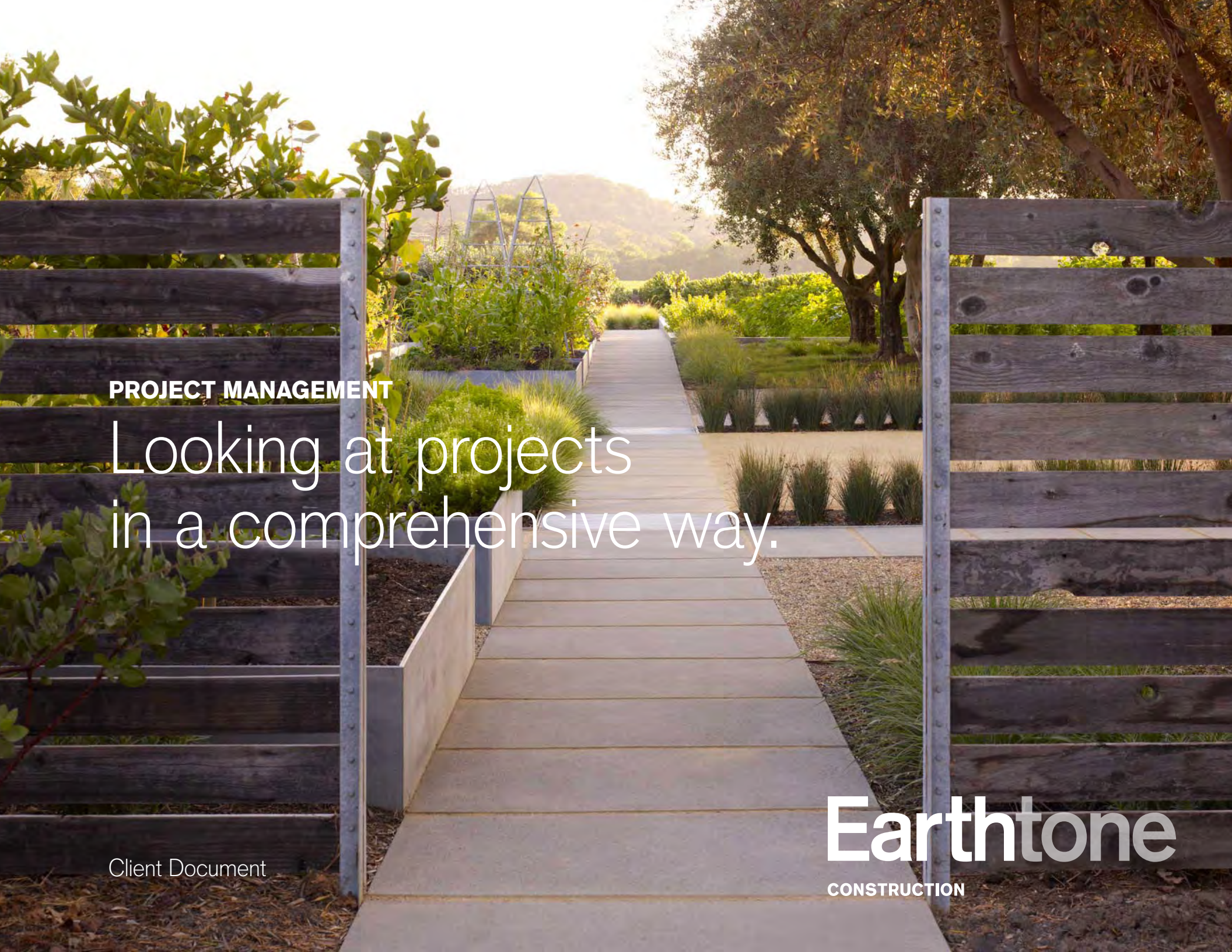
