

## Contractor Interview Guide

Key questions to ask in order to find the best team for your remodel project

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### Introduction

Remodeling part of your home is a big decision. You want to make sure your budget and your time are being wellspent — and that you're working with a good, reliable contractor or design/build firm.

Here are some best practices to help you find the right firm for your project.

#### In this guide, we'll go over:

- Key research to perform about the firms you're considering
- 2. Important questions to ask contractors you're interviewing
- 3. Items to inspect about how the contractor prepares and carries out projects
- 4. Red flags to watch out for when vetting a remodeling firm or contractor



# Key research to do before you interview a design/build firm

The first step in selecting a great contractor for your project is to do your research.

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Start by checking out contractor reviews on Houzz, Google, and Yelp. houzz yelp



Check the <u>Oregon Construction</u> <u>Contractors Board (CCB) website</u> for any complaints and possible violations, as well as whether they've operated under any other business names.





Review recent projects on their website to see if they specialize in the type of remodel you're looking to do.



# Key questions to ask the design/build firm or contractors you interview



- How does the budgeting process work?
- How do you make sure the original budget ends being the final cost of the project?
- What is your payment schedule?
- Is there a hold-back payment allowed in the contract?
- What's your design process like?
- Have you done a project comparable to mine? What were the biggest challenges?
- Do you handle the permitting process and inspections?
- Who is on-site daily managing my project and what's the communication process like?
- How do you protect my home during the remodel and keep the job site clean?

- How do you ensure that I know the scope of work agreed upon in the contract?
- How do I know there aren't conflicts between a written scope and the drawings?
- How are project changes handled?
- How is the project schedule communicated?
- What warranty do you provide and when does it expire?
- (If you're considering a construction loan) Have you handled construction loans before?
- Who's going to be working in my house - employees, subcontractors?

# Key items to closely inspect about the contractor's work process and methods



#### **EXAMINE THE BUDGET**

Ask how the initial budgets are communicated. Then ask to see a sample project budget. The budget process should be as transparent as possible so there are no surprises later on.



#### VIEW THE SCHEDULING PROCESS

Determine how they manage the scheduling process. Do they use planning software you can access? Is it communicated through a shared spreadsheet?

Or do only see it at the beginning of the project?

Again, ask to see a schedule from a previous project to give you an idea of how they manage their work.



#### INSPECT THE CONTRACT

If you're working with a design/build firm, often you'll have 2 contracts. The first is a design agreement to cover the design phase.

Once that's complete, a construction contract will cover the build phase of your project.

Ask to see the construction contract before you pay anything.



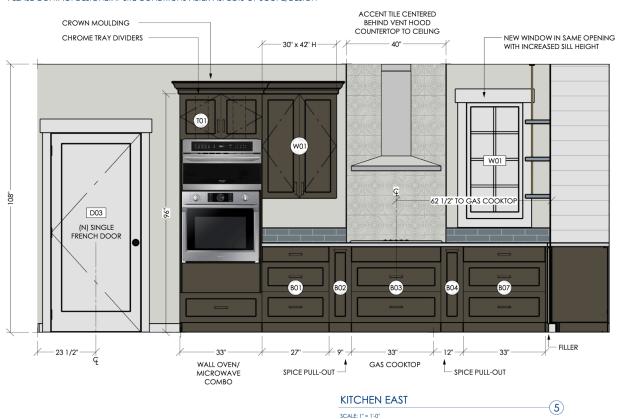


#### **DESIGN DRAWINGS**

Review their designs from previous projects. You're looking for a high degree of detail that communicate the scope of the work, rather than simple, high-level renderings.



- FINISHES MAY BE NOTED ONCE SEE SELECTIONS FOR MORE INFORMATION
- CONTACT DESIGNER FOR CLARIFICATION
- PLEASE CONTACT DESIGNER IF SITE CONDITIONS ALTER ASPECTS OF SCOPE/DESIGN



INTERIOR ELEVATIONS

## Red flags to watch out for when vetting a design/build firm or contractor

Red Flag #1: Bad communication Bad communication can sink a project. So if your prospective contractor isn't very responsive at the beginning of your project, chances are they will be even less so during it.

You want to know that the contractor will be available to discuss to your needs and concerns, is quick to get back to you, and is reachable.

**Red Flag #2:** Lots of negative reviews Chances are, any contractor or design/build firm that has been in business for a while will have a bad review or two. The real flag to watch out for is a pattern of them.

If you see a string of poor reviews over a relatively short period of time or for the same issues, consider looking elsewhere.

## Red flags to watch out for when vetting a design/build firm or contractor

#### Red Flag #3: Issues on the CCB website

Violations on the CCB website is another red flag to look out for.

If they have a lengthy list of offenses, or if they say they have a long record of experience, but a relatively new CCB license, that's should give you second thoughts about hiring them.

Red Flag #4:

Price that's too good to be true A rate that seems too good to be true may mean they're cutting costs elsewhere. Maybe they aren't using the highest quality materials, aren't staying on top of the latest technologies, or worse, aren't carrying workers' comp and other insurance.

If the price is too good to be true, it probably is.

### **3 benefits of working with a design/ build firm**

#### **Better budgeting**

Since design-build firms are familiar with construction, design, *and* finish pricing, they can help you determine a clear, reasonable budget for all aspects of your project right at the outset — minimizing any budget surprises later on.

#### **Better communication**

With a design build company, all the drawings, construction costs, schedules, and more all are compiled into a single project plan to increase efficiency. Separate architects, designer, and builders will all require separate contracts, use different budgeting systems, and their timelines may not align, which could delay your project.

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#### More peace of mind

A design/build firm will help you understand early on whether your project is feasible the way you've envisioned it. When using separate vendors on a remodel, often the architect or designer is way out in front leading the project, and the feasibility from a construction standpoint may not be taken into account early enough. That can result in lost budget and wasted time.

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