



HOUSE DOCTOR INQUIRY FORM

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Request for Consultation with Deb Pierce, Architect and Author of *The Accessible Home*

No two projects are alike. We've all got different experiences, bodies, skills, expectations, families, lifestyles, and resources. Even twin houses – using the same plans or builder - are usually customized to suit owner preferences. As you consider what kind of help can best move your project forward, it's useful to keep in mind the variables that affect the success of your venture:

Building conditions: Some problems simply have to be solved or they'll get worse. Small leaks lead to rotted framing and mildewed plaster, which in turn lead to structural failure. Energy upgrades save money, as does grouping construction tasks according to trades, so it's wise to assess related problems and opportunities when planning a remodeling project.

Needs assessment: A growing family or an empty nest can mean one's home no longer seems to fit. You may see another home in photos or a visit and feel it's now or never for that addition or attic loft. Turning "aha!" moments like these into a construction project can be a daunting prospect. Success starts with a clear and honest picture of your real needs and resources.

Facing disabilities: Sudden injury, illness, or simply the effects of "aging" can make it difficult to manage the activities of daily living, let-alone cope with a construction project. Smart planning for any project includes features that respond to both present and future needs - for people who live there and for visitors. Accessible design is about removing barriers to full participation, thereby converting disabilities to abilities - done well, it's seamless.

Preliminary design: Design is about how something works, as well as how it looks. Do you expand or remodel? Add upward or outward? What's allowed by zoning, and what special approvals are needed? Is your style traditional or contemporary? Small complex projects can be as challenging as large simple ones, so it pays to explore options and make smart choices. Solve the big problems early and effectively, and the rest will follow.

Drawings and specs: Some jobs can be described with a few sketches and a shopping-list of project specs, while others require more detailed drawings and engineering input. In either case, a paper trail of design decisions keeps everyone on the same page, and allows the work to be priced and scheduled accurately. The payoff is a less stressful project.

Contract issues: Do you do-it-yourself or hire a builder? Is the contract basis a lump-sum or time-and-materials? What happens when delays, errors, or surprises occur? Standard agreements produced by reputable national organizations provide a road-map for the work that keeps things on a positive note once construction starts.

Construction services: The happiest projects share a spirit of collaboration among team members. Architects and General Contractors each manage a roster of specialists, and Homeowners coordinate with banks, realtors, family, and friends. By staying engaged and assisting with logistics, homeowners can be productive members of the construction process.

House doctor: A remodeling project involves a dizzying array of people and phases, so it helps to have an experienced and objective building professional to help with trouble-shooting. The services listed below cover the sticking-points were many projects get de-railed. These can be combined or used individually to jump-start your project. Consultant Deb Pierce has over 30 years of remodeling experience - as homeowner, architect, and even general contractor – giving her a broad expertise and deep wisdom about what works, and what to do when problems arise.

HOUSE-DOCTOR SERVICES	
SERVICE	DESCRIPTION
FEASIBILITY STUDY	<p>Overview: Old houses need repairs, for sure. But what needs to be done, by whom, and in what order? How does any repair work dovetail with other remodeling tasks you’d like to do? If you have a Home Inspection report or work write-up, our recommendations can be more focused and specific.</p> <p>Tasks: Review Home Inspection or other reports, attend site visit to discuss homeowner’s goals, and prepare a brief report and list of next-steps.</p>
ACCESS REVIEW	<p>Overview: Most homes can be made safer and more user-friendly, and as one’s abilities change, doing so becomes essential. We’ll provide a check-list to identify areas within the home that make it difficult to manage activities of daily living, and will discuss with you various ways to adapt the home.</p> <p>Tasks: Attend a site visit and review check-list together. Identify options to improve access, and prepare an illustrated action plan for moving forward.</p>
HOUSE-HUNT ASSISTANCE	<p>Overview: You’ve decided to relocate but nothing seems just right. Is one home more accessible than another? What changes are needed, and (how) can you do the work? We’ll help you explore the possibilities.</p> <p>Tasks: Review realtor’s property data sheets and town online data, attend a site visit to generally evaluate the home’s potential for access upgrades, and prepare a written recommendation.</p>
PRODUCT SPECS	<p>Overview: So many items to choose from, so many websites and showrooms to visit! If you’re a do-it-yourselfer, or have a designer or builder onboard, you may still need guidance in finding products that are both accessible and attractive. We’ll share product information and discuss how to be a smart shopper.</p> <p>Tasks: This work can be done by email and phone, including one home or showroom visit. Provide specs and links for up to 25 appliances, fixtures, accessories and hardware,</p>
DESIGN REVIEW	<p>Overview: Accessible, inclusive, and universal design are new concepts for many, both in and out of the building industry. Access codes guide but don’t inspire, and they’re weak on non-mobility impairments. If you have vision, hearing, or dexterity limits, or if you want another set of eyes to review the details before launching your project, we’ll help ensure that your project meets your access needs. Think of this as getting “a second opinion.”</p> <p>Tasks: Review and comment on drawings and specs prepared by others, such as designers, kitchen planners, OTs and PTs, builders, and sales staff. Provide annotated plan mark-ups.</p>
PROJECT COACHING	<p>Overview: The building industry is fragmented and advice is conflicted, with different approaches and personalities in every specialty. The homeowner’s role evolves over the course of a project, from assembling the team to being an active participant, so confusion is natural – if not rampant!</p> <p>Tasks: In occasional or weekly meetings and conversations, I can help you navigate the territory of your project. Basic services include review of the proposed site, drawings, contract, and strategy for doing the work, with a written report documenting next-steps.</p>
DESIGN SERVICES	<p>Standard architectural design services for a project of any size: design, bidding, contract prep, construction, and coordination with engineers, estimators, specialists.</p> <p>Tasks: Attend a site visit to strategize the project and identify options for implementation.</p>