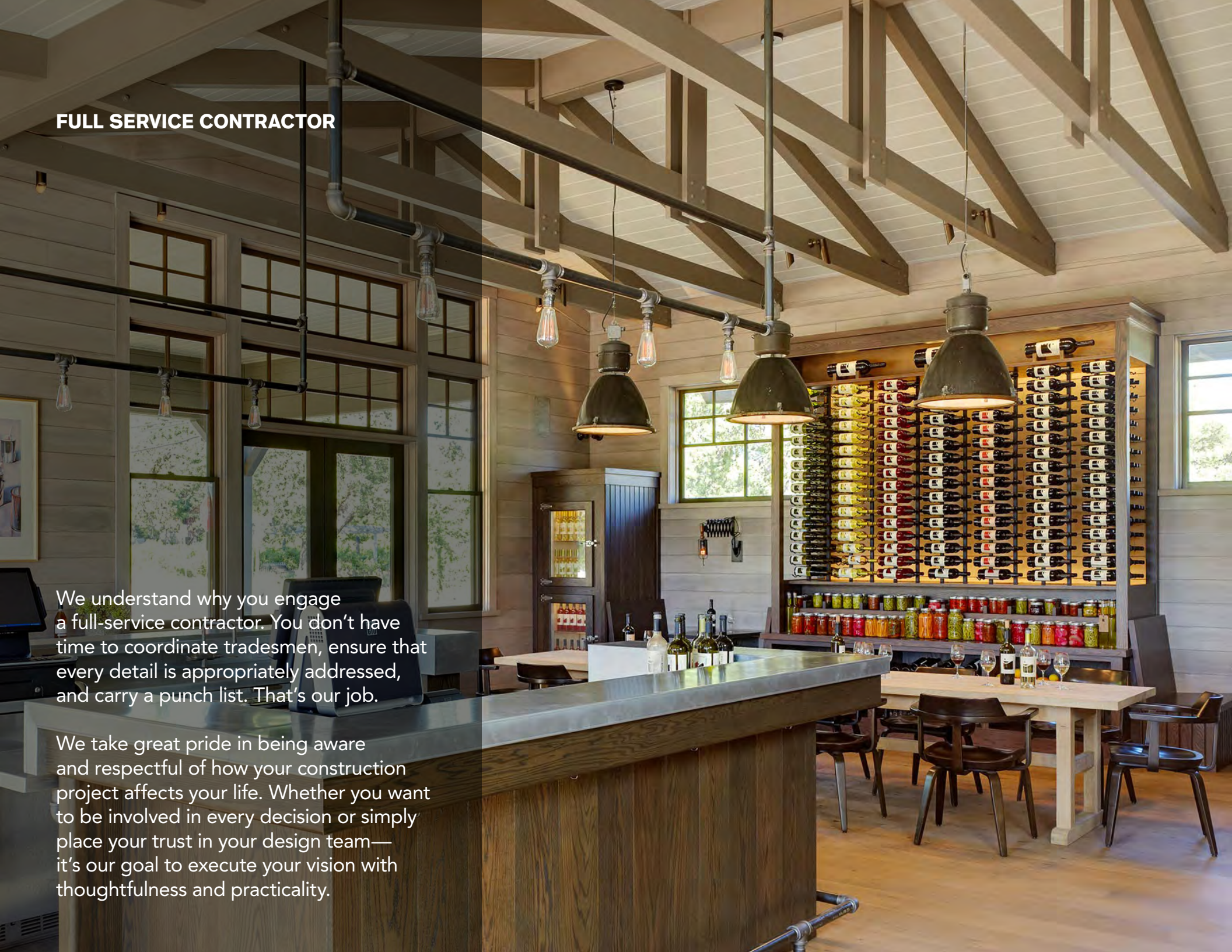


