

01. SUMMARY SHEET

PROJECT PLANNING PACK FOR THE RESEARCH PHASE

On a daily basis, we see people moving projects into the design phase before the research is started. This is like a doctor starting surgery without a thorough diagnosis, trying to build a house on a bad foundation or a dentist doing work without an X-Ray.

This is why we created the **Project Planning Pack**. Now, you have a simple process to help you move through the **Research Phase**. If you follow this tool it will help reduce project risk and improve project design.

01. SUMMARY SHEET

Once you have checked all the boxes below, you are ready to move to the **Analysis Phase**

02. BUILDING PROJECT ROADMAPS

Review the roadmap and identify where you are on your journey

03. BUILDING EXPERTS DIRECTORY

Directory of professionals who can help you at each stage of your design and building process

04. BUILDING COST ESTIMATOR

Simple do-it-yourself worksheet to estimate your building project

05. FAQs & SAQs

Frequently-Asked-Questions and Should-Ask-Questions you need to know about working with an Architect

06. MYTH & REALITY

Some things Architects do outside design to complete a project

07. HOW TO CREATE A DESIGN BRIEF USING 7 QUESTIONS

Contact your shortlisted Architects to start your process

08. READINESS SLIDER

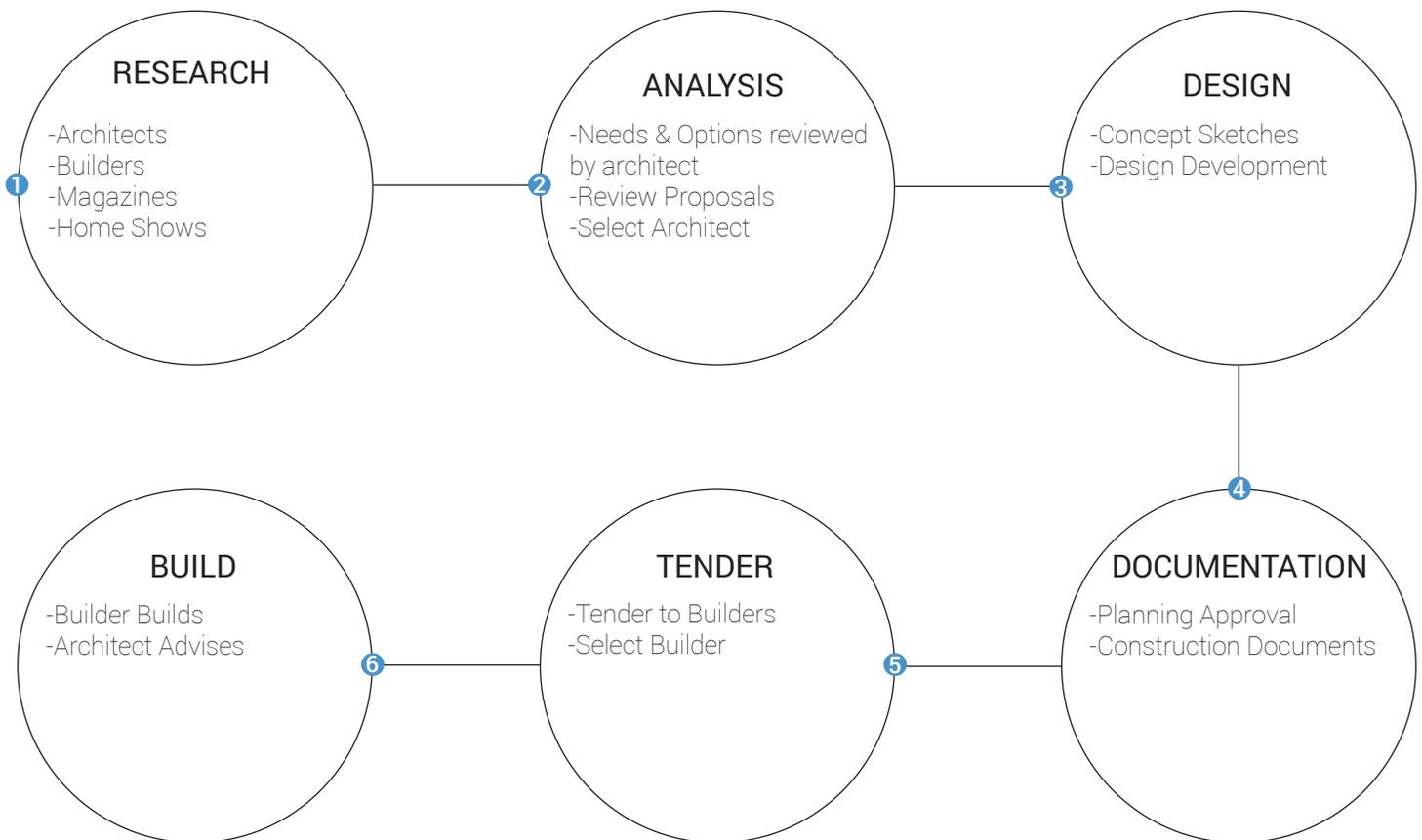
Gauge of how ready you are to move to the **Design Phase**

