

1687 Snyder's Rd E
Petersburg, ON N0B 2H0
Phone: 519-489-0393



Print-date: 2020-11-30

Hi [REDACTED]

Below, please find details and deliverables with regards to architectural drawings, construction consulting, and design fees relating to your project. As we discussed, we find that the investment into the planning and selections process at this stage makes the build phase of the project go much more smoothly. This includes drawings for the kitchen, basement, as well as changes to the exterior (whether executed now or in the future). If you have any questions, please let me know!

I have also attached sample deliverables (drawings, interior design proposal, selections lists).

Thanks again for considering us for this project!

All the best,

Andrew

Attached Files:

Design Agreement

Title	Description
Project Goals (including but not limited to)	<p>Kitchen and Main Floor:</p> <ul style="list-style-type: none">- Revised kitchen layout to allow for an island and gathering space with more counter top/cabinet space.- Replace window located at the front of the house. <p>Basement renovation:</p> <ul style="list-style-type: none">- Add 2 bedrooms, a den and a 3 piece bathroom.- Maintain an unfinished storage area.- Add a small and functional laundry room. <p>Exterior:</p> <ul style="list-style-type: none">- Explore options to improve/enhance existing facade and roof design.- Improve water/weather management.

- Drawings to include future attached garage build.

Budget	<p>Estimated project cost of \$100,000 to \$150,000 + HST depending on the exact scope of work agreed upon.</p> <p>Catalyst will work with you to design the project to meet both budget and functional/aesthetic goals.</p>
Architectural Drawings	<p>Feasibility review of subject property's zoning, lot set backs, and more to ensure that the design will meet City/Township and Ontario Building Code requirements.</p> <p>Permit ready, BCIN certified design drawings of the entire home - existing/as-built, and proposed layouts.</p> <p>Plan/layout drawings and elevation drawings as required.</p> <p>Complete measure and structural review of the existing home.</p> <p>Revisions as required.</p>
Engineering	<p>Any/all structural changes to be designed and certified by a Professional Engineer.</p> <p>Budget of \$300 + HST is included based on past projects; to be credited if not required.</p>
Construction Consulting	<p>Construction/budget feasibility review of permit drawings.</p> <p>Complete site review to identify/confirm existing conditions of the home, including site visits by all applicable trades and suppliers.</p> <p>Cost out and specify complete scope of work for the project.</p>
Interior Design Services	<p>20 hours of interior design services to guide and document all design elements for the entire project.</p> <p>Facilitate and guide selection and specification meetings for suppliers, including but not limited to: cabinetry, windows and doors, flooring and tile, plumbing and electrical fixtures.</p>
Deliverables	<p>Detailed scope of work for the entire project and associated cost.</p> <p>Interior design proposal including mood boards for all areas of renovation, including but not limited to: kitchen, basement, and exterior.</p> <p>'Required Selections List' detailing all selections for all areas of renovation.</p> <p>Full construction and related payment schedule upon approval of scope of work.</p>
HST	<p>HST is included in this proposal.</p>

Total Price: \$4,597.20

To proceed with this work, please click/tap "Accept" and provide a \$2500 deposit (payable via cheque or email transfer to payments@catalystgc.ca).

Next steps:

1. Site measure meeting with Catalyst's Design team (Andrew - Owner @ Catalyst, Sara - Lead Designer @ Catalyst, Darrell - Architectural Designer at DesignWorks). We will do a walkthrough and review of the proposed renovations. Darrell will then complete a 1-1.5 hour site measure of the whole home. During that time, you will discuss design aesthetics with Sara and Andrew.

2. Darrell will complete as-built drawings along with proposed new layouts. Revisions as necessary.
3. Sara will complete a Design Proposal outlining design inspiration and proposed finishes (flooring, fixtures, cabinetry, etc). Additionally, a "Required Selections List" will be developed to track and manage all selections needed for the project.
4. Upon approval of one of the proposed layouts, Darrell will complete structural drawings for construction as well as elevation drawings (side, front, etc views of the exterior of the home) where applicable.
5. With structural drawings in hand, Andrew will set up site visits for all applicable trades (plumbing, electrical, HVAC, etc) to review existing conditions and provide pricing for the work.
6. Sara will coordinate selection meetings at suppliers as necessary (flooring, windows, plumbing fixtures, etc).
7. Upon completion of the above, we will assemble and issue a quote and detailed specification for the proposed work for your approval. Revisions as required.
8. Upon approval of the quote, we will develop a construction schedule, payment schedule, contract details, and book a start date!

Thank you,

Andrew Day

Co-Owner

Catalyst General Contracting Inc.

andrew@catalystgc.ca

519.500.9395 (direct)

Signature

Print Name:

Date:
