HG McCullough DESIGNERS INC.

2146 Glenview Dr.
Evansville, IN 47720
812.428.0174
812.428.4094 Fax

# NEW HOME
## Introduction Packet

# *H. G. McCullough Designers, Inc.*

**2146 Glenview Drive • Evansville, IN 47720 • (812)428-0174**


*Your Name*
*Your Address*
*Your City, State and Zip Code*

*Date of letter*

Dear _____:

Thank you for your inquiry as to the services we provide. We are a design firm specializing in custom architectural design. The business was founded by Harry G. McCullough in 1946 and was incorporated in 1979. Over the years our work has focused on mid- to high-end residential design, including new homes, remodels, and light commercial. Our staff has grown to include five principal designers and two designers, and we are now capable of performing all phases of design — from conceptual layout and space planning to structural engineering and finish details.

The design process for a new home takes place in three phases: (1) establish objectives, (2) conceptual sketch, and (3) construction drawings. To help familiarize you with this process, a brief summary of each phase can be found on the next page. More detailed descriptions of these phases, in addition to information regarding our rates and fees, can be found in the sections that follow. Each of these three phases are essential to ensuring that your dreams become a reality.

I look forward to the opportunity to talk with you about your project. If you have any questions, or would like to schedule a meeting, please call me at (812)428-0174 ext. 4 or, my cell at (812)431-5509.

Sincerely,

Julie McCullough Conley
Principal Designer

PM/gsr

# SUMMARY OF OUR DESIGN PROCESS

## Phase One
## Establish Objectives

An initial meeting is arranged between you and the principal designer where the priorities, guidelines, style, and important features of your project are established. We will then summarize these *objectives,* as we call them, in a letter for your review and verification. It has been our experience that the objectives meeting and the objectives letter are the most important steps of the design process as they lay the foundation for the successful execution of the following phases.

## Phase Two
## Conceptual Sketch

After the objectives have been finalized, the principal designer will create a *conceptual sketch*. This sketch is a first-draft design of your new home. While not suitable for construction, the conceptual sketch is useful for ensuring that the style and layout of the design meet your expectations before investing in a full set of plans. It is also advisable to use the conceptual sketch to get a preliminary estimate from a builder to verify that the design meets your budget. Ultimately, the goal of the conceptual sketch is to finalize all of the major details of the design and minimize the number and magnitude of revisions in the next phase.

## Phase Three
## Construction Drawings

Once the conceptual sketch is complete, we will be ready to enter the final stage of the design process. In this phase the principal designer will prepare the final *construction drawings*. These drawings specify all of the structural details necessary to ensure sound construction, and they illustrate many of the complicated or unique architectural features of the design. The construction drawings establish a basis of quality that will guide the contractor and his subcontractors as they build your home.

# PHASE ONE: ESTABLISH OBJECTIVES

## Objectives Meeting

When you are ready to begin designing your new home, call our office to schedule an appointment for an initial meeting with a principal designer. The initial meeting is often conducted at a client's current home so that requirements for the future residence (such as room sizes) can be described in terms relative to the existing home. Of course, we are equally happy to meet at our office.

An objective meeting generally takes several hours. During this time the principal designer will be asking you many questions to discover all of the information needed to begin the design of the new home. The questions will cover topics from the very general (such as the overall style of the house) to the very specific (such as room sizes and amenities). Also, it is your responsibility to make the designer aware of any subdivision covenants or restrictions that govern your lot.

To help you prepare for the objectives meeting, you will find on page 7 a checklist of questions much like the ones the principal designer will ask. We encourage you to devote as much time as possible to contemplating your needs and expectations prior to the initial objectives meeting. Of course, we do not expect you to know every minute detail at such an early stage, but *the better you know what you want, the better we will be able to design it for you*. The principal designer will be happy to assist you in making important choices, and you will find that he can bring many new ideas to the table.

