

AVOID CONTRACTOR RIPOFFS!

MARCH 6, 2024



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FIRST PLAN IT

- What do you want done?
- When do you want it done?
- How much money is available to pay for the work?

A. WHAT DO YOU WANT DONE?

Define the **scope** and **goals** of your project.

Detail what construction or renovation work is to be accomplished.



B. WHEN DO YOU WANT IT DONE?



Set a **timeline** or **deadline** for the project completion.

This helps in scheduling and prioritizing tasks.



C. HOW MUCH MONEY IS AVAILABLE TO PAY FOR THE WORK?



Establish a budget for the project, including **costs for materials, labor, permits, and contingencies.**



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CONTINUE PLANNING IT

- Hire an architect or engineer
- Hire a construction manager
- Complete plans & specifications (Building Materials)
- Apply for a building permit



A. HIRE AN ARCHITECT OR ENGINEER

Engage professionals to ensure the design meets your needs and complies with local building codes and regulations.



B. HIRE A CONSTRUCTION MANAGER

Appoint a manager to oversee the project's progress, ensuring it stays on schedule and within budget.





C. COMPLETE PLANS & SPECIFICATIONS (BUILDING MATERIALS)

Develop detailed drawings and lists specifying the construction methods and materials to be used.



D. APPLY FOR A BUILDING PERMIT

Submit the required documentation to local authorities to obtain permission to start construction.

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SELECTING YOUR CONTRACTOR

- Obtain multiple bids
- Check contractor references
- Complete DCCA & RICO investigations
- Verify proper licensing (A, B, C)



A. OBTAIN MULTIPLE BIDS

Solicit proposals from several contractors to ensure competitive pricing and find the best fit for the project.



B. CHECK CONTRACTOR REFERENCES

Verify the contractors' previous work quality and reliability by speaking with past clients.





C. COMPLETE DCCA & RICO INVESTIGATIONS

Ensure the contractor has a clean record with the Department of Commerce and Consumer Affairs and RICO (Regulated Industries Complaints Office).



D. VERIFY PROPER LICENSING (A, B, C)

Confirm that the contractor holds the necessary license type for the scope of work being done.



E. REQUEST PROOF OF CURRENT INSURANCE (COI)

Ensure the contractor has valid liability and workers' compensation insurance to protect against potential claims.



F. CONFIRM NAME OF RME TO THE NAME OF THE COMPANY

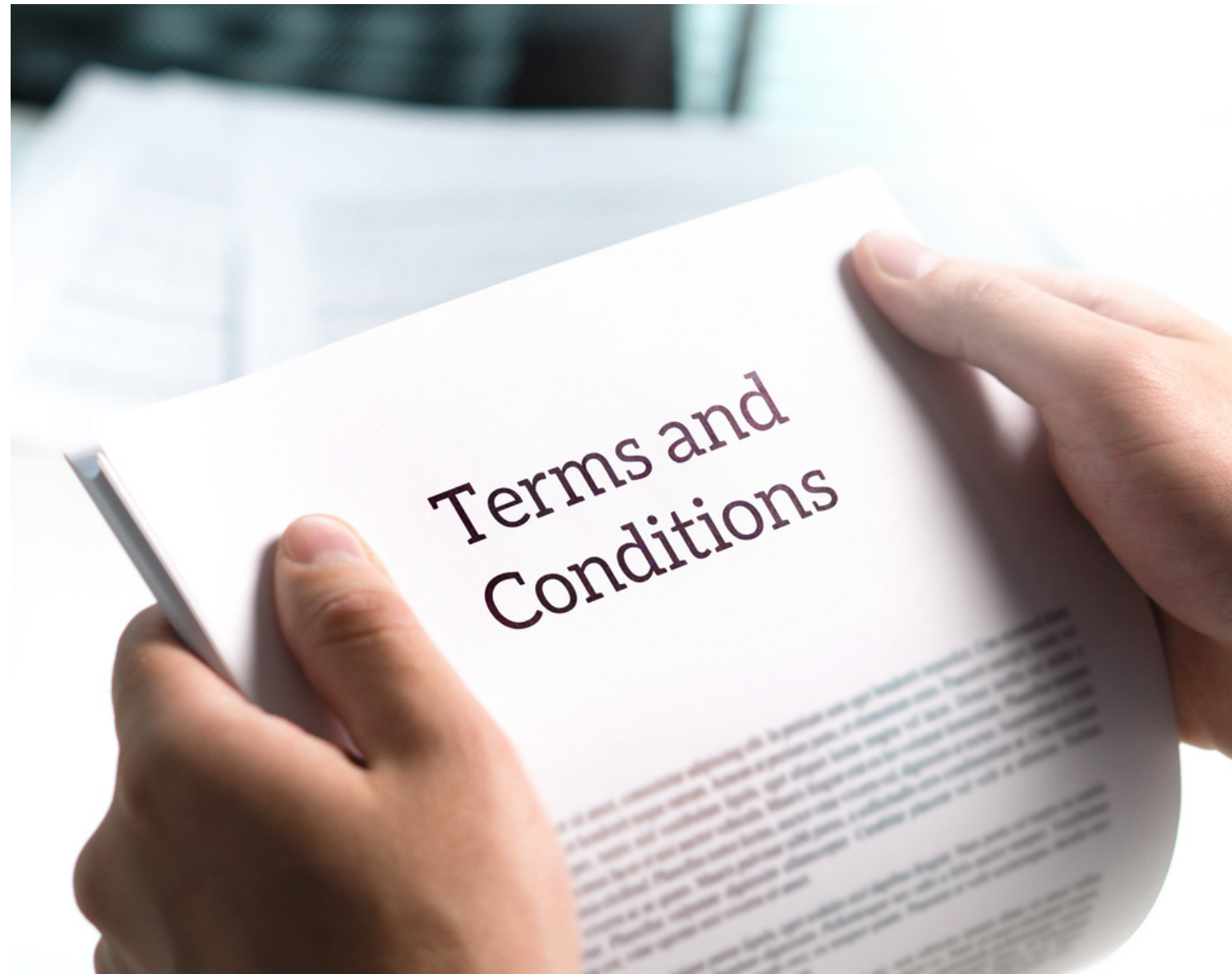
Verify the RME name matches the contracting company to ensure legitimacy.



