every meeting and discussions with Carlsen Contracting or any vendor meetings to use as reference material. We believe that your folder for your house should be almost as large as the folder we have for your house. We recommend that any materials you see that you like before or during the construction process you should take photographs of them, obtain the manufacturers name, write down the store where you saw the item, write down the item number and obtain any additional information you feel is pertinent. It is especially helpful if you can obtain an actual sample of the item you like. We do work with our preferred vendors for installation and to provide products, but we can service anything from any supplier.

During the course of the project, Carlsen Contracting will send you weekly emails on Friday's. We do this to provide information throughout your construction process. These are just friendly updates, to recap what may have happened, or let you know about significant dates or actions in the coming future.

There are also times in between Friday contact letters where we will send specific emails for specific responses. We try very hard to provide subject lines associated with these emails so that they can be sorted in our office file, ex. Subject: Window Glass, followed by a quick email talking about the window glass. Please respond at your convenience, but usually if we send a specific email, we need a specific answer, your phone calls or texts for clarification are always welcomed. Please try to keep within the same subject line, if we are emailing about window glass, please refrain from replying with paint colors.

One of the biggest challenges to the homeowner and to us is to identify a sufficient allowance. An allowance is a dollar amount put into an estimate when the specific item to be used is not known. During the initial meetings and listening to your needs and expectations, we may still need to use an Allowance for many items such as cabinetry, lighting, flooring, appliances etc. if the specific manufacturer or model number is not known. Your unique selection could be well above or well below the allowance amount, once you identify the item, we will provide the pricing for your review.

#### PRE PERMIT APPLICATION:

During this time Carlsen Contracting needs to know the window manufacturer, the style, and operation of the windows. The manufacturer of all exterior doors must be determined, along with swings. NOTE: color and specific details are not important at this time, just the manufacturer for permitting purposes. We also need to know the roofing material. This would be options such as tile, shingle, or metal roof. With all of the above, color is not important at this time, just the manufacturer and the material for permitting purposes. Basic samples are available at our office during this time.

#### PHASE I SELECTIONS (Post application and Pre permit issue)

**IN OFFICE MEETING.** This is the first in office meeting after contract signing. We will coordinate this meeting time with you. At this meeting the final selection of the windows and exterior doors should be made. This will include selections such as color and grid style. The exterior door final selection should be made as well to include hinge color. We have some samples in our office and can provide you assistance by use of the samples, brochures and internet web sites.

We combine this first meeting to include the final selection of the roofing color, style, and manufacturer. We also need to determine the color of the drip edge at the roofing line.

#### PHASE II (After the permit is issued)

- Cabinets:

**IN OFFICE MEETING:** We will coordinate this meeting time with you. Cabinets take the most time of any one aspect of the project on your part. We can service cabinets from entry level to any level of custom. The beginning of the cabinet portion starts with our cabinet fabricator, you, and Carlsen Contracting to go over the basic foot print of the cabinets. Subsequent meetings will include cabinet door style, interior options, glass options and more. Some of the meetings are direct with the cabinet fabricator and you, some are together with the cabinet fabricator and Carlsen Contracting. Many items are handled through email correspondence as possible. There will be ongoing communication to navigate you to your final selection.

- Appliances:

We recommend Rice's appliances at phone number 941-896-8896. Please call them directly and make an appointment. Note: please have your salesperson send the product list and specification sheets to us at [Carlsencontracting@msn.com](mailto:Carlsencontracting@msn.com). We need the appliance descriptions, size, electrical requirements and plumbing requirements at this point, not the actual appliances. Storage and delivery will be scheduled to coincide with construction time. You should take your Selection Sheet with you to help ensure that you select all the items that you need.

- Plumbing Fixtures:

We recommend Gorman's at phone number 941-927-8511 or Fergusons at phone number 941-951-0110 in Sarasota. A representative from Carlsen Contracting likes to be at this meeting as plumbing items can affect other aspects of the job that we need to be aware of, such as drain locations and water supply. **Please contact us with your meeting date and time so that we can be there as well.**

- Electrical Fixtures:

IN OFFICE MEETING: We will coordinate this meeting time with you.

During this short meeting, we can identify the fixtures that you need to select, and provide you counsel with which vendor may best suit your needs. Our recommend vendors include: Home Depot, Lowe's, or Lyteworks in downtown Bradenton. We will also talk about any specific low voltage, communications, security, or special electric needs that you may have.

- HVAC:

We combine this meeting with the electrical meeting above. The final approval of HVAC equipment and specifications must be made.

### **PHASE III (During Walls and Framing)**

- Interior Doors and Interior Trim:

IN OFFICE MEETING: We will coordinate this time with you. Selections of trim to include door casing, window casing, base boards, crown mould, or other wood based accents identified at this time. The specific style of the interior doors and manufacturer should be decided. All of this is done in the office of Carlsen Contracting.

- Flooring:

We combine the initial flooring meeting with the interior doors and interior trim meeting above. During this meeting general discussions will include types of flooring, design, colors, and other features. After this brief meeting, we can then provide you with direction to a vendor that best suits your needs. There will be ongoing communication to navigate you to your final selection.

- Cabinets: The final cabinet selections should be completed or near completion at this time.

### **PHASE IV (During Drywall and Trim)**

- Flooring: Through the process, the final selections of the flooring should be complete.
- Painting: You should be thinking of your paint colors at this time. We can provide you with color wheels from various paint companies and we will also assist with placing color samples on the walls of your house to assist in final color selection. If you need help at this point, just give us a call to set up a meeting.
- Counter tops: We recommend Planet Stone at the phone number 941-795-2800 and Design Works at phone number 800-226-9434. At this time you need to make sure that you have the

cabinet plans with you, or you ask us to forward them via email to the vendor you are going to visit. This will help them ensure that the slabs that you are interested in can fit the cabinet layout. There are obviously other forms of counter tops, and if you have a specific request, please let us know.

- Driveways/Landscaping/Exterior Finishes: Depending on the scope of landscaping requested of Carlsen Contracting, most of this can be done through emails with PDF's, or as needed with an in office meeting.
- Garage Doors: Most of this can be done through emails with PDF's and web site links, and as needed an in office meeting can be scheduled.
- Shower doors/Mirrors/Glass: This will be handled specific to your needs.

Additional meetings may be requested by Carlsen Contracting as needed to complete your selections and welcomes you to make meetings as you need to in order to assist you with your choices.

We strive to make your selection process an enjoyable one. By working closely together and making selections in a time appropriate fashion we can ensure a successful process and keep your overall project on schedule.