## Objectives Letter

Three or four weeks after the initial meeting you will receive a letter that outlines every detail discussed at the objectives meeting. An example objective letter can be found on pages 8-12. The principal designer will use the objective letter as his guide during preparation of the conceptual sketch. Revisions to the objectives are much easier and less costly than revisions to the conceptual sketch; therefore, it is critical that you verify the accuracy of each objective listed and be alert to any omissions.

The letter itself should be enough for a builder to give you a rough idea of the cost of construction (probably expressed as so many dollars per square foot). Of course, any estimate made before a plan is available will be *very* preliminary, but we highly recommend that you verify with a builder that your objectives are at least in the ballpark. We are an architectural firm (not a construction company) and can only make rough, educated guesses at the cost of construction. Therefore, it is generally our policy to draw what you *want*, not necessarily what you can afford. Principal designers will often try to guide your choices in directions that he believes will keep construction costs within your budget, but it is ultimately your responsibility to get preliminary estimates from builders to ensure that the design is on the right track.

## Cost of Objectives

The charge for the initial meeting and for the time spent by the principal designer in preparing the initial objectives letter is $600. You will receive an invoice for this service upon receipt of the objectives letter. This is not a retainer fee.

## Revisions to the Objectives

It is not uncommon for clients to decide to make changes to their objectives after they see them laid out in the objectives letter. These changes may take the form of additions or modifications to the features or style of the house, or they might be deletions from the objectives in order to reduce the square footage. While there is a charge for time spent with a principal designer to revise the objectives, it is important to work out any questions or doubts about the objectives early in the design process because modifications to the plans later are much more time consuming (and likewise more costly).

# *OBJECTIVE MEETING CHECKLIST*

1) Is there a **site survey** available which gives the exact locations of property lines, building set back lines, contours? Are there any **restrictive covenants** on the property?

2) Do you have any examples (magazine clippings, pictures) of **exterior styles** you like?

3) List by name the **Main Level rooms** with approximate room sizes. Room sizes can be determined by: (a) comparison to the size of the respective room in your existing house or a friend's house, or (b) calculating the needed space based off of a list of furniture to be placed in the room. Please note the dimensions of unique pieces of furniture.

4) If there will be an **Upper Floor**, repeat item #3 with it.

5) Do you have pictures or magazine clippings of any **special features** you like, such as fireplaces, stairs, special windows, elevator, hospitality bar, etc.? Location of features?

6) What **ceiling heights** do you prefer for the various floors (e.g., 8', 9', 10')? Also, will there be any **special ceilings** (e.g., cathedral, tray, 2-story)? In which rooms will these special ceilings be used?

7) With regard to **bathrooms**: How many full/half baths? Any notable features (e.g., whirlpool tub, shower size, number of sinks, sit-down vanity, towel cabinet/closet)?

8) Where will **closets** be located? What type (standard or walk-in) and size? Sizes can be determined by measuring your existing closets and then deciding how much more or less space is needed.

9) The **kitchen**: What appliances are required? Will there be an island or breakfast bar? Where should the cooktop be placed? What is the size of the refrigerator and freezer? Should space be left for stools at the island or bar? Will there be a built-in planning desk? If there's a pantry, what type (standard or walk-in) and size?

10) The **laundry room(s)**: What type of sink or wash tub (single or double)? Is counter space needed? If so, how much? Will there be a drip-dry or hanging space? Do you want a cleaning closet or built-in ironing board?

11) Will the home have a **basement**? If so, full-size or partial? How much of it is finished?

12) **Garage**: Attached or detached? Number of cars? Extra storage space in garage or above?

13) If there will be more than one floor, what type of **stairways** do you want? Location?

