

2 _____ : _____
 PROJECT ADDRESS: _____

1.1.2024



BIGG designs, llc

131 E. COMMERCE ST.
 LANSING, MI 48381
 248-886-4460



SERVICE LIST

- Outside consultants are typically required for most projects and require additional fees not included in the Service Agreement.
- The Client may choose to contract out-side consultants directly. If approved an additional fee will be required to coordinate plans.

PHASE/SKU	SERVICE	DESCRIPTION	
(PD) PRE-DESIGN SERVICES			
		It is the Client's responsibility to provide As-Built Plans, Existing Site Plans, or ALTA Surveys. A variety of Services may be required before starting the design of any project. If this information cannot be provided, we can recommend or offer Pre-Design Services.	
PD-SUV	SURVEYOR	All site work (including additions & ground up buildings) requires a licensed Surveyor to locate boundary lines, easements, utilities, & topography.	
PD-SOIL	SOIL TESTS	Soil Tests and Borings may be required for new foundations and site work. (Including paving, additions, & ground up buildings)	
PD-1	DIGITAL SCAN (BLK360 OR Matterport)	As-built documentation is required for use in Modeling of Existing Conditions, Schematic Design, and Construction Documents Phases. If the Client is unable to provide adequate as-built documentation, we will require a digital scan of the building or site for visual documentation. We recommend demolition be completed prior to scanning. We will not open walls or demolish existing buildings or sites. Accuracy cannot be guaranteed. We do not hand measure existing conditions. A Point cloud Scan does not replace a Site Survey as it cannot identify Legal Boundaries and Easements.	
	POINT CLOUD	Download and process scan	MIN. \$150.00
PD-2	MODEL (E)CONDITIONS	Client provided documents, measurements, as-builts or information found in Digital Scan Phase will be used to model the existing conditions for use in Schematic Design Construction Documents Phases.	HOURLY
PD-3	PROGRAMMING	The Client is required to provide a Program for use in the Schematic Design Phase, including all room sizes, building sizes, adjacencies, and specific requirements. If the Client cannot provide a program, we can develop one for the Project.	BY CLIENT
(SD) SCHEMATIC DESIGN SERVICES			
		We will use your provided Scope or Work and Program to bring your vision to life.	
SD	SCHEMATIC DESIGN	The information provided in the Pre-Design Phases will be used to create the First Schematic Design.	HOURLY
SD-REV	SD REVISIONS	The Schematic Design Phase is likely to require an unpredictable number of iterations to meet the Client's approval. Each Design Revision to the initial Schematic Design will require additional fees as needed.	HOURLY
SD-REN	RENDERING	A 3-D view of the Project for presentational purposes may be required by the Client. Local Authority or Approval purposes. To produce a colored rendering, design decisions and information in the Schematic Design, Construction Documents and Interior Design Phase may be required.	HOURLY MIN. \$950.00
SD-INT	INTERIOR DESIGN	Generic Finishes will be specified unless provided by CLIENT. 1. Mood Board 2. Select Finishes 3. Source/Specify Finishes	HOURLY MIN. \$950.00
(CD) CONSTRUCTION DOCUMENT SERVICES			
		Most local codes and ordinances require Architectural Plans along with Engineer plans to be submitted & approved prior to the start of any construction. These plans will give the local authority a chance to review your project for code compliance and provide approval of a building permit.	
CD-A	CONSTRUCTION DOCUMENTS(Architectural)	Architectural Construction Drawings will be based on the approved SD. Fee may be adjusted if Approved SD differs than the Originally Approved Scope of Work.	HOURLY
CD-MEP	CONSTRUCTION DOCUMENTS (Basic MEP)	Schematic MEP drawings will be based on approved SD & CD-A Phases. This Phase does not replace Engineer if required. Non-engineered or limited MEP plans of the Electrical, HVAC, Plumbing fixtures & locations may be used for Bidding or coordination purposes.	HOURLY
(CE) CONSULTING ENGINEER SERVICES			
CE-C	CIVIL ENGINEER	May be required for any site changes, including additions, ground up buildings, grading, utility relocation, or new pavement.	BY OWNER
CE-L	LANDSCAPE ARCHITECT	May be required for a new or major site change and may be required by local municipality	COST+25%
