

**TATUM**

**KENDRICK**

**DESIGN**



GUIDE TO RESIDENTIAL ARCHITECTURE & INTERIOR DESIGN





# *Our Design* PROCESS



- 01 **DESIGN ANALYSIS**  
A one-on-one meeting to discuss requirements, preferences, and budgets.
- 02 **CONCEPT DESIGN**  
Initial sketches and mood boards presented for client feedback.
- 03 **SCHEMATIC DESIGN/FLOOR PLAN LAYOUTS**  
Layouts begin with sketches for approval. Loose furniture layouts and concepts will also begin at this phase.
- 04 **DESIGN DEVELOPMENT**  
Detailed drawings of interior elevations as well as finish and material selections.
- 05 **PERMITTING/BIDDING**  
While this is shown as the fifth phase of design, the approval process can be complicated and extensive and should be started as early as schematic design. In this phase, the complete design set is sent out for GC bidding.
- 06 **CONSTRUCTION ADMINISTRATION**  
Ongoing management of the construction process to uphold the design intent and problem solve in the field.
- 07 **FURNITURE INSTALL**  
A final walkthrough to ensure complete satisfaction, followed by project handover.

# No.1

## DESIGN ANALYSIS

### PHONE CALL/VIDEO CONFERENCE

We analyze the site (the property) to determine what we can legally build and how your home can take advantage of your property's unique attributes. Site analysis is done through property site surveys.

### BUDGET, SCHEDULE, SCOPE

These three items need to be in balance for the project to be successful. For most clients, budget and schedule are unknown at the beginning of the project and they also tend to fluctuate throughout. Still, roughly knowing the resources needed to meet the desired scope of work is important and ultimately saves the client time and/or money. We achieve this by providing Rough Order of Magnitude (e.g. construction costs per square foot estimates) and engaging with contractors.

### PROPERTY WALK THROUGH

For remodels (and sometimes new homes) we will do a walkthrough of your current home to learn how you live and what items we need to accommodate the design.

Building a rapport with our clients and having an accurate understanding of their day to day living is as important as having an accurate property survey.





## Nº. 2

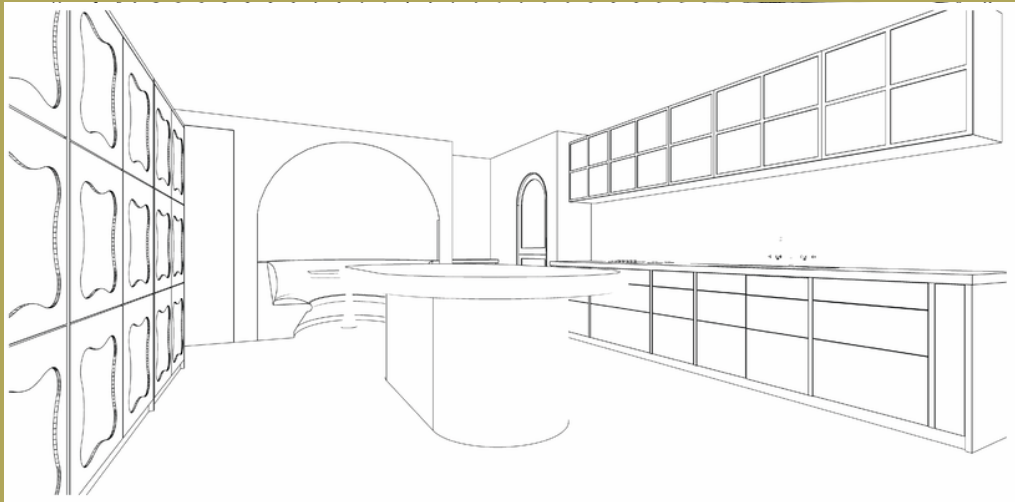
# CONCEPT DESIGN



"We approach our projects with the heart of an artist and the mind of an architect. For example, when we are laying out the kitchen we are not only thinking about the functional need, budget, and city requirements, but also thinking of where you will be drinking your morning coffee, what the view will be, the feeling and emotionality of the space"

The Concept Design expresses the central idea and livable lifestyle requirements behind your home and acts as the framework that guides future decisions. This phase is roughly 5% of the design process. We use diagrams to explore and communicate key aspects of the home. These include:

- Site: Views, sun, wind, nearby structures, greenery, zoning limitations, etc
- Circulation: How will you move throughout the home and property.
- Materiality: The nature and tones of specific materials
- Emotional Programming: The feeling and mood of every room and what types of activities will take place in the home and where.



## No.3 SCHEMATIC

Since we are a multi-disciplinary studio our architectural and interior furnishings phases start to split at this phase.

In Schematic Design, we advance our design while producing the home into 3D computer models. It is the phase when the most design exploration happens and it takes longer than concept design. Schematic Design is roughly 25% of the design process.