The following is a checklist of rooms that you might wish to use:

| | | |
|---|---|---|
| Entry Foyer | Kitchen | Master Bedroom |
| Powdre Room | Pantry Closet | Master Bathroom |
| Living Room | Butler's Pantry | Master Closets |
| Dining Room | Breakfast Room | Additional Bedrooms |
| Formal Study | Laundry Room(s) | Additional Bathrooms |
| Den | Service Entry | Playroom or Nursery |
| Family Room | Service Bath | Bonus Room (over garage) |
| Great Room | Sunroom/Garden Rm. | Porch(es), Patio(s), or Deck(s) |

# *EXAMPLE OBJECTIVES LETTER*

*Your Name*
*Your Address*
*Your Phone*

*Your job number*
*Date of letter*

Dear _____:

Below I have listed the objectives for the conceptual design of your new residence.

## (1) SITE INFORMATION:

- The home will be located at *address if known, or lot num and name of subdivision.*
- You will need to fax to us a copy of the Building Covenants (Restrictions).
- At this time I am uncertain as to the contours (grade slope) of your lot. We will need to check with the site engineer's office prior to starting the conceptual sketch to see if a contour plan is available. If the contours are relatively simple we will not need any additional information. However, if there are some distinct land features that you feel we need to work around please advise us, and we will consult with the site engineer as to getting a site situation survey on your parcel.
- The house will face north.
- The garage will be located to the left as you are facing the house.

## (2) STRUCTURAL AND EXTERIOR:

- The home will be a 2-story residence.
- It will include a full size basement.
- The master bedroom will be located on the main floor level.
- Main floor ceiling height will be 9 ft. unless otherwise noted.
- Upper floor ceiling height will be 8 ft. unless otherwise noted.
- Exterior wall thickness to be of 2x6 construction.
- The predominate roof will be hips with some forward facing gables. Minimum pitch as required by covenants.
- Roof covering to be architectural grade asphalt shingles.
- Majority of the eaves, rakes, fascias, and gutters to be aluminum unless where painted material is aesthetically required (i.e., redwood).
- Brick quoins.
- Stone keys.
- Windows by *company of your choice*.
- Predominately double-hung windows, could be casement windows in some areas if required.
- Windows will include muntins.
- Exterior finish to be brick.
- Exterior style to be similar to the photographs provided.

(3) ENTRY FOYER:

- Mid-height, arched front entry.
- Covered front entry to be slightly recessed to provide protection to guests while waiting outside.
- Front door will be a wide, single door with sidelights and a medium height round head transom.
- **Guest Closet** will include 3 to 4 linear ft. of usable wall space. This could be divided into 2 closets if necessary.
- **Powdre Room** will include one sink, and a water closet.
- **Stairway to the upper floor level** will be curved with curved handrail on one side.
- The entry foyer will be a two-story ceiling height to accommodate a balcony above.
- At the **Upper Floor Balcony**, and visible from the main entry will be two 4 ft. wide glass display cabinets for display of Snow Village pieces.
- **Stairway to the lower level (basement)** will be nested below the stairway to the upper level. This stairway will be a straight run if possible to the basement.
- From the entry foyer will be cased openings into the family room, living room, and the dining room.

(4) FORMAL LIVING ROOM:

- will measure approximately 15 ft. x 17 ft.
- ventless gas fireplace
- wall space for a display cabinet by Owner (10'-6" wide x 16" deep)

(5) FORMAL DINING ROOM:

- will measure approximately 15 ft. x 17 ft.
- space to accommodate a 10 place table
- wall space for a china cabinet (6' wide x 20" deep)
- use of a bay window in the dining room would be okay

(6) FORMAL STUDY/DEN:

- will measure approximately 12 ft. x 12 ft.
- 8 linear ft. of usable bookshelf wall with base cabinet
- 6 linear ft. of built-in computer desk
- located near the master bedroom, possibly off of the gallery to the master bedroom

(7) FAMILY ROOM:

- will measure approximately 22 ft. x 22 ft.
- conventional brick fireplace with insert, raised hearth, and a wood storage bin
- location for a large screen TV
- typical "L" or "U" shaped seating arrangement
- no exterior exits
- sufficient windows for natural light penetration – not the total glass wall which is now the trend

- This family room is open to the kitchen and garden/breakfast room for an open line of both visual and audio communication.

