



The MKB Process

Step 1: Before We Begin

Initial Land Survey

Morgan Keefe Owner, Malcolm Morgan, will walk the land with you, considering home sites that are finalists. Malcolm's invaluable eye for layout will assess your lot's view potential, house placement, and site difficulty, beginning your journey, from the ground up.

MKB Office Meeting

Malcolm, CFO and President Brenda Tudor, and our estimator sit down and immerse themselves in the details of your project. Most importantly, they take into consideration your vision, your style and the budget for your new home in order to properly understand the nuances of your project.

Step 2: Pre-Building Process

Pre-Building Process

During the Pre-Building Process we discuss your requirements and how MKB manages the construction of your home. We will discuss forms of contract, financial accountability, insurance provided by MKB and its subcontractors, as well as other administrative and financial aspects of your project.

Letter of Intent

Once you have decided to partner with Morgan Keefe on your home, we sign a Letter of Intent that allows us, with your permission, to pursue certain pre-construction activities including surveys, septic permits, exploration of steep slope compliance, etc. This also allows us to mitigate as many issues as possible and begin your project.

Preliminary Estimate

The estimating process begins with Malcolm, Brenda, a project manager, and the estimator, thoroughly reviewing your preliminary plans and specifications. They then receive input from subcontractors and suppliers to create a preliminary estimate as a "temperature check" with your budget. MKB will also discuss value added and cost reduction opportunities in the estimate.

Contract Negotiation

MKB utilizes American Institute of Architect (AIA) contract templates. AIA templates are industry recognized contracts that present a fair balance for all parties, and are familiar to most attorneys.

Final Control Estimate

Once the plans for your home are finalized, the Final Control Estimate is prepared, presented, approved, and incorporated into the contract. Once we have a firm start date of construction, the project manager assignment is finalized.

Step 3: Clear Communication

Detailed Billing

Detailed billings are sent monthly on an AIA Payment Application. These billings include a Cost Variance Report summarizing the line item budget and any change orders made to date. We also include copies of all invoices and subcontractor applications for payment.

Construction schedules

Construction schedules are reported to Malcolm and Brenda twice a month for review. Your weekly updates, your selection timeline, and photo updates are sent to you and your architect every Friday to ensure a seamless building process.

Selections

Your selections timeline is provided to you, your architect, and your interior designer at the beginning of your project. Making timely selections is a key factor in the construction timeline and orderly progression of your project.

Progress Visits

We understand how excited you are to see the progress of your beautiful home, so we schedule strategic visit times throughout the building process to allow just that. We encourage visits when the framing is complete, at the beginning of interior trim to review mock-ups for approval, and a final walk through before the final review.

Step 4: Building Process

Dedicated Project Manager

At MKB you will have an assigned project manager for your home. This project manager is fully engaged in the detail of your home.

Pre-Construction Planning

Before your project begins, your project manager spends a significant amount of time studying the plans and specs after he or she has made a visit to the site. They then prepare subcontracts, adjust a construction schedule, and set up a selection schedule for you.

Subcontractor and Supplier Selection

We then begin matching subcontractors and suppliers to the project. MKB has a robust list of qualified subcontractors and suppliers that are vetted for quality, reliability, and insurance requirements. The project manager then makes decisions as to which subcontractors and suppliers are selected to best fit your budget and home.

Inspections and Visits

Malcolm and Brenda make regular visits to your home site to ensure that the building process is progressing smoothly and according to plan. These routine visits give Morgan Keefe a complete, real world evaluation of your project, allowing us to best execute our team based approach to building your home.

Checklists

Morgan Keefe utilizes various checklists throughout the building process from start up to close out. Every home is built to the Morgan Keefe Standard of Excellence which means attention to detail at every step. Our project managers follow these checklists to ensure your home is built properly, well before it is inspected by county or city inspectors.

Field Reports

Field reports are completed daily by your project manager and weekly safety meetings are held on site. MKB is proud of its excellent safety record and we do everything to ensure a safe working environment for those crafting your home.

Change Orders

At Morgan Keefe, we believe in transparency in everything, especially when it comes to changes, so, if any changes do occur, you are the first to know. All change orders are presented to you, up front for approval before proceeding. Handing you the keys to your new home should be a time for celebration, not a mountain of bad news.

Step 5: Final Touches

Nearing Completion

Your beautiful home is almost complete! Your project manager utilizes a close-out checklist to make sure no details are forgotten. We then prepare a warranty manual including all warranty information, operating instructions of mechanicals and appliances, a list of subcontractors and suppliers on the project, and maintenance suggestions for your home.

Welcome Home

Once we turn over the keys, our involvement does not end. We pride ourselves on customer service before, during and after construction.

Home Inspections

Morgan Keefe offers a Home Maintenance Inspection service available at custom intervals. The HMI is a great way to proactively protect your new home and ensure the longevity of your investment. Morgan Keefe can even arrange the necessary maintenance, saving you the headache.