Schematic Design documents include:

- Schematic Site Plans/Floor Plans, Elevations
- 3D Views of specific interiors
- Material Selection
- Plumbing Selection





# No. 4

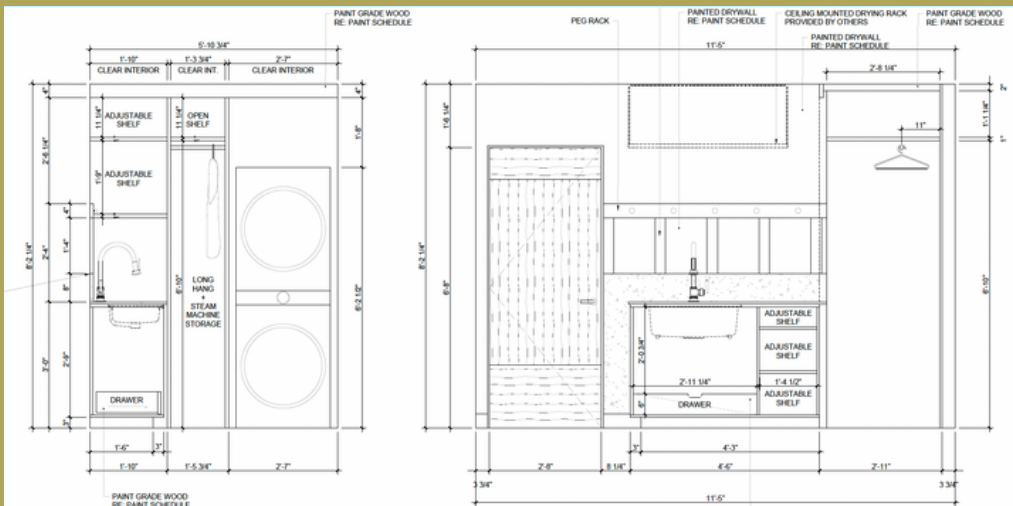
## DESIGN DEVELOPMENT



We build off of the Schematic layouts and develop details of the design, including wall elevations laying out moldings, cabinet details, and specialty features such as fireplace stair railing and balconies are developed in this phase.

Materials are also selected in this phase based off of budget, functionality, and emotional tenor. The specific materials are laid out to scale on the drawing set.

For interiors we continue purchasing furniture and begin the custom production phase, receiving strike off samples, approving templates and seating tests

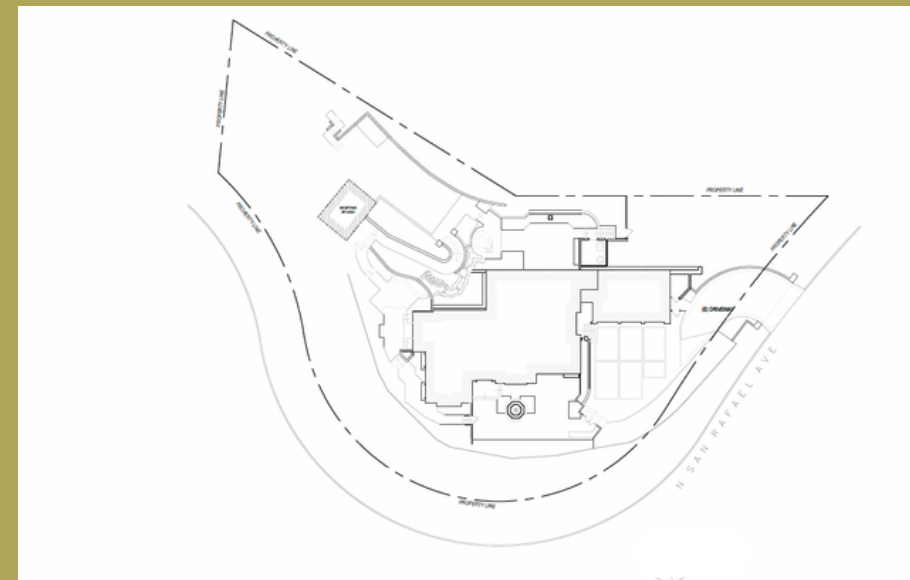
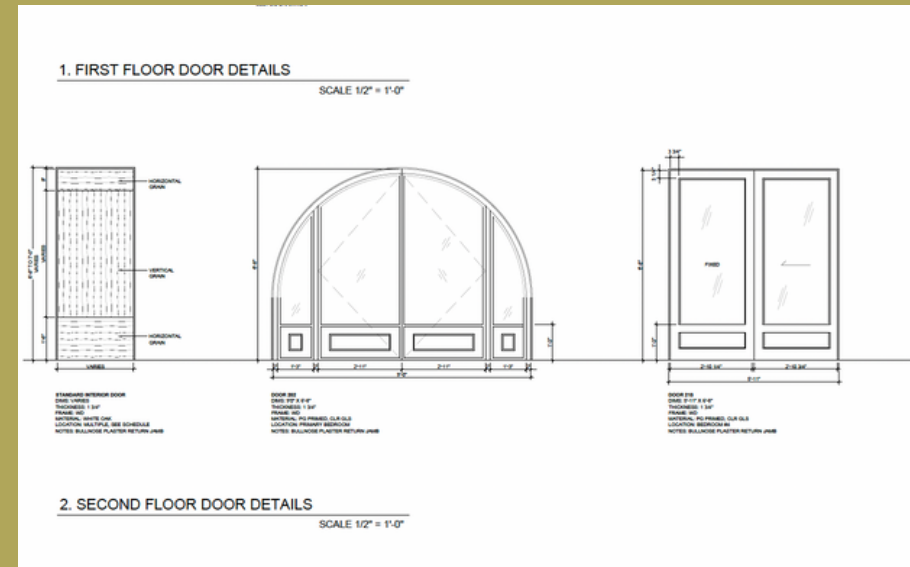


