



What You Need to Ask Before Commencing Your Project!

J & B Projects have over 30 years experience in designing, constructing and managing development projects. We have all too often been contacted by distressed clients who have commenced projects that have unfortunately turned horribly wrong – costing tens and hundreds of thousands of \$\$, and delaying projects by months and even years!

To save time and money, and eliminate frustration and stress from your project you **need to ask the following questions** before and during the project:

• What about Project Budgets & Timelines:

1. What is the maximum amount you are able to spend on the entire project?
2. Can you spend more if required in case of contingencies?
3. What date do you need the project to be completed by?
4. What will happen if the project is not completed by this date?
5. Do you have a contingency if the project is not completed on time?

• What about Design:

1. What are the local regulations and zoning?
2. Do you have a site survey and measure of your property?
3. What will it cost to survey and measure the property?
4. What is the primary reason for the development – Rent, sell, operate a business?
5. If intending to operate a business for how long?
6. Are you working with a designer or architect who is experienced in this type of design?
7. Are you charged a flat fee or a percentage of the construction costs?
8. Have you confirmed with the architect what your total project budget is including design and construction?
9. Have you confirmed a program timeline with the architect to ensure milestone target dates are achieved?

• What about Local Authority Approvals:

1. Based on your design and local zoning what approvals will be required?
2. Does your project require a Development Application (DA)?
3. Do you require a town planner to review the local regulations and precedents to ensure proposed plan complies?
4. Who will provide the approvals?
5. Are you engaging a Private Certifier?
6. What is the cost to gain approvals?
7. Do you need to meet local authorities prior to commencing design?
8. What are the average approval timelines for the local authorities?
9. Who will lodge the applications?
10. Who will monitor progress and attend to requests?
11. Have you confirmed approximate approval date?

• What about Consultants:

1. Based on local authority requirements what consultants will be required to submit reports – Hydraulic, Geo Technical, Structural Engineering, Acoustic, Mechanical, Electrical? What are the costs to gain each report?
2. Are you using consultants who are experienced in this type of design?
3. Have you sourced a number of quotes?
4. What information will each consultant require before they can provide an accurate report?

- **What about detailed design matters:**

1. After the initial design, review of the consultant's reports and local authority consultations, will the construction costs of the project still remain within budget?
2. Are you using an interior designer?
3. Do you know the type of fixtures, fittings and finishes you want and the total cost?

- **What about the Builder:**

1. Do you have detailed construction drawings?
2. Do you have all the relevant consultant drawings and documentation?
3. Do you have a scope of works?
4. Do you have a schedule of all items you will be supplying?
5. Have you packaged all this information to tender?
6. Have you sourced a number of quotes to construct the project?
7. Have you sourced quotes from builders who have experience in your type of project?
8. What have past clients said?
9. What licences and insurances do they hold?
10. What tradesman do they use? Are they licenced Tradesmen?

- **What about the Contract:**

1. What contract are you using to engage the approved builder?
2. Have you confirmed the construction timeline?
3. Have you allowed for variations?
4. Have you allowed for extensions for time delays?
5. How are progress claims structured?
6. Are retentions being imposed?

- **What about Construction:**

1. Who is setting up site with temporary services including electricity and water?
2. Who is setting up quality control procedures?
3. Who is managing site meetings?
4. Who is inspecting the site to maintain quality Control?
5. Who is managing the project timelines?
6. Who is maintaining the level of quality and finish?
7. Who is coordinating with the local authority inspections?
8. Who is managing defect inspections?
9. Who is managing rectification of defects?