

# Our process



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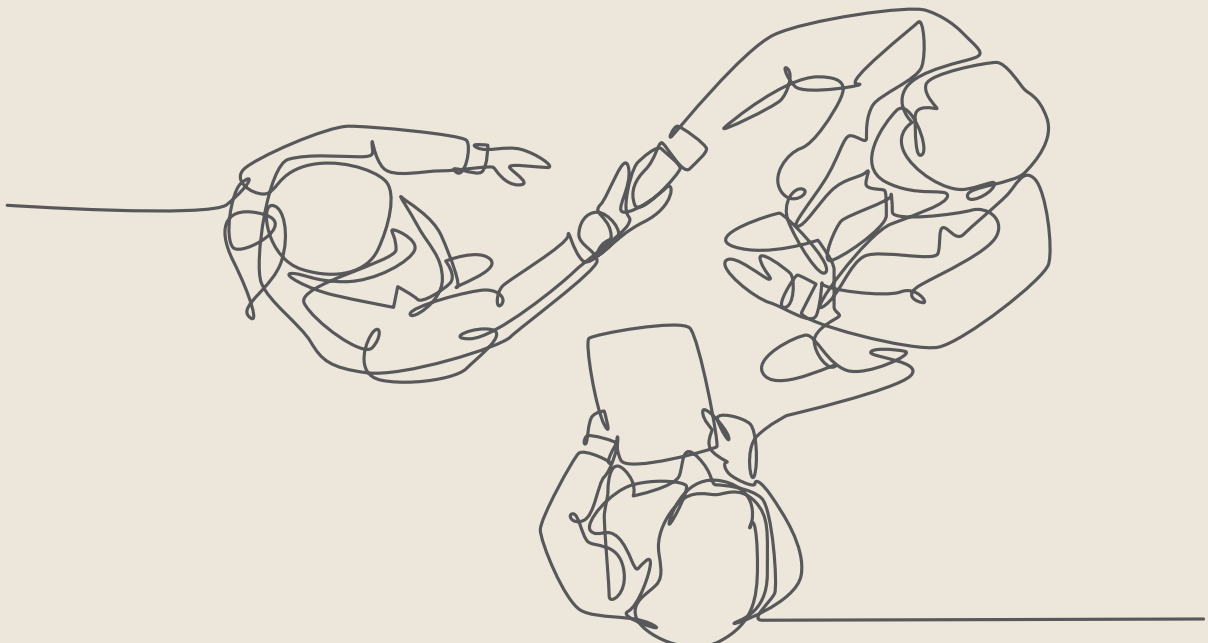
DISCLAIMER | Please be aware that all advice in this guide is of an informal & general nature only and all advice should be verified prior to any decisions being made. Quorum Studios accepts no responsibility whatsoever with regards to information contained in this guide.



# Introduction to your New Home Design

We would like to take this opportunity to introduce you to Quorum Studios and discuss some of the milestones we aim to achieve together during the course of your project. We will contact you regularly throughout the design of your home to discuss ideas, floor plans, façade ideas and all other applicable aspects of your project.

Although every project is unique; we have found some common threads which have informed the steps and milestones outlined below. During the course of your new house journey there is always the possibility that challenges may arise and deviate from the process detailed below, however rest assured that we are always available to provide support as we pride ourselves on our quality and commitment to ensure our clients experience is memorable and positive.







## Step 1: Project Brief

The Project Brief is a detailed description for a design project developed by Quorum Studios in consultation with the client (you).

This outlines the deliverables and scope of the project including:

- Room Schedule
- Any specific products,
- Works,
- Functions,
- Aesthetics,
- Materials,
- Forms,
- Timing and
- Budget for your project.