PROJECT MANAGEMENT

Looking at projects in a comprehensive way.

Client Document

Earthtone
CONSTRUCTION



FULL SERVICE CONTRACTOR

We understand why you engage a full-service contractor. You don't have time to coordinate tradesmen, ensure that every detail is appropriately addressed, and carry a punch list. That's our job.

We take great pride in being aware and respectful of how your construction project affects your life. Whether you want to be involved in every decision or simply place your trust in your design team—it's our goal to execute your vision with thoughtfulness and practicality.

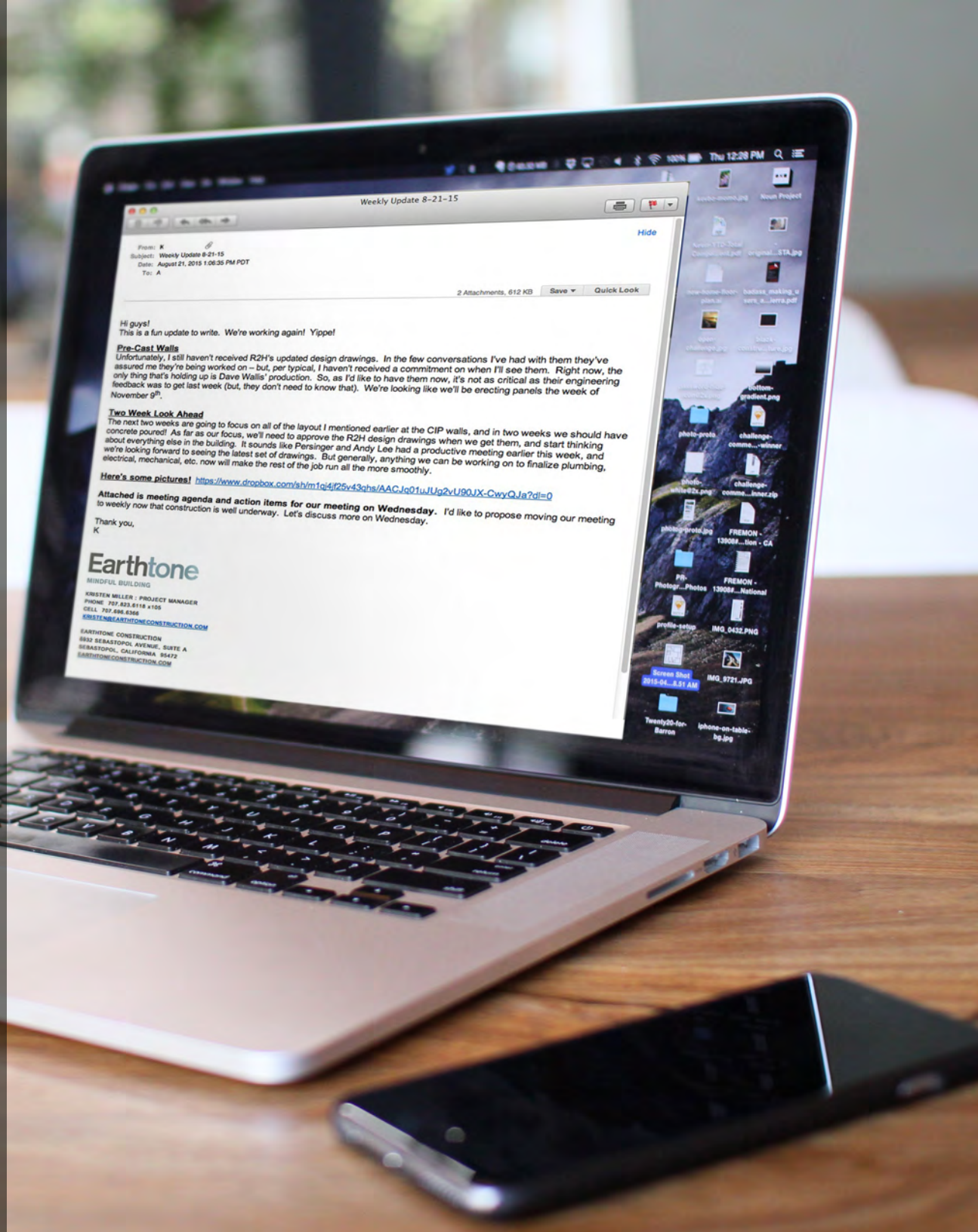
PROJECT MANAGEMENT

- Weekly Construction Meetings
- Weekly Written Progress Reports
- Photographic Documentation
- Construction Schedules
- Meeting Agendas, Minutes, and Action Item Documentation
- Budget Management & Tracking

We've earned our reputation as collaborative, process-oriented contractors. A huge part of our job is ensuring that you know exactly what, when, and where all of the many moving parts of your project are at any given time.

As part of our project management services we provide our clients with professional, industry-leading project communication and follow through.

