

# Planning for a Hydronic/HVAC Condo Repipe?

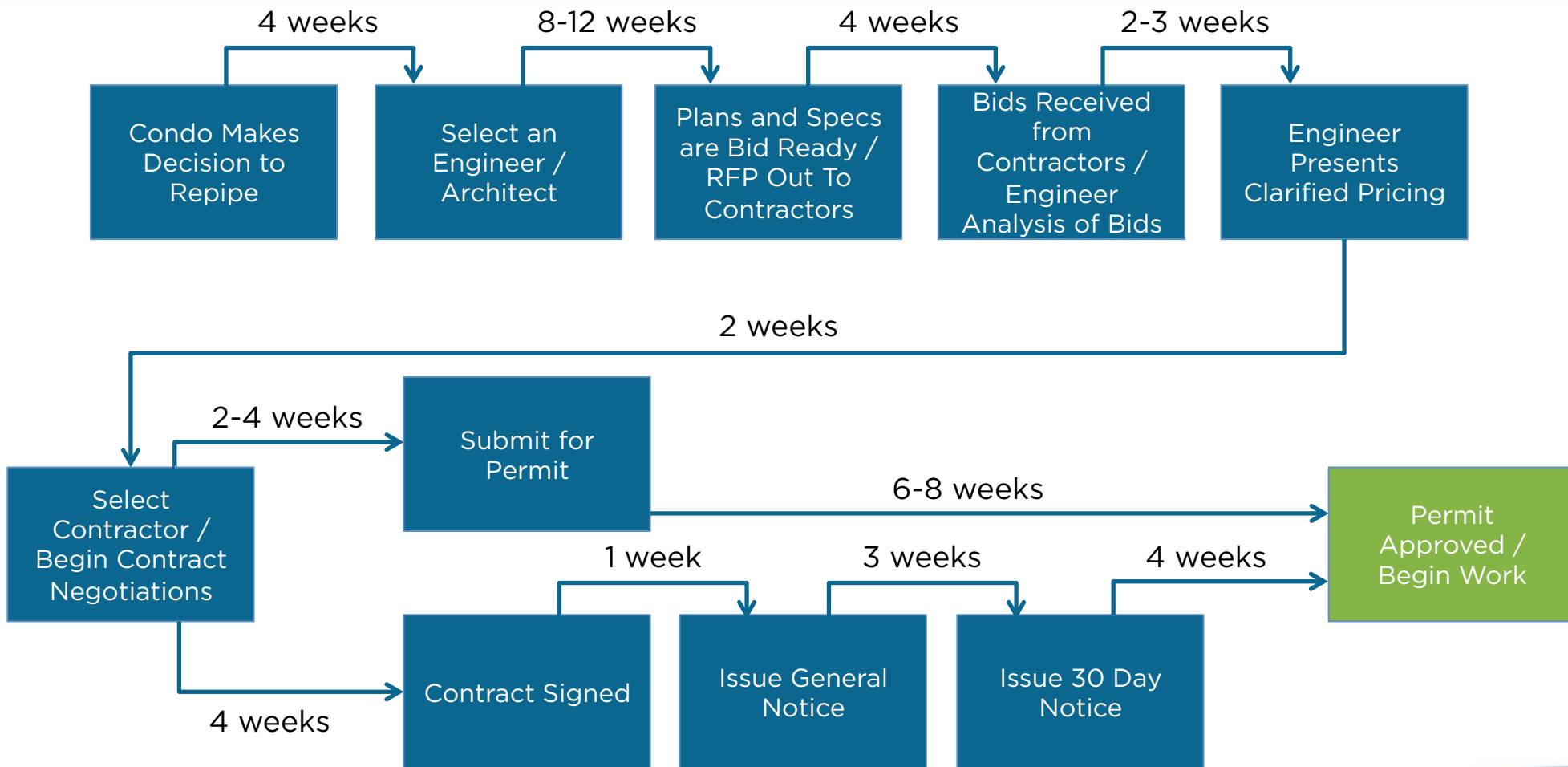
What you need to know  
before you get started...



**From the time  
you decide  
to repipe, it  
usually takes  
30-40 weeks  
for construction  
to actually begin!**



# What takes so long?



# Selecting an Engineering Firm



4 weeks

Condo Makes  
Decision to  
Repipe

Select an  
Engineer /  
Architect

During this stage, your board will need to:

- Interview 2-3 engineering firms
- Gets bids from those engineers for their services
- Vote and selects an engineer to manage the project
- Oversees/apply for pre-qualification for financing

# Getting Ready to Issue the RFP



8-12 weeks

Select an  
Engineer /  
Architect

Plans and Specs  
are Bid Ready /  
RFP Out To  
Contractors

During this stage:

- The board will need to provide input on scope (is anything getting upgraded, what's included, how will you handle homeowner improvements in specific units on common element walls?)
  - Includes review of bylaws (what's owned by the HOA vs individual unit owners?)
- Engineer develops “order of magnitude” pricing
- The engineer/architect will need to draw a permit set of plans
- Engineer will create specification documents (“specs”) clarifying scope for bidders
- Final Request For Proposal (RFP) is assembled
- Bidders list of potential contractors is assembled and vetted
- RFP is issued to bidders

# Contractors Submit Proposals



4 weeks

Plans and Specs  
are Bid Ready /  
RFP Out To  
Contractors

Bids Received  
from  
Contractors /  
Engineer  
Analysis of Bids

During this stage:

- Contractors perform bid walks
- Requests for Information (RFIs) are issued and answered
- Contractors develop and submit proposals