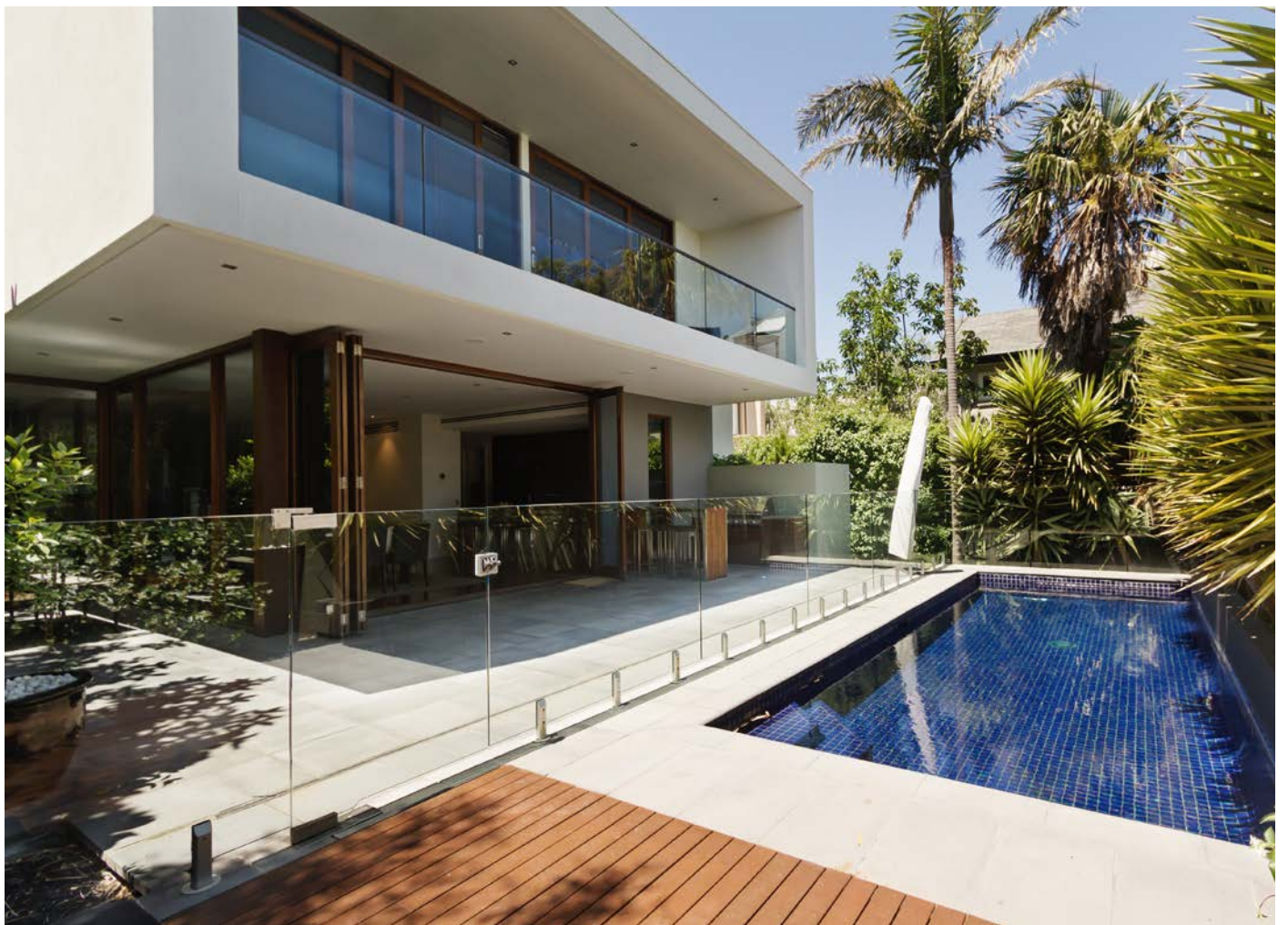
The Project Brief is sort of a 'wish-list' that should highlight everything you hope to achieve in the design and could also include the 'must-not' items.

We encourage all clients to share their ideas with us which can be in the form of concept sketches, rough floor plans, images or even Pinterest Boards.

Equally we are happy to propose design concepts for clients who prefer to leave the process entirely in our hands.







## Step 2: Details + Contour Survey & Site Visits

Initially, we will require a Contour Survey, which determines the levels and falls of your site. It also provides details for design and engineering that will be applicable to your home. We always advise clients to let us compile a brief for the Company who will be conducting the Contour Survey so as to try and avoid any important information getting overlooked. As part of Quorum's service, we can assist by organising quotes for this.

Following the contour survey, we will conduct a Site Visit that will allow Quorum Studios to identify different items to consider throughout the design process (such as views, slope, overhead power lines, location of services, driveway locations, etc). In the case of existing dwellings, we might measure up the interior walls, windows, doors etc.

\*Note: The order of activities may differ from project to project.



Time frame, approximately: 2 to 3 weeks for Contour Survey







## Step 3: Concept Sketch

Once Step 1 (Project Brief) and Step 2 (Contour Survey & Site Visit's) are complete, it's time for Quorum to start 'Sketch Design' development for your project. This process can take anywhere from a few days to a few weeks to get right. It's one of the most important steps in your journey to a new home.

We will work through a few variations of your floor plan and façade before agreeing on a design to present to you. Normally we expect some back and forth with you (the client) at this stage as we get closer to your preferred outcome. We strongly believe that this stage should not be rushed, and we are open to exploring any ideas you may have for the design of your new home.

In some instances, we encourage our clients to engage some consultants quite early into their project. This is especially relevant in projects where a Development Application (DA) is required which would possibly necessitate the appointment of a Town Planner.



