



Needs and Options Review

The Problem:

It is not uncommon for people to know they want to do a building project, and have thought about it quite a bit – but just don't know how best to start...

Or worse, launch into an expensive design service without establishing a relationship or worse still, not carefully established the groundwork for the project.

The Promise:

“A surgeon wouldn't operate without a proper diagnosis, so...”

The initial **NEEDS AND OPTIONS REVIEW** works in the same way. It will allow you to start an exploration designed to precisely understand your requirements and potential roadblocks, then gives:

- Findings and Recommendations;
- A Plan to move forward;
- A Timeline and Rough Order of Cost.

The Process

We developed this process while doing our sports projects. These typically involve a large number of groups and a diverse range of people. We saw an issue in these projects, of people starting design and construction **BEFORE** they had fully done their research and homework. **BEFORE** they had critiqued their ideas.

We think this applies across the construction industry T it also happens in residential projects too...

People are trying to run before they have mastered the walk (sports pun intended!)

The consequence of inadequate upfront research of needs and options is like... building a house on bad foundations.

The foundations are the most important part of the whole house, because everything is built on top. It's very expensive to change the foundations once you have started to build upwards. But it's very easy to change them if they are simply lines on a plan.

So... we spend a little more time on the research than most other firms who rush their clients into the design phase.

There are five important steps in building:

1. Needs and Options Review – which is the first step
2. Design phase
3. Construction Document phase
4. Building and Contract Management
5. Completion phase

On the next page we've outlined the **first step** T what the Needs and Options Review is.



NEEDS AND OPTIONS REVIEW

When considering renovating your character home the high-level **Needs and Options Review** with ARC Residential is the first step.

Why...?

Choosing a designer and builder isn't easy.

You need the right team who has the specific skill for your character home project. The right 'fit' between you and your team is key.

... this may or not be us!

In our experience the best way of finding out whether we are the right 'fit' is to fully understand what you are looking for. This is achieved through and initial consultation and our Needs and Options Review.

If for some reason we then discover that we are not an ideal 'fit' then you are free to take the review report to another designer for them to continue the process.



Tom Rogers, AIBD, NCBDC
Principal & Director of Design



Chris Adair
Principal & Director of Construction

email:
arc.residential.info@gmail.com

- Obtain a certified designer's and builder's opinion on the feasibility of the project – one who is experienced in the type of project you're facing
- Produce an outline brief that provides the "DNA" for future work - detailing rooms, connections, orientation etc...
- Discuss potential solutions at a high level that encourages ongoing testing of ideas – "Design Thinking"
- Discuss the 'look and feel' of a potential scheme
- Discuss the functional viability of the project and your ideas
- Prepare sketches of possible layout options
- Provide preliminary rough order of cost estimate of construction for budget usage
- Provide a preliminary program or timeline
- Production of report including the above
- All travel prices included in price for Auckland central region (other areas beyond this area are priced at 'cost')
- Report includes schedule of services and fee proposal on next stages of project
- Optional: Provide preliminary planning review (by Planner)

A surgeon wouldn't operate without a proper diagnosis... our initial **Needs and Options Review** works in the same way.

It starts a strategy designed to precisely understand your requirements, and then give findings and recommendations, and a plan to move forward with a timeline and rough order of cost to assist your budget.

What do you get?

Phase I: Initial Scoping Discussion – An outline brief for your project **(\$750.00)***.

Meet onsite & discuss the project Review
current function & design

Clarify issues; discuss options and current thinking

Clarify project aims & vision; themes & drivers

You provide: existing site & background information (plans, HOA or Municipality design requirements, etc.)

Phase II: Options Sketches – Options development and analysis **(\$750.00)***

Explore potential spatial relationships, connections & future proofing options

Prepare freehand concept options

Provide preliminary straight-line program

Prepare and present report



Yes, I would like to book an initial discussion with Tom Rogers and Chris Adair as described above.



Yes, I have completed the agreement (next page) & provided my/our client details to get the project underway.

* Total \$1,500 up to 3000 s.f. (\$.50/s.f above 3000 s



We request that you sign the agreement in the space provided below, copy it for your own records and return a scanned signed copy to us for our records.

CLIENT ACCEPTANCE AND CONFIRMATION OF DETAILS

.....Date.....

Signed by an authority of the Client as confirmation of this Agreement

.....
Name

Please confirm the delivery and addressing details for invoices to be sent:

Formal Client / Business Title:

Postal Address:

Email Address:

Attention of:

Scan and email to
arc.residential.info@gmail.com