



A G R E E M E N T

This document constitutes a Letter of Agreement whereby Rozewski & Co., Designers will provide Design Services for the Owner as outlined below.

Project Description:

SCOPE OF BASIC DESIGN SERVICES:

Homesite Evaluation Phase:

1. From topographical and tree location information supplied to us by an approved civil engineer, R&CO will provide Site Evaluation Services including the documentation of winter & summer sun rotations, wind sources, view corridors, solar orientation, privacy considerations, vehicular access and optimum building location and orientation.

Schematic Design Phase:

1. With information gathered from the Homesite Evaluation Phase along with the Owner's Program Requirements R&CO shall develop the Schematic Design of the Project.

2. Schematic Design shall include Site Plan, Floor Plans, Exterior Elevations and Building Sections.

Design Development Phase:

1. R&CO shall provide Design Development Documents including Site Plan, Floor Plans, Exterior Elevations and Building Sections illustrating in detail the overall architectural scheme for the project.

2. R&CO shall provide developmental structural, mechanical and electrical layouts for review by Owner approved engineers and those required for the project.

ROZEWSKI & CO.
DESIGNERS INC.

37.5 NW IRVING AVENUE
BEND, OREGON 97701
PHONE: 541.385.3296
FACSIMILE: 541.389.5388

Construction Document Phase:

- 1. R&CO shall provide Construction Documents outlining in detail the requirements for the project including Site Plan, Floor Plans, Reflected Ceiling Plans, Exterior Elevations, Building Sections, Wall Sections, Interior and Exterior Details as necessary, Door, Window, Room Finish and Fixture Schedules and a Project Manual outlining in detail the Performance Requirements for the Project.
- 2. R&CO shall assist the General Contractor, if selected in advance, in providing a final Cost Estimate for review and approval by Owner.

Bidding or Negotiation Phase:

- 1. Upon approval by the Owner of the General Contractor selected for the Construction Phase of the project, R&CO shall assist the Owner during negotiations with the selected Contractor and provide information as necessary to successfully complete a Construction Contract between Owner and General Contractor.

Construction Phase:

- 1. Upon award of the Construction Contract, R&CO shall provide Construction Observation Services including weekly project observation, weekly field reports, required shop drawing review and construction document clarifications as requested by the Owner or General Contractor.

FEE STRUCTURE:

Fees for Basic Design Services as outlined under Scope of Services above shall be based upon _____ per square foot of interior living space as determined at the conclusion of the Design Development Phase of this Agreement. Fees for Expanded Services as described under the attached Services and Expense Schedule are available under this Agreement with the following fee adjustments:

3D Computer Modeling Services:	add \$1.00 per square foot	_____ initial
Cost Estimating Services:	add \$0.50 per square foot	_____ initial
Construction Administration Services:	add \$1.00 per square foot	_____ initial
Interior Design Services:	add \$2.50 per square foot	_____ initial
Landscape Design Services:	add \$1.50 per square foot	_____ initial

Reimbursable expenses shall be billed in accordance with the Services & Expense Schedule. Fees for services rendered will be billed monthly as a percentage of work complete. The Fee Outline below represents the percentage of the total fee as it applies to each Phase of the project.

Homesite Evaluation Phase:	5%
Schematic Design Phase:	25%
Design Development Phase:	10%
Construction Document Phase:	45%
Construction Phase:	15%

An initial payment of \$_____ shall be due and payable upon signing of this Agreement and will be credited to the final billing.

Production Schedule:

Rozewski & Co., Designers shall complete the phases of Design Services as outlined under Scope of Basic Design Services in accordance with the following Production Schedule:

Homesite Evaluation Phase:	_____
Schematic Design Phase:	_____
Design Development Phase:	_____
Bidding or Negotiation Phase:	_____
Construction Document Phase:	_____
Construction Phase: (Start)	_____
Construction Phase: (Completed)	_____

Signatures:

_____ Date: _____
 James J. Rozewski
 Rozewski & Co., Designers

_____ Date: _____
 Owner



S E R V I C E S & E X P E N S E S C H E D U L E

EXPANDED SERVICES:

3D Computer Modeling Services:

1. R&CO shall prepare a 3D Computer Model of the project at a completion level concurrent with the Design Development Phase of this Agreement.
2. Computer Model to be a full 3D color model including all material selections as determined at the end of the Design Development Phase.
3. R&CO shall provide hard copy images of the model including .jpg and .avi electronic files for use by the Owner.

Cost Estimating Services:

1. At the conclusion of the Design Development Phase R&CO shall prepare a Preliminary Cost Estimate for the Project.
2. Preliminary Cost Estimate to be a schedule of values indicating line item costs for materials and labor as determined from Design Development level drawings.
3. At the conclusion of the Construction Document Phase R&CO shall prepare a Final Cost Estimate for the Project.
2. Final Cost Estimate to be a schedule of values indicating line item costs for materials and labor as determined from Construction Document level drawings.

Construction Administration Services:

1. In addition to Construction Observation Services as outlined under Scope of Basic Design Services, R&CO shall provide Construction Administration Services.
2. Construction Administration Services shall include contract bid or construction estimate review with the Owner and General Contractor.
3. R&CO shall provide value engineering services, including budget adherence alternates and subsequent design alternatives for review and approval by the Owner prior to the initiation of a Construction Contract between Owner and General Contractor.
4. R&CO shall review monthly draw requests as submitted by the General Contractor during the course of the Construction Phase of the Project to determine accuracy and conformance with the Construction Contract between Owner and General Contractor.

Interior Design Services:

1. R&CO shall provide Interior Design Services including the following selections:
 - A. All interior floor, wall & ceiling surfaces, materials and finishes.
 - B. All plumbing fixtures, fittings and finishes.
 - C. All interior and exterior electrical fixture types, location and finish.
 - D. All appliances, model type and finishes.
 - E. All cabinet types, profiles, door and drawer styles, finishes and hardware.
 - F. All countertop and hard surface materials and finishes.
2. R&CO shall prepare Interior Design selections for inclusion in the Project Manual as described in the Construction Document Phase under Scope of Basic Services.
3. R&CO shall prepare a color board demonstrating the color and material selections along with a specification sheet outlining all other material and fixture selections.

Landscape Design Services:

1. R&CO shall prepare Schematic Landscape Design Drawings outlining the overall landscape design scheme.
2. Landscape Design Drawings to include overall plant selections and placement, finish grading, exterior hard surface selections and irrigation design and layout.
3. Landscape Design Drawings for inclusion into the Construction Documents as described under Scope of Basic Design Services to include Landscape Plan and Irrigation Plan and Specifications.

REIMBURSABLE EXPENSES:

1. Civil and Structural Engineering Services as required for this project.
2. Mechanical, Electrical or other Engineering Services not required for this Project but requested by the Owner.
3. Reproductions including blueprinting, large format copy, large format scans, reductions or color copies, as requested by the Owner.
4. Special Delivery costs, including FedEx, UPS or other special mailings, as requested by the Owner.
5. Long distance transportation and related costs in connection with this Project, approved in advance by the Owner.