02. BUILDING PROJECT ROADMAP

MAJOR STEPS REQUIRED FOR DESIGNING AND BUILDING YOUR NEW HOME

This is important, please read carefully.

Right now, you should be in the **Research Phase**. This is where you are gathering information and playing around with ideas. At the point of advancing, you will want to check the feasibility of your ideas and understand what the project constraints are. If you work with us, we will move to the **Analysis Phase** by conducting a **Needs and Options** Review to eliminate assumptions. Identify constraints and find your best options. You will receive a document that can be used by us or any other architect. This will ensure you reduce project risk and get the best options for your site and budget.



When you are ready to review the feasibility of your project, email or call us

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03. PROJECT EXPERT DIRECTORY

OUR PERSONAL DIRECTORY OF TRUSTED PROFESSIONALS

Understanding what to do is one obstacle and working out who can help you is another.

On a daily basis, our team receives requests for us to recommend design professionals. To make this process easier, we have listed the design professionals that we trust for specific types of projects. Not only, do they do a great job, but they provide excellent advice as well. These are the experts we trust explicitly.

If you have other questions about your project, do not hesitate to contact us. If we cannot answer your question, then we will direct you to someone who can.

Profession	Name	Company	Contact Details
Architect	Nidal Hamida	Hamida Architects	323.678.1463 nidal@hamida-architects.com
Landscape Architect	Michelle Newman	MJN Landscape	818.889.3622
Surveyor		M & M Land Surveyors	818.891.9100 info@mmsurveyors.com
Civil Engineer	Mo Sahebi	Planex Associates	310.664.9311 mo@planex.us
Structural Engineer	Kurt Fischer	KFSE Engineering	818.874.1445 kfischer@kfseng.com
General Contractor	Karina Acevedo	Rafaels Construction	818.836.8108

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04. BUILDING COST ESTIMATOR

THE SIMPLE, DO-IT-YOURSELF WAY TO ESTIMATE YOUR NUMBER

The most dreaded question architects, builders and every other professional dislikes has got to be, "How much does my project cost".

There are so many variables that a definitive answer is literally impossible. Even worse, the consequences of trying to answer and risk giving bad advice will have most experts running away to avoid the question.

The problem is that this question is VERY important. No one can proceed if they do not have an estimate of the cost. This guide will help you determine an estimate of overall project costs. Your actual number may be more or less, but it can be helpful to see an estimated figure.

New Home Cost Estimator				Estimate Your Cost	
Style	Standard	Medium	Luxury	Area	Cost
Cost Per Sq Ft	\$200	\$250	\$300		
1,000	\$200,000	\$250,000	\$300,000		
2,000	\$400,000	\$500,000	\$600,000		
3,000	\$600,000	\$750,000	\$900,000		

Renovation Cost Estimator				Estimate Your Cost	
Style	Standard	Medium	Luxury	Area	Cost
Cost Per Sq Ft	\$300	\$350	\$400		
1,000	\$300,000	\$350,000	\$400,000		
1,500	\$450,000	\$525,000	\$600,000		
2,000	\$600,000	\$700,000	\$800,000		

For a detailed project cost assessment, email or call us

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05. QUESTIONS TO ASK

WHEN HIRING AN ARCHITECT, IT IS HELPFUL TO HAVE A PROCESS TO MAKE SURE YOU CHOOSE THE BEST ARCHITECT FOR THE PROJECT.

