



LANSING'S PREMIER DESIGN/BUILD REMODELER SINCE 1924

RL RIDER REMODELING PROJECT DEVELOPMENT PROCESS

Client: _____ Date: _____

Project Address: _____

The undersigned agrees to retain the services of **RL Rider Remodeling** to prepare preliminary plans and specifications for proposed remodeling for his/her property located at the above address.

Proposed Scope of Work: _____

Target Budget Range: _____

This Project Development Retainer Agreement includes the following three meetings and the deliverables as outlined in each section's description.

Meeting #1 – Gathering Information & First Steps

- Measure the existing areas to be affected by the new project and sketch a rough site map.
- Gather information about the proposed project by conducting interview with Owner.
- Collect images from magazines or the internet, specifications for equipment or fixtures to be incorporated, sketches, and any other types of images or documentation from the Owner that helps detail their vision for the project.
- Develop a design concept based on the target budget and all information gathered from the initial meeting.

Meeting #2 – Presentation & Revision

- Create rough sketches and then drawings using computer aided drafting (CAD) software to include floor plans, exterior views, interior overviews, interior "picture views," and any other applicable images as needed to express and confirm design concept with Owner.
- Provide a preliminary budget range based on the current design presented.
- Listen to and note all Owner feedback, comments, and desired revisions to the first design.
- Confirm or further establish details, product specifications, and allowances as needed to generate a written proposal with in-depth specs for the project.

Meeting #3 – Final Design & Approval

- Present final concept plans, drawings, and views reflecting Owner comments and revisions
- Deliver a detailed written proposal based on the design and specifications. This will include finalized allowances, specs, project timeline, and scheduling considerations.
- Upon approval of Owner, plans will be readied for permit and made construction-ready by an architectural firm based on the final, fixed price estimate provided by **RL Rider Remodeling**. (Cost to complete plans for permit approval is included in the total project cost.)

The Project Development Retainer fee is 2% of the high end of the Target Budget Range listed above: \$ _____

The Retainer fee is hereby acknowledged as received for the sum of \$ _____ on _____

Additional Terms of Agreement

Should **RL Rider Remodeling** be authorized by the Owner to complete all or a substantial portion of the proposed project at Meeting #3, the Retainer Fee for preparing preliminary plans, specifications, and cost estimates shall be credited in full against the final cost of the project. **However, there will be no credit for the Retainer Fee if the project is not accepted at Meeting #3.**

It is further agreed that all plans and specifications shall be for the exclusive use of, and will remain the sole property of, **RL Rider Remodeling** until a Construction Contract for the proposed work is signed by both parties. No plans will be given to the Owner during the design process. Owner is welcome to view all plans at Contractor’s office at a mutually agreeable time during this phase, but photos or other forms of copying are strictly prohibited.

Should the scope of work or budget of the project change during this design phase, an addendum shall be written in the section provided below for the Owner’s authorization. Changes and any additional costs or credits that may or may not affect the original design or budget must be noted and approved.

The parties have executed this Retainer Agreement as of the Effective Date.

Cameron A. Smith

Cameron A. Smith, Representative
RL Rider Remodeling

Owner’s Signature

Owner’s Printed Name

Date

Date

RL Rider Remodeling is Lansing’s premier design/build remodeler. We offer the finest in craftsmanship, materials, installation, service, warranty, and scheduling for the thousands of clients we have had the privilege to serve. Our team is fully trained, licensed, insured, and ready to tackle any project you can dream up.

REMODELER CONTACT INFORMATION:
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(517) 487-3713 // WWW.RLRIDER.COM

CHANGES TO THIS DESIGN/BUILD RETAINER AGREEMENT

Use this area to identify any changes or addenda to this agreement after original acceptance. Include all modifications to the scope of work and any budget impacts anticipated.

The parties have modified this Retainer Agreement per the details above as of the Effective Date.

Cameron A. Smith

Cameron A. Smith, Representative
RL Rider Remodeling

Owner's Signature

Owner's Printed Name

Date

Date