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CONSTRUCTION CONTRACT

- **Get everything in writing**
- **Disclosures are required in the contract**
- **State that payment will be only for work completed**
- **Request a written scope of work**
- **Request a detailed schedule of values**



A. GET EVERYTHING IN WRITING

Document all agreements, specifications, and plans to avoid misunderstandings.



B. DISCLOSURES ARE REQUIRED IN THE CONTRACT

Include necessary legal and regulatory disclosures in the contract to comply with local laws.





C. STATE THAT PAYMENTS WILL BE ONLY FOR WORK COMPLETED

Arrange payments based on completed work stages to ensure satisfaction before proceeding.



D. REQUEST A WRITTEN SCOPE OF WORK

Have a detailed description of the work to be done, materials used, and timelines.



SCHEDULE OF VALUE SAMPLE									
of Project: Lance Luke Building				Reference Number: AAA No. XX					
: Number: 001				Submission Date: March 6, 2024					
ctor: Contractor XX				Period: February 2024					
	Work Item Details	Value of the Work Item (USD)	Billed for the Previous Period (USD)	Amt Billed of the Current Period (USD)	Amt Not Yet Billed (USD)	% of Complete d Work	of Completed Work Completed to Date	Balance Amt (USD)	Reten (10% Comp Work USD)
10	Aluminum	3000	3000			100%	3000	0	
11	Mechanica	4000	4000			100%	4000	0	
12	Floor Finis	1200	1200			100%	1200	0	

E. REQUEST A DETAILED SCHEDULE OF VALUES

Obtain a breakdown of the costs associated with each component of the project for transparency



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DURING THE PROGRESS OF CONSTRUCTION

- Inspect the job often
- Communicate & ask all questions
- Request a written progress report every month (photos)
- Limit change orders
- Complete final punch list & inspections
- Sign off on final completion or agree to next inspection



A. INSPECT THE JOB OFTEN

Regularly visit the site to monitor progress and ensure quality standards are met.



B. COMMUNICATE & ASK ALL QUESTIONS

Maintain open lines of communication with the contractor and team to address any concerns promptly.



MONTHLY CONSTRUCTION PROJECT REPORT SAMPLE

PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
Date	Project	Name

STATUS SUMMARY

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

PROJECT OVERVIEW

TASK	% DONE	DUE DATE	DRIVER	NOTES

C. REQUEST A WRITTEN PROGRESS REPORT EVERY MONTH (PHOTOS)

Get monthly updates on the project's status, including photographic evidence of progress.



D. LIMIT CHANGE ORDERS

Avoid making frequent changes to the original plan, as they can delay the project and increase costs.

Construction Project Final Punch List						
Project: Lance Luke Building						
Item #	Location	Description	Priority	Subcontractor Responsible	Due Date	Completion Status
110	Kitchen	XXXXXX	High	James	07/28/2	Complete
111	Bedroom	XXXXXX	Low	Luke	07/30/2	In Progress
112	Exterior	XXXXXX	Medium	Martin	07/29/2	In Progress

E. COMPLETE FINAL PUNCH LIST & INSPECTIONS

Compile and address a list of final tasks or corrections before considering the project complete.



F. SIGN OFF ON FINAL COMPLETION OR AGREE TO NEXT INSPECTION

Officially approve the finished work or arrange for further inspections if necessary.





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THANK YOU

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