

While I have outlined the differences in skills between the design professionals and the construction management professionals, please understand that this collaboration is a respectful one. Each understands your objectives and works with the other to realize the best product. Just as the Interior Designer understands the best arrangement of space and form, the Construction Manager knows the best process and how to maximize value through thoughtful purchasing, phasing etc. The good news is that I have strong relationships with three qualified candidates for the collaboration:

1. Solidus
Rocky Hill, CT
Multiple bank and office interior projects
2. Claris Construction
Newtown, CT
Office renovation projects
3. C.S. Margison, Inc.
Farmington, CT
Private school and office interior project

Assuming that you understand the value in this structure - understand that I would manage the process of inviting each of the candidates to interview with the Building Committee so that they can explain their process and their observations about the project. They can then submit fee proposals and you can decide whom you wish to hire. The fact that I have worked closely with all of them assures that it would be a smooth process. On this basis, I submit my proposal for interior design services only.

SCOPE OF SERVICES – INTERIOR DESIGN

PHASE I

(RFP Stage One)

Programming / Schematic

1.1 The Designer will meet with the Building Committee to review the applicable requirements of the Project. An understanding will be reached regarding the project objectives, schedule and budget.

1.2 Because electronic drawings do not exist, the Designer and assistant will make copies of the blueprints and field verify all areas included in the scope as well as photograph existing conditions for reference.

1.3 The Designer will create electronic “as built” drawings on Auto Cad to utilize as base for design studies and creation of bid worthy documents.

2.6 The Designer will refine furniture selections, casework finishes and will study alternatives for locations for artwork, elevator cab renovations, mail box location etc.

2.7 The Designer will refine the furniture and material selections and will prepare a budget for furnishings, artwork and accessory items.

2.8 The Designer will collaborate with the Construction Manager to share Design Development level drawings and specifications for refinement of the cost estimate.

2.9 The Designer and the Construction Manager will meet with the Building Committee to review the finish material selections and cost estimates, and revise as required.

2.10 The Designer will prepare presentation boards illustrating the Building Committee approved finish materials, specialty wall materials, ceiling systems, lighting fixtures and furniture.

2.11 The Designer will present the Design Development level plans and boards to the Board of the condo association and will make design adjustments as required from their comments.

PHASE III
(RFP Stage Two)
Contract Documents

3.1 The Designer will produce the following bid worthy interior design documents:

1. Reflected ceiling plans for all three lobbies and nine corridors with materials legend and lighting fixture specifications
2. Interior elevations detailing specialty wall treatment
3. Detailed plan and section drawings indicating selected options such as mail box relocation, enunciator panel location, elevator cab modifications, handrail modifications etc.
4. Flooring material plans and details for corridors and lobbies
5. Interior finish plans for all three lobbies and nine corridors
6. Finish material legend with coded references to finish plan
7. Furniture plans and detailed specifications for lobby furniture and decorative lighting

PHASE IV
(RFP Stage Four)
Construction Oversight

Primary responsibility for “Stage Three, Four and Five” would be the held by the Construction Manager. Advent’s role would be to collaborate as the Designer with them. Specifically our responsibilities would include:

1. Attend project kick off meeting with Construction Manager and the selected vendors
2. Review vendor material submittals to insure compliance with Designer’s specifications
3. Visit the site as required and requested from the Construction Manager to answer field questions and generally monitoring the progress
4. Provide field report to Construction Manager identifying any problems and proposed solutions
5. Meet with Art Consultant to review options; make selections and present recommendations to Building Committee
6. Oversee installation of furniture and artwork

Exclusions:

Electrical engineering of the new lighting is not in the scope of this proposal. We can recommend an electrical engineer for said services; these fees would be paid directly by the Westbury Condo Association or the Construction Manager could make permit worthy drawings a responsibility of the electrical contractor.

OUR FEE

We propose to provide the above services for this project, for a fixed fee. Our fee will be billed monthly, based on the percentage of completion by phase as follows:

<u>Phase I</u>	
Programming/Schematic	\$ 5,500.00
<u>Phase II</u>	
Design Development	\$ 5,500.00
<u>Phase III</u>	
Contract Documents	\$ 4,500.00
<u>Phase IV</u>	
<u>Construction Oversight</u>	\$ 4,000.00*
	<u>\$ 19,500.00</u>

* Assumes all work is done in contiguous phases

The above fees include costs associated with ordering sample materials and preparation of presentation boards for Building Committee presentations.

Not included is the printing and distribution of bid documents or any professional renderings. If professional renderings are desired, the Designer could secure these services and facilitate the execution by sharing design drawings and interior finish materials/details to a professional renderer. The estimated cost of each colored perspective view is \$2,000.00 - \$2,500.00.

If this proposal meets with your approval, please sign one copy and return to our office.

For Westbury Condominium Association

Date

Grey Gold, president
For Advent Design Inc.

5/23/13
Date