

Architectural Services

Bernard A. Perkosky, RA, AIA

2142 Marshland Rd. 2210 Humphrey Lane
Apalachin, N.Y. 13732 Cape Vincent, N.Y. 13618

Email: baparch@hancock.net

Cell: 607-201-2177

URL: www.baparchitecturalservices.com

NEEDS AND OPTIONS REVIEW

Client Name _____ Date _____

Address _____

The Problem:

You and the Architect will discuss your design thoughts and what you have in mind for a new project. You have been dreaming to complete this project for several weeks, months, maybe even years but you have nowhere to start. You've even discussing it with your friends, neighbors, family and even contractors which had only added to the confusion as to how you should begin.....

Or worse launched into an expensive design service without an established relationship, or still worse, not carefully establishing the groundwork and research for your project at hand, such as Zoning and permit issues.

The Promise:

'A surgeon wouldn't operate without a proper and thorough exam and diagnosis, so...'

The initial **NEEDS AND OPTIONS REVIEW** works in this same manner. It will allow you to start a design analysis to precisely understand your specific requirements and potential road-blocks, then give:

- Findings and Recommendations
- A plan to move Forward
- A basis for design (its Programming)
- A timeline for the project, and
- A rough order of cost for construction

The Process:

We have developed this process a few years back because there is a huge issue in the construction industry of people starting design and yes even construction BEFORE they have fully done their research and homework and critiqued their ideas. This can be a formula for disaster, such as unable to acquire a permit to begin your dream.



Bernie Perkosky

Principal – RA, AIA, BBB, ICC

Resume available by Email

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 or project because everything is built on top and is the base to start the rest of the structure. It's very expensive to change foundations once you have started to build on them, but very easy to change them if they are simply lines on a plan or drawing.

So ... that is the reason we spend a little more time on the research than most other firms who may rush you into a design phase because that is where they earn their worth.

There are (6) important steps in constructing a home, its remodel or new project:

1. First Step – very important for success –
NEEDS AND OPTIONS REVIEW
2. Consultation to acquire Scope, wants and needs
3. Programming and Design Schematics Phase
4. Construction or Bid Document Phase
5. Bidding, Building and Contract Management
6. Completion and Move-in

An Example:

We were asked to design a new duplex home in mid-central New York State. The home was to be designed to fit a very small village lot (35'w x 120'd). Not only the lot was small but we were asked to design an apartment above with access from the exterior. Our initial engagement at the site brought about many questions based on physical findings such as exposed shut-off valves other than normal (gas, water, sewer) and railway tracks at the back of the property. Thereby we set out to complete some groundwork that led to an un-registered legal description of a gas Right-a-way but ended with a project completion on-schedule, on-budget and a successful design for a duplex home on a small lot with several right-of-way challenges (such as - interfering with setback requirements in an illegal ROW) that would not have been found without the proper research and analysis first.

When considering planning a new custom home – the high-level **Needs and Options Review** with a Licensed Architect is the **first step** to a successful design. Why You will?

- Obtain a Licensed Residential Architect's opinion, on the feasibility of your project – one who is highly experienced (BaP - 54 years) in this type of Project your contemplating
- Acquire an outline brief that provides the "DNA" for future work – zoning check, building code review, detailing rooms, connections, orientation, traffic flow, energy efficiency, etc. ...
- Discuss potential solutions at a higher-level that encourages on-going testing of ideas which we class as "*Design Thinking*".
- Discuss the look and feel of a potential scheme or idea

BaP Architectural Services

- Discuss the functional viability of the project and your ideas
- Prepare flow diagrams of possible layout options
- Provide experienced rough ideas of probable cost for setting a budget on the project
- Provide a timeline of the project from design to move-in possibilities
- Complete a report or brief from this review which includes the above points of interest
- We include travel expense up to 50 mile radius of our office - to and from project site as part of the Needs and Options Review cost. Travel beyond shall be negotiated if necessary.
- Also we may include Scope of Work and a fee proposal on the next Phase(s) for the Project if you so desire

The Investment: Upon initial call, amounts may be discussed and filled in below by hand and we can send by mail if preferred.

The investment for the **Needs and Options Review** is \$_____ plus expenses noted on the agreement below; inclusive of the initial site visit and two (2) follow-up meetings. This fee is separate from the final Preliminary and Construction drawing phase(s) that would follow the next stage of Preliminary and final Construction Drawings. If acceptable there is a Retainer of \$_____ upon signing the attached Agreement on page 4 and returning it to our office, via: mail or by hand.

If you would like to discuss this further or set an appointment to begin the process, please call me at one of the numbers listed on our first page heading or Email me at baparch@hancock.net .

Choosing an Architect isn't easy

You need the right Architect who has the specific skill for your unique residential project. This right 'fit' between you and your Architect is key.

.... This may not be me!

In our vast experience, the best way of feeling out whether we are the right 'fit' is to fully understand what you are looking for. This is achieved through an initial consultation and completing our Needs and Options Review as explained above.

If for some reason we discover we are not an ideal 'fit' then you are free to take the report and its complete information to another licensed designer for them to continue the design and construction drawing process once full payment has been made for the finished report.

Yes, I would like to book an initial discussion with Bernie as described above. Or

Yes, I have completed the attached Agreement (next page) and provided my/our client details to get the project underway.
Retainer of \$_____ .00 is enclosed

The Project is for:

A new custom Home

An Addition or Remodeling

Projects Address: _____

Truly yours,
Bernie Perkosky, RA, AIA, BBB, ICC
Principal, Architect

AGREEMENT for SERVICES

NEEDS AND OPTIONS REVIEW (NOR)

We request that you sign this Agreement in the space provided below, copy it for your records and return a signed copy to our office with the requested Retainer of \$ _____ .00, for our records.

EXPENSES: Travel beyond 50 mi radius if necessary; copies beyond 1 set of report manual warrants additional fee; additional prints of sketches or data sheets within a report; further mailing if required.

CLIENT ACCEPTANCE AND CONFIRMATION OF DETAILS presented on Pages 1-3 attached with this Agreement

_____ Date _____
Signed by an authority of the client as an agreement & confirmation

_____ Print Name

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

Authorized Client _____

Postal Address _____

Email Address _____

Attention of: Bernard Perkosky, RA, AIA Signed: _____
Bernard Perkosky

Balance due upon receipt of final Needs and Options Report \$ _____ .00
Plus expenses

Scan and Email to baparch@hancock.net
We will sign and return a PDF copy w/ filled in amounts to your email listed above