

01. Summary Sheet

Rapid Project Planning Pack For The Research Phase

"If I had six hours to chop down a tree, I'd spend the first 4 sharpening the axe" – Abraham Lincoln

The #1 Project Problem

#1 Problem: Projects going over time and over budget.

On a daily basis, we see people moving projects into the design phase **before** the research is started. This is like a doctor starting surgery without a thorough

diagnosis or trying to build a house on a bad foundation.

That is why we created the **Rapid Project Planning Pack**. Now you have a simple process to help you move through the **Research Phase**.

If you follow this tool, you will reduce project risk and improve design.

01. RP3 Summary Sheet

Once you have ticked all the boxes below, you are ready to move to the **Analysis Phase**

02. Building Project Roadmap

Review the roadmap and identify where you are on your journey

03. Building Experts Directory

Directory of professionals who can help you at each stage of your design and building process

04. Building Cost Estimator

Simple do-it-yourself worksheet to estimate your building project

05. FAQ's & SAQ's

Frequently-asked questions and should-ask questions you need to know about working with an architect

06. Myth vs. Reality

Some things architects do outside design to complete a project

07. How To Create A Design Brief Using Only 7 Questions

Contact your shortlisted architects to start your process

08. Readiness Slider

Gauge how ready you are to move into the **Design Phase**

02. BUILDING PROJECT ROADMAP

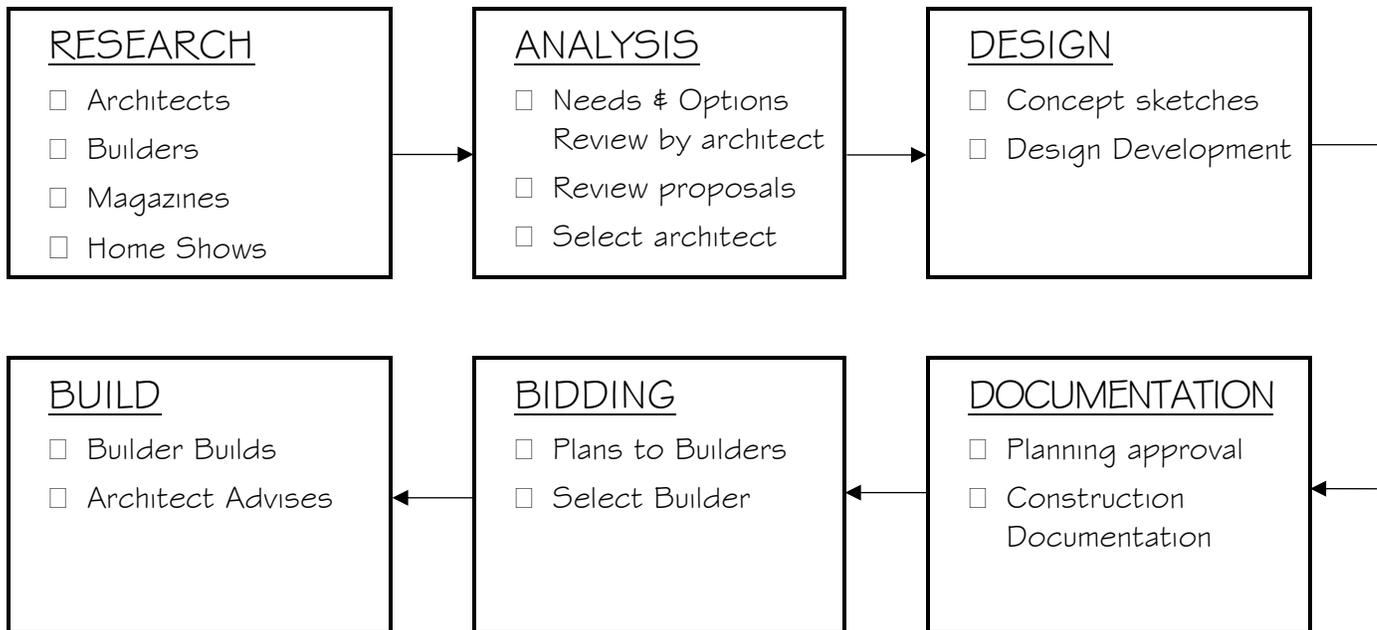
Major Steps Required for Designing and Building Your New Home

The Roadmap

This is important...please read carefully.

Right now, you should be in the **Research Phase**. This is where you are gathering information and playing around with ideas. At the point you want to get serious, you will want to check the feasibility of your ideas and understand what the

project constraints are. If you work with me, we will move to the **Analysis Phase** by conducting a Needs and Options Review to eliminate assumptions, identify constraints, and find your best options. You will receive a document that can be used by me or any other architect that will ensure you reduce project risk and get the best options for your site and budget.



