

SERVICES SELECTIONS

NEW HOMES

PHASE 1 SCHEMATIC DESIGNS

PROJECT REQUIREMENT ANALYSIS	✓	✓	✓
SITE VISIT	✓	✓	✓
REGULATORY REQUIREMENTS		✓	✓
SCHEMATIC DESIGN PLANS		✓	✓
EXTERIOR APPEARANCE SKETCHES		✓	✓
MEETINGS & REVISIONS		✓	✓
PERCENTAGE OF COMPLETION 15%			

PHASE 2 DESIGN DEVELOPMENT

DEVELOPED DESIGN PLANS	✓	✓	✓
DEVELOPED ELEVATIONS & 3D EXTERIORS	✓	✓	✓
DEVELOPED SITE LAYOUT & TOPOGRAPHY	✓	✓	✓
MEETINGS & REVISIONS	✓	✓	✓
BUDGET PLAN SETS FOR PRICING		✓	✓
BUDGET DRIVEN REVISIONS		✓	✓
PERCENTAGE OF COMPLETION 50%			

PHASE 3 CONSTRUCTION DOCUMENTS

ARCHITECTURAL DOCUMENTS	✓	✓	✓
SITE DOCUMENTS	✓	✓	✓
STRUCTURAL DOCUMENTS	✓	✓	✓
EXTERIOR DETAILING		✓	✓
INTERIOR GEOMETRY PACKAGE		✓	✓
INTERIOR DETAILING			✓
GREEN & SUSTAINABILITY DETAILING			✓
BIDDING & SPECIFICATION PACKAGE			✓
PERCENTAGE OF COMPLETION 90%			

PHASE 4 CONTRACT & CONSTRUCTION

BID ASSISTANCE			✓
CONTRACT ASSISTANCE			✓
AVAILABILITY THROUGH FRAMING	✓	✓	✓
SITE VISITS		✓	✓
PERCENTAGE OF COMPLETION 100%			

BASIC SERVICE
CUSTOM SERVICE
PREMIUM SERVICE

FEES FOR SERVICE

COST CALCULATION

BASED ON CONDITIONED FINISHED SPACE PER SQUARE FT (PSF)

BASIC SERVICE FEES:

TYPE 1	\$1.50 PSF
TYPE 2	\$2.00 PSF
TYPE 3	\$2.50 PSF

CUSTOM SERVICE FEES:

TYPE 1	\$3.00 PSF
TYPE 2	\$3.50 PSF
TYPE 3	\$4.00 PSF

PREMIUM SERVICE FEES:

TYPE 1	\$4.50 PSF
TYPE 2	\$5.25 PSF
TYPE 3	\$6.00 PSF

PROJECTS TYPES- 1,2,3

PROJECT TYPES ARE BASED ON COMPLEXITY. COMPLEXITY FACTORS INCLUDE:

- *SITE & TOPOGRAPHICAL CONDITIONS
- *REGULATORY REQUIREMENTS
- *PROGRAM REQUIREMENTS
- *ARCHITECTURAL STYLE
- *FOUNDATION & ROOF GEOMETRY
- *PORCHES/PATIOS/DECKS/GARAGES
- *FUTURE FINISHED SPACE
- *CLIENT'S DISPOSITION TO DECISION MAKING

COMMENTS

IN ORDER TO SET ARCHITECTURAL FEES IT IS NECESSARY TO DISCUSS BOTH APPROPRIATE SERVICES AND THE PROJECT'S COMPLEXITY. THE "A LA CARTE" FORMAT IS DESIGNED TO INCORPORATE ONLY DESIGN & DRAWING SERVICES THAT ARE BENEFICIAL TO THE PROJECT. WE JOINTLY SELECT THE APPLICABLE SERVICES AT PROJECT START UP. FINAL FEES ARE ESTABLISHED BY SELECTING THOSE DESIGN & DRAWING SERVICES AND ANTICIPATING THE PROJECTS COMPLEXITY.

THE PACKAGED SERVICES LISTED ABOVE REPRESENT SELECTIONS FOR TYPICAL PROJECT TYPES..

*BASIC SERVICE IS APPROPRIATE FOR SIMPLER PROJECTS. IT DOES REQUIRE THE CLIENT HAVE A PRETTY CLEAR IDEA OF THE DESIGN FORMAT AND PLAN TYPE DESIRED TO THE EXTENT THAT THE SCHEMATIC (CREATIVE) DESIGN PHASE IS NOT REQUIRED.

*CUSTOM SERVICE IS THE MOST FREQUENTLY SELECTED. PROJECT SPECIFIC ORIGINAL DESIGNS ARE GENERATED MATCHING DESIRES & DREAMS WITH CONSTRUCTION REALITIES AND BUDGETS. DETAILING INCLUDED IS "ARCHITECTURAL" AND STOPS SHORT OF INTERIOR SPECIFICATIONS & FINISHING. THIS LEVEL OF DETAIL HAS PROVEN TO BE CONSISTENT WITH MOST CLIENTS COMFORT LEVEL WITH PRE-PLANNING.

