

16 February 2014

Brandon Gallas
4430 9th St NW
Washington DC 20011

Re: Design Services Proposal

Dear Brandon,

Thank you for the opportunity to meet with both of you to discuss your planned renovation project and for allowing McLeod DesignBuild (MDB) the chance to submit this proposal for design services. This proposal is limited to *preliminary design work only* associated with the proposed house addition including first floor three-season deck and second floor master bathroom suite.

Services and Fees

Initial Meeting plus one follow-up meeting: No charge

Retainage Fee: \$1000, non-refundable. This fee may be applied toward future construction fees should project progress to that point.

Scope Includes:

- Existing Conditions Survey
 - Includes: thorough visual architectural survey and documentation of relevant existing conditions; electronic and hard copy
 - Excludes: evaluation of existing electrical, mechanical, plumbing, or structural conditions such as but not limited to tracing of existing electrical circuiting, plumbing conditions, or mechanical systems; hazardous materials identification or abatement beyond visual documentation.
- Design and Documentation
 - Includes:
 - Preliminary design including overall plan described in a floor plan(s), ceiling plan(s) and an electronic three-dimensional diagrammatic model.
 - Hard copy and electronic file (pdf) of design.
 - Final document copyrights remain the property of MDB.
 - Excludes:
 - Stamped and signed drawings and specifications for building permit application in the District of Columbia (if required).
 - Labor costs and filing fees for building permit application
 - Drawings and specifications for distribution to contractors or fabricators All mechanical, electrical, or plumbing engineering (MEP) drawings, if required.

Miscellaneous

- Photography and Social Media
 - MDB retains the right to photograph final project and/or its components in printed, digital, and social media such as Facebook, Twitter, and MDB website for the sole use of business promotion and publication

- Any and all use is subject to conditions deemed necessary to protect owner privacy at owner's request. Home address and owner information will not be published. Typical reference for this project would simply be "House 4430"
- this proposal is valid for 30 days

I am very excited about your vision for your home and would greatly appreciate the opportunity to help make it reality. I hope that you will find the above conditions acceptable. If so, please indicate your acceptance by signing below and returning with the above retainage. I look forward to working with you on this exciting project!!

Brandon Gallas

Date

Gary T McLeod

Date