



Dear Prospective Client:

Thank you for considering Greene & Proppe Design, Inc. The following pages contain two forms that allow us to learn more about you and your design goals. Below is an outline of our design process. If you have any questions after reading this, feel free to contact us directly.

### **Step 1** The Wish List

This form is the first step towards getting to know you and learning about the specifics of your project. *Your contact information will never be shared with third parties. It is for office use only.*

### **Step 2** The Schematic Design Phase

After reviewing your information, and a phone call or two, we will create a Schematic Proposal outlining the first phase of the design process. This proposal identifies:

- The general scope of the project's required construction work
- Services to be provided by GPD
- A fee estimate for the Schematic Design Phase (based on our hourly rates and past projects)

After receiving your Schematic Proposal you will be invited to set up a meeting at our office to look at examples of our work and further discuss your project. If you choose to sign the proposal and remit the retainer fee:

- You will be assigned a Project Manager to coordinate your project
- We will measure and photograph the project space while our Principals walk and talk with you about your ideas and concerns
- We then begin developing initial design concepts based upon the scope outlined in the Schematic Proposal, the site visit, and your personal preferences
- After 1-2 design meetings and revisions to the initial concepts, you will have a Final Schematic Design Set of drawings

For residential renovations typical Schematic Design estimates generally range from approximately \$3,000 to \$10,000. See below for more information on our fee structure.

Upon completion of the Schematic Design Phase, we will have a clear picture of the scope of work for your project. The Schematic Drawings now become useful tools for you to begin talking with General Contractors to gain information about potential scheduling, rough cost estimates, and helping to assure the proposed project is within your budget.

### **Step 3** Permit/Bid/Construction Drawing (CD) Phase

During the CD phase, GPD will prepare a City Permit Set, Bid Set and a detailed set of Construction Drawings. We will assist you with permitting and choosing a General Contractor, as well as offer Interior Design and other additional services. These services will all be outlined, in detail, in the CD Proposal:

- Permit/Bid/Construction Drawings (Fixed Fee)
- Interior Design Services (Hourly Estimate)
- Contractor Bidding and Negotiating Services (Hourly Estimate)
- Construction Drawing Administration Services (Hourly Estimate)

### **Fees**

Typically, GPD's **Total Fees** for the Schematic Design, Permit/Bid/Construction Drawings, Interior Design, Bidding and Negotiating, and Construction Drawing Administration Services are approximately 18% - 24% of the project's construction cost, pending the size of the job, our level of involvement, and services rendered.

Hourly services are invoiced monthly at \$145.00/hour for Principal time and \$75.00/hour for Project Manager time.

Today's Date: \_\_\_\_\_

**Just To Know You Better**

Your Name: \_\_\_\_\_ Your Spouse/Partner's Name: \_\_\_\_\_

Your Current Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Project Address, if different from above: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Home Fax Number: \_\_\_\_\_

**Your:**

**Your Spouse/Partner's:**

Work Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Work Fax Number: \_\_\_\_\_ Work Fax Number: \_\_\_\_\_

Cell/Pager: \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

e-Mail Address: \_\_\_\_\_ e-Mail Address: \_\_\_\_\_

Children's Names and Ages: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**House Information**

Year the house was built (best guess): \_\_\_\_\_ Year you bought the house: \_\_\_\_\_

Style of house (bungalow, Victorian, etc.): \_\_\_\_\_

❖ If possible, please include any relevant photos ❖

**Construction Information**

What is your approximate budget? \_\_\_\_\_  
*(Including construction costs and our fees)*

When do you hope to begin construction? \_\_\_\_\_

Do you need to be finished by a certain date? If so, why? \_\_\_\_\_

Have you chosen, or spoken to, any General Contractors regarding your project? If so, who?  
\_\_\_\_\_

Please include:

- Major rooms on their appropriate floor and any modifications you would like to explore (floor plan or otherwise)
- Note whether the changes include **existing space**, or an **addition**
- Be as detailed as possible. The more information, the better!

<u>Basement:</u>
<u>First Floor:</u>
<u>Second Floor:</u>
<u>Third Floor/Attic:</u>
<u>Exterior:</u>

If there is anything else you would like us to know about you or your project, feel free to attach additional pages.

When you have completed the Wish List and have gathered any supplementary information, please return it to our office and we will be in touch with you shortly in regards to your project.

Thanks Again,  
Greene & Proppe Design, Inc.