

## Feasibility Analysis Proposal performed by **tobylongdesign**

Date:

Client Contact: (name)  
(address)

(phone)  
(email)

Site Address: (address)

(parcel number)

Thank you for the opportunity to work with you on this project. The Feasibility Analysis will include the following services, for the evaluation of a CleverHomes designed project on your site, which will be performed by **tobylongdesign**, the founder and architect of CleverHomes:

### Scope of Work

- Design study to illustrate the proposed project, and the adaptation to our origin designs. The final design will be presented in the form of a site plan, floor plans of each level, and an exterior rendering. These materials will also be used to quantify the scope of prefab and site materials, as well as estimating the labor necessary to construct the building.
- Preliminary list specifications for the home based on our systems and experiences with affordable, green and sustainable construction projects.
- Cost study for the project based on the design, including the preconstruction “soft” costs, a prefab and site materials budget, and suggested unit costs and allowances for the balance of the project.
- Regulatory investigation of the permit process and legal parameters for the construction of a new building on your property. We will report on the various entitlement requirements for obtaining permits, and the agencies and sequence for the approval of the project.
- Identification and initial correspondence with at least two suppliers of the prefab components, and site construction work, who can service the project on your property. We will work with our supplier network to align two supplier who can collaborate and bid on your project.

Our analysis will focus on project development and site and building construction costing. We may not address all issues of community approvals and other local planning/land use discretionary factors that may affect the project cost and schedule. We will not be able to design multiple iterations of the project nor the details of the project during this initial engagement. Following the Feasibility Analysis process, we will provide you with a contract for complete architectural and design services supporting each stage of the project through to the completion of the construction.

### Feasibility Analysis Fee: \$3,000 (Three thousand dollars).

Please make check payable to **tobylongdesign** and return it with a signed order form.

### Terms of Agreement

1. While we do not expect any, this Feasibility Analysis proposal does not cover potential fees for any hired consultants, engineers, attorneys, or any other third parties that you may find necessary to qualify estimated project costs and procedures. This proposal does not cover any monies for permit fees, City or County taxes, or other soft costs associated with the project. We will alert you to any likely additional costs prior to incurring these expenses, so that you can make an informed decision about incurring such costs.
2. There may be reimbursable expenses associated with this study. Reimbursable expenses can include additional reproductions, copies, blueprints, CAD plots, postage, and express mail incurred by **tobylongdesign** in production of the study and may be billed separately including a industry standard 1.15 multiplier and are not included in the fee for the study. Since we work remotely, no reimbursable travel expenses are anticipated at this time, although we would welcome a chance to visit your site. All invoices are due and payable upon receipt. Invoices past 30 days due are subject to late fees calculated at 1 ½% per month.
3. Any additional work or services shall commence only under a separate, signed work authorization approved by you.
4. As Toby Long Design shall be relying on information provided in part by you and others in order to perform the scope of work contemplated herein, we make no representations as to the accuracy or completeness of the Feasibility Analysis. All design work under this agreement will be for illustrative purposes, to which Toby Long Design retains all rights, until released from all liabilities from the Client.
5. There will be up to three scheduled conference calls/meetings with yourself and **tobylongdesign** to discuss the Feasibility Analysis content as we develop our discovery of your project. The first one will be scheduled after we have received the information we request from you to start the process. The second will present initial ideas and sketches, and the third meeting will conclude our research and presentation.
6. We do our best to uncover all relevant information, restrictions, requirements, and predictions about your project, but this study is limited in its scope, and there may be other issues related to your project which do not materialize until later in the development of the complete project.
7. As your project gathers momentum, we look forward to supporting your development efforts and providing the services and materials that we believe can help make this project a reality. We're excited to be part of your team and appreciate the chance to do business together.

### Authorization to Proceed with Feasibility Analysis

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Signed:

Date

## Feasibility Analysis Owner Information Request

Below is a list of the information useful in the preparation of the Feasibility Analysis. This information is helpful in completing the scope of work as described, but is not mandatory for the Analysis. The more information you provide to us, the better we can provide feedback to you.

1. Site characteristics - view corridors, weather exposure, and seasonal conditions
2. Assessors map
3. Site survey
4. Legal property description
5. Recorded and other use restrictions (easements, dedications)
6. Existing and required utility infrastructure(s).
7. Site photos perpendicular to each property line (usually four), and looking in each direction from the center of the building pad.
8. Description of existing conditions of site including previous uses, existing structures, and underground improvements (detailed digital photos are very useful)
9. Geotechnical/soils report
10. Information regarding any potential planning and permitting fees, or developer and school-type impact fees.
11. Grading, earthwork, site access, and/or staging constraints, seasonal moratoriums, and erosion control requirements.

We anticipate further discussions with you along the way to confirm assumptions as we formulate the project model. To the extent that this is an iterative analysis, any course corrections you can provide will improve the value of the findings.