



Dear Prospective Residential Renovation Client:

Thank you for inquiring about our services. The following pages contain a brief outline of the design process at Greene & Proppe Design (GPD), and allow us to learn more about you and your project. However, a more detailed description of our services will be provided once we understand your specific project needs.

Initial Schematic Design Phase

This phase defines the design concept and the scope of work in your ideas and dreams.

Step 1:

After reviewing your information, and a couple of phone calls, we create a Schematic Design Phase proposal, outlining the first phase in the design process. This proposal identifies:

- The project scope and an gestimated "rough" construction budget
- Services to be provided by GPD
- Fee "estimate" for the Schematic Design Phase (based on our hourly rates)

Step 2:

After reviewing the proposal and before signing the agreement, we invite you to set up a meeting at our office to look at examples of our work and further discuss your project. Once the signed proposal and a retainer are returned to our office, the following occur:

- You are assigned a Project Manager to coordinate your project.
- We visit your home to measure and photograph the space while our Principals walk and talk with you about your ideas and concerns.
- After, we begin developing initial concept plan options based upon the scope outlined in the Schematic Proposal, the site visit to your home, and ideas and styles expressed by you.
- After 1-2 meetings, faxes, and/or e-mails, and revisions to the initial concepts, a Final Schematic Design will arise.

Typical Schematic Design estimates range from approximately \$3,000 to \$10,000. We charge on an hourly basis of \$145.00 for Principal design time and \$75.00 for Project Manager/Assistant Designer time.

Upon completing the Initial Schematic Phase, we 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 and rough costs, to assure the proposed project is within your budget. At this point we can provide you with our Construction/Permit Drawing Phase Proposal.

Construction/Permit Drawing Phase

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

Typically, GPD's **Total Fees** for the Schematic, Construction/Permit Drawings, Interior Design, Bidding and CD/site administration phases are approximately 18% - 24% of the project's construction cost, pending the size of the job and our level of involvement and services.

Please be as thorough as you can while filling out the following forms. These forms give us an opportunity to understand the ultimate goal of your project, and the information required for us to create a detailed initial proposal. Feel free to call with any questions.

Greene & Proppe Design, Inc.
1209 W. Berwyn Ave. 773.271.1925 phone
Chicago, IL 60640 773.271.1936 fax
www.gpdchicago.com info@gpdchicago.com

Today's Date: _____

JUST TO KNOW YOU BETTER:

Your name: _____ Your spouse/partner's name: _____

Your current mailing address, city, state, and zip code: _____

Project address, if different than above: _____

Home phone number: _____ Home fax number: _____

Your work number: _____ Spouse/partner's work number: _____

Your work fax number: _____ Spouse/partner's work fax number: _____

Your cell/pager: _____ Spouse's cell/pager: _____

Best e-mail address: _____

Your profession: _____ Your spouse/partner's profession: _____

Children's names and ages: _____

How did you hear about us (advertisement, reference, etc. – please be specific)? _____

HOUSE INFORMATION:

Year your house was built (best guess): _____ Year you purchased the house: _____

Style of house (three story brick, Victorian, bungalow, 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 on your home? _____

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 have you spoken to?

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 www.gpdchicago.com info@gpdchicago.com

THE WISHLIST

Include major rooms on their appropriate floor, and any modifications you would like to explore. Please note whether these changes involve the renovation of an existing space or an addition.

	RENOVATIONS	ADDITIONS
Basement		
1 st Floor		
2 nd Floor		
3 rd Floor / Attic		
Exterior		

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

When you have finished your Wishlist and have gathered together any supplementary information that might help us (photos, magazine pages, etc) please deliver, mail, fax, or e-mail it to our offices. Thank you very much!