

Hi Richard,

I have been catching up on my emails after being out of it for a few days and discovered one from a prospect that I might have mentioned to you. Its a job that is a bit messy and I was not that keen on doing it.

Just before going to Sydney I sent them an email explaining the need for a Needs and Options review before going any further and told them that it would cost \$2,000.00 I just opened an email that they sent me yesterday.

They said "Fine. How soon can you get it done?" It would seem that this is working.

Thanks for the pic in the bar.

Ian

----- Forwarded Message

From: ian robinson <xxxxxxxxxxxxxxxxx@gmail.com>

Date: Wed, 7 Jan 2015 22:47:10 +1100

To: Richard Petrie <xxxxxxxxx@mt2.co.nz>

Subject: Richard: This is the design appraisal report email that I sent

Good morning

From our discussions so far it seems that you have several main concerns regarding your project.

Essentially there is a limit on how much you are comfortable spending on your renovation and you understandably want to stretch this as far as possible, but at the same you feel that you don't know what is actually feasible.

It must be difficult for you feeling that at this point you have to make a significant commitment to someone to design your renovations whilst not having answers to some very basic questions, including:

- What is the state of the structure, finishes and services of your existing building? What existing issues and problems will soak up money from your budget?
- Within the constraints of the shape of your existing building, its condition, the location of surrounding dwellings, setbacks, services, town planning requirements, building regulations and the location of outdoor spaces what design options are or are not possible?
- What is your detailed design brief, including everything that has to be accommodated and how the finished building is to look and work?

When a design is started without answers to these questions it almost always means significant design changes later on, with time and cost overruns during construction.

Perhaps it is better at this stage to pause and thoroughly explore all your needs and options before proceeding further with your project.

Thinking about how I can be of the most benefit to you at this point, what I can offer is to prepare a design appraisal report that will answer the above questions.

This report will get you ready to move to the design phase with whomever you chose to work with, and it will help fill in the gaps and avoid potentially expensive design changes later.

The investment for the design appraisal report to thoroughly explore all of your needs and options is \$2,000.00.

Your design appraisal report will include the following:

- Preparation of an existing conditions plan of your dwelling and property. This will also include the position of the adjoining buildings and details of all the existing services to your property.
- Based on a site inspection an opinion on the state of the structure and the internal and external finishes, and from this an idea of what is worth keeping and what is better to be removed.
- The location of the existing services and an opinion on their implications regarding the design and cost of your renovation.
- Guidance through a process to prepare a detailed design brief that you can use with any design professional. Your brief needs to be well considered and comprehensive so that your chosen designer can understand your expectations, preferences, wants, needs, aspirations and lifestyle. When a brief is not clear it can compromise your project.
- Within the constraints of the town planning and building regulations and the location of your own dwelling and those on adjoining properties, an overview of what design options your property can actually accommodate.
- An overview of the whole process from initial concepts to completion of construction.

The valuable insights that you will gain from this design appraisal report can be used working with any design professional.

With this information you will then know your requirements in detail, what you can and cannot do in terms of the various building and town planning regulations and what options you have in terms of design layout. You will also have a much better sense of what you can reasonably expect to achieve within your budget.

Your design appraisal report will take two weeks to prepare.

Regards,

Ian