

Anzzolin Architectural LLC  
904 Prospect Ave  
Spring Lake Heights, NJ 07762



March 21, 2018

Mr. Brian Schell  
Ionic Estates

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Re: **House Renovations/ Additions**  
**9 Bruce Road, Red Bank NJ 07701**

Dear Brian,

I am very excited for this opportunity to work with you. Based upon our conversation on March 20, 2018 and the floor plan that you provided in an email on March 21, 2018 in regard the two-story addition at the above address, this is my understanding of the services you are requesting. I propose to provide the following services listed below. Please feel free to contact me to discuss any of the below services if you feel they are inaccurate or if you have questions.

<b>Item #</b>	<b>Description of Service</b>	<b>Fee</b>
<b>Item 1</b>	<b>100% Construction Documents:</b>	<b>\$2150.00</b>

Submission will include 3 sets of signed and sealed documents that include the following information:

1. Construction Documents indicating the final built configuration, of the renovated house and two-story addition in conjunction with the provided survey. *Includes basement, first, second floor and roof plans, typical building sections, building elevations, details and schedule as required for documenting the construction to attain construction permits with the town.*
2. Construction Documents will indicate all required setback and limitations.
3. Construction Documents will be designed in accordance with all current building codes. Current codes will also be indicated on the construction documents.
4. Construction administration effort and all printing services are included in this fee.

#### **Development Schedule**

The development of the construction documents will take approximately two-three (2-3) weeks from receipt of deposit.

**Total Project Fee (Item 1 100% Construction Documents) \$2150**

#### **Payment Schedule**

The standard payment schedule is 25% paid at the commencement of the project, 65% once the final signed and sealed plans have been provided for issuance for permit to the town and the

remaining 10% portion paid once the construction permits have been attained. If you are in agreement with the scope and fee, please send 25% or **\$537.50** payable to **Anzzolin Architectural** to the following address:

**Adam Anzzolin**  
**904 Prospect Ave**  
**Spring Lake Heights, NJ 07762**

#### **General Conditions**

1. Obtaining all necessary permits will be the responsible of contractor.
2. Additional copies of the construction documents other than those listed will be additional charges.
3. All material selections will be based on the input from the Ionic Estates.
4. All RFI's during the construction must be formally submitted by contractor in writing to Architect.
5. Any work not outline in this scope is subject to additional fees.

#### **Owners or GC Responsibilities**

1. A survey of the existing property in PDF format indicating property lines will be provided by the owner to the Architect.
2. All drawings and Cad Files of the proposed house design will be provided by Ionic Estates to the Architect.
3. A soil report will be provided by the owner if required by the local building department.
4. The proposed fee includes no meetings with the home owner, all meeting with home owner will be provided by Ionic Estates.

If you are in agreement with the above proposal please sign and date and return to the address above. I look forward to working with you on this exciting project. If you have any questions or concerns feel free to contact me at anytime.

Very truly yours,



Adam Anzzolin, AIA

Agreed to and accepted:

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Brian Schell

Date