Timeframe, approximately: 2 to 6 weeks, depending on how many iterations are required





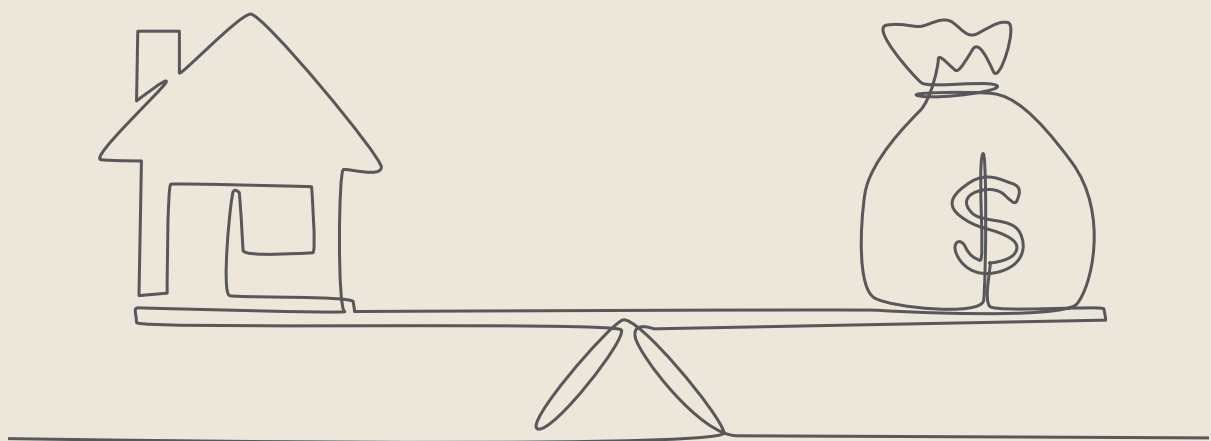
## Step 4: Preliminary Plans & Pricing Estimate

Preliminary plans are prepared after we have confirmed the majority of items on your floor plan and façade. This isn't to say you can't make changes, it's simply a more detailed set of plans that are now computer generated.

Once preliminary plans are prepared, and any minor tweaks are finalised, we advise our clients to obtain a price estimate to obtain indicative 'ball-park' figures for the construction costs for your home. This is a valuable process, as it ensures we are continuing with plans that are within your budget.

This can be done either by:

- i. Requesting a Pricing Estimate from a Builder you may have pre-selected or
- ii. Engaging a Quantity Surveyor or Cost Consultant



Timeframe, approximately: Advisable at the end of each stage





## Step 5: Engineering, Soil Test & Tendering (if applicable)

It's time for the consultants. Now that we are getting ready for official quotes (tenders) and approvals for your new home, we need to consider the consultants that will assist with the Detailing and Construction of your New Home.

Quorum can obtain quotes from consultants on your behalf. A Private Certifier normally will outline which consultants will be required for your project in order to obtain your building approval. These consultants will be engaged to produce technical drawings and also the compilation of particular reports.

In our experience, the consultant team is normally comprised of:

- Private Certifier.
- Structural Engineer
- Energy Efficiency Consultant

In some instances, the following consultants may also be required:

- BAL assessor
- Civil Engineer
- Hydraulic Engineer
- Fire Engineer
- Landscape Architect

Once again, the appointment of the above consultants can be confirmed with a Private Certifier. Furthermore, we may suggest, in some instances, the appointment of particular consultants early on and sometimes even prior to Step 5. The reason for this is that there might be something particular to your project design and the process can potentially be expediated via consultant advice in the early stages.

