

WHAT THE ELEVATED STUDIO DOES:
WE ARE YOUR...

Architect (design professional) – solving the recovery problem through design;

Advocate – Working with the Program to complete your recovery;

Project Manager – Working with you and the selected contractor to reconstruct/repair your home;

Construction hawk – Making sure that the construction team is working smoothly and efficiently;

Assistant grant manager – Helping you manage the grant dollars throughout the process.

THE DESIGN PROCESS

It takes time. In a “normal” project schedule, design can take up to one year to complete, BEFORE the permits are filed.

3 Design phases (2-4 months per phase):

- Schematic Design
- Design Development
- Construction Documents
- NYR Processing (2-6+ months)

DETERMINING THE AWARD

Before tES Submission:
Design Fee: \$ 8,000.00
Construction Cost: \$74,780.00
After Program Review:
Design Fee: \$ 19,300.00
Construction Cost: \$227,300.00

Estimated Cost of Repair			
NY Rising Housing Recovery Program			
Summary for Elevation			
Line Item Total			194,817.88
Permit			1,000.00
Bonding			5,288.48
General Conditions			12,692.34
Subtotal			213,798.70
Total Tax(Rep-Main)	@	8.625%	16,721.17
Replacement Cost Value			\$230,519.87
Less Amount Over Limit(s)			(3,231.82)
Net Claim			\$227,288.05
Program Submit Recap			
Description	Program Limit	Estimated Cost	Overage
Construction Adjustment	\$7,500.00	\$10,731.82	\$3,231.82
Soil Boring	\$1,000.00	\$950.00	\$0.00
		\$11,681.82	\$3,231.82

THE CONSTRUCTION PROCESS:

Once the design documentation phase is complete...

File for permits – 1-4 weeks

Design professionals assist the Client in completing the documentation for the filing. Ultimately, it is the Client’s responsibility.

Bidding and Negotiations – 3-6 weeks

Design professionals assist the Client in soliciting qualified general contractors to complete the work.

Construction – 3-9 months

CONSTRUCTION EXPECTATIONS:

During construction, the design professional is there to observe, not inspect the work; to ensure that the work complies with the construction documents.

They also certify that the contractor shall be paid for the work completed to date.

Answer questions of the contractor and owner.

THE PERMIT PROCESS – WHAT IS NEEDED

It varies from jurisdiction to jurisdiction, and each town has their own requirements. It is the Owner’s responsibility (or through its agent [architect or expediter]) to submit the permit application with:

- Building Permit Application;
- Fee
- Drawings (The same, or expanded set that is approved by the Program)
- Builder’s License Certificate;
- Builder’s Insurance Certificate;
- DEC Permit approval (only in some jurisdictions within 300’ of a navigable waterway).

Permits are always needed EXCEPT:

- Cosmetic changes, i.e. painting
- In-kind replacement of non-structural components, i.e. exterior windows or roofs
- Repairs / Reconstruction, Elevation, Bulk heads, New construction all require a permit.
- Property Owners pay for the permit, u.o.n.

THE BIDDING AND NEGOTIATIONS PROCESS:

It is a time consuming process. Do not take it lightly or thoughtlessly. We are here to guide and manage the process. Unless you have gone through this before and have many years of construction experience, let us manage the process. That is what we are contracted for.

Things not to do:

- Don’t tell the contractor your award amount;
- Not read the proposal and accept it without questions;
- Get only one quote;

Then...

We receive their proposals and review for completeness and level the bids; We present the findings to YOU and we discuss the bids; We AWARD!

QUESTIONS FOR A CONTRACTOR

- Experience**
- What is your communication philosophy
 - What sets your firm apart from other contractors with similar experience?
 - Do you have experience with the building type and size of my project?

- My Project**
- Are you interested enough in this project to make it a priority?
 - What challenges do you foresee for my project?
 - What is your estimated timetable for my project?
- What criteria will be used to establish priorities and make decisions?
- What do you expect me to provide?
 - How disruptive will construction be?
 - What role do I have during construction? Who is my point of contact with you and the your team?
- What are your insurance limits and can you provide me with a Certificate of Insurance?

Please provide me with 2 good, and 1 not-so-good Client references.

- During Construction**
- What is your relationship with the Town?
 - How do you handle changes to the scope of work?
- When will you bill me and for what?
- There will be design professionals on site, how have you worked with them in the past?
- Will you be self-performing any work?
- What will you sub-contract out?
- What will happen if the Town asks for something that isn’t on the drawings or in the Code?

MOVING FORWARD AND UPWARD:

Once awarded, the contractor provides us with a copy of their license and certificate of insurance.

Don’t sign the proposal until you understand it thoroughly;

Deposit is paid to the contractor (not more than 10% before they start).

Insurances – Required by the Program

The Program does have base limits of each of the types listed below. However, the limits are not thoroughly enforced. YOU the owner and we, the architect, are named insured on the Certificate of Insurance.

- Liability Insurance;
- Fire Insurance and Extended Coverage;
 - Stored Material Insurance;
 - Riggers or Cargo Insurance (for elevation only);
 - Workman’s Compensation;
 - Automobile Liability.

THE SCHEDULE

- Mobilization (1st 50% grant disbursement)
- Site Preparation
- Hazardous Material Abatement (requires separate permit & inspection)
- Building Demolition (if reconstruction) / Building Preparation (if elevation)
- Demolition or Building Elevation
- Removal of existing foundation / Installation of new foundation

- Lower of Home (2nd 25% grant disbursement)
- Exterior and Interior repairs
- Jurisdiction Inspection
- Certificate of Occupancy – Move In
- Program Inspection
- Final Payment (final grant disbursement)