



## Professional Services Agreement

Date: \_\_\_\_\_

Agreement for Professional Services (PSA) for the Design Development Phase of this project.

Project includes: \_\_\_\_\_

Scope of work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone numbers - Home: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ 's Work: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ 's Work: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Between Owner(s) \_\_\_\_\_ and \_\_\_\_\_

and **Youngs & Company** for the development of the conceptual design, preliminary and final drawings, specifications for materials and products to be used in the construction (plus some assistance with selections of those products and materials), and budget pricing along the way. The *goal* here is to come up with a realistic project and realistic pricing for that project, both that will meet the needs of the owner(s). Once this is accomplished, a final construction price will be determined and we move into signing an *Agreement for Construction* of the project. The project will be ready to submit for the required building permit. Permits can take anywhere from an hour (for an over-the-counter permit on small projects) to a few weeks or more (for larger projects). This time frame also depends on the local building department's schedule. This *Design Development Agreement* Phase may take anywhere from a couple of weeks to a few months, depending on size of project, complications involved in the designing and/or engineering of the work, decisions by the owner(s), and possibly other factors not enumerated.

The hourly rate is \$xx.00 per hour for this phase's work . . . *expected total may approach* (these are three examples only for common projects we do, and will be adjusted for every project)

**\$xxxx** for a bathroom/ or

**\$xxxx** for a kitchen/ or

**\$xxxx - xxxx** for a whole house remodel or addition . . .

(assuming no major structural changes are anticipated, that no outside consultants will be involved, that a remodel stays within the footprint of the existing room or home, respectively). If you later sign an *Agreement for Construction* of this project with us, the final total price of this *PSA* will have been adjusted to include a discount of the total of our work under this *Design Development Agreement* (approximately 15% of the total of this *Design Development Agreement* at its completion). If you decide

\_\_\_\_\_  
Acknowledged

to bid the project out with the documents that we prepare, and come back to have us do the project within 30 days after the completion of this development phase, then this discount offer will still be available to you. At that time we would deduct it from the construction project's final payment. **If you select another contractor to do the construction work, there will be an additional fee of xx% of the total of all items done under this PSA (including consultants, fees and permits incurred to put this Design Development together) added to the price and due upon completion of the this Design Development phase.** The reason is because we do this work at a great discount from the prices that an architect or engineer would charge, in anticipation of doing the actual construction work. Other contractors may do their own design development or hire that out to other design professionals. We are in the remodeling business and provide these services to our clients, not for the benefit of other contractors (particularly at a discount).

Some design work requires an architect or an engineer – we are not architects, nor engineers. If outside consultants are needed for any of the design phase, their work will be invoiced at their respective amounts plus xx% markup (for consultation, coordination, overhead and profit). **These particular amounts will not be discounted back if we are selected to complete the construction of the project.**

Any additional revisions after the final documents are completed will be invoiced separately, under the same conditions as stated.

Signed by Owner(s) \_\_\_\_\_ and \_\_\_\_\_

Signed by Contractor \_\_\_\_\_

### **SCHEDULE OF PAYMENTS**

*(These amounts are estimates based on the expected totals for each phase.)*

1. *Deposit* amount to start Phase (respectively – 10% of total up to \$1,000 maximum)
  - a. \$xxx for bathroom
  - b. \$xxx kitchen
  - c. \$xxx - xxx whole house remodel and/or addition
2. *Conceptual Design* completed (approximately 1/3 of total)
  - a. \$xxx bathroom
  - b. \$xxxx kitchen
  - c. \$xxxx -xxxx whole house remodel and/or addition
3. *Preliminary Drawings & Selection of products & materials* completed (approximately 40% of total)
  - a. \$xxx bathroom
  - b. \$xxxx kitchen
  - c. \$xxxx - xxxx whole house remodel and/or addition
4. Upon Acceptance of Completed Drawings & Specifications (balance of total – approximately 17% of total)
  - a. \$xxx bathroom
  - b. \$xxx kitchen
  - c. \$xxxx - xxxx whole house remodel and/or addition

\_\_\_\_\_  
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 Acknowledged