

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. Application/ Approval phase
4. Construction Document phase
5. Building and Contract Management
6. Completion phase

On the next page we've outlined the **first step** - what the Needs and Options Review is.

Choosing an architect isn't easy.

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

... this may or not be me!

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 an 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.



Lauran Trevena

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NEEDS AND OPTIONS REVIEW

When considering renovating your home the high-level **Needs and Options Review** with Lauran Trevena at LT + Associates is the first step.

Why... ?

- Obtain a registered architect'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 on going 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
- Discuss budget
- Discuss a preliminary programme or timeline
- Production of report including the above
- All travel prices included in price for Sydney, Newcastle & Central coast region other areas beyond this area are priced at 'cost')
- Report includes schedule of services and fee proposal on next stages of project
- Provide a preliminary planning review of the site (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 for your investment?

Phase I: Initial Scoping Discussion – An outline brief for your project (\$1,550.00)*.

Meet at site & discuss the project Review current function & design Clarify issues; discuss options, budget and current thinking Clarify project aims & vision; themes & drivers. This is all prepared into a report that you can give to any design professional.

You provide: existing site & background information plans, Title, Planning Certificate, Council files, etc) Existing house plans. If you do not have existing plans we can provide this service.

Existing plans of house required?

\$450 + GST per level – Do you require us to prepare existing plans Y/N

Phase II: Options Sketches – Options development and analysis (\$1,450.00*)

Explore potential spatial relationships, connections & future proofing options

Prepare concept sketches (N.T.S) options and discuss via an online meeting using Zoom as well as added to the main report for future reference.

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- Yes, I would like to book an initial discussion with Lauran Trevena as Described above.**
 - Yes, I have completed the agreement (next page) & provided my/ our client details to get the project underway. Total \$1,550+GST & disbursements.**



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

Email Address:

Postal Address:

Attention of:

A \$600 + GST commencement invoice will be sent out on return of this form and will be required to be paid before or on the day of the site visit. We do have card payment facilities if required, please just call the office.

Scan and email to

lauran@ltaa.com.au