Although extensive schooling and training are required for all architects, that does not mean all architects are created equal. Finding the right architect for you depends on several factors, including personality, design style, building for taste or to make money, budget and even whether your project requires a specialist skillset.

Choosing the right architect can mean the difference between an enjoyable experience and one plagued with problems and hassles the whole way through once a project moves into the **Build Phase**. How will your project go?

The questions are the answer...

A great architect is your Designer, Advocate, Teacher, Project Leader and Coordinator

What unique value do you have for our specific type of project?	How would you like me to share my ideas, images, needs, wants and research?
How can you add value to our home so that we maximize the return on investment when / if we sell?	What can I do to help you deliver the best work for us?
Do you offer pre-design analysis service to help move us safely and efficiently towards the design phase?	Do you have a team game plan that outlines how we will all successfully work together, even under pressure?
What are the specific challenges for our project type and how have you overcome these in the past?	Will you run the tender process to find and select the best construction team?
If my budget, timeline and scope of project are unrealistic, will you let me know?	What educational material do you provide so we can understand the requirements of our specific type of project?

06. MYTH VS. REALITY

WHAT DO ARCHITECTS ACTUALLY DO?

An architect's role is a lot larger than most people realize. When an architect manages your project, they ensure that every part of the process below (and more) is handled to ensure that the biggest investment in your life or career is safe and secure.

Myth

Sketches design that a builder uses

Reality

Checking the title :

Easements and land covenants that may restrict what or where you can build.

Ensuring Compliance :

Building and safety regulations, local planning regulations and restrictions. Depending on the project, there may be laws surrounding the preservation of the local environment or any historic parts of a building.

Leadership :

Heading up the team of professionals who will work on this stage of the project including builders, tradespeople, engineers, designers and financial professionals.

Construction Documentation :

Translates the design into instructions and technical specifications for contractors and construction experts. Ensures the specifications are met.

Project Management :

Site visits and meetings, overseeing the construction and validating the quality of the work, negotiating with contractors and dealing with any problems that may arise.

07. HOW TO CREATE A DESIGN BRIEF

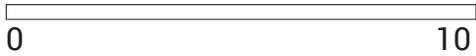
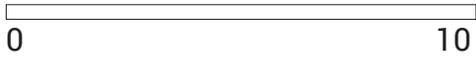
- 1 Outline your current situation?
- 2 How do you live? Is that changing or about to change?
- 3 What you will need to see to know your project has been a dramatic success
- 4 How do you want to feel as you move through your new space
- 5 Who are the more important people this home needs to be designed for?
- 6 What are the budget, timeframes and boundaries we need to work within?
- 7 What does your home really mean to you?

08. READINESS SLIDER

ARE YOU READY TO MOVE TO THE DESIGN PHASE?

This exercise allows you assess how ready you are to move to the **Design Phase**. If you are not close to 10 on all scales, then it is best to seek help from an expert to do this research.

If you rush into the design phase without this information available you will run the risk of making too many assumptions, which is the number one reason projects go over budget and time.

Question	Slider (0 Low - 10 High)
On a scale of 1 - 10, how clear are you on what you need?	
On a scale of 1 - 10, how aware are you of all the various options your site will accommodate?	
On a scale of 1 - 10, how confident are you that you are aware of all the legal requirements?	
On a scale of 1 - 10, how aware are you of the process to the project completed on time and on budget?	
On a scale of 1 - 10, how confident are you that the budget will achieve your needs?	

Give yourself a current overall rating for readiness.

Do not worry if you are not at 10 on all scales yet. The **Needs and Options** review process allows you to fill the knowledge required to move into **Design Phase**.

Our **Needs and Options** review is the process designed to get you a 10 on all the sliders above.