

MEMORANDUM

Project: Sample Proposal, with Range of Costs

Subject: Exterior Envelope Consulting

Proposed Services:

Schematic Design

- Prepare Alternatives for Daylighting and Sun Control¹
- Attend Design Reviews (one half day meeting)
- Recommendations on Best Practices (report)

Design Development

- Prepare Cartoon Set for Exterior Details (with Project Architect/Job Captain)
- Review of Documents (marked-up drawings and specs)
- Recommendations on Systems (report)

Construction Documents

- 50% Review of Documents (marked-up drawings and specs)
- 90% Review of Documents (marked-up drawings and specs)²

Bidding

- Review Bidders (report) (per Specialty Subtrade)
(e.g. Rainscreens, Unitized Systems, Windows, Curtain Wall, Air Barrier, Roofing)

Construction

- Review Mock-up Shop Drawings, (assuming one mock-up)
- Review Mock-up Testing (assuming one half-day site visit)

¹ The Consultant's work shall consist of sketches and outline specs for alternatives suggested. The Consultant recommends that the resulting impact on daylight in the rooms at various times of the day and year be analyzed by a lighting designer and that the heat gain be analyzed using a DOE 2 or an Energy Plus based program. The mechanical engineer of record may be capable of doing heat gain analysis. However, the Consultant recommends that it be done by a separate consultant (probably along with energy modeling for the whole project) who specializes in energy modeling.

² The Consultant recommends that this set also be reviewed by the testing and inspection services company the Owner or Contractor will be hiring. a coordination review of all disciplines, all trades for \$240 per architectural drawing in the set.

Terms and Conditions:

The Consultant performs work within a short period of time that does not allow checking of calculations, dimensions, all references, all conflicts, or code issues. The Consultant has not participated in any of the decisions on which the drawings and specifications are based and does not review the final drawings after the suggested corrections are made. It is the responsibility of the Architect of Record to review the Consultant's work and use its professional judgment to evaluate its adequacy and correctness before finalizing the drawings and specifications. The Firm will so advise the Architect of Record of this responsibility, if the Firm is not the Architect of Record.

Consequently, the Consultant assumes no liability for the project and shall be indemnified and held harmless by the Firm from and against all claims, damages, losses and expenses, including attorney's fees, arising out of the performance of this work. Nothing contained herein shall obligate the Consultant to appear in litigation on behalf of the Firm or to undertake work beyond what is explicitly described herein, except in consideration of additional compensation as mutually agreed upon in writing.

Printing, shipping and mailing costs shall be borne by the Firm.

See attached Review Agreement-CA Provisions-1 for conditions covering services provided during the Construction Administration phase.