**(8) GARDEN/BREAKFAST ROOM:**

- will measure approximately 14 ft. x 16 ft.
- space to accommodate a 4-place table and a sitting area
- exterior access to a deck, or patio/terrace (see objective #19)
- lots of glass

**(9) KITCHEN:**

- working island measuring approximately 3 ft. x 6 ft. with a vegetable sink (no stools)
- 30" wide oven stack
- 18 linear ft. of usable countertop excluding surface of the island and voids created by appliances
- 30" wide cooktop
- double sink
- dishwasher with room to negotiate around the dishwasher with the door open
- 4 ft. wide space for a SubZero or equal refrigerator unit
- built-in planning desk with 4 linear ft. of usable surface

**(10) PANTRY CLOSET:**

- 15 linear ft. of usable shelf wall
- This could be described as a closet measuring approximately 6 ft. x 6 ft.
- will include a combination of shallow and deep shelves

**(11) SERVICE ENTRY:**

- 2 exits: 1 to the garage, and the other to the outside for letting the dog in and out.
- 6 linear ft. of usable closet space for everyday coats near the back door and garage

**(12) SERVICE STAIRWAY TO THE UPPER LEVEL:**

- This second stairway to the upper level will be located somewhere near or in either the service entry or kitchen area.

**(13) SERVICE BATH:**

- one sink
- water closet
- shower unit

**(14) LAUNDRY ROOM:**

- 1 washer
- 1 dryer
- single wash tub
- 6 linear ft. of countertop for folding clothes
- 42" of available hang space for hanging and drying clothes

- no ironing board (note, master bedroom closet objective #17)
- laundry chute if possible

**(15) ATTACHED 4 CAR GARAGE:**

- will be serviced by four (4) – 10 ft. wide x 8 ft. tall overhead garage doors
- service door

**(16) MASTER BEDROOM:**

- will measure approximately 16 ft. x 20 ft.
- arranged so that none of the children's bedrooms are located above it, if possible
- will accommodate a king size bed, 2 night stands, armoire, 2 dressers, and a sitting area with 2 chairs, a small table, and a small secretarial desk
- zero clearance gas fireplace
- tray ceiling

**(17) MASTER CLOSET**

- will be located off of the master bath
- a minimum of 24 linear ft. of usable closet wall
- This could be described as a closet measuring 8 ft. x 12 ft.
- built-in ironing board

**(18) MASTER BATH:**

- 2 sinks: These sinks could be located in one continuous top, or could be separate.
- compartmentalized water closet
- towel closet
- large, single place whirlpool tub with moderate surrounds (similar in size to the Kohler "Caribbean")
- large, custom shower (15 to 20 sq. ft. minimum)

**(19) PATIO/TERRACE:**

- will be approximately 400 sq. ft.

This concludes the objectives for the main floor level. As follows are the objectives for the upper floor level.

**(20) SECOND BEDROOM:**

- will measure approximately 13 ft. x 15 ft.
- will be serviced by a walk-in closet with 12 linear ft. of usable wall space
- 6 linear ft. of bookshelf with countertop

**(21) THIRD BEDROOM:**

- will measure approximately 13 ft. x 15 ft.
- will be serviced by a walk-in closet with 12 linear ft. of usable wall space
- 6 linear ft. of bookshelf with countertop

## (22) FOURTH BEDROOM (GUEST ROOM):

- will measure approximately 12 ft. x 14 ft.
- will be serviced by 6 linear ft. of standard closet

## (23) FIRST EXTRA BATHROOM:

- will be shared by the boys and accessed from their bedrooms (no hallway access)
- each bedroom will have it's own separate sink alcove
- water closet, tub/shower combination unit, and towel cabinet will be compartmentalized, and located in between both sink alcoves

## (24) SECOND EXTRA BATHROOM:

- This bathroom will be accessed from the hallway, and will service both the guest room and the boys' lounge (see objective #25).
- one sink
- water closet
- tub/shower combination unit
- towel closet

## (25) BOYS' LOUNGE:

- will measure approximately 16 ft. x 22 ft.
- will accommodate a big screen TV and stereo cabinets
- game table
- couch, end table, and chair arrangement
- **Kitchenette** will include an under counter refrigerator, small sink, and a microwave.