*PREMIUM SERVICE INCLUDES MORE EXTENSIVE DESIGN & CONSTRUCTION DETAILING AND PRE CONSTRUCTION SERVICES. IT SUITS PROJECTS THAT ARE MORE COMPLICATED AND STYLE SPECIFIC, AND IT REQUIRES OF THE CLIENT A CAPACITY FOR MORE RIGOROUS PRE-PLANNING.

SERVICES AGREEMENT NEW HOMES

PHASE 1 SCHEMATIC DESIGNS

PROJECT REQUIREMENT ANALYSIS
SITE VISIT
REGULATORY REQUIREMENTS
SCHEMATIC DESIGN PLANS
EXTERIOR APPEARANCE SKETCHES
MEETINGS & REVISIONS
PERCENTAGE OF COMPLETION 15%

PHASE 2 DESIGN DEVELOPMENT

DEVELOPED DESIGN PLANS
DEVELOPED ELEVATIONS & 3D EXTERIORS
DEVELOPED SITE LAYOUT & TOPOGRAPHY
MEETINGS & REVISIONS
BUDGET PLAN SETS FOR PRICING
BUDGET DRIVEN REVISIONS
PERCENTAGE OF COMPLETION 50%

PHASE 3 CONSTRUCTION DOCUMENTS

ARCHITECTURAL DOCUMENTS
SITE DOCUMENTS
STRUCTURAL DOCUMENTS
EXTERIOR DETAILING
INTERIOR GEOMETRY PACKAGE
INTERIOR DETAILING
GREEN & SUSTAINABILITY DETAILING
BIDDING & SPECIFICATION PACKAGE
PERCENTAGE OF COMPLETION 90%

PHASE 4 CONTRACT & CONSTRUCTION

BID ASSISTANCE
CONTRACT ASSISTANCE
AVAILABILITY THROUGH FRAMING
SITE VISITS
PERCENTAGE OF COMPLETION 100%

SELECTED SERVICES _____

FEES FOR SERVICES SELECTED

FEE: _____

HOURLY RATE: _____

CLIENT: _____

COMMENTS

SIGNED _____ DATE _____

Terms & Conditions

LIMITED LIABILITY

SERVICES FOR THESE RESIDENTIAL PROJECTS ARE DESIGN ORIENTED AND ARE NOT TO BE INTERPRETED AS FULL ARCHITECTURAL SERVICES. THE ARCHITECTS LIABILITY IS SPECIFICALLY LIMITED TO THE INTEGRITY OF THE ARCHITECTURAL WEATHER ENCLOSURE AS DRAWN. ALL CODE REQUIREMENTS, WHETHER PART OF THE CONSTRUCTION DOCUMENTS OR NOT, ARE THE SOLE RESPONSIBILITY OF THE LICENSED AND INSURED BUILDER. ALL INSTALLATIONS AS SPECIFIED OR REQUIRED BY ALL PRODUCT MANUFACTURERS ARE THE SOLE RESPONSIBILITY OF THE LICENSED AND INSURED BUILDER. ALL GENERALLY ACCEPTED BUILDING PRACTICES NOT SPECIFICALLY DRAWN ARE THE SOLE RESPONSIBILITY OF THE LICENSED AND INSURED BUILDER. DEVIATIONS FROM THE ARCHITECTURAL DRAWINGS, IF NOT CLEARED WITH THE ARCHITECT PRIOR TO EXECUTION, ARE THE SOLE RESPONSIBILITY OF THE LICENSED AND INSURED BUILDER. OMISSIONS, CONSTITUTING EVERYTHING REQUIRED FOR THE PROJECT THAT IS NOT SPECIFICALLY DRAWN, ARE NOT THE RESPONSIBILITY OF THE ARCHITECT.

PROPERTY SURVEY

IF SITE PLANNING IS REQUESTED AS PART OF THE SERVICE IT IS THE CLIENTS RESPONSIBILITY TO PROVIDE THE ARCHITECT WITH AN UP TO DATE PROPERTY SURVEY INCLUDING BOUNDARY DESCRIPTION, SETBACK DATA, ALL EASEMENTS AND INCUMBERANCES, TOPO DATA, TREE LOCATIONS AND ANY OTHER LEGALLY RESTRICTIVE DATA ASSOCIATED WITH THE PROPERTY. WORK WILL TYPICALLY NOT BEGIN WITHOUT THAT DOCUMENT.

