

# Project Proposal Template

## 4th Dimension Architects

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[PROJECT NAME]

### Architectural Services Proposal

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

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

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

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### Executive Summary

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

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## 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]

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## 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]
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## 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]
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## **4. Scope of Services**

### **4.1 Architectural Services**

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

### **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
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## 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]      |

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## 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%      |

| Our Summary                 | 100% |
|-----------------------------|------|
| Concept approval            | 15%  |
| Design Development approval | 20%  |
| CD Submission               | 25%  |
| Permit approval             | 10%  |
| Construction completion     | 15%  |

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### 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
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## 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].

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## 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)