This concludes the objectives as I understand them.

Sincerely,

Julie McCullough Conley
Vice President

PM/gsr

# PHASE TWO: CONCEPTUAL SKETCH

## Why create a conceptual sketch?

Once the objectives have been finalized, we will be ready to begin the conceptual sketch. In this phase the principal designer lays out an initial floor plan and draws an exterior illustration of your house. He will work from the objectives to develop a preliminary design that meets your needs and incorporates the special features you want — the features that make your home truly unique.

The goal of the conceptual sketch is to serve as the first draft of the design to verify the layout of the rooms and the exterior "look" of the house before committing to a complete set of plans. The conceptual sketch is **not** suitable for construction; construction-worthy drawings are not prepared until after the conceptual sketch is finalized. However, the finished conceptual sketch will be darkened and lettered neatly so that it can be used to get preliminary cost estimates from builders (this time with a plan in hand) and to secure financing.

## What's included in the conceptual sketch?

Most conceptual sketches include a floor plan of the main floor, a floor plan of the upper floor if there is one, and an artistic rendering of the front of your new home (these renderings are typically called an "elevation"). Floor plans show the layout of the rooms on each floor and the placement of windows, major appliances, et cetera. The elevation is usually a head-on view of the front of the house. Depending on the size of the house, the sketch may be on 24"x36" or 30"x42" paper and is usually made at the scale of 1/8"=1'-0". On some jobs it may be necessary to create a site plan. The site plan details how the home is to be placed on the lot with regard to contours, trees, easements, and set-back lines.

While consideration must be given to numerous structural factors at this stage of the design, there will be no construction annotation or dimensions on the conceptual sketch.

## How much does the conceptual sketch cost?

Included with the objectives letter will be a quote for the cost of generating a conceptual sketch based on the objectives. Of course, if there are revisions to the objectives, it may be necessary to modify the quote. An example quote can be found on page 16.

## Revisions to the Conceptual Sketch

We strive to make the conceptual sketch match the objectives as closely as possible, and we try to draw the exterior style in a manner that we believe matches your expectations. Much of the time we get it exactly right, and our clients have only minor changes to the conceptual sketch. Other times they may decide to make more significant changes to the design — either due to a greater awareness of what they want or due to the need to bring the estimated construction cost down after receiving an updated estimate from the builder. In any case, revisions to the conceptual sketch will be billed at our standard hourly rate.

When there are a considerable number of revisions, or when a client's conception of the home is an "evolving process," we may invite him/her to join the principal designer at the drawing board to guide the modifications to the conceptual sketch. This interactive method of design has been very successful in guaranteeing client satisfaction.

Please note that some additional time may be spent after revisions are completed to bring the revised sketch up to presentation quality.

# *EXAMPLE QUOTE FOR CONCEPTUAL SKETCH*

*Your Name*
*Your Address*
*Your Phone*

*Your job number*
*Date of letter*

Dear _____:

The conceptual sketch for your home, as described by the objectives, will include 1/8" scale drawings of the first-level floor plan, upper level floor plan, and a front elevation. A conceptual basement plan is not included in this quote, but it can be created at our hourly rate once we have finalized the footprint of the house. The quote includes a preliminary site plan, but you will need to provide a site situation survey.

The conceptual sketch, based on the objectives, will cost $_____.

All reimbursable expenses, including prints and shipping, are not included in the quote. Revisions to the conceptual sketch will be billed at our hourly rate.

If this arrangement is suitable, or if you have any modifications to the objectives, please contact me and we will proceed.

Sincerely,

Julie McCullough Conley
Vice President

PM/gsr

# PHASE THREE: CONSTRUCTION DRAWINGS

## What are the construction drawings?

When you have decided that the style and layout of the conceptual sketch is exactly the way you want it and you have assured yourself that the cost of construction meets your budget, we will be ready to proceed to the final stage of the design process: the construction drawings.