A. Summary of services:

Please describe your needs by choosing from the list of services below. Check as many as apply.

SERVICES:	FEE AMOUNT:	FEE BASIS (See notes below)
<input type="checkbox"/> Feasibility Study	\$ _____	@ \$1,200/project (1)
<input type="checkbox"/> Access Review	\$ _____	@ \$1,200/project (1)
<input type="checkbox"/> Design Review	\$ _____	@ \$1,200/project (1)
<input type="checkbox"/> Product Specs	\$ _____	@ \$1,200/project (1)
<input type="checkbox"/> Design Review	\$ _____	@ \$1,200/project (1)
<input type="checkbox"/> Project Coaching	\$ _____	Hourly (2)
<input type="checkbox"/> Design Services	\$ _____	@ \$1,200/project (3)
<input type="checkbox"/> Other (describe below)	\$ _____	
Total Fees Above:		\$ _____
Retainer (2):	\$ _____	

- (1) Each service listed above costs \$1,200. An \$800 per-service retainer is required to start work. The balance, including reimbursable expenses (C below), is due upon submission and acceptance of the report.
- (2) For tasks and services beyond those listed above, fees are billed on an hourly basis using the following rates:
 - Architect: \$200/hr
 - Engineer: \$250/hr
 - Drafter: \$75/hr
- (3) Design Service fees are a function of project size and complexity. The initial meeting includes a needs assessment and discussion of service options, with a proposal for implementation.

B. Reimbursable Expenses:

- 1. For travel in the Boston area, mileage shall be reimbursed at \$0.54/mile (IRS 2016 rates).
- 2. For long-distance travel, a per-diem payment of up to \$75/day covers meals and tips and local travel and parking (GSA 2016 rates).
- 3. Long distance travel shall be reimbursed at cost, including air/train fare and lodging.
- 4. Receipts shall be submitted for all reimbursable expenses.

C. Terms and conditions:

1. The consultation services described above are intended to supplement the work of others. It is understood that the homeowner will contract separately with design and building professionals, depending on the nature and size of the project.
2. The homeowner understands that construction entails both risk and value, and also that it is impossible to fully anticipate all that can happen on a project. The House Doctor's role in assisting with this project is limited, and so liability is therefore limited to the fees noted in part A above.
3. If traditional architectural services are requested, these may be provided under a separate agreement. Traditional services include but are not limited to the following:
 - Building and interior design
 - Obtaining variances and special approvals
 - Creating detailed construction drawings and specifications
 - Cost estimating
 - Coordinating with engineers, subcontractors, and product representatives
 - Management of bidding procedures
 - Preparing or reviewing owner/builder contracts
 - Construction contract administration
4. Payments shall be made promptly, within 10 days of receipt of invoices. In the event of delay, the architect has the option of withholding services, in whole or in part, until the account is current.
5. All decisions related to the performance of services described above shall be confirmed in writing, including email.

D. Authorization to proceed:

The homeowner or authorized agent shall sign below and return this form, along with the retainer, to the address at the bottom of this page.

Approved: _____

Name (printed): _____

Address: _____

Phone: _____

Email: _____

Date: _____

End of Agreement