



CONSTRUCTIONS

Pre - Construction Guide



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Welcome!



I'm Mick, Director of M.M Constructions. With over 20 years in the building industry, I'm passionate about building quality homes that are made to last.

I'm known for being approachable, reliable, and easy to communicate with, and I believe good builds start with clear conversations and honest advice.

From our first chat right through to handover, my goal is to make the process straightforward, transparent, and stress-free.

This welcome brochure is here to give you a clear understanding of how we work at M.M Constructions and what to expect, wherever you're at in your building journey.

We look forward to working with you and guiding you through your building project.

Mick Martin

Meet the Team



Mick Martin
Registered Builder



Casey Martin
Administration



Carpenters
Employees

Mick is the first point of contact for all things construction and brings a knowledgeable and highly experienced building career to every project.

As a qualified carpenter and a registered builder for over 15 years, Mick has extensive experience delivering difficult and complex extensions, as well as many high-end custom homes. His hands-on background means every build is approached with practical insight, strong problem-solving skills, and a clear understanding of how designs translate on site. Mick works closely with his team and trades to ensure each project is run efficiently, safely, and to a high standard from start to finish.

As the first point of contact for new enquiries, Casey looks after all preliminary works before Mick and the team begin onsite. She is highly knowledgeable when it comes to building, and manages the building contract and required applications to ensure everything is in place before your build gets up and out of the ground.

Throughout construction, Casey continues to liaise with clients and is the go-to contact for finishes and selections. With her friendly nature and approachable personality, she is responsive, organised, and always willing to help guide you through each step of the journey.

We employ four full-time carpenters who are all highly qualified, committed, and reliable. Working together as a cohesive team, they bring consistency, skill, and attention to detail.

With a solid understanding of each job, they take clear direction from Mick while also being supported onsite by Alex, our Site Supervisor. Alex works alongside Mick to oversee the day-to-day operations, ensuring quality workmanship and efficiency across every stage of the build.

The team are our eyes and ears on every site, with high standards, clear communication, and a strong focus on delivering quality outcomes for our clients.

Build Consultancy



Build Consultancy

Suitable for clients with concept architectural drawings, in early stages with architect and/ or engineer.

Objective: To provide a detailed review of the proposed project to ensure it is buildable, cost-efficient, and aligned with the client's budget, expectations, and construction requirements prior to commencement.

Scope of Works:

- Initial project consultation and site meeting
- Review of architectural drawings, concepts, and layouts
- Build Consultancy Report including all advice and recommendations
- Collaboration and discussions with your design team (architects, engineers, energy assessors, LCA consultants, etc.)
- Buildability advice to ensure your design is practical and efficient to construct
- Budget guidance and cost planning aligned with your expectations
- Identification of potential cost drivers early (structural requirements, materials, finishes, site constraints, etc.)
- Preliminary construction methodology and staging advice
- Guidance on planning permits, building permits, and approval pathways
- Advice on selections, finishes, and inclusions to align with your budget
- Preparation of an Initial Fee Proposal based on our builder's range of inclusions
- Transition into a Final Fee Proposal once selections and documentation are finalised

Build Consultancy - continued

Why this is a valuable step:

Engaging a builder early through a consultancy allows us to work alongside your design team to ensure the project is not only well designed but also cost-effective and buildable. Too often, projects progress through design without real construction input, which can lead to redesigns, delays, and budget overruns.

Our structured approach, including our two-stage fee proposal process, provides transparency and confidence from the outset. It allows you to make informed decisions before committing to a full building contract, ensuring there are no surprises along the way.

Design & Build Package



Design & Build Package

Suitable for clients with no architectural drawings and wanting to work with M.M Constructions to help design a custom home to suit their land or an extension to their current home.

Objective: To deliver a seamless, fully coordinated pathway from concept design through to construction, ensuring all architectural, engineering, and construction elements are aligned, buildable, and cost-effective.

Scope of Works:

- Office meeting with Mick (registered Builder) and Casey (project administrator) to discuss the project in detail.
- Onsite meeting with Mick and Architect to complete Concept Drawings.
- Ongoing consultation between Mick and the Architect to ensure design feasibility, budget alignment, and buildability.
- Concept Drawings – allowance for 3 revisions.
- Finalised Architectural Drawings
- Engineering Drawings
- Soil Report (if required)
- BAL Assessment
- Energy Rating Report
- Property Information Certificate
- Planning Advice
- Initial Fee Proposal
- Final Fee Proposal

Design & Build - continued

Why this is a valuable step:

A Design & Build package is valuable because it brings the entire process under one team from day one, giving you clarity, control, and confidence throughout your project.

By involving your builder early, the design is shaped around real construction costs, site conditions, and buildability — reducing the risk of budget blowouts, redesigns, and delays. It creates a more efficient and streamlined journey, with better communication, faster decision-making, and fewer gaps between design and construction.

Ultimately, it ensures what you're designing is not only visually appealing, but practical, achievable, and aligned with your budget from the very beginning.

Two - Stage Fee Proposal



Two Stage Fee Proposal

Suitable for clients with full architectural and engineering drawings.

Objective: To provide a structured and transparent pricing process that allows for an initial cost assessment based on builder's inclusions, followed by a refined and accurate fixed price proposal once all client selections, documentation, and project details are finalised.

Scope of Works - Initial Fee Proposal:

- An initial office meeting with Mick our registered builder, and Casey our Project Administrator.
- An onsite visit with our team.
- Any additional site visits required throughout the proposal process.
- Advice on the build, drawings and any cost-saving opportunities or better approaches.
- Guidance on the budget and buildability
- Initial Fee Proposal
- Inclusion Document
- Provisional Sum & Prime Cost Allowance Document
- Office meeting to discuss Initial Proposal and provide further details on the Final Proposal & Upgrades

Two Stage Fee - continued

Scope of Works – Final Fee Proposal:

- Variations & Upgrades document and information is provided.
- A revised Final Fee Proposal based on any client selections.
- Guidance on the budget and buildability
- Sample Box based on selections
- Next Step document, including information on building permit, building contracts and pre-construction process.
- Inclusion Document
- Provisional Sum & Prime Cost Allowance Document
- FF & E Schedule

Why this is a valuable step:

Our two stage fee proposal process is valuable as it provides early cost clarity while allowing time to properly refine all details. Rather than relying on rough estimates, this approach ensures your final price is based on actual selections, complete documentation, and real construction requirements—resulting in a far more accurate and reliable outcome.

What we need from you

To help us work with you to the best of our ability on your building project, it would be helpful to gather the following information:

☐

01

Complete the Client Project Brief

A copy of this questionnaire has been emailed to you.

☐

02

Inspiration images

Preferred design style or design direction for build & design packages. Ranch, farmhouse, modern, industrial etc.

☐

03

Architectural drawings & engineering from architect

Please provide us with the drawings of your project. This allows us to all be working from the same plans. Not required for design & build packages.

☐

04

Preferred fixtures & finishes

Cabinetry, floors, tiles, appliances, tapware etc

☐

05

Budget expectations

Please provide us with any budget expectations, specific requirements or priorities for the project.

☐

06

Payment of invoice

Work will commence on your project after we have received the payment of your initial invoice.

What to Expect

Building can be stressful and I like to prepare my clients for what is to come. Here are some things to prepare yourself for:

- **Lots of decision making:** Building and Design is about choices, and there will be many decisions to make along the way. We will guide you through these decisions, providing expert advice to ensure that the final result aligns with your vision and lifestyle.
- **Fast turnaround times:** We work with various parties whose schedules need to align for your project to progress smoothly. You might sometimes be required to make quick decisions to keep things moving. We will help you with these decisions.
- **Mistakes can happen:** Despite the best planning and execution, issues may arise. It's crucial to approach these instances with patience and flexibility. We will work diligently to rectify any issues, ensuring that the final outcome meets your expectations.
- **Unexpected costs will arise:** This might be due to unexpected structural issues, changes in materials or alterations to the initial design plan. We recommend setting aside a contingency budget, typically 2-3% of the total project cost, to cover such issues.
- **Unavoidable delays can occur:** Delays can occur for many reasons - changes to documentation, variations or late selections, weather conditions, material supply delays or specialist trade delays. We value your time and will make every effort to avoid these delays, but it's good to be prepared for some flexibility in the project timeline.
- **Stress:** Building projects can be emotional. Seeing your home in disarray during the process can be stressful, but it's a necessary part of the transformation. Remember, the temporary discomfort will lead to long-term satisfaction and joy in a space that truly reflects you. We are committed to making this process as enjoyable and stress-free as possible for you. That's what we are here for!

Frequently Asked Questions

Here are the answers to our most commonly asked questions...

How involved will I need to be in the project?

The level of involvement is entirely up to you. We can handle everything from start to finish, or we can work collaboratively with you on every detail.

What if I choose not to go ahead with my project?

If you have selected the Design & Build package and choose not to go ahead with the project, you have full ownership of all of the building documents. These are given to you, to use how you like.

What if the project is out of my budget?

As part of our process, we ask for your budget upfront so we can determine early whether the project is aligned and buildable. If we identify that the design exceeds your budget, we will work with you to review options

When do I need to make my selections?

Selections should ideally be finalised before construction begins. Late selections can lead to delays and additional costs, which is why we guide you through this process early.

What are variations?

Variations are any changes made after the contract has been signed. These can impact both cost and time, so we aim to minimise variations through detailed planning upfront.

Frequently Asked Questions

Here are the answers to our most commonly asked questions...

How are payments structured during the build?

Payments are typically made in stages aligned with construction milestones: Deposit, Slab, Frame, Lock Up, Fix Out and Completion. Each stage is invoiced upon completion.

Can I make changes during construction?

Yes, however changes may result in additional costs and delays. All variations are documented and approved before proceeding.

Who will I be dealing with during the build?

You will have direct communication with our team throughout the project, including site supervision and office support to ensure clear and consistent communication.

Is my build covered by warranty insurance?

Yes — all residential building works are covered by domestic building warranty insurance, providing protection for the homeowner.

How do you ensure quality?

We focus on detailed documentation, experienced trades, and consistent site supervision. Our goal is to deliver a high-quality finish that meets both industry standards and client expectations

Next Steps

We are excited to get started on your project!

- Please pay your invoice (attached)
- Please work through the checklist on the page 'what we need from you'
- On receipt of payment, our team will be in contact to organise our onsite or in office meeting.

We look forward to working with you on your project!



Contact

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Director

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Communication

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Instagram DMs:
@m.mconstructions

Our office hours are 9am to 4pm Monday to Friday. Feel free to call or text us during those hours. If I am unavailable please leave a message and I will call you back as soon as possible.

Urgent questions or issues:

The best way to reach me with urgent issues or questions is via text message.



Communication + Meetings:

We pride ourselves on clear and consistent communication throughout every stage of the project. Our approach is built on being transparent, honest, and readily available—ensuring you are always informed, supported, and confident in the decisions being made. From initial discussions through to construction, we maintain open lines of communication so there are no surprises along the way.

Expect from me:

- Regular phone or text check-ins
- Weekly update and project progress emails
- In person meetings at start and end of key phases of project
- Site visits – as needed or requested by you or trades