The construction drawings can be summed up as the "nuts-and-bolts" plans for the home. While the conceptual sketch was sufficient to help you visualize the layout of the rooms and to show basically how the house will look, more detailed plans are required to demonstrate how the house is to be put together and how complicated architectural features are to be built.

## Why are they important?

Detailed plans remove the guesswork contractors would otherwise have in deciding bearing loads and other structural details about your home and can effectively expedite the construction process by reducing the risk of costly errors. If you have not decided on a specific contractor already, you will find that a good set of plans also helps maintain uniformity when you collect bids. For example, one contractor may estimate only one drainage tile with only six inches of gravel fill around the perimeter of the basement, while a more prudent contractor may have two tiles — exterior *and* interior — and gravel backfill to within two feet of grade. The first contractor would have the lower bid, but only by compromising the adequacy of foundation drainage. Beware of contractors' cutting corners to save cost! The closer to "apples-to-apples" you can get your bids to be, the more likely it is that the finished product will meet your expectations and be within budget. Construction drawings are an essential part of achieving these goals.

Few people go into any major investment without substantial forethought and planning. Think of the construction drawings as *your* instructions to the contractor. Without detailed plans, contractors and subcontractors will have a free hand in setting the level of quality in construction. Construction drawings help guarantee the soundness of your home by providing a good way of conveying your expectations to the contractor. Of course, we cannot specify every minute detail. We do not dictate that there are to be four nails put in every seat joint or that the subfloor is to be glued to the floor joists; such things a reasonable contractor knows anyway and are not unique to your home. The plans, however, will help ensure the adequate sizing of beams, the proper placement of headers and flitch plates, the correct choice of framing members, and the like. Construction drawings are an important part of the contract documents between you and your contractor, setting a guideline for the contractor and his subcontractors to follow.

## What is included in a set of construction drawings?

The exact composition of a set of construction drawings varies according to the complexity and architectural sophistication of the home, and according to the client's preference. The finished plan will generally include detailed floor plans, a foundation plan, a roof plan, and numerous elevations, framing sections, and specialized construction details. Each of these most-common types of drawings is discussed in more detail below.

The **detailed floor plans** elaborate on the floor plans of the conceptual sketch usually at a larger scale (1/4" = 1'- 0"). These floor plans will add accurate dimensioning, door/window specifications, and other general construction annotations as needed. Wood and steel structural support requirements will be calculated and marked.

A **foundation plan** illustrates how the weight of the house will be distributed to solid ground below, how footings are to be laid out, and where steel beams will rest. A carefully laid out and dimensioned foundation plan is particularly important to the concrete and masonry subcontractor because an error at such an early stage of construction, if not caught till later, could result in serious problems having far-reaching effects on the remainder of the structure. (NOTE: It is assumed that the lot on which the house will be built has a 2,000 lb. per sq. ft. soil bearing capacity unless we are provided with a soil test report, or you instruct otherwise.)

The construction drawings will often include several **detailed elevations** and, if there are numerous roof lines, a **roof plan**. Elevations are used by contractors to determine window placement, exterior veneers, excavation of the lot up to the foundation walls, and special stylistic features such as brick arches, transoms, cupolas, decorative trim and mouldings, brick quoins, and chimneys. The elevations and a roof plan assist in the construction and verification of the roof design, assuring roof lines come together properly.

**Framing sections** (or *cross sections* as they're often called) are like "slices" through the house. Framing sections help the contractor correctly interpret the layout and understand the internal framing requirements. Floor plans are all in "plan view" (looking down), and are mostly two dimensional. On even the simplest of houses, it is impossible for someone to understand the intent of the drawings without cross sections to show the superstructure of the home, adding the third dimension to the plans. Framing sections indicate to the contractor what kind of structural members to use in construction and illustrate the support mechanism for the roof. The number of framing sections required varies according to the complexity of the structure.

