

Attachment 1 – Scope of Services

- Define Owner needs (consultation)
- Make professional recommendations
- Develop a design concept and analyze space utilization (inspiration book)
- Prepare and document preliminary footprint and elevations (drawings)
- Prepare window and door schedule (based on elevations and space utilization)
- Supervise construction blueprint preparation (meet with draft person and engineers)
- Consult with general contractor and subcontractors on Owner's behalf
- Complete a preliminary schedule (estimated time frame)
- Prepare an estimated budget (preliminary dollars based on square footage and materials)
- Consult with Owner, receive feedback and approval to begin
- Collect, review, and negotiate bids from vendors, subcontractors and service providers
- Award contracts to vendors, subcontractors and service providers
- Coordinate, schedule and manage vendors, subcontractors and service providers (provide direct communication between Owner and all providers)
- Make periodic field inspections of work in progress
- Prepare working drawings and documentation for all service providers (electrical plan, cabinet plan, fireplace design, ceiling treatments, etc.)
- Create design boards (to include colors, surfaces, lighting, fixtures, special treatments, etc.)
- Purchase material as Owner's Agent
- Compile invoices and monitor budget monthly (Quicken financial reports)
- Prepare documents for monthly payment (communicate with lending institutions)
- Complete final inspection
- Prepare document file for Owner with information pertaining to the project
- ALL SERVICES REFERENCED ABOVE**

ADDITIONAL SERVICES (Not included in standard Scope of Services and billed hourly)

- Prepare documents for building permits
- Inventory existing furnishings and fixtures
- Coordinate and supervise moving of existing furnishings and fixtures
- Develop a plan for interior spaces
- Consult with Owner on needs for furnishings and fabrics
- Purchase furnishings and fabrics on Owner's behalf
- Develop a landscaping plan
- Obtain bids and manage landscaping

Owner Signature

Date