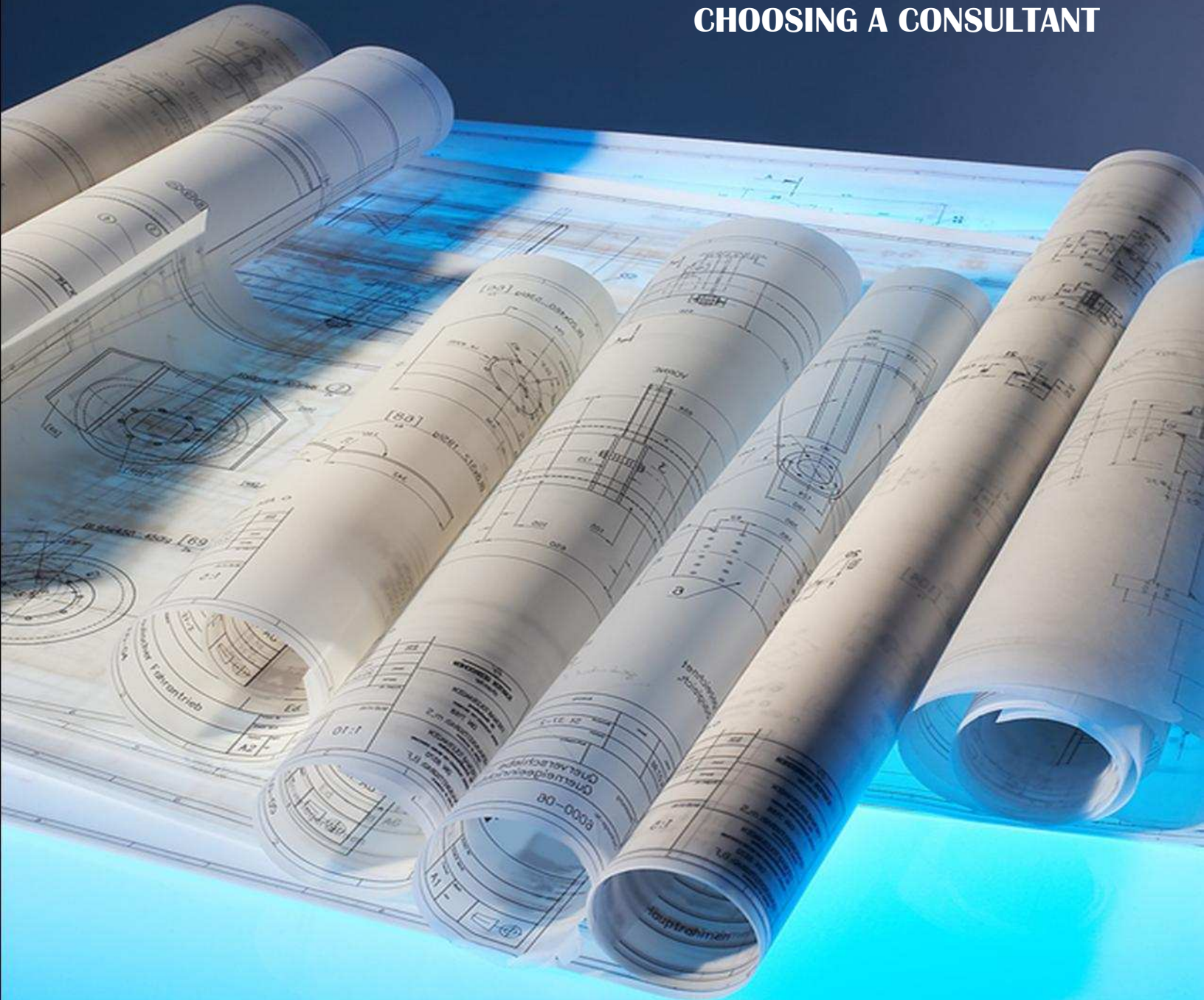


# Scott D. Bonk & Associates, Inc.

Roofing and Waterproofing Consultants  
Owner Agent Services

**JANUARY 2012 NEWSLETTER  
CHOOSING A CONSULTANT**



**11691 Gateway Boulevard, Suite 102  
Fort Myers, Florida 33913**

**Telephone (239) 768-3654 ♦ (561) 653-9140 ♦ Toll Free (888) 995-0661 ♦ Fax (239-768-1064  
[www.ScottBonk.com](http://www.ScottBonk.com)**



