

# ***SUCCESSFUL REDEVELOPMENT***

***[www.redevelopment.info](http://www.redevelopment.info)***

## ***SUMMARY NOTES – All Phases***



***Dhargalkar Technoesis (I) Pvt. Ltd.***



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**Phase I: Feasibility Study**

## **SUMMARY NOTES**



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# Major Steps - Initiating Project & Appointing PMC

1. Members send request to convene SGBM for decision on RD
2. Collect Proposals from PMCs ... **[GP]**
3. Comparative Statement of PMC proposals → *Shortlist* ... **[R/ GP]**
4. Presentations by Shortlisted PMCs
5. **Decision for RD & Selection of PMC (SGBM)** ... **[M/ R]**
6. Letter of Appointment (LoA) to PMC ... **[R/ GP]**
7. Roadmap & Time Schedule (*up to Vacating premises*) ... **[GP]**

*M: Milestone, R: Record, GP: Guideposts – Ref. [www.redevelopment.info](http://www.redevelopment.info)*



# ***Major Steps - Feasibility Study & Report***

1. Submit Property Documents to PMC
  - Title Documents/ Approved Plans etc
  - Latest Property Documents/ Remarks etc
  - Physical Survey of Plot/s
2. Finalization of Base Carpet Areas of Existing Units (SGBM) ... [M/ R/ GP]
3. Create Website for RD Project ... [GP]
4. Collect Feasibility Report from PMC ... [R/ GP]
5. Approval of Feasibility Report (SGBM) ... [M/ R]

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# *Milestones*

1. Decision for RD & Selection of PMC ... SGBM
2. Finalization of Base Carpet Areas ... SGBM
3. Approval of Feasibility Report ... SGBM



# *Records*

1. Comparative Statement of PMC proposals
2. PMC's Letter of Appointment
3. MoM of SGBMs
4. Base Carpet Areas
5. Feasibility Report

# *Guideposts*

1. Contents for Request for Proposal from PMC
2. PMC Selection Criteria
3. Contents of Letter of Appointment to PMC
4. Major Milestones in the Project Schedule up to Selection of Dev
5. Notes on Base Carpet Areas (BCA)
6. Contents of Website for Redevelopment
7. Contents of Feasibility Report

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## ***Phase 2: Tendering & Developer Selection***

### ***SUMMARY NOTES***



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# Major Steps - Tendering for Redevelopment

1. Collect Draft Tender Documents from PMC ... **[GP]**
2. Approval of Tender Docs (SGBM) ... **[M/ R]**
3. Collect Final Tender Documents from PMC ... **[R]**
4. Floating Tender ... **[M/ GP]**
5. Sale of Tender Documents ... **[GP]**
6. Pre-Bid Meeting with Bidders ... **[GP]**
7. Submission of Bids ... **[GP]**
8. Opening Bids ... **[M/ GP]**

*M: Milestone, R: Record, GP: Guideposts – Ref. [www.redevelopment.info](http://www.redevelopment.info)*

# Major Steps - Selecting a Developer

1. **Comparative Statement & Bid Evaluation/ Analysis/ Rating Report ... [M/ R/ GP]**
2. First Shortlist of Bidders
3. Financial & Legal Due Diligence of Bidders ... [R]
4. Joint meetings with Bidders ... [GP]
5. Collect Revised Proposals to MC from Bidders ... [GP]
6. **Final Shortlist of Bidders ... [M]**
7. Due Diligence of Bidders in Final Shortlist ... [GP]
8. Obtain proposals from experienced Legal Advisors ... [GP]

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# Major Steps (Contd.)