# No.5

## PERMITTING/BIDDING

After completion of the design set, our design team prepares a bid set and instructions, which we send to 1-2 General Contractors. Our bid set includes full instructions, a drawing set, door and window schedules, material schedules and plumbing schedules. This phase is important to include all information possible to gain an accurate bid so we have a true budget for the client up front. Our goal is to know a timeline and accurate build budgets for our clients up front so that we can minimize budget surprises during construction. Sometimes there will be a value engineering process should the budget come in higher than expected and we work with the GC to reduce the scope in order to reduce the budget. We walk the site with the GC's and review our set with them to ensure our design intent is fully understood. It typically takes 6-8 weeks to receive a full bid from GC's after they coordinate with their individual sub contractors.

The permitting process can vary from city to city but the general steps are the same. We work with architects and expeditors on submitting Permit Drawings to the local Building and Planning Department. A city officer then performs a 'plan check' during which they review the project for code compliance and mark any updates they feel must be made. The architect then revises the drawings per the comments and resubmits. This process continues until the city officer approves every drawing in the set. After your Permit Drawings are approved, the contractor picks up the permit at the Building Department. This is done by the contractor and not the architect or client because the one 'pulling the permit' is legally responsible for making sure that the construction complies with the codes.





No. 6

## CONSTRUCTION ADMINISTRATION



Once permits are approved, construction begins. We communicate with the General Contractors weekly and coordinate site meetings every one to two weeks depending on the phase of the project.

During this phase the contractor will provide a timeline schedule and we ensure that the timeline, field conditions, design intent and billing is in line with expectations.

During this phase, we act as owners reps, answering questions and communicating between the GC and owner, ensuring a smooth and successful project. This communication between our team and the GC is as follows:

- Approving material layouts
- Lighting layouts
- Trouble shooting unexpected field challenges
- Approving paint sample selections + specialty finishes in the field
- Approving and coordinating design details with General Contractor

# No. 7

## FURNITURE INSTALL

### WELCOME HOME

Once all of the dust has settled from construction, our team moves towards finishing the job so that our clients can move into a functional and beautiful home. Furniture installation includes:

- Lighting installation
- Window treatment installation
- Anchor furniture pieces
- Accessories + Art installation
- Incorporating clients' existing items with newly sourced items
- Client walk through and key turnover
- Care documents provided to client for newly purchased items





# Meet TATUM KENDRICK

Tatum was raised in Maine and grew up riding horses, lugging wood and building treehouses. She was surrounded by clues of a design-minded future – her grandmother was an antiques dealer, her father a carpenter and her mother an obsessive decorator – but Tatum had her own path, and the first big stop was to understand people. And so she studied psychology and sociology at Hofstra University, worked in PR for Donna Karan in New York City. Then she traveled – hiking the Himalayas, living on the beaches of Malaysia and Thailand, and sampling the good life in South America – until she was convinced that she was put on this earth to design

*livable spaces that deeply root and support the people who inhabit them.*

Tatum returned to New York and began working at one of the most well-regarded architecture firms, Costas Kondylis & Partners. Several years later, she started her own studio, designing townhouses, penthouses and homes in the Hamptons. She then moved to the design capital of the world, Copenhagen, had a son named Smokey and founded Studio Hus. She relocated it to Los Angeles in 2011. Today, Tatum Kendrick Design is located in L.A.'s Chinatown neighborhood while her and her team continue to work on projects throughout the country.



# Next STEPS

## CONTRACT

The initial phase of our collaborative journey starts with a comprehensive review of the legal contract. This document outlines the terms of our engagement, our responsibilities to you, and your commitments to us. It's essential to read through the contract carefully to ensure complete understanding of each clause. After any questions or clarifications have been addressed, we request that you sign the document to formalise our partnership.

## INITIAL PAYMENT

Once the contract has been signed, the next step is to secure your position on our project calendar. This is done through an initial deposit amounting to 30% of the total project cost. The upfront payment enables us to allocate the necessary resources and commence the preliminary stages of the design process, such as research and initial sketches.

## KICK-OFF MEETING

After the initial payment is processed, we will arrange a kick-off meeting to officially initiate the project. This introductory consultation serves as an opportunity for us to delve deeper into your vision, preferences, and any specific requests you may have. We'll discuss key milestones, timelines, and designate primary points of contact for the project. This meeting is crucial for setting the tone and direction of the project and ensures that all stakeholders are aligned in their expectations and objectives.





*Thank You*



[www.tatumkendrickdesign.com](http://www.tatumkendrickdesign.com)  
@tatumkendrickdesign  
213.278.0780