

Thursday, July 15, 2021

**Memo of Understanding: Preliminary Professional Architectural Consulting Services Agreement**

Dear Mr./Ms. \_\_\_\_\_

Thanks for your interest and inquiry of foxleyarchitecture regarding professional architectural services. Clients often have limited experience with architects and construction industry professionals, so we like to communicate up front basic relationships, and mutual expectations outlined below:

*Expectations of Client (Architect agrees to...):*

1. Adhere to AIA established professional code of ethics.
2. Hold any and all project details in confidence, unless directed otherwise.
3. Advise regarding contracts, project management structure, schedule and expectations.
4. Provide best possible estimates and schedules based on owner provided information and historical data.
5. Provide unpaid consulting limited to incidental communications/emails.
6. Provide appropriate referrals to relevant trade professionals, suppliers and consultants.

*Expectations of Architect (Owner agrees to...):*

1. Communicate in a timely, honest and open manner.
2. Share budget and the general project financial strategy intended to cover project soft costs (fees etc.), and construction costs.
3. Keep architect informed in a timely manner of any changes to competition, schedule, or budget.
4. Keep architect informed in a timely manner of intent to hire, fire, or solicit bids from any and all project related consultants.
5. Compensation on a time card basis for project specific development beyond incidental communications and initial meeting. Hourly rates: \$250/Hr for 3D design, consulting, or supervision; \$90/Hr for CAD drafting.

Owner agrees to one of the following payment options (check preference):

- A.** \$250 one time on site professional consulting fee. OR
- B.** Hourly billing limited to \$ \_\_\_\_\_ [2,000.00 Minimum] OR
- C.** Non-refundable \$3,000.00 retainer-deposit, credited to hourly work at rates above, until a fixed scope of services contract is signed and returned. A new floor plan or site plan for owner approval, included.

*Optional for new/addition projects; required for remodels:*

- D.** As-Built CAD Documentation @\$1.05/SF, includes dimensioned architectural and visible MEP conditions.

**Please sign and return to acknowledge receipt, and we will initiate system project set up.** We require billing contact data, Project address or survey, and team member contact info.

Agreed, Approved & Accepted:

Peter Foxley, AIA

Authorized Signature

President for Foxley Architecture, Inc.

\_\_\_\_\_ Date \_\_\_\_\_

Client Signature

\_\_\_\_\_

Address :

Name (Printed) \_\_\_\_\_

This document is provided for information purposes and to initiate the project. We will provide a full proposal once we determine the full scope, schedule and fee structure. This document may not be reproduced or transmitted in any form or by any means for any purpose, without our prior written permission.

Required text by the State of Texas:

The Texas Board of Architectural Examiners, P.O. Box 12337, Austin, Texas 78711-2337 or 333 Guadalupe, Suite 2-350, Austin, Texas 78701-3942, 512.305.9000, [www.tbae.state.tx.us](http://www.tbae.state.tx.us), has jurisdiction over individuals licensed under the architects' Registration Law, Texas Civil Statutes, Article 249a.

Client's initials \_\_\_\_\_ Architect's Initials **PF**