

xxxxxxxxx Basement Renovation Process

<p>Research:</p> <p>Investigate the market</p> <ul style="list-style-type: none"> • Friends, neighbors, advertisements, internet • Reputation in the marketplace; search engines like Google • Range the choices from contractors, designers, build/design and new home builders • Choose and talk to ten, narrow to five based on perception of quality and value for the money 	<p>Complete 01/15/09</p>
<p>Design selection:</p> <p>Narrow the field to four firms that are willing to work with us on developing an acceptable design specific enough to bid out. Basis for selection will be</p> <ul style="list-style-type: none"> • Price and completeness of previously shown design work • Objective is to get design so an apples to apples bid for final project can be attained • The price of the design work should be a standalone project • Select the company to work with on design by 2/15 	<p>02/15/09</p>
<p>Design:</p> <p>Spend up to 4 weeks to go back and forth on design</p> <ul style="list-style-type: none"> • Construct and refine plans • Complete enough detail for others to spec out • Materials, measurements, accessories, permits, labor, etc., anything that is required to finish the job should be spelled out • Since the design will be given to others, no expectations will be made on providing proprietary information at this point – however the design must be complete enough for others to be able to bid apples to apples 	<p>3/20/09</p>
<p>Build selection:</p> <p>Three to four firms will receive the design plan and be asked to bid on the project. At this point, since the quality and plans are complete at the quality level desired, and the companies have been vetted and references checked, the primary consideration for the winning bid will be PRICE. <u>Secondarily</u>, a number of factors will come into play like:</p> <ol style="list-style-type: none"> 1. What did the references say? 2. How is the fit and finish of projects we visited? 3. On time and within budget track record 4. Reputation, longevity, financials, creativity, etc 5. Each company will have the opportunity to work with us, ask questions, refine the design if necessary to bring the price down and increase quality even more 6. Anticipate beginning the job in April and finishing within four months. 	<p>4/15/09</p>

Tips for a winning final bid:

- Look for cost saving ideas – recommend materials you have in surplus for example
- Advise on make versus build – if something can be picked up ready made (bar, cabinet) for less then propose it
- Be more efficient – this is a basement with separate entrance; you shouldn't have to do as much with daily cleanup and floor protection as you would a main floor kitchen or bath. We care about dust getting through the house, but don't care if you leave your tools around in the basement for example.
- Enlist us to help procure certain items
- Look for subs that are hungry for work
- Your suppliers can be a good source for cost savings and creativity – drive them hard
- Look for discounted or foreclosed materials
- Tell the whole truth. I will do cross checking and homework on most things. Best it all plays to your advantage.
- Be creative in your solutions and recommendations!