9. Prepare Comparative Statement and Shortlist of LA proposals
10. **Presentation to Members (SGBM) ... [M/ R/ GP]**
11. Issue Letter of Appointment to Soc LA ... **[GP]**
12. Negotiate & Collect Final Techno-Commercial Proposal from shortlisted Bidders ... **[ R/ GP]**
13. Selection as a Preferred Developer
14. Collect Tendering Report from PMC ... **[ R/ GP]**
15. **79A: Selection of a Developer (SGBM) ... [M/ R/ GP]**
16. Obtain NOC from Dy. Registrar ... **[ R]**
17. Return of EMD to Unsuccessful Bidders

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# *Milestones*

1. Approval of Tender Documents ... SGBM
2. Floating Tender
3. Opening of Bids
4. Comparative Statement & Bid Evaluation/ Analysis/ Rating Report
5. Final Shortlist of Bidders
6. Bidder's Presentation to Members ... SGBM
7. Selection of a Developer ... SGBM & Registrar

# *Records*

1. Tender Documents
2. Common set of Amendments
3. MoM of SGBMs
4. Comparative Statement
5. Bid Evaluation/ Analysis/ Rating Report
6. Financial Due Diligence Report
7. Legal Due Diligence Report
8. Final Techno-Commercial Proposal from Bidders
9. Tendering Report
10. NOC from Dy. Registrar



# *Guideposts*

1. Broad Sections of Tender Documents
2. Contents of Press Notice of Tender
3. Contents of Project Brief for Soc Members
4. Format for Recording Sale of Tenders
5. Procedure for Pre-Bid Meeting
6. Broad Points for the Common set of Amendments
7. Format for Recording Receipt of Bids
8. Procedure for Opening Bids



## ***Guideposts (Contd.)***

9. Contents of Comparative Statement & Bid Evaluation/ Analysis/ Rating Report
10. Discussion Points for Joint Meeting with Bidders
11. Steps for Due Diligence of Bidder
12. Contents of Request for Proposal from Legal Advisors
13. Points for Presentations to Members
14. Contents of Letter of Appointment to Soc's Legal Advisor
15. Contents of Final Techno-Commercial Proposal from Bidders
16. Contents of PMC's Tendering Report
17. Procedure for the SGBM for Selection of Dev

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## ***Phase 3: Pre-Construction***

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# Major Steps - Preparations

1. Letter of Intent (LOI) to Selected Developer ... **[M/ R/ GP]**
2. Acceptance of LOI by Dev, Payments & Deposits ... **[R]**
3. Confirmation/ Rectification of Legal Title
4. Confirmation/ Rectification of Technical Aspects
  - Latest Property Documents
  - Old Approved Plans
  - Physical Survey of Plot
  - FSI Potential
  - Final Amenities & Work Specs ... **[R/ GP]**
5. Subdivision/ Amalgamation, if required

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# Major Steps - Legal Documentation

1. Legal Title Certificate ... **[R]**
2. Development Agreement. (DA), Power of Atty. (POA) – *First Draft by Society*
3. Review → Modify → Review Draft DA, Annexures & POA
4. Finalize DA, Annexures, POA (*LA & MC*)
5. Individual Agreement (PAAA) – *First Draft by Society*
6. Review → Modify → Review → Finalize PAAA
7. Approve DA, POA, PAAA (SGBM) ... **[M/R]**
8. **Execute & Register DA** ... **[M/ R]**
9. Discharge Obligations on Execution of DA
10. Issue Power of Attorney to Developer

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# Major Steps - Plans & Approvals

1. Collect Arch Floor Plans from Developer (Architect) ... **[GP]**
2. Review → Modify → Review Floor Plans ... **[GP]**
3. **Finalize Arch Floor Plans (PMC & MC) ... [M/ R]**
4. Collect Detailed Proposal Plans from Developer ... **[GP]**
5. Review of Proposal Plans & Report (PMC) ... **[R/ GP]**
6. Decide Scheme of Allotment of Members' Units
7. **Approve Plans & Allotment (SGBM) ... [M/ R]**
8. **Submit Proposal for Approval by Developer ... [M]**
9. **Obtain Approvals/ IOD ... [M/ R]**
10. Verify Approved Plans & Report (PMC)

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# Major Steps - Vacating existing Units

1. Comply with Conditions of IOD
2. **Execute & Register PAAA ... [M/ R]**
3. *Fulfil Conditions* for Issuing Notice to Vacate by Developer ... **[GP]**
4. Issue Notice to Vacate to Society by Developer ... **[R]**
5. Vacate Existing Units
6. *Fulfil Conditions* for Letter to Enter (LTE) ... **[R]**
7. **Issue LTE to Dev ... [M/ R]**
8. Collect Letter of Acceptance of LTE from Dev... **[R]**
9. Demolish Existing Buildings
10. **Obtain Commencement Cert (CC) ... [M]**
11. Register Project in RERA ... **[R]**

