February 2, 2012

Mr. Steve Ourecky
404 West 3rd Street
Wilber, NE 68465

Re: Fee Proposal for additions to your home

Dear Mr. Ourecky,

Thank you for the opportunity to submit this proposal to you. My staff architect, Marc, has informed me of the details for your wish to create some additions to your home in Wilber. We propose to provide you with some basic floor plans, elevations, and structural calculations so you can obtain a building permit(s). The drawings will not be a full set of construction documents and specifications as would be required for a commercial structure.

If you have a certified site survey we will need to obtain a copy of it for accurately locating any additions within your property lines and setbacks. If you do not have a survey we do know of some companies in Lincoln that can provide surveying services.

On the following page Marc has included a detailed breakdown of our fees showing an estimate of the hours that will be required for each task. The fee is a "not to exceed" number meaning that if we complete our tasks in less time than the estimate you will not have to pay the full cost of the estimate.

**BASIC SERVICES:**

**Field Measurement:** **$1,240**
8 hrs Staff Architect, 8 hrs Intern Architect (includes travel time)

**Creating As-Built Drawings:** **$2,850**
10 hrs Staff Architect, 30 hrs Intern Architect

**Schematic Design:** **$2,290**
24 hrs Staff Architect, 1 hr Principal Architect

**Meetings:** **$810**
3 @ 3 hrs each, Staff Architect (subtract 1.5 hrs for each meeting if held in Lincoln)

**Structural Engineering:** **$1,510**
6 hrs Professional Engineer, 20 hrs Technician II

## Fee Not To Exceed: $8,700

Reimbursable expenses such as mileage, printing, and communications/postage will be billed in addition to the above fee. Mileage is billed at the rate established by the IRS. Other out of pocket expenses will be included at 1.2 times the actual cost.

**ADDITIONAL SERVICES:**

**Mechanical, Electrical, Plumbing Engineering:** **N/A**
Not provided

**Code Review/Zoning:** **At Hourly Rates**
Not in fee, will be done at hourly rates

**Construction Administration:** **At Hourly Rates**
On call at hourly rates

**Building Permit:** **By Others**
Obtained by the Contractor

As noted above we have not included time for code review or zoning. With the setback situation on your lot we anticipate working with the City of Wilber to determine just what will be allowed to be built. This may be as simple as a few phone calls or may take several meetings with the City Council if a formal variance needs to be approved. With such uncertainties in the amount of time this will require, we will be happy to assist you as needed on an hourly basis when performing code services.

After the drawings have been completed, and construction has begun we will be involved as much or little as you need to answer any questions that arise. This like the code review will be provided on an hourly basis. If you have any questions, or would like more information from Berggren Architects, please feel free to contact Marc or me at (402) 475-0597, or our email addresses are mz@berggrenarchitects.com and jb@berggrenarchitects.com. Otherwise, if you find our proposal acceptable, please print this proposal, sign where indicated below and we will begin immediately.

We look forward to the opportunity to work with you on your historic home.

Sincerely,

Jerry L. Berggren, AIA

Enclosures – 2012 Hourly Billing Rates

I agree to the terms of this agreement listed above.

Signature: _____ Date: _____