



REQUEST FOR PROPOSAL – ARCHITECTURAL SERVICES

PROJECT: <i>(Name and Address)</i>	ARCHITECT: <i>(Name and Address)</i>
OWNER: <i>(Name and Address)</i>	ATTENTION: <i>(In Architect's Office)</i>
CONSTRUCTION MANAGER: <i>(Name and Address)</i>	DATE REQUESTED

Please provide a fee for construction drawings for the following:

- | | |
|---|---|
| <input type="checkbox"/> _____ Unit Apartment Complex
<input type="checkbox"/> _____ Buildings
<input type="checkbox"/> _____ Clubhouse
<input type="checkbox"/> _____ Other _____ | <input type="checkbox"/> _____ Pool Cabana
<input type="checkbox"/> _____ Garages
<input type="checkbox"/> _____ Carports
<input type="checkbox"/> _____ Other _____ |
|---|---|

Project Specifications:

Checklist of Documents Attached:

- | | |
|---|--|
| <input type="checkbox"/> Legal Description
<input type="checkbox"/> Aerial Photographs
<input type="checkbox"/> Topographical Map (with existing trees)
<input type="checkbox"/> Surrounding Area Photos
<input type="checkbox"/> Survey
<input type="checkbox"/> Zoning Ordinance
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Building Code
<input type="checkbox"/> Deed Restrictions
<input type="checkbox"/> Governmental Restrictions
<input type="checkbox"/> Utility Constraints
<input type="checkbox"/> Soil Engineering Reports
<input type="checkbox"/> Circulation, Traffic Reports
<input type="checkbox"/> Other _____ |
|---|--|

Architect agrees to provide the services described above for the following fee: \$ _____.

Comments:

Please provide your proposal to _____ at the address indicated above by _____ or fax it to _____.

If you have any questions, please call _____ at _____.

SIGNATURE

DATE