



Bid Form
Design & Architectural Services

Business Name: _____

Address: _____

Property/Business Owner: _____

Scope of Services: _____

Services Fee: Pre-Design Services \$ _____

Schematic Design Services \$ _____

Engineering Allowance (Mechanical/Electrical/Plumbing) \$ _____

Structural Engineering Allowance \$ _____

Total Design Services: \$ _____

Total Construction Documents \$ _____

TOTAL FEE FOR SERVICES \$ _____

Submitted and Signed on _____, 20____ by:

(Signature)

(Company)

(Print Name)

(Title)



Motor City Re-Store Design Scope

A scope of services document like the below should be submitted with the Design Bid Form. Activities and Deliverables should be listed as applicable.

UNDERSTANDING OF SERVICES

Design services are limited to: _____

SCOPE OF SERVICES

Based on the Understanding outlined above, _____ **[firm name]** proposes the following Scope of Basic Services:

Pre-Design / Schematic Design

Upon written approval _____ **[firm name]** will proceed with the Schematic Design phase. This phase consists of the following:

Activities: *[list detailed activities for the Pre-Design phase, per the following example]*

- Kickoff Meeting with the tenant and design and consultant teams at ~offices to review and confirm business goals and responsibilities.
- Site visit with the tenant and landlord team to review existing conditions
- Gather drawings and verify existing conditions
- Confirm suitability of existing architectural and structural infrastructure to service the needs of this business improvement.
- Review applicable codes, regulations and required review / approvals
- Review preliminary mechanical, electrical, plumbing requirements presented by MEP consultants
- Develop preliminary drawings
- Identify preliminary signage locations, including venue, exiting, and any code required signage.
- Coordinate landlord provided items with tenant related scope.
- Design Development presentation for the tenant for review & approval

Deliverables: *list detailed activities for the Deliverables, per the following example*

- Outline of Services
- Design Development Documents for approval
- Preliminary materials and finishes (intent only)
- Design Development Presentation

Construction Documents

If required by the scope of the work, upon written approval _____ **[firm name]** will proceed with Construction Documents. The final Construction Documents will comply with City, State, and Federal codes, laws, ordinances, rules and regulations and prescribe ADA Compliance.

This phase consists of the following activities: **[list detailed activities included in Construction Documents, per the following example]**

- Develop exterior elevations and sections that are pertinent with code and life safety requirements, finishes and materials.
- Indicate intent for millwork
- Conduct (1) review and coordination meetings with the tenant.
- Submit construction documents to the tenant for permitting
- Answer questions from authorities having jurisdiction

Deliverables for permitting and bids:

- Title Sheet
- Code Sheet, Egress Plan and Overall base plan
- Site Plan
- Exterior Elevations and Details (to a level required for permitting)
- Structural Plans & Details (if required and approved as a service)
- Plumbing Plans, Details and Specifications (by MEP design-build trades)
- Lighting Plans, Details and Specifications (by MEP design-build trades)
- Power Plans and wiring diagrams (to the extent needed for permitting)

ASSUMPTIONS AND EXCLUSIONS

[list any assumptions or exclusions, per the following example]

It is understood the Owner will select, specify and procure fixed equipment and will provide input and direction on the selection of materials, finishes and fixtures.

Electrical engineering estimate assumes DTE having the power available for this space. The consultant fee does not include new primary electrical service. This scope would require an additional service.

Civil Engineering services (if required) can be provided as an additional service.

Construction Administration Services are not included, but may be offered as an additional service for construction phase.

Changes to the Scope of Basic Services, including delays or extensions that occur in the schedule which are beyond the control of or suspension of services will warrant adjustment of fees to be paid by the Re-Store Awardee.