

Established 1974

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Eric C. Van Reed, President



Creative Design Associates, Inc.

Architecture • Interior Design • Site & Space Planning
Pennsylvania and New Jersey Registered Architect
PA= RA008011X NJ= 21AI00908100

Fee Outline for Architectural Consulting

Dated: September 30, 2015

between the Owner: _____

and the Architect: Creative Design Associates, Inc.
350 Callowhill Road
Chalfont, PA 18914

Site and Township Zoning Requirements: Site is the Owner’s address above. At the initial site meeting, (client) indicated that he saw no reason the proposed alterations to the building footprint would not be approved. Zoning and other site issues are anticipated to be negligible. However, this is a bureaucracy with a checklist. CDA would prefer that the zoning review and approval be secured before going too far in the documentation process.

Objective: This is a _____. Owner wants to “master plan” a series of projects that update systems and maximizes the floor plan. This is starting with a front elevation facelift, and essentially becomes an entire renovation over time. Utilizing the drawings, the Owner will identify scopes of work for permitting and execution as appropriate.

Budget: Budget is not a condition of this agreement.

Insurance Protections: Construction sites add hazards. Insurances must be deployed. See Agreement.

Schedule: CDA undertakes this assuming it will be initiated in ____ days, and completed ____ days following. If it gets stalled or delayed, then additional compensation is appropriate.

General Outline of Basic Services:

Mobilization, Verifications and As-Built drawings Phase:	
1. With Owner's help, return to site to photo, measure and verify, measure roof slopes and verticals, Owner provides ladder.	\$ 000.00
2. More is learned about the building, goals are further illuminated.	
3. Produce "as-built" floor plan drawings, with photos embedded, as the starting point for design and "master plan." This is the starting "benchmark" for contractors. Enough detail gathered to do future 3-D modeling.	
Design Phase:	
1. Concept Design: Sit down with Owners and review possible options, this may take more than one meeting, with time to think between. Some decisions may require contractor cost input. CDA evolves design in studio.	\$ 000.00
2. Based on Concept, confirm the decisions with required structural detail.	
3. Provide info for insulation and Energy Conservation Code.	
4. Evolve formatting of drawings to 11x17" sheets. (if possible)	
5. Get documents back to GC team, Subs firm up pricing, negotiate as necessary.	
Construction Documents Phase:	
1. Technical task in studio. Format into permit documents. Confirm in final documents the decisions made in Design Phase. Documents create a format where Owner and GC can negotiate.	\$ 000.00
2. Add detail and requirements necessary for a building permit.	
3. Support permit application required.	
4. 3-d modeling of framing.	
Construction Administration Phase:	
1. CDA remains available to the team for phone consultation interpreting documents and design intent. Included.	\$ 000.00
Additional Services:	
1. If CDA can help in any other way, we appreciate the invitation. Additional services shall be agreed upon before undertaking.	\$ 000.00
Stipulated Sum, Total	\$ 000.00

Retainer: \$1,000.00, due at start, credited in final invoice.

Invoicing; Twice monthly in proportion to phases completed.

Hourly fees for **additional services when authorized**: Eric C. Van Reed \$ 100.00

Reimbursable expenses are an additional cost and estimated below.

1. Concept and Preliminary Design 11x17 Plotting and copying	\$ 100.00
2. Final Construction Drawings 24x36, 10 sets for team and regulatory approvals)	\$ 200.00

Respectfully Submitted: