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greenowldesign.com

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Welcome!

A NOTE FROM US

Thank you for considering Green Owl Design! Our approach is collaborative. We strive to have fun while working together to deliver a professional, beautiful, and functional design that exceeds expectations.

Cheers to potentially working together and embarking on this wonderful design journey.

Angela & Erica

FOUNDERS, GREEN OWL DESIGN

Culture.

MISSION STATEMENT

We are passionate about value-driven results, for clients that manifest in thoughtful designs and meaningful transformations, that positively effect end-user experiences.

CORE VALUES

1. Respect the budget.
2. Honor the structure.
3. Educate and be educated.
4. Commit to community.
5. Have fun.



Studio.

LOCATION

5303 Baltimore Avenue
Suite 101
Hyattsville, MD 20781

OFFICE HOURS

Monday - Friday: 9:00AM - 6:00PM
Saturday: By Appointment Only
Sunday: Closed

CONTACT

301 660 3426
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Don't hesitate to contact us.

Protocol.

COMMUNICATION

The success of every project is contingent upon open communication. Listening with purpose is key.

All project communication is done via email, phone calls, virtual calls, and in-person meetings. Text messages are reserved ONLY in the case of updating an arrival time for a meeting. Please send all project-related requests, information, and approvals via email.

Our team prides itself on timely and thorough communication. Our goal is to always respond within 48 hours to emails, excluding weekends and holidays.

MEETINGS

For the best end result, we ask that you commit to be fully present during working sessions and undistracted by phone calls, emails, etc. Decision makers must attend all meetings. Late starts of more than 15 minutes may require rescheduling. For in-person meetings, 72 hour advance notice is preferred.

Our Process

PHASES OF INTERIOR DESIGN

Pre-Design & Retention of Services

Conceptual Design

Schematic Design

Design Development

Construction Documents

Contract Administration



Pre-Design.

- 1 REVIEW PROCESS OF INITIAL CLIENT INQUIRY
- 2 OBTAINMENT AND IN-HOUSE REVIEW OF EXISTING ARCHITECTURAL PLANS AND ADDITIONAL OWNER-PROVIDED MATERIALS (INSPIRATION PHOTOS, EXISTING INVENTORY, ETC.)
- 3 INITIAL VIRTUAL CLIENT DISCOVERY CALL
- 4 DOCUMENTATION AND ASSESSMENT OF PROGRAM REQUIREMENTS TO GENERATE SCOPE OF WORK FOR INCLUSION IN A PROPOSAL OF SERVICES
- 5 SCHEDULING OF CALL TO REVIEW PROPOSAL OF SERVICES (IF REQUESTED)
- 6 GENERATION OF DESIGN SERVICES AGREEMENT
- 7 CONTRACT SIGNING

Design Phases.

CONCEPTUAL DESIGN

Involves research & development and showcases preliminary, inspirational and abstract ideas on function, style, and other foundational elements, establishing the overall essence of your project. This serves as the framework for the development of future project phases.

SCHEMATIC DESIGN

Project goals are converted to more tangible design aspects. Basic drawings and/or sketches of the physical space are established and studied for circulation, flow, layout and special features. Samples for key FF&E options are presented for review.

DESIGN DEVELOPMENT

The design team prepares working drawings and specifications, sources specific products, materials, and finish selections, obtains preliminary bids, and creates working budget. Based on Client approval, the scope and budget are updated. Once the design is approved, purchasing can commence and more accurate estimates for construction, if applicable, can be obtained.

CONSTRUCTION DOCUMENTS

·Written and final graphic documents, for design intent, including drawings, specifications, and schedules are prepared to communicate the project design to contractors and/or Architect.

CONTRACT ADMINISTRATION

The scheduling and coordination of contracted labor takes place during Contract Administration. Designer purchased FF&E, custom-designed products and materials, and finishes are delivered/installed and inspected to ensure they comply with the design plan.

Purchasing & Project Management.

MATERIALS MANAGEMENT

- Obtainment of price quotes
 - Processing of payments for budgeted and approved FFE
 - Creation of purchase orders
 - Tracking of orders, receipts, and invoices
 - Budget preparation
 - Assistance with delivery logistics and damage claim resolution where possible
 - Updates, via email, on shipment and delivery statuses
-

PROJECT MANAGEMENT FOR INTERIOR DESIGN SCOPE

- Scheduling of pre-construction meeting
- Scheduling and coordination of contracted labor / General Contractor
- Review of contractor submittals for limited purpose of conformance check with design concepts and drawings
- Periodic site visits to review construction progress
- Oversight of installation of specified items
- Inspection of all FF&E and custom designed products, materials, and finishes to ensure compliance with design plan

**ESTIMATION
SERVICES**

- Designer will assist Client/Homeowner in obtaining an estimate(s) and/or proposal(s) by submitting all design documents and pertinent information for Contractor review
- Designer will respond to questions needed to complete bidding
- Designer will review a comparison of bids and present them to Client/Homeowner

**PROFESSIONAL
B2B CONSULTATIONS**

- Designer will coordinate work, including meetings, site visits, and drawing reviews
- Provide Q&A regarding the interpretation and/or clarification of our Design Documents to coordinate with consultants

**WE LOOK FORWARD TO THE
OPPORTUNITY TO WORK TOGETHER**

Thank You.