PROJECT UPDATES

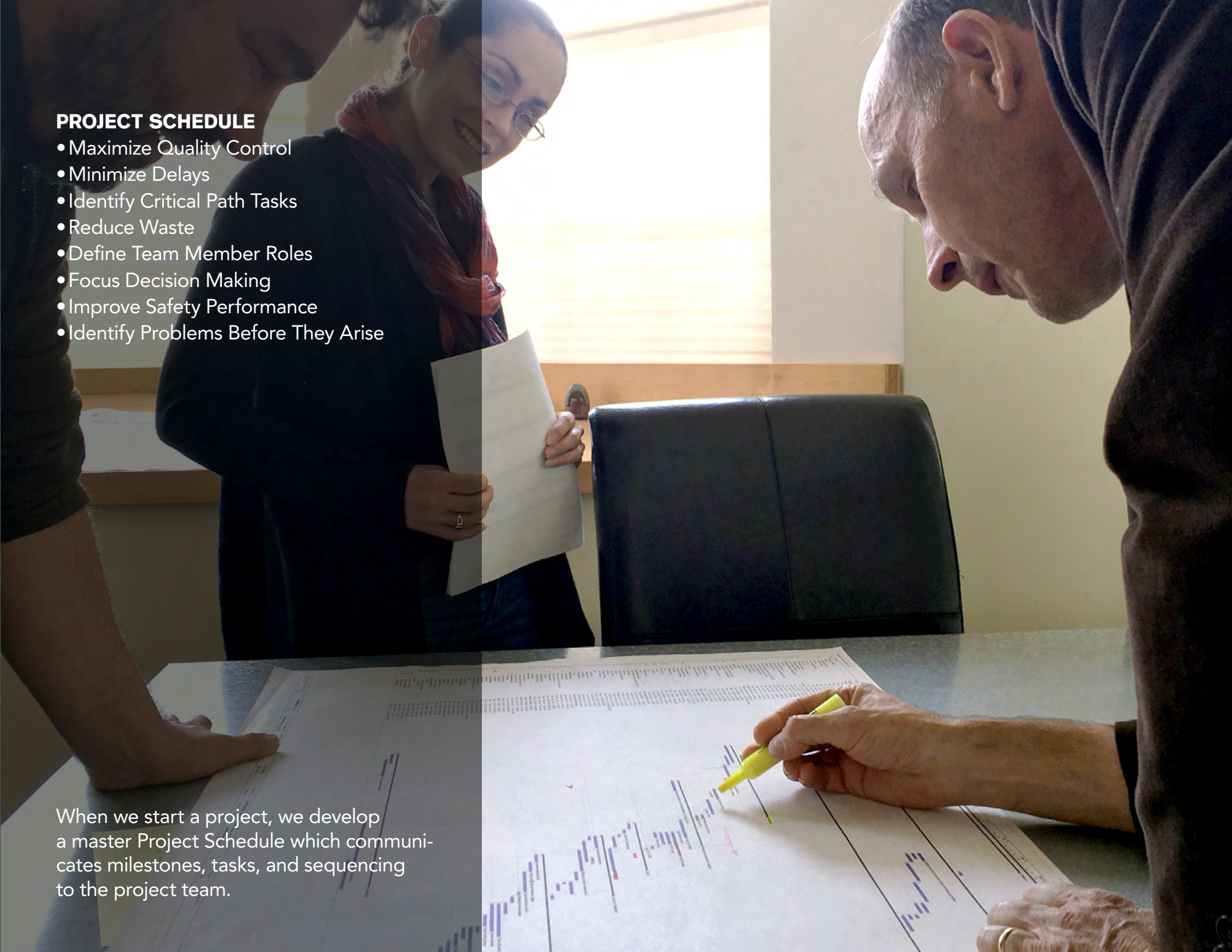


We send updates weekly to our clients and the project team to make sure everyone knows what's happening throughout construction.

The Weekly Update is an important tool to bring the team together, review action items, and focus on upcoming priorities and construction activities.

PROJECT UPDATES

We maintain an online project file and an organized log of progress photos throughout construction. We share a link to that week's photos in each weekly update.

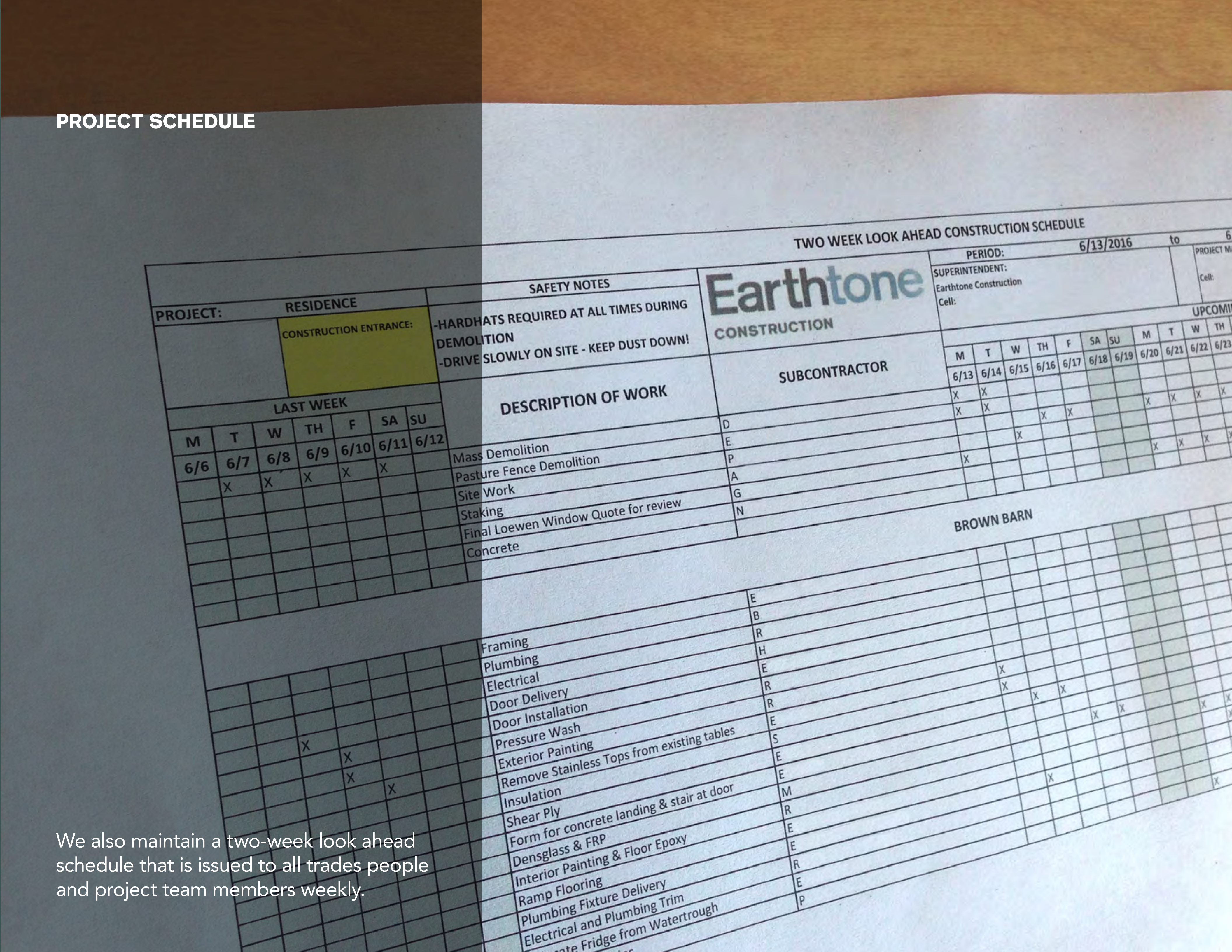


PROJECT SCHEDULE

- Maximize Quality Control
- Minimize Delays
- Identify Critical Path Tasks
- Reduce Waste
- Define Team Member Roles
- Focus Decision Making
- Improve Safety Performance
- Identify Problems Before They Arise

When we start a project, we develop a master Project Schedule which communicates milestones, tasks, and sequencing to the project team.