# Engineer Evaluates Contractors Bids



2-3 weeks



Bids Received  
from  
Contractors /  
Engineer  
Analysis of Bids

Engineer  
Presents  
Clarified Pricing

During this stage:

- Engineer reviews bids and asks clarifying questions of contractors
- Engineer performs price breakdown and Statement of Work (SOW) comparison
- Engineer reformats bids into comparable template for Board review
- Engineer presents bids and makes a recommendation to the Board

# Contractor Is Selected



Engineer  
Presents  
Clarified Pricing

2 weeks

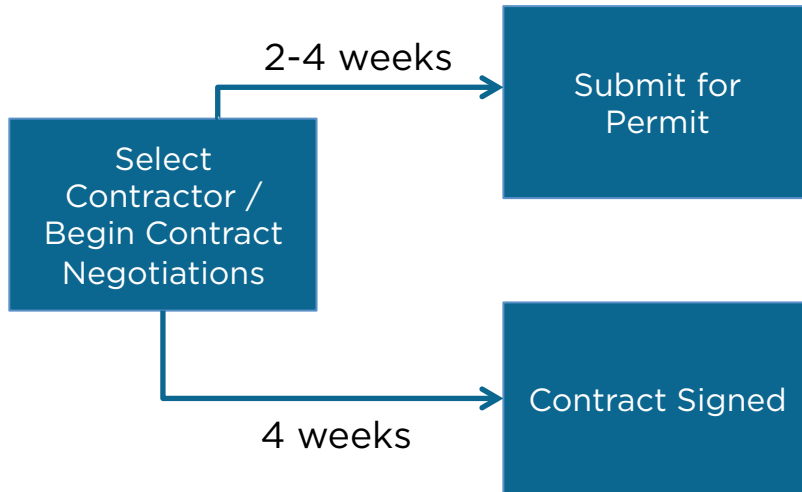
Select  
Contractor /  
Begin Contract  
Negotiations

During this stage:

- Reference checks are completed
- Engineer/Board conducts interviews with top two qualified bidders
- Board vote occurs and contractor is selected



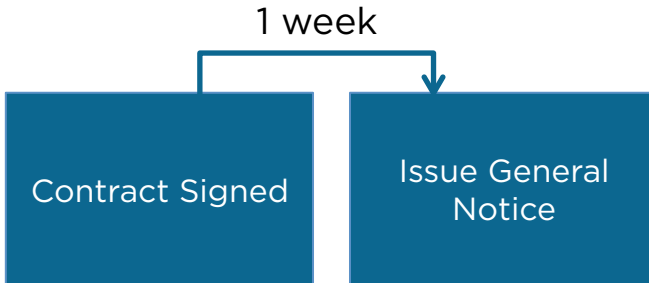
# Contract Negotiations



During this stage:

- Contractor provides value engineering (if required)
- Scope is finalized
- Allowances are finalized
- Engineer edits plans (as needed)
- Start date is finalized
- Contract terms are negotiated
- Note: Much of the timing during this stage is attorney dependent

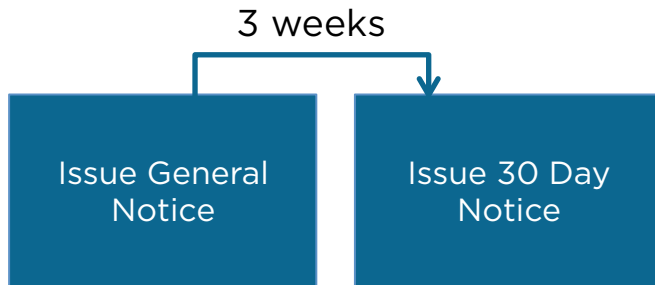
# Communications Begin



During this stage:

- Contractor works with Engineer and the Board to develop and issue building wide general notice about the upcoming project
- Town Hall Meetings are scheduled
- Final loan amount is determined and financing is finalized

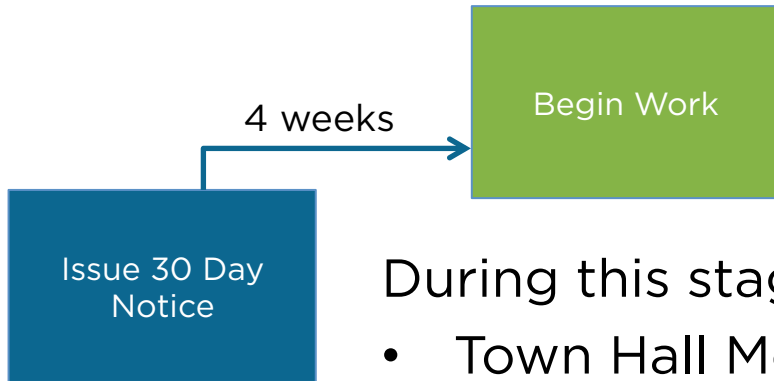
# Scheduling Begins



During this stage:

- Pre-construction meeting occurs with
  - Board
  - Engineer/Architect
  - Contractor
- Schedule is finalized and 30-day notices are issued to residents in the first stack

# Construction Begins



During this stage:

- Town Hall Meeting is conducted
- Mobilization occurs
  - Storage/build-outs are staged
  - Materials arrive onsite
  - Dumpsters are placed onsite
- First units are pre-walked with the project manager and owner/resident

## Key Considerations



- Your board must be committed and available to meet at least weekly from the time you decide to repipe until construction begins.
- If you decide to have the board manage the process through their regular monthly meetings, the length of time between deciding to repipe and starting construction usually doubles or triples.