To be able to understand what is happening in complicated areas of the home and to illustrate special features, it is often necessary to prepare **construction details** that highlight these areas at a scale larger than ¼" = 1'-0". Such features will likely include fireplaces, eaves, rakes, special stairways, cupolas, bay windows, and dormers. The number of specialized construction details that are prepared vary widely from home to home.

## How much do the construction drawings cost?

When the conceptual sketch is complete, your principal designer will provide you with an exact list of the drawings and details we recommend for your home. The list will represent the minimum set of drawings that we feel are necessary for the expeditious and quality construction of your home. Our goal in preparing the list is to cover the most critical structural aspects of the home and the most complicated architectural features (e.g., fireplaces, circular staircases). Often clients will ask for more drawings so that they can be sure other architectural features of the home are built exactly to their expectations; these additional drawings might include interior wall elevations, closet details, and artistic perspective renderings. Some of the largest designs may also require mechanical plans (plumbing, electrical, HVAC) or specially engineered structural plans.

Each drawing on the list will be accompanied by a quote for the number of hours we expect the drawing to take. An example of such a list can be found on pages 21-22. By multiplying our Principal Designer hourly rate by the total number of hours, you will be able to derive a solid price for the full set of plans.

# EXAMPLE QUOTE FOR CONSTUCTION DRAWINGS

*Your Name*
*Your Address*
*Your Phone*

*Your job number*
*Date of letter*

Dear _____:

With the conceptual sketch now finished, we can move on to the Construction Drawings. Below you will find a list of the drawings and details which we feel are necessary for the expeditious and quality construction of your new home. The breakdown is provided in order for you to clearly understand what we will be drafting and how much it will cost. I would strongly recommend that the list be considered the minimum needed to have a thorough and cohesive set of construction-worthy plans. We will happily provide any additional drawings or details you might request. As a reminder of the meaning of some of the drawings, you may wish to refer to the introduction packet you were sent when we started work on the project.

All hours quoted below will be billed at our standard hourly rate unless otherwise noted. All reimbursable expenses, including prints and shipping, are not included in the quote. Revisions to the conceptual sketch will be billed at our hourly rate.

## QUOTE ( hourly rate):

**(1)** Enlarge main level floor plan to ¼" = 1'-0" scale --- 2 hours
**(2)** Enlarge second level floor plan to ¼" = 1'-0" scale --- 2 hours
**(3)** Rough stakeout of house on lot to insure proper placement and to make sure grade heights meet your approval:
(A) Prepare stakeout plan with preliminary plot --- 3 hours
(B) Travel time for principal designer and draftsman will be billed at hourly rate.
(C) Stakeout time for principal designer and draftsman will be billed at hourly rate.
**(4)** Plot plan for securing building permit (horizontal control only; not a site drainage plan) --- 4 hours
**(5)** Foundation plan layout with dimensioning and annotation --- 5 hours
(soil bearing capacity assumed to be 2,000 lbs./sq.ft.)
**(6)** First level floor plan; fully dimensioned, including door/window sizes and annotation --- 6.5 hours
**(7)** Second level floor plan; fully dimensioned, including door/window sizes and annotation --- 6.5 hours
**(8)** Roof plan with annotation; run load paths --- 5 hours
**(9)** Exterior front elevation (north) at ¼" scale, including exterior vertical dimensions --- 8 hours
**(10)** Back elevation (south) at ¼" scale --- 7 hours
**(11)** Left side elevation (east) at ¼" scale --- 5 hours
**(12)** Right side elevation (west) at ¼" scale --- 7 hours
**(13)** Framing section through turret in study --- 4 hours
**(14)** Framing section through study, master walk-in closet, and master bath; including relevant eave details --- 3 hours
**(15)** Framing section through living room and entry foyer; including relevant eave details --- 4.5 hours