PROJECT SCHEDULE



TWO WEEK LOOK AHEAD CONSTRUCTION SCHEDULE

PERIOD: 6/13/2016 to 6

SUPERINTENDENT: Earthtone Construction
Cell:

PROJECT M
Cell:

Earthtone CONSTRUCTION

PROJECT: RESIDENCE

CONSTRUCTION ENTRANCE:

SAFETY NOTES
-HARDHATS REQUIRED AT ALL TIMES DURING DEMOLITION
-DRIVE SLOWLY ON SITE - KEEP DUST DOWN!

LAST WEEK: M 6/6, T 6/7, W 6/8, TH 6/9, F 6/10, SA 6/11, SU 6/12

UPCOMI[NG]: M 6/13, T 6/14, W 6/15, TH 6/16, F 6/17, SA 6/18, SU 6/19, M 6/20, T 6/21, W 6/22, TH 6/23

DESCRIPTION OF WORK	SUBCONTRACTOR
Mass Demolition	D
Pasture Fence Demolition	E
Site Work	P
Staking	A
Final Loewen Window Quote for review	G
Concrete	N

BROWN BARN

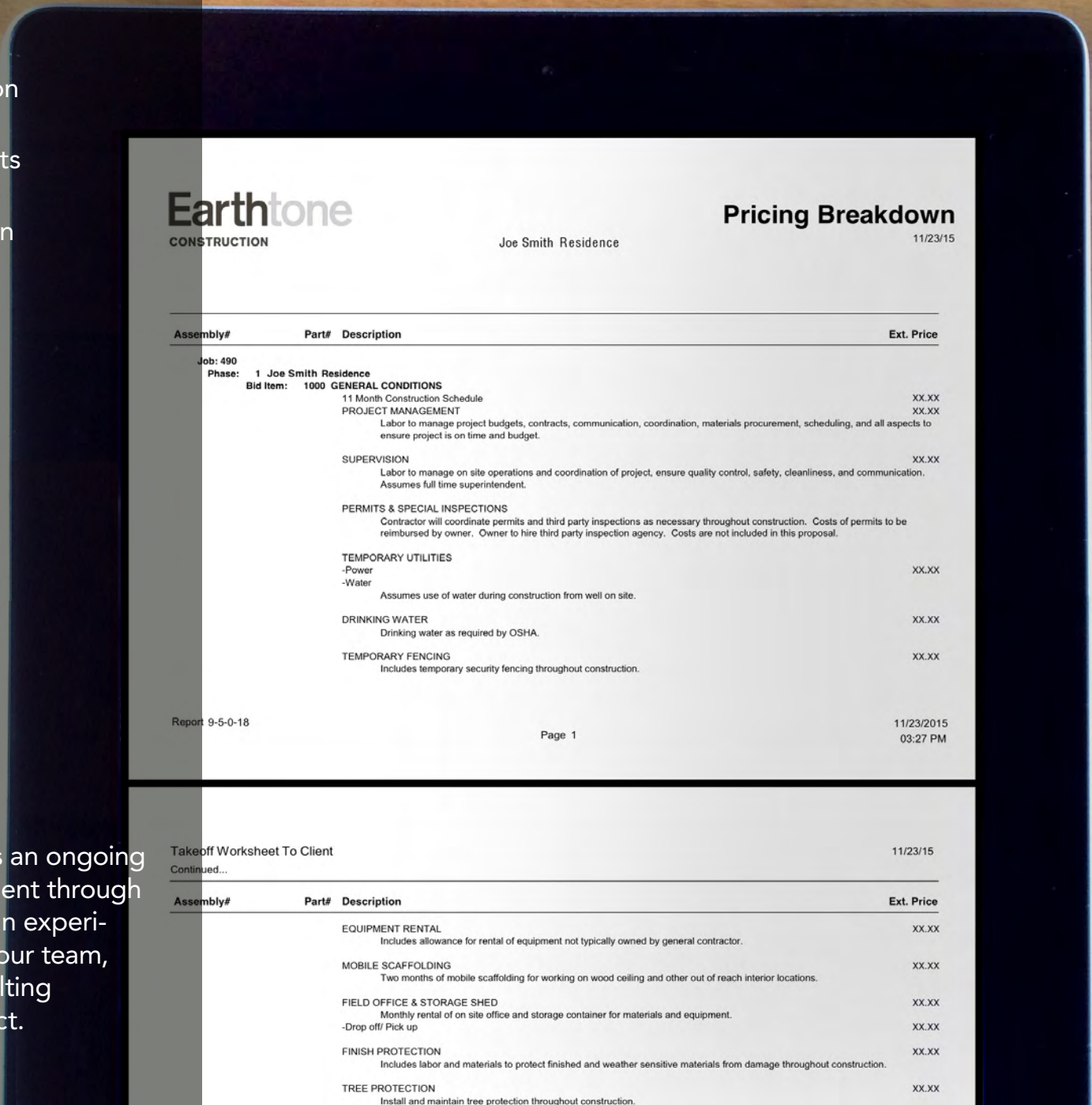
DESCRIPTION OF WORK	SUBCONTRACTOR
	E
	B
Framing	R
Plumbing	H
Electrical	E
Door Delivery	R
Door Installation	R
Pressure Wash	E
Exterior Painting	S
Remove Stainless Tops from existing tables	E
Insulation	E
Shear Ply	M
Form for concrete landing & stair at door	R
Densglass & FRP	E
Interior Painting & Floor Epoxy	E
Ramp Flooring	R
Plumbing Fixture Delivery	E
Electrical and Plumbing Trim	P
[illegible]ate Fridge from Watertrough	