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# *Milestones*

1. Issue LOI
2. Approve, Execute & Register DA ... SGBM
3. Finalize Plans by MC
4. Approve Proposal Plans & Allotment ... SGBM
5. Submit Plans to Statutory Authorities
6. Obtain Approvals/ Permissions
7. Execute & Register PAAA
8. Issue Letter to Enter (LTE)
9. Obtain Commencement Certificate (CC)

# *Records*

1. Letter of Intent
2. Letter of Acceptance of LOI
3. Lists of Internal, Common & Built Amenities
4. Legal Title Certificate for Plot
5. MoM of SGBMs
6. Development Agreement (Registered)
7. Power of Attorney
8. Finalization of Floor Plans
9. Report on Review of Proposal Plans



## ***Records (Contd.)***

10. Approval of Proposal Plans & Allotment
11. Approval of Proposal by Statutory Authority
12. PAAA – Individual Agreements (Registered)
13. Notice to Vacate Units
14. Detailed Project Schedule & Project Insurance
15. Letter to Enter (LTE)
16. Letter of Acceptance of LTE
17. RERA Registration



# *Guideposts*

1. Content of LOI
2. List of Amenities
3. Contents of Arch. Floor Plans
4. Checkpoints for Review of Floor Plans
5. Contents of Proposal Plans
6. Checkpoints for Review of Proposal Plans
7. Conditions for Vacating Premises

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## ***Phase 4: Construction***

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# ***Teams (Main Roles) - Forming Systems***

## **1. Developer:**

- Construction (*Site*)
- Management & Coordination (*Office*)
- Consultants (Architect, Structural, Geotech, MEP)

## **2. PMC**

- Inspections & Data Capture (*Site*)
- Monitoring, Tracking, Data Management & Reporting (*Office*)

## **3. Society**

- Managing Committee (MC)
- Advisory/ Tech Committee, if necessary



# Working Systems

## 1. Quality Control

- DA Specs, Consultants' Drgs & Specs, Inspections, Certifications
- Materials, Workmanship, Supervision by Dev Site Team
- Testing, Mockups, Audits, Safety by Dev Site Team
- *Monitoring by PMC*

## 2. Progress Tracking

- DA Provisions, Detailed Project Schedule from Dev
- *Structure & Activity wise Tracking by PMC*

## 3. Coordination among Dev, Soc, PMC

## 4. Communication among Dev, Soc, PMC

## 5. Documentation & Reporting by PMC

# *Reference Documents*

1. DA, Tender Documents – *(And their Summary Extracts)*:
  - Materials: Specifications & Approved Brands
  - Work, Process Specifications
  - Contractual Conditions (BGs, Insurance etc)
2. Approved Plans, Building Permits
3. Consultants' Inputs:
  - Working Drawings (Arch, Structural, MEP)
  - Work, Process Specifications & Reports
4. Quality, Safety Manuals, Codes of Practice
5. Detailed Project Schedule & Milestones



# Major Steps - Developer's Functions

1. Further Approvals ... **[R]**
2. *Inputs*: GFC Working Drawings, Materials, Labour, Funds ... **[R]**
3. *Supervision & Coordination*: (Consultants, Contractors, Vendors)
4. *Quality*: Testing, Work/ Process Inspections, Certifications, Defect Rectification, Audits ... **[R/GP]**
5. *Safety*: Gear, Access, Audits, Insurance
6. Maintain Registers & Records ... **[R/GP]**
7. Contractual Obligations
8. Statutory Requirements
9. Progress Reports to PMC ... **[R/GP]**

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# Major Steps - PMC's Functions

1. Monitoring as different from Management
2. Monitoring System:
  - *Site Engineer*: Inspections, Data Capture ... **[GP]**
  - *Site Visits (SV)*: Project Coordinator (Int. Coordination) ... **[R/GP]**
  - *Project Review Meets (PRM)*: Work, Decisions, DA Terms ... **[R/GP]**
3. *Quality*: Inspections, Testing, Record Defects, Record Certifications
4. *Progress*: Activities, Milestones, Delays ... **[R]**
5. *Assist Soc*: Approval of Materials, Fittings
6. *Assist Soc*: Deviations, Contract Provisions
7. *Records*: SVR, MoM, PRReport ... **[R/GP]**