REGULATORY REQUIREMENTS & APPROVALS

ADDITIONAL PROJECT REQUIREMENTS WHERE & IF APPLICABLE, SUCH AS: MAXIMUM BUILDING HT/SEPTIC AND WELL REQUIREMENTS/PERCENTAGE OF LOT COVERAGE/PERCENTAGE OF LOT VEGETATION REMOVAL/IMPERVIOUS SURFACE RESTRICTIONS/WETLAND CONCERNS/ MUST BE DISCLOSED WITH RESPONSIBILITIES FOR SAME ASSIGNED BEFORE ANY PROJECT START UP. LIKEWISE FOR ANY SUBDIVISION OR COMMUNITY DEVELOPMENT COVENANTS, SUBMISSIONS & APPROVALS.

PERMITS

UNLESS OTHERWISE SPECIFICALLY AGREED TO THE ARCHITECT DOES APPLY FOR OR SECURE ANY PERMITTING WITH ANY AGENCY.

SOIL CONDITIONS

ALL PROJECTS ARE ENGINEERED AND DRAWN WITH A PRESUMPTIVE SOIL BEARING VALUE OF 2000 PSF AND THE ASSUMPTION OF NO SUBSURFACE CONDITIONS THAT MIGHT IMPACT THE PROJECT. SUBSURFACE SOIL INVESTIGATION IS NOT THE RESPONSIBILITY OF THE ARCHITECT.

CONSULTANTS

THE ARCHITECTS FEES DO NOT INCLUDE COSTS FOR ANY OUTSIDE CONSULTANTS THAT MAY BE NECESSARY.

PRINTS , COPIES, MISC EXPENSES

INCLUDED IN THE ARCHITECTS FEES ARE ALL DESIGN PROCESS PRINTS, COPIES, E-MAILING, MILEAGE & TRAVEL TIME. BULK PRINTING AND RELATED MAILING ARE BILLED AT COST TO THE OWNER. IN HOUSE PRINTING OF BUDGET AND CONSTRUCTION SETS OF DOCUMENTS ARE REIMBURSABLE AT \$1.00 PER SHEET.

SCHEDULING

ALL PROJECTS CONSIST OF PHASES. COMMITMENTS DATES ARE GENERATED FOR SEQUENTIAL PHASES ONLY AFTER ALL PATHS ARE CLEARED TO CONTINUE TO THE NEXT PHASE. GENERAL PROJECT PACE IS DEFINED BY THE CLIENTS TIMELINESS IN DECISION MAKING AS WELL AS THE ARCHITECTS SCHEDULE OF COMMITMENTS.

PREFERRED SCHEDULING

FAST TRACK PROJECTS ARE A CLIENT OPTION. REQUIRED IS NON-REFUNDABLE PRE-PAYMENT OF WORK PHASES AND FIXED DATES FOR ALL TIME CONTINGENT REQUIREMENTS THAT FALL OUTSIDE THE ARCHITECTS SPECIFIC CONTROL.

PAYMENT

BILLING IS CALCULATED ON A PERCENTAGE OF COMPLETION BASIS AS SPECIFIED PER THE TYPE OF SERVICE SELECTED. RECEIPT OF PAYMENT IS REQUIRED TO CONTINUE SERVICES. PAYMENT TERMS ARE NET 30. PAST DUE ACCOUNTS ARE SUBJECT TO A SERVICE CHARGE OF 1.5% PER MONTH. PAST DUE ACCOUNTS ARE SUBJECT TO PRE PAYMENT REQUIREMENTS FOR SEQUENTIAL WORK.

CONTRACT TERMINATION

THE CLIENT MAY TERMINATE SERVICES AT ANY TIME AND IS OBLIGED TO PAY FOR THE PERCENTAGE OF COMPLETION UP TO THE DATE OF TERMINATION. THE ARCHITECT MAY TERMINATE SERVICES BASED THE CLIENTS INABILITY TO MAKE DECISIONS OR MAKE PAYMENTS. IN THAT CASE THE CLIENT WILL BE PROVIDED WITH ALL PAPER DRAWINGS AND ELECTRONIC FILES FOR CONTINUATION OF THE PROJECT WITH ANOTHER PARTY.

COPYRIGHT

PER COMMON COPYRIGHT LAW, ALL DESIGNS AND DRAWINGS ARE THE SOLE PROPERTY OF THE ARCHITECT. STAMPED PROJECT DRAWINGS CAN BE USED FOR ONE CONTRACTED PROJECT ONLY. COPYING AND RE-USE OF THE DESIGNS AND OR DRAWINGS IS ILLEGAL WITHOUT THE SPECIFIC CONSENT OF THE ARCHITECT. CUSTOM AND PREMIUM SERVICE DESIGNS FOR INDIVIDUAL CLIENTS ARE NOT RE USED BY THE ARCHITECT.

ACCEPTANCE

RECEIPT OF THESE CONDITIONS WITHOUT SPECIFIC COMMENT OR REQUEST FOR ADJUSTMENT QUALIFIES AS ACCEPTANCE.

DATE: _____