CE-M	MECHANICAL ENGINEER	May be required for New HVAC/Plumbing Installations. May not be required for minor renovations or interior tenant build outs.	COST+25%
CE-E	ELECTRICAL ENGINEER	May be required for Projects over 400 amps, 22,000AIC, New Services, extensive equipment installations, or as requested by Local Authority.	COST+25%
CE-S	STRUCTURAL ENGINEER	Required for ANY structural modifications	COST+25%
CE-FFE	FURNITURE, FIXTURES, & EQUIPMENT CONSULTANT	May be required for specialty equipment selection (i.e., Food Service Equipment Designer). The Client is required to provide Equipment Manufacturer/Models and Specifications for ALL equipment prior to start of the CD Phase.	COST+25%
CE-NRG	ENERGY CONSULTANT	May be required by local jurisdictions. (i.e., COM check or Manual J, California Title 24)	COST+25%
CE-ADA	ADA CONSULTANT	May be required by local jurisdictions. (i.e., Independent ADA consultants, TDLR/Texas)	COST+25%
CE-SPEC	SPECIFICATIONS BOOK	May be required on large Projects. We will sub-contract Spec writer.	COST+25%
CE-LTG	LIGHTING PHOTOMETRICS	May be required by local jurisdictions for verification of minimum light levels or special lighting demands.	COST+25%
(PER) PERMITTING SERVICES			
		The Client is responsible for completing Permit Applications and paying any associated fees to the local authorities; however, we may assist the Client with approvals if they need assistance.	
PER-SPA	SITE PLAN, SPECIAL LAND USE, ZBA APPROVAL	May be required by local jurisdiction. This may Include Site Plan (SPA), Special Land Use (SLU) and Zoning (ZBA) Approval(s) for Exterior/Site work.	HOURLY MIN. \$950.00
PER-MTG	MUNICIPAL MEETING	The Client may be required to attend Municipal meetings as required for Local Approval. We may attend with the Client if they need assistance.	
PER	PERMITTING	Upon request only, we will assist the Client in connection with the Client's responsibility for filing documents (i.e., permit applications & submittals) required for approval of the to the authority having jurisdiction (AHJ). Communications with the AHJ will be subject to additional fees in accordance with the Service Agreement and Terms and Conditions. This is not a permit expediting service; however, we recommend the Client contract a Plan Expeditor. It is recommended that a G.C. submit for Building Permits as local authorities may require approval of the G.C.	
PER-FEE	PERMIT FEES	Permit fees are always the Client's or Landowner's responsibility.	COST+25%
(CA) CONSTRUCTION ADMINISTRATION			
		Services are not over after you receive the Building Permit.	
CA-BID	BIDDING	Upon request only, the Project may be bid to a min. (3) General Contractors and compare bids. Selection of the General Contractor is the responsibility of the Client.	HOURLY MIN. \$950.00
CA	CONSTRUCTION ADMIN	All work after receipt of the Building Permit will be invoiced during this Phase. All Requests for Information (RFI's) must be submitted electronically via email. We will only respond to RFI requests via email from the Client or General Contractor. (no tradesman or verbal responses are permitted)	HOURLY
CA-SHOP	SHOP DWG REVIEW	Shop drawing review and approvals are included in this phase. Shop drawings must be provided electronically.	HOURLY
CA-AB	AS-BUILT PLANS	The Local Authority or Landlord may require As-Built Plans. Upon request, the Client and/or the General Contractor shall provide 'RED LINED' plans documenting all field revisions during construction for us to make Final As-Built Plans.	HOURLY
CA-EST	ESTIMATING	Currently, we do NOT offer Estimating Services. Due to major market fluctuations, it will be hard to predict the cost of a project from Design to Permitting. It is recommended the Client retain an Estimating Service, Construction Manager or General Contractor early in the SD or CD phase to assist in project budgeting. Plan revisions to reduce project cost will be invoiced at Hourly Rates unless lump sum fee is agreed to prior to revisions.	COST+25%
REPRODUCTIONS AND REIMBURSABLES			
RP-LTR	LETTER/ TABLOID	Electronic Plans may be provided as PDF for the Client's use to print.	Per Sheet \$1.00
RP-D	C OR D OR SCANNING	MIN. \$75.00 ORDER FOR PICK UP MAY APPLY	\$5.00
RE-SH	SHIPPING	UPS Shipment or Hand delivery to location (within 40 Miles).	\$125.00
RE-MI	MILEAGE	Per Mile	IRS Standard
RE-TR	TRAVEL	All travel expenses shall be reimbursed as required	COST+25%