

## **The Design Process:**

When the program is able to begin the process for your property, you will be contacted to set up an appointment to sign the Residential Sound Insulation (RSI) Program Agreement and provide the City with proof of Homeowner's insurance. The RSI Agreement must be signed and proof of insurance provided before design work can begin.

After signing the RSI Agreement, an "Assessment Visit" will be scheduled for the design team to visit the property for the purpose of evaluating the construction of the property, determining what improvements will be necessary to reduce interior noise levels, and creating the initial design. This appointment typically takes about an hour and a half, and it is important for the property owner(s) to be present to select their preferred options such as window construction (vinyl or aluminum), window color (white, beige, bronze, or silver), and door styles.

Additionally, you may be asked to set up an appointment for a technician to perform a pre-construction noise audit to determine the amount of noise level reduction your property currently provides. This appointment typically takes one to two hours, but is not required for every home.

At the end of the Assessment Visit, the design team will set up an appointment to review the design for RSI Improvements with you and for you to sign the approved design. Once approved, the design is considered complete and can not be altered based on requests from the Property Owner. Additionally, once the design is finalized, you will be informed of the proposed construction dates.

Once finalized, the design for the property will be grouped with other designs for the construction bid process. Funding for the RSI Program requires the construction work to be bid upon by qualified contractors, and awarded to the lowest responsible bidder.