

FULL DESIGN AGREEMENT



This *Retainer Agreement for Full Design Work* ("Agreement") is made this ___ day of _____, 20___ by and between: ("Owner"), _____ and Design Build Dwellings, Inc. ("DBD".) For services in connection with the plans and specifications of a residence remodeling at: _____ for *Owner*, *DBD* promises to perform the professional services for the contemplated project, delineated as follows:

Full Design Agreement

Homeowner Accountabilities

- Make sure everything previously discussed is included in plans and in the *Special Design Element* Section include an additional sheet if necessary
- Needed modifications on paper
- Draw payment 60% due upon signing, 30% due at final design phase & 10% due upon completion of final designs
- Funding
 - Secure funding
 - Understand consequences of financial support problems (delays in construction start/ put to back of queue which means BIG delays/ Lock in costs)
- Special needs to consider in construction (recycle, asthma, cabinets to installed in garage, etc)

DBD Accountabilities, For \$ _____ You Receive

- Full plans and specs (see Listing of possible Plans & Specification to be included in Full Design Agreement)
- Accurate Line Item Pricing
- Subcontractors brought in for pricing and commitments
- Present tentative design timeline for project
- Tentative timeline for construction

Special Design Elements to Work into Full Design

- _____
- _____
- _____
- _____
- _____
- _____

Design timeline

- DB D will review proposed design and provide estimated timeline for completion of Full Design Phase

If both parties agree to move to a Construction Agreement phase then,

Homeowner Accountabilities will be:

- Understand that a deposit of 40% of construction costs will be due at signing of construction contract
- Understand there will be draw payments due per scope of job
- Understand consequences of not following through on accountabilities and their ramification to schedule
- Have 3 days to rescind this agreement and/or to give final approval
- If contract changes are needed, Owner will have an additional 2 days review agreement
- Make sure everything discussed throughout design phase is included in writing at time of signing construction contract or it will not be included in cost or scope of job

DBD Accountabilities will be:

- Responsible for defining construction and staging areas
- Completion of construction documents
- Have 3 days to look over finalized plans to give approval to move to construction agreement
- Meet with subcontractors on site to evaluate project needs
- Responsibilities for defining project disclaimers
- Responsible for determine if additional engineering is needed
- Responsible for final pricing
- Responsible for final plans, elevation & specifications revisions
- Responsible for providing timeline of proposed construction project

Construction Agreement timeline

- DBD will have 3-7 business days to review proposed design and provide estimated timeline for completion of construction documents

DESIGN BUILD DWELLINGS, INC represented by (Print Name)_____

Authorized Representative_____ Date_____

Owners represented by (Print Name)_____

Signature **X**_____ Date_____