When you are ready to review the feasibility of your project, email or call us >>

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03. My Project Expert Directory

Our Personal Directory of Trusted Professionals

"It's not WHAT you know. It's WHO you know."

Who Are These Experts?

Understanding WHAT to do is one obstacle and working out WHO can help you is another.

On a daily basis, our team receives requests for us to recommend design professionals. To make this process easier, I have listed the design

professionals that we trust for specific types of projects. Not only do they do a great job, but they provide excellent advice as well. These are the experts we trust explicitly.

If you have other questions about your project, don't hesitate to reach out to me. If I can't answer your question, then I'll direct you to someone who can.

Profession	Name	Company	Contact Details
<input type="checkbox"/> Architect	Verity Frizzell (me)	Feltz & Frizzell Architects, LLC	(732) 892-0208 verity@feltzandfrizzellarchitects.com
<input type="checkbox"/> Builder	John Tym	John Tym Builders, LLC	(732) 600-2047 jctym@comcast.net
<input type="checkbox"/> Structural Engineer	Kevin Sommons	KSI Professional Engineers	(732) 938-2666 x 108 ksommons@ksi-pe.com
<input type="checkbox"/> Interior Designer	Joanie Seidel	Cahill Studio	(732) 935-1280 joanie@cahillstudio.com
<input type="checkbox"/> Drilling Contractor	Jonas Endreson	Jonas Endreson A Family of Drilling Contractors	(732) 270-2060
<input type="checkbox"/> Surveyor	Ron Post	Ron Post Surveying	(732) 255-9050
<input type="checkbox"/> Civil Engineer	Chuck Lindstrom	Lindstrom, Diessner & Carr	(732) 477-8900 clindstrom@ldcpc.com
<input type="checkbox"/> Land Use Attorney	John Jackson	King Kitrick Jackson & McWeeney, LLC	(732) 920-8383 jjackson@kkjmlawfirm.com

The right architect will manage both
The experts AND the process.

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04. Building Cost Estimator

The Simple, Do-It-Yourself Way To Estimate Your Number

The #1 Question...

The most dreaded question architects, builders and every other professional hates has got to be, "How much will my project cost?"

There are so many variables that a definitive answer is literally impossible.

Even worse, the consequences of trying to

answer and risk giving bad advice will have most experts running away to avoid the question.

The problem is that this question is VERY important. No one can proceed if they don't have a ball park estimation of cost.

This guide will help you determine an estimate of overall project costs. Your actual number may be more or less, but it can be helpful to see an estimated figure.

New Home Cost Estimator				Estimate Your Cost	
Style	Standard	Medium	Luxury	Area	Cost
Cost / Sq. Ft.	\$200	\$250	\$300		
1,000	\$200,000	\$250,000	\$300,000		
2,000	\$400,000	\$500,000	\$600,000		
3,000	\$600,000	\$750,000	\$900,000		

Renovation Cost Estimator				Estimate Your Cost	
Style	Standard	Medium	Luxury	Area	Cost
Cost / Sq. Ft.	\$300	\$350	\$400		
1,000	\$300,000	\$350,000	\$400,000		
1,500	\$450,000	\$525,000	\$600,000		
2,000	\$600,000	\$700,000	\$800,000		

For a detailed project cost estimate, email me at verity@feltzandfrizzellarchitects.com

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05. FAQ'S & SAQ'S

What you need to ask before you begin your project

If you haven't worked with an architect before, these answers should help with your most pressing questions.

1 What services do architects provide?

Architects see the big picture when it comes to your project. They help you explore what appeals to you aesthetically and what you require functionally. They coordinate teams of design, engineering and construction professionals; they sort through the maze of building codes and zoning requirements; they provide design leadership so that your project is built the way it was intended.

2 Don't architects add substantial cost to a project?

While it's true that architects' fees are an additional project cost, hiring an architect can actually save you money in many ways. An architect's design can reduce energy and maintenance costs and provide an efficient layout so that you don't overbuild what you really need. They can turn a difficult lot into a successful building site. And they spend time planning and fully developing your ideas to avoid changes once construction is underway.

3 How are architects compensated?

An architect's compensation can be based on time, a stipulated sum, a percentage of the cost of the work, the project's square footage, unit cost (based on number of rooms/apartments, etc.), or royalty in which compensation is a share of the profit derived from the project. Time-based compensation and stipulated sums are most common.

