



ROSS

Construction Consultants

Pre-Project & Pre-Construction Checklist for Owner-Builders

(Prepared by Ross Construction Consultants Ltd)

1. Feasibility Assessment

- Define your project objectives (size, function, style, sustainability goals)
 - Check zoning and local planning requirements
 - Undertake site investigations (soil, geotechnical, flood hazards, services)
 - Confirm resource consent and building consent needs
 - Assess funding options and financial viability.
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2. Cost Analysis

- Prepare a preliminary cost estimate based on concept design
 - Include realistic contingencies for unknowns
 - Confirm what is included/excluded (e.g., landscaping, fencing, driveways)
 - Benchmark against similar builds to validate costs
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3. Value Engineering

- Review design with your architect/engineer for cost-saving opportunities
 - Consider alternative materials or building systems
 - Assess buildability and long-term maintenance costs
 - Enhance energy efficiency and performance where practical
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4. Risk Assessment & Mitigation

- Identify and document potential project risks (cost overruns, delays, site conditions)
 - Develop a risk register with mitigation strategies
 - Confirm insurance requirements (contract works, public liability, professional indemnity)
 - Establish site security and health & safety procedures
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5. Procurement Strategy

- Decide on a project delivery method (full contract, labour-only, project management, owner-build)
 - Determine which trades or packages you will directly manage
 - Confirm procurement timelines and long lead items
 - Prequalify reputable contractors and suppliers
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6. Tendering

- Complete detailed design drawings and specifications
 - Prepare a bill of quantities or schedule of rates
 - Invite tenders from qualified contractors
 - Establish evaluation criteria (price, experience, timeline)
 - Allow time for queries, clarifications, and negotiation
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7. Contract Management

- Select appropriate standard form of contract (NZS 3910, NZIA SCC, or similar).
- Review terms and conditions thoroughly (payment schedules, variations, retentions).
- Include clear timelines, milestones, and completion dates.
- Establish a dispute resolution process.

- Ensure you and your contractor sign the contract before work starts
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▶ Next Steps During Construction

Cash Flow Forecasting

- Prepare a detailed monthly cash flow projection
- Include professional fees, council costs, milestone payments, and retentions
- Align your finance arrangements with cash flow requirements

Budget Monitoring

- Set up a system for tracking budgets and costs
- Record and approve variations in a timely manner
- Review contractor progress claims against actual progress

Code Compliance Certificate (CCC) Submission, Final Compliance

- Keep all producer statements, warranties, and records of work organised
 - Ensure all inspections are booked and passed
 - Submit a complete CCC application to council promptly after practical completion
 - Confirm any resource consent conditions have been fulfilled
 - Maintain a final project file with warranties, manuals, and as-builts for future reference
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Contact

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Scope and estimates to be agreed prior to commencement.