

# Project Proposal Template

## 4th Dimension Architects

### [PROJECT NAME]

#### Architectural Services Proposal

**Prepared for:** [Client Name] [Client Address]

**Prepared by:** 4th Dimension Architects [Date]

**Proposal No:** [XXXX-XXX]

#### Executive Summary

[2-3 sentences summarizing the project, your understanding of client needs, and proposed approach]

### 1. Project Understanding

#### 1.1 Client Brief

[Summarize what the client has communicated about their requirements]

#### 1.2 Project Goals

- Goal 1: [e.g., Create a modern family home]
- Goal 2: [e.g., Maximize natural light]
- Goal 3: [e.g., Stay within budget of ₹X Cr]

#### 1.3 Key Requirements

Requirement	Details
Built-up Area	[X] sq.ft
No. of Floors	[X]

Rooms Required [List]

Special Requirements [List]

## 2. Site Analysis

### 2.1 Site Details

- Location: [Address]
- Plot Area: [X] sq.ft / sq.m
- Plot Dimensions: [L x W]
- Road Frontage: [X] ft
- Orientation: [N/S/E/W facing]

### 2.2 Regulatory Context

- Zoning: [Residential/Commercial]
- Permissible FSI: [X]
- Ground Coverage: [X]%
- Height Restriction: [X] m
- Setbacks: [Front/Side/Rear]

### 2.3 Site Opportunities

- [e.g., Good views to the north]
- [e.g., Mature trees to preserve]

### 2.4 Site Constraints

- [e.g., Irregular plot shape]
- [e.g., Adjacent high-rise to east]

## 3. Design Approach

### 3.1 Design Philosophy

[Describe the conceptual approach to the project]

### 3.2 Key Design Principles

1. **[Principle 1]:** [Description]
2. **[Principle 2]:** [Description]
3. **[Principle 3]:** [Description]

### 3.3 Sustainability Considerations

- [e.g., Solar orientation for passive cooling]
- [e.g., Rainwater harvesting]
- [e.g., Energy-efficient systems]

## 4. Scope of Services

### 4.1 Architectural Services

Phase	Deliverables	Duration
Phase 1: Concept Design	Site analysis, Space planning, Concept options, Preliminary 3D views	[X] weeks
Phase 2: Design Development	Detailed floor plans, Elevations, Sections, Material selections	[X] weeks
Phase 3: Construction Documents	Working drawings, Structural coordination, MEP coordination, Specifications	[X] weeks
Phase 4: Approvals	Building permit drawings, NOC coordination, Submission support	[X] weeks
Phase 5: Tender	BOQ preparation, Contractor selection support, Tender analysis	[X] weeks
Phase 6: Construction Administration	Site visits, Clarifications, Quality checks, Completion certificate	[X] months

### 4.2 Optional Services (Quoted Separately)

- ☐ Interior Design
- ☐ Landscape Design
- ☐ MEP Detailed Design
- ☐ Structural Design
- ☐ Project Management

### 4.3 Exclusions

- Geotechnical investigation
- Legal and survey fees
- Government fees and taxes

- Furniture and furnishings
- Construction cost

## 5. Project Timeline

### 5.1 Proposed Schedule

[Milestone Chart]

Month 1-2: █████ Concept Design  
Month 3-4: █████ Design Development  
Month 5-7: █████ Construction Documents  
Month 7-8: █████ Approvals  
Month 9: █████ Tender  
Month 10-22: █████ Construction Administration

### 5.2 Key Milestones

Milestone	Target Date
Contract Signing	[Date]
Concept Approval	[Date]
Design Freeze	[Date]
Permit Submission	[Date]
Construction Start	[Date]
Completion	[Date]

## 6. Fee Proposal

### 6.1 Professional Fees

**Option A: Percentage of Construction Cost** | Service | Percentage |  
|----|-----| | Full Architectural Services | [X]% | | Interior Design  
(if applicable) | [X]% |

**Option B: Lump Sum** | Phase | Fee (₹) | |----|-----| | Concept  
Design | [Amount] | | Design Development | [Amount] | | Construction  
Documents | [Amount] | | Approvals | [Amount] | | Tender | [Amount] |  
| Construction Administration | [Amount] | | **Total** | **[Amount]** |

### 6.2 Payment Schedule

Milestone	% of Fee
On signing	15%

On signing	10%
Concept approval	15%
Design Development approval	20%
CD Submission	25%
Permit approval	10%
Construction completion	15%

### 6.3 Reimbursable Expenses

- Travel (outside city): At cost
- Printing/plotting: At cost
- Government fees: At cost

### 6.4 Terms

- Fees exclusive of GST (18%)
- Valid for 30 days from proposal date
- Additional revisions beyond [X] rounds charged extra

## 7. Our Team

### Project Team

Role	Name	Experience
Principal Architect	[Name]	[X] years
Project Architect	[Name]	[X] years
Interior Designer	[Name]	[X] years

### Firm Profile

4th Dimension Architects is a [X]-year-old practice specializing in [residential/commercial/institutional] architecture. We have successfully delivered [X]+ projects across [locations].

## 8. Relevant Experience

### Project 1: [Name]

- Type: [Residential/Commercial]
- Area: [X] sq.ft
- Location: [City]
- Completion: [Year] [Brief description and image]

## **Project 2: [Name]**

[Similar format]

## **Project 3: [Name]**

[Similar format]

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## **9. Terms & Conditions**

1. This proposal is valid for 30 days
  2. Fees are based on information provided; significant changes may require revision
  3. Client to provide clear site and title documents
  4. Client decisions required within 7 working days to maintain schedule
  5. Copyright of designs remains with 4th Dimension Architects
  6. Standard cancellation terms apply (refer contract)
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## **10. Acceptance**

We look forward to working with you on this exciting project.

**To proceed, please sign below and return with the advance payment.**

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**For 4th Dimension Architects:**

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[Principal Name] Date: \_\_\_\_\_

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**Accepted by Client:**

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[Client Name] Date: \_\_\_\_\_

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**Contact:** 4th Dimension Architects [Address] T: [Phone] E: [Email] W: [www.4thdimensionarchitect.com](http://www.4thdimensionarchitect.com)