We also maintain a two-week look ahead schedule that is issued to all trades people and project team members weekly.

PROJECT BUDGET

- Conceptual Estimating
- Value Engineering
- Risk Assessment and Mitigation
- Progress Billing Projections
- Regular Review of Project Costs
- Detailed Cost Reporting and Scope of Work Communication

Managing the Project Budget is an ongoing task from conceptual development through project completion. By having an experienced General Contractor on your team, we provide accurate cost consulting throughout the life of the project.



Earthtone CONSTRUCTION

Pricing Breakdown

Joe Smith Residence

11/23/15

Assembly#	Part#	Description	Ext. Price
Job: 490			
Phase: 1 Joe Smith Residence			
Bid Item: 1000		GENERAL CONDITIONS	
		11 Month Construction Schedule	XX.XX
		PROJECT MANAGEMENT	XX.XX
		Labor to manage project budgets, contracts, communication, coordination, materials procurement, scheduling, and all aspects to ensure project is on time and budget.	
		SUPERVISION	XX.XX
		Labor to manage on site operations and coordination of project, ensure quality control, safety, cleanliness, and communication. Assumes full time superintendent.	
		PERMITS & SPECIAL INSPECTIONS	
		Contractor will coordinate permits and third party inspections as necessary throughout construction. Costs of permits to be reimbursed by owner. Owner to hire third party inspection agency. Costs are not included in this proposal.	
		TEMPORARY UTILITIES	
		-Power	XX.XX
		-Water	
		Assumes use of water during construction from well on site.	
		DRINKING WATER	XX.XX
		Drinking water as required by OSHA.	
		TEMPORARY FENCING	XX.XX
		Includes temporary security fencing throughout construction.	

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Takeoff Worksheet To Client 11/23/15

Continued...

Assembly#	Part#	Description	Ext. Price
		EQUIPMENT RENTAL	XX.XX
		Includes allowance for rental of equipment not typically owned by general contractor.	
		MOBILE SCAFFOLDING	XX.XX
		Two months of mobile scaffolding for working on wood ceiling and other out of reach interior locations.	
		FIELD OFFICE & STORAGE SHED	XX.XX
		Monthly rental of on site office and storage container for materials and equipment.	
		-Drop off/ Pick up	XX.XX
		FINISH PROTECTION	XX.XX
		Includes labor and materials to protect finished and weather sensitive materials from damage throughout construction.	
		TREE PROTECTION	XX.XX
		Install and maintain tree protection throughout construction.	

Earthtone
CONSTRUCTION

Our objective
is to make projects
run as smooth
as possible.

Contact:
If you have any questions about the processes outlined here please contact us.

General inquiries/questions
info@earthtoneconstruction.com

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MINDFUL BUILDING