**(16)** Framing section through stoop, entry foyer, family room, and screened-in porch; including relevant eave and floor framing details --- 6 hours
**(17)** Framing section through dining room and kitchen; including relevant eave details --- 5 hours
**(18)** Framing section through breakfast room --- 1.5 hours
**(19)** Framing section through laundry room, service entry, bath, and kitchen; including relevant eave details --- 4 hours
**(20)** Framing section through garage; including relevant eave and floor framing details --- 2.5 hours
**(21)** Bedroom #2 box bay detail at 1" = 1'-0" scale --- 3.5 hours
**(22)** Bedroom #4 (guest bedroom) box bay detail at 1" = 1'-0" scale --- 4.5 hours
**(23)** Service entry stairway detail at ½" = 1'-0" scale --- 3 hours
**(24)** Entry foyer stairway detail at ½" = 1'-0" scale --- 4.5 hours
**(25)** Conceptual elevation of family room fireplace at ½" = 1'-0" scale --- 4 hours
**(26)** Conceptual elevation of living room fireplace at ½" = 1'-0" scale --- 3.5 hours
**(27)** Conceptual elevation of master bedroom fireplace at ½" = 1'-0" scale --- 3.5 hours
**(28)** Family room fireplace details, sections, and mantel details at ½" = 1'-0" scale --- 5 hours
**(29)** Living room fireplace details at ½" = 1'-0" scale --- 3 hours
**(30)** Master bedroom fireplace details at ½" = 1'-0" scale --- 3 hours

NOTES:

- I do not anticipate the need for a structural consultant (professional engineer) at this time. As we discussed, if the need for one should arise, his services will be charged on a cost-plus basis.
- If time allows, and at your direction, we will try to dedicate time to creating 3D interior views in areas where they would be helpful to you, your contractor, and the interior designer. This work will be done on an hourly basis and is not included in the quote.

If this quote is suitable, please give me a call and we will proceed.

Sincerely,

Julie McCullough Conley
Vice President

PM/gsr

# RATE & FEE SCHEDULE

***Total architectural fees are, typically, about 1% of the total construction cost of the new home.***

## Hourly Rates

Principal Designer
*$115.00 per hour*

## Prints

Bond (24"x36")
*$2.50 per sheet*

Bond (30"x42")
*$3.00 per sheet*

Bond (11"x17")

*$1.00 per sheet*

Vellum
*$4.50 per sheet*

## Miscellaneous Fees

Initial Meeting and Objectives Letter
*$600.00*

Shipping and Freight
*Cost + 10%*

Subcontract Design Work
*Subcontractor's Fee + 10%*

Reimbursable Travel Expenses
(outside of Evansville area)
*Cost + 10%*

## Reproductions of Original Tracings

The original tracings and/or computer files of your design are the property of H. G. McCullough Designers, Inc. For you to have a hard copy of your plans, we will need to make prints (reproductions) of the original tracings. We offer two media on which we can deliver prints: bond and vellum. Bond prints (or "black print on white background"). Vellum prints are made using a photo-electrostatic process much like a standard copier machine. Bond prints are much less expensive than vellum and are typically used for draft prints and for distribution to contractors. Vellum is usually only used for our internal purposes, or if you want a set of prints that can be reproduced elsewhere.

The cost of reproducing plans sheets is never included in the cost of quotes. Sometimes we need to make reproductions for our own internal use in creating your drawings; the cost of these internal prints is additional (although this never amounts to a significant expense). It is also our policy to honor requests for prints made by your contractors and materials suppliers (when we know who they are) on your behalf.

## Travel Expenses

On projects farther than 30 miles from Evansville, the travel time for our employees will be charged at the standard hourly rate. There is no separate mileage fee for travel by car (outside of the hourly rate). Any other reimbursable expenses for trips (such as lodging and airfare) will be charged on a cost-plus basis.

## Subcontract of Design Work

On very large jobs we will sometimes subcontract other firms to do specialized design work for the construction drawings, especially with regard to special structural or mechanical requirements. The fee charged by these subcontractors will be passed on to you on a cost-plus basis.