June 28, 2022

**ARCHITECTURAL SERVICES PROPOSAL**

**(For Design Only Contract)**

**Project ID. No.** (Get this from BuildPodd Project Invitation)

Owner’s Name

Owner’s Address

Dear Mr. & Mrs. (Owner’s Name):

We would like to thank you for inviting us to be your Architect for this **Design-Only** project.

The project shall be generally defined as follows:

1.1 Project : Proposed 2-Storey Residence

1.2 Location: Quezon City

1.3 Initial Approximate Area: 250 Sq.M.

|  |  |  |
| --- | --- | --- |
| **SCOPE** | **Description** | **Amount** |
| 1.0 Schematics/Design Development/3D Rendering/BOQ | Preliminary sketches, layout and space planning studies in scale including perspective and façade appreciation and material conceptual presentations | Php 25,000.00 |
| 2.0 Construction Drawings | Plans for Architectural, structural, electrical, plumbing, including structural analysis. | Php105,000.00 |
| 3.0 Printing, Signing, and Sealing of Plans | All plans for building permit applications | Php 80,000.00 |
|  | **SUB-TOTAL (Scopes 1 to 4)** | **Php 231,200.00** |
| 4.0 Construction Administration | Includes bi-monthly site visit, checking of workmaship, supervising materials testing, evaluation of construction progress and billing based of gantt chart and actual site conditions, and other works as needed. | Php 25,000.00 |
|  | **GRAND TOTAL** | **Php 256,200.00** |

We trust that our service proposal meets your requirements and expectation. Should there be further questions and clarifications, please feel free to contact us in whatever means. Please see attached detailed breakdown and conditions of the service proposal.

Yours truly,

**TERMS AND BREAKDOWN OF FEES**

1. **SCOPE # 1 (Schematics, Design Development, Rendering, BOQ)**
   1. The ARCHITECTS design services are purely for the Architectural and site planning schematics and design development only and exclude other scope relating to other engineering aspect of the project except for the allied services like structural desin, electrical, sanitary, and plumbing.
   2. The Design Fee shall be computed as P xxx.xx per square meter.
   3. The cost of surveys, soil investigations and other tests shall be made at the Owner expense.
   4. The scope of work and bill of quantities shall be prepared by the Architect for budgeting purposes by the Project Owner.
   5. The developed design shall be rendered by the Architect for appreciation by the Project Owner.
2. **SCOPE # 2 (Construction Drawings)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Preparation & Production of Complete Set of Construction Drawings** | | | |
| **Items** | | **No. Of Sheets** | **Price Per Sheet** | **Amount** |
| Architectural detailing,  estimates and specifications | | 15 | P 1,800 | P 27,000.00 |
| Structural detailing, estimates,  and specifications | | 15 | P 1,800.00 | P 27,000.00 |
| Electrical design, drawings,  estimates and specifications | | 10 | P 1.600.00 | P 16,000.00 |
| Plumbing design, and sanitary  drawings, estimates and  specifications | | 10 | P 1.500.00 | P 15.000.00 |
| Structural Design Analysis (For 2-  storey and up) | | 1 Lot | P 20,000 | P 20.000.00 |
| **GRAND TOTAL** | |  |  | P 105.000.00 |

1. **SCOPE # 3 (Printing, Signing, and Sealing of Plans)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Printing Cost of Building Plans (20x30 size), Estimates & Specifications**  (in 8 sets for Building Permit application and construction reference) | | | |
| **Items** | | **No. Of Sheets** | **Price Per Sheet** | **Amount** |
| Architectural detailing  estimates and specifications | | 120 (8 sets x 15) | P 60.00 | P 7,200.00 |
| Structural detailing, estimates  and specifications | | 120 (8 sets x 15) | P 60.00 | P 7,200.00 |
| Electrical design, drawings,  estimates and specifications | | 80 (8 sets x 10) | P 60.00 | P 4,800.00 |
| Plumbing design, and sanitary  drawings, estimates and  specifications | | 80 (8 sets x 10) | P 60.00 | P 4,800.00 |
| Structural Design Analysis (For 2-  storey and up) | | 1 Lot (8 sets) | P 1,500.00 | P 1,500.00 |
| **GRAND TOTAL** | |  |  | P 25,500.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signing and Sealing Fees** | | | |
| **Professional** | **Fee Per Sq,M.** | **Area (Sq.M.)** | **Amount** |
| Architect | P 60.00 | 250 | P 16,000.00 |
| Structural Engineer | P 60.00 | 250 | P 16,000.00 |
| Electrical Engineer | P 50.00 | 250 | P 12,500.00 |
| Master Plumber | P 40.00 | 250 | P 10,000.00 |
| **GRAND TOTAL** |  |  | P 54,500.00 |