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# *Major Steps - Society's Functions*

1. Attend Monthly Jt PRMs (MC, AC)
2. Act on issues in Weekly SVRs & Monthly PRRs from PMC
3. *Approve: Materials, Amenities, Mockup, Time Extension ... [R]*
4. *Timely Decisions: New Materials/ Processes ... [R]*
5. *Timely Action: Defects, Deviations, Delays, Breaches ... [R]*
6. Release of Securities (BG, Lien on Area)
7. Contractual Obligations as per DA
8. Contractual Correspondence
9. *Transparency: Website, Tracker, SGBMs*

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# Milestones

1. Plinth
2. RCC Slabs (*Exist Members*)
3. RCC Slabs up to Terrace Slab
4. Masonry & Internal Plaster (*Exist Members*)
5. All Masonry & Internal Plaster
6. All External Plaster
7. Finishing & Internal Waterproofing Works (*Exist Members*)
8. All Finishing & Internal Waterproofing Works



## ***Milestones (Contd.)***

9. Doors & Windows (Exist Members)
10. All Doors & Windows
11. All Services (Plumbing, Electrical etc)
12. All Painting Works
13. Amenities
14. All Balance Works
15. Full Occupancy/ Completion Certificate
16. Repossession

# Records

1. Project Kick off Meeting (*MoM*)
2. Dev's Documentation System (*Statement*)
3. List of Required Quality Certifications
4. Communication System (*Statement*)
5. Further Approvals
6. Further Working Drawings
7. Material Test Reports
8. Concrete Cube Test Reports



# ***Records (Contd.)***

9. Work Inspection Reports
10. Process Inspection Reports
11. Progress Reports – *Weekly*
12. Record of Concealed Works
13. Site Visit Reports – *Weekly*
14. Project Review Meetings (MoM) – *Monthly*
15. Project Review Report – *Monthly*
16. Certification of Milestone



# ***Records (Contd.)***

- 17. Project Status Report
- 18. Remarks on Request for Time Extension
- 19. Approval of Materials, Fittings and Fixtures
- 20. Approval of New Material/ Process
- 21. Approval of Mock-up
- 22. Approval of Deviation
- 23. Approval of Time Extension

# *Guideposts*

1. Checkpoints for Developer's Site Plan
2. Agenda Points for Kick-off Meeting for Construction
3. Reference Records to be Maintained at Site by Developer
4. List of Registers & Reports to be Maintained at Site by Developer:
  - a) List of Registers
  - b) List of Reports
5. Documentation & Reporting Systems for PMC:
  - a) List of Documentation/ Record
  - b) List of Reports



# ***Guideposts (Contd.)***

6. Lists of Certifications during Construction
  - a) by Architect
  - b) by Structural Consultant
  - c) by Geotechnical Consultant
  - d) by MEP Consultant
  - e) by Contracting Agencies
7. Suggested Content of Dev's Weekly Progress Report
8. Checkpoints of PMC's Site Visit
9. Contents of PMC's Site Visit Report
10. Agenda Points for Project Review Meeting
11. Points for Minutes of Project Review Meeting
12. Contents of PMC's Project Review Report



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## ***Phase 5: Repossession***

### ***SUMMARY NOTES***



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# *Major Steps - Repossession of Flats*

1. Request PMC, MC to Measure Members' Carpet Areas
2. Measure Carpet Area of Members' Units ... *[R]*
3. Complete all internal works in Members' Units
4. Request PMC, MC for Joint Checking of Members' Units
5. Inspect Members' Units ... *[R/ GP]*
6. Rectify defects in Members' Units
7. Request PMC, MC to verify rectifications in Members' Units

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## ***Major Steps (Contd.)***

8. **Verify Rectifications in Members' Units ... [M/ R]**
9. **Inspect External/ Common areas and Built Amenities ... [GP]**
10. **Rectify defects in External/ Common areas and Amenities**
11. **Request PMC to verify rectifications in External/ Common areas and Amenities**
12. **Verify Rectifications in External/ Common areas and Amenities ... [M/ R]**
13. **Complete Service Lines/ Utilities**

