

# DOUBLE D CONTRACTORS

## DESIGN / BUILD RETAINER AGREEMENT

CLIENT: \_\_\_\_\_ DATE: \_\_\_\_\_

The undersigned agrees to retain *Double D Contractors, Inc.* to prepare preliminary plans and specifications for proposed remodeling for his/her home located at:

### **PROPOSED PROJECT DESCRIPTION:**

### **TARGET BUDGET:**

### **THE FOLLOWING SHALL BE INCLUDED:**

#### **Meeting #1 - With owners:**

Measure the existing areas to be affected by the new project(s).

Gather information about the proposed project(s).

Images from magazines, specifications for equipment or fixtures to be incorporated into the project, sketches, or any other types of images from the owner(s) would be helpful.

#### **Design:**

A design concept will be developed based on the target budget and information gathered at the first meeting.

#### **Meeting #2 - Presentation:**

Drawings will be created to express design concepts for owners to visualize design intent. Drawings will include floor plans, exterior views, interior overviews, and/or interior "picture views" as needed to express and confirm design concept with owners.

A preliminary budget will be provided based on design concept presented.

At the end of the presentation the owner(s) will review and comment.

Details and product specifications and/or allowances are confirmed and/or established as needed to generate a written proposal for the project(s).

**Meeting 03 - Final Presentation:**

Final concept plans are presented reflecting the owner's comments.

A detailed written Proposal Will be Presented based on the Project design and specifications established at meeting #2.

Cost to complete construction plans ready for permit approval will be included in the total project cost.

**COST: \$500.00 Preliminary Plans**

**If accepted final drawings will be prepared for a  
COST: \$2,000.00**

**TOTAL: \$2,500.00**

**The sum of \$\_\_\_\_\_is hereby acknowledged as received.**

Should *Double D Contractors, Inc.* be authorized by the owner to complete all or a substantial portion of the proposed project(s) at meeting #3, the RETAINER FEE for preparing preliminary plans, specifications and cost estimate shall be credited in full against the final cost of the project. **There will be no credit for the retainer fee if the project is not accepted at meeting #3.**

It is also agreed that all plans and specifications will be given to homeowners for building department, but homeowner shall release *Double D Contractors, Inc.* of any and all further obligations for permit procurement, if a Construction Contract agreement for the proposed work is not reached between both parties.

**Note:** Should the scope or budget of the project change during the design phase, an addendum shall be written for the clients' authorization reflecting the changes and any additional costs that may or may not affect the original design and/or project budget.

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Douglas E Dervin, CR, CLC  
President  
*Double D Contractors, Inc.*

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**OWNER**

\_\_\_\_\_  
**OWNER**