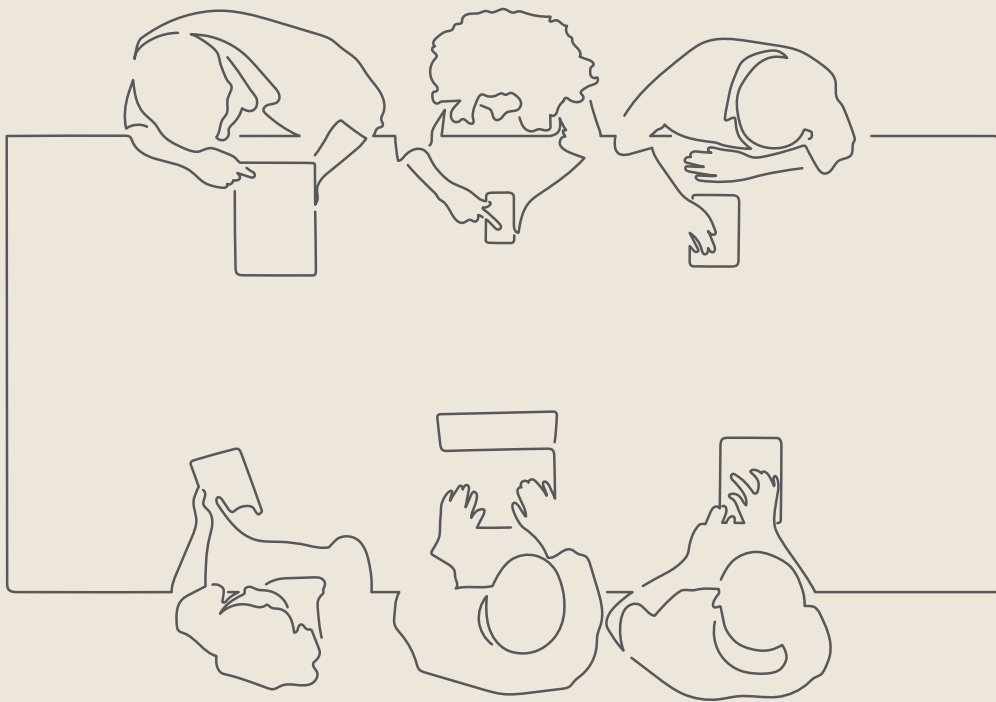




We normally work closely with the Structural Engineer to determine the best outcome for your home in terms of Structural Detailing. Part of the engineer's service will be to include a Soil Test (this is an analysis of a soil sample, taken from your site, to determine its acidity and pH levels) which assists the engineer to determine site specific footing/foundation requirements for your home.

Now that the plans are prepared, engineering and soil test completed, it's time to tender. This is the process where builders will submit a proposal (quote) to undertake the construction of your new home. Quorum can approach builders on your behalf.

Alternatively, we are happy to liaise with a builder or contractor you may have pre-selected for tendering.



Timeframe, approximately: 2 to 3 weeks for the Soil Test,  
2 to 8 weeks for Drawings, Forms & Reports

\*allow for additional week for coordination

\*\* if Tendering is required, this is determined on a 'case-by-case' basis





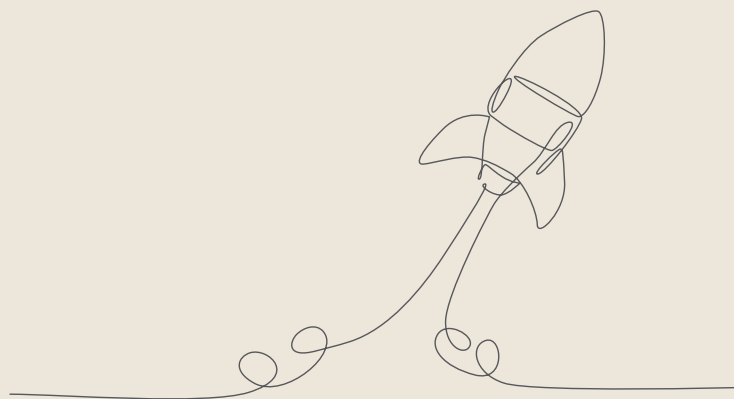
## Step 6: Building Approvals & Lodgement to Private Certifier/Council

Now that we've received the engineering and have prepared preliminary 'Working Drawings' (construction plans) we will now obtain quotes and proceed with Building Approvals (BA) with a private certifier.

The certifier will liaise with your local council and Quorum to obtain the approval for construction of your new home (including, plumbing approval, pool certification (if required) and energy efficiency.

As soon as approvals are in place, it's a matter of 'who and when'. The 'Who' is your builder (that we have selected from the tenders (Step 5) and the 'When' is the date for Site Start.

*Note: Quorum Studios can be engaged for Contract Administration beyond Step 6. 'Contract Administration' is essentially the process whereby Quorum studios would observe conformity to the building contract documents as well as the quality of the outcome during construction. These obligations can include periodic site visits, responding to Requests for Information (RFI)s, issuing Designer's Instructions, assessing progress claims, and issuing progress certificates, contract price adjustments and assessing claims for adjustments of time.*



Timeframe, approximately: Private Certifier dependent

\*approval time frames are extremely unpredictable & rely on numerous factors such as the certifier interpretation, certifier workload, requests for further information (RFI) ect. Based on our experience, approval timeframes range from 4 weeks up to 12 weeks. If timing is critical, time frames should be discussed with the applicable Private Certifier.





Designing your home is an exciting experience  
and the Quorum team look forward to  
sharing this journey with you.

We look forward to assisting you in what  
should be a rewarding and mutually  
beneficial experience not only for you but also  
for the project team.

If you need to reach us:

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We are always happy to take your call and chat if you need any  
assistance.

Yours Sincerely,  
Manny & Vanessa Pedro

