



Scope of Services

1.27.24

			*Cost determined by scale of project
		TIME	COST
1. Preconstruction Services & Mgmt Packages	1a. Project Scope Document	25-40 hrs.	*\$4,000 - \$5,000
	1b. Document Review & Coordination	25-35 days	*\$2,500 - \$3,500
	1c. Owner's Representative	40-60 days	*\$9,000 - \$15,000
	1d. Schematic Design	40 - 60 days	*\$8,500 - \$17,000
2.Space Planning		4 -6 weeks	* \$4,800 - \$10,400
3.Renderings		30-40 hrs	\$3,000 - \$5,000
4. Site Selection		30-90 days	\$12,000 - \$15,000
5. Construction Budget		10 - 40 hrs.	\$3,000 - \$7,000
6. Project Readiness		30-60 hrs.	*\$4,500 - \$6,500

1. Pre Construction Services and Management

1a. Project Scope Document

16 hrs - 25 hrs.

Max sqft 3,000-5,000 sqft

Turnaround - 10 business days

Develop initial project scope details, including:

- A. Project overview or narrative
- B. Rental space general terms
- C. Space constraints
- D. General cost recommendations
- E. Photo observations
- F. Construction schedule
- G. Site measurement & Diagram
- H. Room designation and Mood images

Outcomes include a multi page report with photos and notes describing existing conditions and listing scope to complete the project. Services include

Deliverable - Multi Page graphic and assessment document (Max 20 pages) -

Costs - \$3,600 - \$5,000 Ave. @ \$225/hr **3D Renderings - Add \$800.00 per view

1b. Document Review & Coordination

30 - 40 hrs.

Max sqft 3,000 - 5,000 sqft

Turnaround - 28 business days

Work on behalf of a client to review city documents (pay apps, general contractor contracts, AIA documentation) or city issued documents or citations.

- A. Respond and prepare base docs necessary for City Site Plan Review Process. (Max 10,000 sqft). Including scaled site plan, aerial view.
- B. Perform Zoning Review of Properties. General Area Demographic research and forecasts. Are Context Maps. Land Use Designation. Site Boundary. Site proposed improvement, including parking and denoted ratios.
- C. Coordinate necessary meetings with local officials, business liaisons, or city officials (Historic Review, Planning Dept, etc.)
- D. Attend meetings on behalf or with clients.

Deliverable - Multi Page document (Max 10 -15 pages)

Costs - \$5,000 - \$5,600 or \$140/hr. **3D Renderings - Add \$1,000.00 per view

1c. Owner's Representative

Hourly 180 / hr.

Max sqft 8,000 -10,000 sqft

Turnaround - 6 weeks - 12 weeks

At its core we are able to help coordinate your pre development services by establishing project requirements for budget and quality in coordination with the client. **This work includes a variety of scope items including building assessments, 3D concept renderings, space diagrams, and estimates. Our deliverable will be a *pre-development package ready for presentation to Detroit Land Bank or your local neighborhood meeting.***

In our role, we help the client synthesize key information collected through visual observation and data evaluation into a written report that includes recommendations for program-driven capital improvements and order-of-magnitude cost projections.

Our services for facilitation of **due diligence** activities such as:

1. Environmental assessments
2. Geotechnical investigation
3. Site Surveying
4. Assistance in Procurement of contracted and professional services, including architectural/engineering teams and prime contractor including clear communication of client goals for minority participation on the project contract negotiation support in partnership with client's legal counsel; and design oversight.
5. Makes presentations to and facilitates meetings with clients; represents at meetings, presentations, and events; and prepares written materials on projects for other departments as needed.

Deliverable - Custom Pre Development Package

Costs - See tiered costs below

***Custom Pitch Deck Add \$1,500.00*

\$9,000 (Option 1) Base Building Assessment w/ 1 Concept Rendering **

\$12,000 (Option 2) Base Assessment w/ 2 Concept Renderings and 1 due diligence activity **

\$15,000 (Option 3) Base Assessment w/ 3 Concept Renderings and 2 due diligence activities **

1d. Schematic Design

60 hrs - 80 hrs.

Max sqft 8,000- 12,000 sqft commercial or >12 units Residential. Mixed
Use 15,000 sqft total

Turnaround - 45 -60 business days

Develop initial project scope details, including:

- I. Develop Space program and utilization according to vision or desired use
- J. Coordinate with Owner over various meetings (3 total)
- K. Develop Schematic Floor Plans (Path of Egress identified, Stairs, Bathrooms, storage)
- L. Develop 2-4 Schematic Elevations. Site Plans, enlarged plans, Kitchen Layout
- M. Photo observations
- N. 2 Renderings
- O. Develop Schematic Package including dimensioned plans with base notes.

