

TYPICAL TIMELINE – FOR A “TURN-KEY” PROJECT

STEP #1 REACH AN AGREEMENT WITH GENERAL CONTRACTOR

Owner should notify general contractor that they wish to move forward with the project. If needed, the general contractor will provide a written cost estimate to enlist the service of architectural and design professionals who will work with the general contractor in providing the Owner the needed construction documents to competitively bid the work and apply for the required permit(s).

STEP #2 PRE-CONSTRUCTION PLANNING ESTIMATED TIMELINE 2 WEEKS – 3 MONTHS

This phase is often considered the most important because many decisions will be made that will determine the cost and level of finishes within the space. It is strongly suggested the Owner disclose their budget to the planning team to avoid designing a space that exceeds their budget.

During this period the Owner will meet with the space planning / design team to discuss their wants and needs for the space. A physical “field survey” of the space will be conducted and that documented information will then be entered into architectural software (AutoCAD) from which floor plans and all other construction related documents will be created.

At this time, the Owner will again meet with the space planning / design team to review the preliminary documents created and specifics of the materials chosen. If / when approved by the Owner, all this information is then forwarded to the architect

ARCHITECTURAL / BID-SET DOCUMENTS ESTIMATED TIMELINE 2 – 4 WEEKS

The architectural firm will create accurate documents that reflect the changes within the space along with specifications. The architect is responsible for ensuring all applicable building codes are included in these drawings. When completed, the Owner will be asked to review the “finished” documents. If any minor changes are required, they will be done promptly.

SUBMITTAL OF PLANS FOR PERMIT / COMPETITIVE BIDDING PHASE ESTIMATED TIMELINE 4 – 8 WEEKS

The general contractor will submit the stamped and signed construction documents (typically 5 sets / 8 for Maui) to the building department. The building department requires that numerous other departments (fire, electrical, signage, water, health, etc.) review and approve their scope of responsibilities. During this time, the building department “plan examiner” will also review the plans. When all required departments approve the drawings, a building permit is issued.

During this “waiting” period, the general contractor will solicit / receive numerous competitive bids from the various subcontractors that will be needed for the project. A formal / firm proposal will be provided. If approved, a contract between the Owner and contractor will be executed.

The general contractor will then enter into agreements with the successful subcontractors. Work is scheduled and all materials with a lead time of more than two weeks are ordered / purchased. Based on the various lead times, the general contractor will then create a “construction schedule”. The construction schedule details what happens and when... from start to finish.

Many times the contractor and his subcontractors will begin work before the permit is issued. Typically, they will do as much work as possible up to the point that inspections are required... so when the permit is issued, calls for inspections are made the following day. This helps expedite the process. There are landlords and property managers that prohibit any physical work before the permit is issued and a copy provided to them. The Owner should discuss this with the landlord / property manager in advance.

STEP #3 CONSTRUCTION / OCCUPANCY VARIES DEPENDING ON AMOUNT OF WORK

The general contractor and his subcontractors work diligently to renovate the space according to the plans and specifications provided. Numerous inspections are required during this process. After work is completed and all approvals given, a certificate of occupancy is issued. At that point, the space can be loaded with merchandise and the business opened.