## CHOOSING A CONSULTANT

### THE SEARCH

If you are reading this Newsletter you are most likely a Board Member, Member of a Committee, or a Building Owner. You may be faced with choosing a Consultant for the purpose of obtaining professional services to determine the condition of the roofing system, façade, plaza deck, balcony or other part of your building. Or perhaps a decision has been made to search for a Consultant to compile Bid Documents, Specifications and Detail Drawings and Plans for a particular part of your building such as roof repairs or replacement, or restoration of the façade, plaza deck or balcony deck. You have a difficult task to perform.

Generally firms are contacted and discussions begin concerning the type of work required and whether the Consultant is interested in your project. A meeting is the recommended next step to discuss your project and your expectations, including scheduling and the numerous items involved with any project, regardless of size.

A detailed Agreement outlining fees for services rendered should follow the meeting and now it's decision time for you. Comparing firms, services, qualifications, experience and the ability to perform for you are just a few things to consider in the decision process. Experience and the personnel who will be dedicated to your project should be a major consideration for you. Those firms experienced in the work that you are requesting must have the ability to decipher conditions during the work in progress. And it really does take experience to understand building components, especially when unforeseen conditions arise. This can occur with any type of building project, and that experience is exactly what you need for determining the proper direction for the condition.

The fee structure for services rendered is important, however the lowest fee is not always the most reasonable selection. The services, thoroughness, interest in your project and reputation are key attributes that should be considered for your selection.

# CHOOSING A CONSULTANT

## TRUST

You must have trust in the firm, their personnel, their experience and their ability to perform for you. The Consultant's longevity in the building field and reputation in the marketplace will speak volumes to you about

their experience and will help in your decision making. Contacting previous clients will also give you a good sense of how the firm services a client and if there were cost overruns and project delays.

## EXPERIENCE

The Consultant must be experienced in the building process and know how to identify existing conditions, compile documents and represent you on your project. The Consultant must have the ability to recognize existing conditions when compiling a Conditional Analysis Report of your project. Older buildings contain components that are no longer used. Therefore, the consultant must know and recognize these conditions in order to

determine the proper course of action. This experience is crucial and required when compiling Bid Documents, Specifications and Detail Drawings and Plans for existing building conditions. Expert testimony requires detail experience in identifying installed components, deciphering building codes and industry standards to include communication with legal counsel and the client.

## THE FIRM WITH EXPERIENCE THAT YOU CAN TRUST IS SCOTT D. BONK AND ASSOCIATES INC.

Our firm was formed in 1989 to answer the demand for professional services in the roofing and waterproofing industry. The demand was very clear for proper specifications, detailing and deciphering through the vast array of warranties.

Services provided by the firm include preparing Conditional Analysis Reports, compiling Specifications, Detail Drawings and

Plans, Project Management, Onsite Inspections and Expert Testimony. These services apply to the roofing and waterproofing industry. In addition, our firm provides Owner Agent services that provide the liaison between the owner and the contractor eliminating concern over the project. Our Owner Agent services apply to any type of new or existing building or structure.

## CHOOSING A CONSULTANT

Our firm has a combined experience of more than four (4) decades and our projects extend from Sacramento, California to Paradise Island, Nassau, Bahamas.

Our firm provides services to owners and managers for various types of facilities. These facilities include:

- Commercial Properties
- Condominium Associations
- Church Organizations
- Industrial Institutions
- Public and Private Schools
- Universities
- Estate Homes
- Hotel Industry
- Golf Clubs

It will be our pleasure to meet with you to discuss your project and how we can help you. There is no cost or obligation to meet with you.

Contact our office at (239) 768-0894 or visit our website at [www.ScottBonk.com](http://www.ScottBonk.com) for more information about our professional services.

FOR MORE INFORMATION, CONTACT:

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11691 Gateway Boulevard, Suite 102

Fort Myers, Florida 33913

Main Office: (239) 768-3654

Toll Free: (888) 995-0661

Fax: (239) 768-1064

Email: [Scott@scottbonk.com](mailto:Scott@scottbonk.com)

[www.scottbonk.com](http://www.scottbonk.com)

*“By engaging our services you will receive the quality that you expect and the service that you deserve.”*