

April 3, 2025

FEE PROPOSAL & AGREEMENT



Thank you for the opportunity to present this arrangement for The [REDACTED] project. You will find for your signature and record, terms of an agreement to proceed, valid for 30 days from date of issue. To accept and commence work, please sign and return at your earliest convenience.

DIVISION 00 & 01

\$ [REDACTED].00

- Contract review, correspondence and meetings pertinent to coordination of full-length Division 01 specification sections and procurement documents.
- Creation of Division 00 & 01 documents and specifications to align with terms of the construction contract using up-to date MasterSpec templates; formatted to client graphic standards.
- Providing PDF's of all specification sections for each CD-phase milestone up through release of bid documents.

ARCHITECTURAL SPECIFICATIONS: DIVISIONS 02-14

\$ [REDACTED]0.00

- Drawing review and markups, correspondence and meetings pertinent to coordination of full-length architectural specifications. This shall include answering questions and providing revisions during the bid phase.
- Preparation of up to seventy-eight (78) architectural specifications* using up-to-date Masterspec templates; formatted to client graphic standards.
- This shall include providing initial draft specifications for review and incorporating revisions from SD phase up through 100% CDs or 'Issued for Construction' (IFC) documents. **excludes hardware spec and sets*
- Product "clash detection" and cursory quality control.
- Periodic access to cloud-hosted Revit model for purposes of keynote coordination.
- Providing individual PDFs for each phase milestone up through 100% CD's or 'Issued for Construction' (IFC) documents.

TURN-KEY DELIVERY

\$ [REDACTED].00

- Generating packaged PDF project manual with each consultants' specifications, for each CD-phase milestone up through 100% CD's or 'Issued for Construction' (IFC) documents, not to exceed six (6) issuances.
- Coordinating and producing the table of contents.

TERMS


- Neither party shall make changes to each other's documents without written consent nor shall any amendments be made to the services and terms of this agreement without signed documentation by both parties.
- Client shall provide lo.specs with information pertinent to document and specifications production in a timely manner.
- Upon request, lo.specs shall be granted access to the design team's BIM model-sharing platform.
- Client shall promptly notify lo.specs of changes to the schedule.
- Specification sections that require production inside of one week prior to the expected document delivery date are subject to additional service fees.

- lo.specs shall not be responsible for the acts or omissions of the Architect, Architect's other consultants, Contractor, Subcontractors, their agents or employees, or other persons performing services related to the Project.
- Payment shall be made upon receipt of Owner payment to the Architect or within 30 days of lo.specs' invoice, whichever occurs first.

Each party herein agrees to the aforementioned services, terms and fees:

lo.specs LLC

<Company>



Lynn Ostenson

<Authorized Representative>

SAMPLE