1. **SCOPE # 4 (Construction Administration)**
   1. Respond to requests for information by the contractors during the bidding phase
   2. Help review contractor’s bids if conforming to Architect’s specifications, schedules, and BOQ
   3. Helps review contract documents submitted and uploaded by the contractor
   4. Hold kick-off meeting and project walk-through prior to mobilization
   5. Review progress reports and progress billings vis-à-vis actual site conditions
   6. Supervise materials testing and site compliance to construction plans to ensure construction integrity
   7. Supervise project close-out and turnover
   8. Architect or engineer shall conduct regular site visit
   9. The Construction Administration fee shall be on a lump-sum basis unless otherwise indicated as per-visit or per-call basis.
2. **OVERHEAD COST**
   1. The Overhead Cost shall be included and distributed on all scopes.
3. **MODE OF PAYMENT**
   1. Upon signing of this Architects service proposal, the Owner shall pay 100% of the Scope #1.
   2. Upon completion and approval of Scope #1, the. Owner shall pay 50% of the sub-total of Scopes 2 and 3.
   3. When Scopes 2 & 3 are completed, the balance of 50% shall be paid.
   4. The Owner shall pay 50% of the Construction Administration fee when the bidding process starts. The balance of 50% shall be paid after the project is turned over to the Owner..
4. **SEPARATE CONTRACTS**
   1. The Architect’s fee applies to work under one general contract only and is intended for this project alone. Other projects similar in nature shall be quoted separately.
5. **ADDITIONAL COMPENSATION AND SPECIAL CASES**
   1. The Architect, if required to do extra liason, travel, drafting, and detailing works to resolve any construction issues or change orders caused by the contractor or as requested by the Owner, may request for additional fees to cover the expenses to be incurred. The Architect shall maintain an accurate cost accounting system as to all such additional expenses and shall make available to the Owner upon request.
6. **SERVICES FURNISHED BY THE OWNER**
   1. So far as the project contemplated by this Agreement may require, the Architect and his consultants shall be entitled to information giving a complete and accurate survey of the site and the grades and lines of streets, pavements and adjoining properties; information as to the rights, restrictions, easements, surface water courses, boundaries and contours of the building site; and full information as to existing sanitary sewer, storm sewer, water, gas and electrical services.
   2. The Owner, at its expense, shall furnish all such data to the Architect or at its option may require the Architect to procure such information, in which event the cost incident thereto shall either be paid directly by the Owner or reimbursed to the Architect, as the Architect may request. The Owner likewise shall pay for all borings or test pits and for any mechanical, chemical, or other tests as well as professional verification and inspection incident to proper appraisal of the site for the contemplated construction provided such borings, test pits, and other tests or inspection are done by individuals outside of the Architetc’s organization
   3. Specialized engineering services, other than the normal services as provided in Sections 1, 2, and 3, when specifically requested by the Owner, will be paid for by the Owner.
7. **ARCHITECT TO CONFORM TO BUDGET**
   1. The budget for the construction of the project and for which the Architect shall have sole responsibility for planning, will be established upon approval of the preliminary drawings based on elemental cost per area or per square meter only.
   2. Upon completion of the working drawings, the Architect shall submit to the Owner a scope of work with unit measure and cost estimate (also referred to as Bill of Quantities or Quantity Surveying) as basis for budgeting prior to the bidding process. On the other hand, the Owner may opt to hire a separate Quantity Surveying firm or another Architect with expertise in quantity surveying for the proper budgeting and estimating of the scope of the works for the project without any deduction to the Architects fee.
8. **OWNERSHIP OF THE DOCUMENTS**
   1. The drawings and specifications as instruments of service are the property of the Architect whether the work for which they are made was executed or not and are not to be used by others without the consent of the Architect for reproduction, repetition or to copy the said documents for other projects not intended for
9. **RIGHT OF OWNER TO REUSE THE PLANS AND SPECIFICATIONS**
   1. For projects beyond this contract, the Owner reserves no right to construct another project from the set of plans and specifications developed for this project without full authority to use by the Architect.
10. **ASSIGNMENT OF AGREEMENT NOT PERMITTED**
    1. The Architect may not assign this Agreement or any sum becoming due to the Architect under the provisions of this Agreement without the prior written consent of the Owner.
11. **AGREEMENT BINDING ON SUCCESSORS AND ASSIGNS**
    1. This agreement shall be binding upon and inure to the benefit of the partners, heirs, executors, administrators, successors and assigns of the respective parties hereto.
12. **COUNTERPARTS**
    1. This proposal is limited only to the abovementioned project. Any other projects will be quoted separately.

We trust that this service proposal shall merit your favorable consideration and kind approval. Upon signing of this service proposal, you may deposit the downpayment of 25% of the Sub-Total of scopes 1 to 5 to my account:

Name. : **Juan dela Cruz**

Bank Name. : Bank of the Philippine Islands (BPI)

B.A. No. : **xxxxxxxxxx**

Account Type: **Checking**

Your signature below indicates your acceptance to the terms and conditions herein presented, and shall constitute as a valid agreement between you, the Owner, and the Architect.

Truly yours,

Juan dela Cruz

Principal Architect

Accepted:

Owner’s Name