Develop an initial site or floor plan "diagram" that denotes rooms and their square footage. If necessary we will provide exterior elevations. This phase includes 8 hours of correspondence and meeting time.

Deliverable - Schematic Design Package (Multipage per scale of project)

Costs - See tiered costs below

Option 1 - \$8,500 8,000 sqft

Option 2 - \$12,000 12 Unit Residential Max

Option 3 - \$17,000 Mixed Use Concept @ 15,000 sqft

2. SPACE PLANNING 2

Space Planning

40 - 60 hrs.

Max sqft 5,000 - 10,000 sqft

Turnaround - 45 days

Work on behalf of a client to expand on a real estate concept, development pro forma, or space planning concept important to express intent and establish project cost and scope parameters.

- A. Develop CAD plans and exterior elevations per scheduled client meetings (1 hr ea.)
- B. Measure existing Space or property
- C. Work with Landlord or property Manager on space constraints.
- D. Develop various scaled space concepts that account for egress, stairs, elevators, and parking scenarios
- E. Develop various interior elevations that show intent, including material samples
- F. Develop 2 renderings, interior or exterior .
- G. Attend meetings on behalf or with clients.

Deliverable - Multi Page Graphic Document (Max 12 -15 pages)

Costs - \$4,800 - \$10,400 or \$180/hr.

3. Renderings

Renderings

40 - 80 hrs.

Max sqft 5,000 - 10,000 sqft

Turnaround - 24 business days

- H. Develop CAD plans
- I. Develop 3D Model Base Model
- J. Visit site to do general measurements
- K. Develop site context or interior elements
- L. Develop scenarios based on lighting, sun, shadows
- M. Add People and Cars
- N. Attend meetings on behalf or with clients.

Deliverable - Interior / Exterior Renderings

Costs - \$3,000 - 5,000 (Build 3D Model Base file - \$1,500 + 3D Rendering \$1,500)

4. Site Selection

SITE SELECTION

30 - 90 days

Max sqft TBD

Turnaround - 30-90 business days

Site Selection could range from general information to in depth analysis. Below are various pathways that could be determined by the cost of the site, existing improvement condition, and immediacy of sale or purchase. Site selection could be a very involved process depending on various factors and could involve various consultants, agencies, etc. that could impact the final budget.

1. Determine if the previous owner had any Phase 1 or Phase 2 environmental reports completed. Contact EGLE, State Agency, or local municipality office to learn more about the site's history. Outcomes include baseline understanding of who previously owned the site, what level of business was operating, and determine health risks or environmental risks or impacts of purchase.
2. Determine if any existing information exists about the site through previous city records, permit drawings, or public access information. Outcomes are deliverables that describe the buildings use, existing photos, historic photos (via google), web search information, and City or GIS data available regarding ownership, short survey information, ownership, existing fees or taxes leveraged on property.
3. Determine existing zoning. Outcomes include a long and short term framework for how to rezone or prepare paperwork for Change of Use or rezoning. We would work with local expediting companies or city officials to determine a path forward on behalf of the client.

4. Review existing city or county master plans regarding the site and its immediate future. The outcomes are a more general or broad understanding of how the City of Detroit is planning around desired site or property.

5. Recommend a Market Analysis be completed if said site is being considered for residential or housing. We may involve a local licensed real estate agent who may have access to comparable data in the area. The outcomes here are to help clients understand comps that inform a site selection or proforma decision. **Co-Star Report**

6. Walk the existing site and examine in detail the condition of the existing property or improvement. Determine if outside consultants or testing will need to be completed to determine final costs for proforma or budget decisions.

Deliverable - Site Selection Package

Costs - \$12,000 - \$15,000 \$180/hr.

5. Construction Budget

6. Project Readiness

Project Readiness

30 hrs - 60 hrs.

Max sqft 3,000-5,000 sqft

Turnaround - 10 business days

Develop initial project scope details, including:

- P. Project overview or narrative
- Q. Rental space general terms
- R. Space constraints
- S. General cost recommendations
- T. Photo observations
- U. Construction schedule
- V. Site measurement & Diagram
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Outcomes include a multi page report with photos and notes describing existing conditions and listing scope to complete the project. Services include

Deliverable - Multi Page graphic and assessment document (Max 20 pages) -

Costs - \$5,400 - \$10,800