4 At what point in my project should I involve an architect?

As soon as you decide you want to begin planning your project, you should start looking for an architect. Architects provide important pre-design services including site evaluation and can help you explore options you may not have considered. Involving an architect early in the process can help avoid costly missteps and increase the likelihood of your satisfaction with the project.

5 How do I find the right architect for my project?

It is critical to find an architect who makes you feel comfortable, and with whom you can have open communication. It's also important to find an architect with experience in your project type. Talk to individuals who have developed similar facilities and ask who they interviewed. If there are projects that you have admired—whether similar to your own or not—find out who designed them.

05. FAQ'S & SAQ'S

What you need to ask before you begin your project

- 6 How many firms should I interview, and how should they be selected?**
Typically, three to five firms—enough to see the range of possibilities but not so many that an already tough decision will be further complicated. Treat each firm fairly, offering equal time and access to your site and existing facilities.
Factors such as experience, technical competence, and available staff resources will be important to your decision. Thus, if you are approaching more than one firm, make sure that you can provide all the information required to ensure that the proposals you get offer the same scope of services so that you can evaluate them on a consistent basis.
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- 7 Why are formal interviews desirable?**
An interview addresses one issue that cannot be covered in brochures: the chemistry between you and the architecture firm.
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- 8 Should I expect a firm to deliver all the services necessary to complete the project?**
Not necessarily. You may have considerable project-planning, design, and construction expertise and may be capable of undertaking some tasks yourself. Alternatively, you may find it necessary to add other consultants to the team. Discussion with your architect will establish who will coordinate owner-supplied work or other services.
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- 9 On what should I base my decision?**
Personal confidence in the architect is paramount. Seek also an appropriate balance among design ability, technical competence, professional service, and cost.
-

06. Myth vs. Reality

What Do Architects Actually Do?

An architect's role is a lot larger than most people realize. When an architect manages your project, they ensure that every part of the

process below (and more) is handled to ensure that the biggest investment in your life or career is safe and secure.

Myth

Sketches design that a builder uses.

Reality

Checking the zoning ordinances and, in particular, any rules and regulations that restrict what or where you can build.

Ensuring Compliance with building and safety regulations, local planning regulations and restrictions. Depending on the project, there may be laws surrounding the preservation of the local environment and any historic parts of a building.

Leadership – heading up the team of professionals who will work on this stage of the project including builders, tradespeople, engineers, designers, and financial professionals.

Construction Documentation – translates the design into instructions and technical specifications for contractors and construction officials. Ensures those specifications are met.

Project Management – site visits and meetings, observing the construction and validating quality of work, negotiating with contractors and addressing and resolving any problems that arise.

07. How To Create A Design Brief Using Only 7 Questions

“Focusing is about saying no.” – Steve Jobs

Alice: “Would you tell me, please, which way I ought to go from here?”

The Cheshire Cat: “That depends a good deal on where you want to go.”

Alice: “I don’t much care where.”

The Cheshire Cat: “Then it doesn’t much matter which way you go.”

The method below is our 7 Question Design Brief Creator. Answering these questions will help you prepare for your interviews with architects. To understand who you are and how you live or work is an essential part of the design process, and knowing these answers will ensure a successful outcome.

Your Question	Answer
1 What is your current situation?	
2 How do you live? Is that changing or about to change?	
3 What will you need to see to know your project has been a dramatic success?	
4 How do you want to FEEL as you move through your new space?	
5 Who are the important people for whom this home needs to be designed?	
6 What are the budget, timeframes, and boundaries within which we need to work?	
7 What does your home really mean to you?	

08. Readiness Slider

Are You Ready To Move To The Design Phase?

Do You Need An Architect?

This exercise allows you to assess how ready you are to move to the **Design Phase**. If you are not close to 10 on ALL scales, then it's best to seek help from an expert to do this research.

If you rush into the design phase without this information available, you run the risk of making too many assumptions, which is the #1 reason projects go over budget and over time.

"Measure twice, cut once." – Builders Mantra

Question

Slider

(0-10, zero = low, 10= high)

How clear are you on exactly what you need?

0 _____ 10

How aware are you of all the various options your site will accommodate?

0 _____ 10

How confident are you that you are aware of all the legal requirements?

0 _____ 10

How aware are you of the process you will need to have in place to get the project completed on time and on budget?

0 _____ 10

How confident are you that your budget will achieve your needs?

0 _____ 10

Give yourself an overall rating for readiness.

0 _____ 10

Don't worry if you are not at 10 on all scales yet. The Needs and Options Review process allows you to fill in the knowledge gaps and gets you ready to move to the **Design Phase**.

(732) 892-0208

Our Needs and Options Review is the process designed to get you to 10 on ALL the sliders above

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