

Submitted by Kevin Casey  
 Submitted on  
 To be approved by Kevin Casey  
 Status This form is a draft and has not yet been issued to the project.

\$ Budgeted	Estim. Hours
38,098.84	

Phase I: Project Programming and Research	\$ Budgeted	Estim. Hours	Note
Pre-Design			
City Planning Research and Permit Schedule Report	1,500.00		Architect will review your ideas and goals and verify what the city codes will allow. This is a delicate process that requires an expert's ability to talk to the city. Typically 5 hours for the office visit, research, and Permit Schedule Form. Then another 2 hours to write up the report.
Architect/Client Meetings and Correspondence	500.00		This will be either in person, on the timeline or by phone. Typically meeting time is 4 hours, email correspondence is 3 hours, and writing an update to the Goals and Ideas form also known as Program Development is 3 hours.
Create and Review Initial Budget	500.00		Your architect will pull costs from the New Avenue database of recent and applicable projects to provide the best possible initial budget. This takes approximately 4 hours.
Printing and Document Fees			
Other			
Custom			
Reimbursement			

Phase II: Architectural Schematic Design	\$ Budgeted	Estim. Hours	Note
Initial Design			
Additional Code Research (Building/Engineering/Soils Requirements)	500.00		Additional code research for Menlo Park
As-Built Drawings and Site Assessment: Slope, Access			
Coordination of Surveyor by Architect			
Surveyor			
Jumpstart Architectural Schemes A1, A2, and A3	1,500.00		Roughly 15 hours worth of work
Verification with City Planning - In Person Meeting with Architect and City Planner	500.00		In person meeting with Menlo Park planning office
Schematic Designs B and C	1,000.00		Second round of schematic drawings, roughly 10 hours
Site Plan	500.00		roughly 3-5 hours of work
3-D Massing Model			
General Contractor - Design and Schematic Budget Review			
Architect Discussion - Budget Review and Agreement			
Creation and Submittal of Planning Review Documents			
City Fee: Planning Permit Fees			
Printing and Document Fees			
Architect/Client Meetings and Correspondence	653.00		Meetings with clients to review and tailor schematic design, via phone, New Avenue timeline, or in-person
Other			
Custom			
Reimbursement			

Phase III: Design Development and Details	\$ Budgeted	Estim. Hours	Note
---	-------------	--------------	------

Feature and Detail Selections			
Structural, Mechanical, Plumbing, Heating, Cooling and Electrical Systems Integration	2,000.00		Development of MEP items within plans.
Furniture, Fixures and Equipment Recommendations	1,000.00		Working with client to understand what appliances and furniture are needed
Printing and Document Fees			
Architect/Client Meetings and Correspondence	465.00		Meetings with cleints to review MEP and appliance items, via phone, New Avenue timeline, or in-person
Other			
Custom			
Reimbursement			

Phase IV: Construction Documents and Building Permits	\$ Budgeted	Estim. Hours	Note
Reports and Documentation			
Construction Documents	6,000.00		Ranges from \$3500-\$6000 depending on project; roughly 20-40 hours worth of work
Civil Engineering			
Structural Engineering	5,920.47		Initial \$3600 for Structural Engineer; additional costs stem from 20 hours of additonal work in new roof framing. On average runs from \$1500 - \$3500
Professional Consultant Coordination			
Arborist Report			
Hydrology and Drainage Report			
Recycling Waste Diversion Plan			
Energy Efficiency Report			
Green Consultant and HERS Rating			
Hazardous Materials Report			
Geotechnical Report			
Sewer Lateral Inspection			
Responses to City's Plan Check Comments and Submittals	10,080.00		Over 90 hours of work over a 2-month period to respond to Menlo Park planning commission
Plan Check Services			
Printing and Document Fees	1,109.00		Reprints for fire and engineering resubmittals
Architect/Client Meetings and Correspondence			
City Building Permit Fees and Impact Fees			
Completion and Submittal of Building Permits			
City Fees: Building Permit Plan Check Fee			
City Fee: Building Permits	3,857.37		Based on actual costs in Menlo Park
City Fee: Mechanical, Electrical, and Plumbing Permits			
City and County Impact Fees			
Sewer or Public Works Fee			
School Fee			
Fire Department Plan Check	514.00		Fees for fire department plan check
Water Fee			
Other Fees			
Custom			
Custom			
Reimbursement			

Phase V: Construction	\$ Budgeted	Estim. Hours	Note
Design Proposal Estimate			
Architectural Construction Administration			