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## *Major Steps (Contd.)*

14. Install fittings & fixtures
15. Allot Car Parks to Members ... **[R]**
16. Request Certification of Virtual Completion of Construction Work
17. Certify Virtual Completion of Construction Work ... **[R]**
18. Send a List of Handover Docs to Dev ... **[R]**
19. Obtain Full Occupancy/ Completion Certificate ... **[R]**
20. Request Release of Security

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## *Major Steps (Contd.)*

- 21. Certify Achievement of Milestone ... **[R]**
- 22. Release Security for Milestone
- 23. Issue Repossession Notice to Soc ... **[R]**
- 24. **Take possession of Individual Units ... [M]**
- 25. Appoint a Facility Manager
- 26. Attend to Members' Complaints

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# ***Major Steps - Repossession of Project***

1. Submit Handover Docs to MC ... **[R/ GP]**
2. Check Handover Docs Received
3. Demonstration of Equipments and Systems ... **[GP]**
4. **Take possession of Building with Common Amenities ... [M/ R]**
5. Conduct Project Closure Meeting ... **[R/ GP]**

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## *Major Steps (Contd.)*

6. Submit Project Completion Report to MC ... **[R/ GP]**
7. Confirm Closure of PMC Services to PMC ... **[R]**
8. Inform Completion of Work to MC ... **[R]**
9. Confirm Completion of Work to Dev ... **[R]**
10. Site Handover to MC ... **[M]**

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# *Milestones*

1. Rectification of defects in Members' Units
2. Rectification of defects in External/ Common areas and Amenities
3. Taking possession of Individual Units
4. Taking possession of Building with Common Amenities
5. Takeover of site from Dev



# *Records*

1. Carpet Area of Members' New Units
2. Snag Lists for Members' New Units
3. Revised Snag Lists for Members' New Units
4. Snag Lists for External/ Common areas and Amenities
5. Revised Snag Lists for External /Common areas and Amenities
6. Allotment of Car Parks to Members – Chart
7. Certificate of Virtual Completion
8. List of Handover Docs
9. Full Occupancy/ Completion Certificate

# *Guideposts*

1. Snaglist - Checkpoints for Inspection of Members' Units
2. Snaglist - Checkpoints for Inspection of External/ Common Areas
3. List of Documents to be handed over by Developer
4. Demonstrations of Equipments & Systems
5. Agenda Points for Project Closure Meeting
6. Contents of PMC's Project Completion Report



# Successful Redevelopment – Recordings

Visit YouTube Channel  Technoesis Redevelopment Help

Sr No	Video Title	Link
1	Webinar-1: Overview	<a href="https://youtu.be/QvreZLlibeuI">https://youtu.be/QvreZLlibeuI</a>
2	Webinar-2: Initiating Redevelopment & Selecting PMC	<a href="https://youtu.be/ys3ylw5ciCA">https://youtu.be/ys3ylw5ciCA</a>
3	Webinar-3: Feasibility Study & Report	<a href="https://youtu.be/_MSBeHWaKmg">https://youtu.be/_MSBeHWaKmg</a>
4	Webinar-4: Tendering for Redevelopment	<a href="https://youtu.be/WTJYOWEttW4">https://youtu.be/WTJYOWEttW4</a>
5	Webinar-5: Selecting a Developer	<a href="https://youtu.be/3HHyWbqh_is">https://youtu.be/3HHyWbqh_is</a>
6	Webinar-6: Pre-Construction Stage	<a href="https://youtu.be/iF8U9IxDM5c">https://youtu.be/iF8U9IxDM5c</a>
7	Webinar-7: Construction Phase - Part 1	<a href="https://youtu.be/IQrPM_Vz7KI">https://youtu.be/IQrPM_Vz7KI</a>
8	Webinar-8: Construction Phase - Part 2	<a href="https://youtu.be/RXufLpVQ_8c">https://youtu.be/RXufLpVQ_8c</a>
9	Webinar-9: Repossession	<a href="https://youtu.be/PxPEh-Drl4o">https://youtu.be/PxPEh-Drl4o</a>

# ***THANK YOU !***



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