

\$ Budgeted	\$ Billed to Date	\$ Paid to Date	\$ Due

Deposit Paid	Deposit Due

Phase I: Project Programming and Research	\$ Budgeted	\$ Billed to Date	% Billed to Date	\$ Paid to Date	\$ Due
Pre-Design					
City Planning Research and Permit Schedule Report					
Architect/Client Meetings and Correspondence					
Create and Review Initial Budget					
Printing and Document Fees					
Other					
Custom					
Reimbursement					

Phase II: Architectural Schematic Design	\$ Budgeted	\$ Billed to Date	% Billed to Date	\$ Paid to Date	\$ Due
Initial Design					
Additional Code Research (Building/Engineering/Soils Requirements)					
As-Built Drawings and Site Assessment: Slope, Access					
Coordination of Surveyor by Architect					
Surveyor					
Jumpstart Architectural Schemes A1, A2, and A3					
Verification with City Planning - In Person Meeting with Architect and City Planner					
Schematic Designs B and C					
Additional Architectural Schemes (Add Service Required)					
Site Plan					
3-D Massing Model					
General Contractor - Design and Schematic Budget Review					
Architect Discussion - Budget Review and Agreement					
Creation and Submittal of Planning Review Documents					
City Fee: Planning Permit Fees					
Printing and Document Fees					
Architect/Client Meetings and Correspondence					
Other					
Custom					
Reimbursement					

Phase III: Design Development and Details	\$ Budgeted	\$ Billed to Date	% Billed to Date	\$ Paid to Date	\$ Due
Feature and Detail Selections					
Structural, Mechanical, Plumbing, Heating, Cooling and Electrical Systems Integration					
Furniture, Fixures and Equipment Recommendations					
Printing and Document Fees					
Architect/Client Meetings and Correspondence					

Other					
Custom					
Reimbursement					

Phase IV: Construction Documents and Building Permits	\$ Budgeted	\$ Billed to Date	% Billed to Date	\$ Paid to Date	\$ Due
Reports and Documentation					
Construction Documents					
Civil Engineering					
Structural Engineering					
Professional Consultant Coordination					
Arborist Report					
Hydrology and Drainage Report					
Recycling Waste Diversion Plan					
Energy Efficiency Report					
Green Consultant and HERS Rating					
Hazardous Materials Report					
Geotechnical Engineering / Soils Report					
Sewer Lateral Inspection					
Responses to City's Plan Check Comments and Submittals					
Plan Check Services					
Printing and Document Fees					
Architect/Client Meetings and Correspondence					
City Building Permit Fees and Impact Fees					
Completion and Submittal of Building Permits					
City Fees: Building Permit Plan Check Fee					
City Fee: Building Permits					
City Fee: Mechanical, Electrical, and Plumbing Permits					
City and County Impact Fees					
Sewer or Public Works Fee					
School Fee					
Fire Department Plan Check					
Water Fee					
Other Fees					
Custom					
Custom					
Reimbursement					

Phase V: Construction	\$ Budgeted	\$ Billed to Date	% Billed to Date	\$ Paid to Date	\$ Due
Design Proposal Estimate					
Architectural Construction Administration					
Construction Administration					
Solicit, Review and Present Bids					
Negotiation and Acceptance of Construction Agreement					
Project Coordination					
Progress Inspections and Site Visits					
Requests For Information (RFIs) and Clarifications					
Change Order Tracking Including Approval/Denial					
Construction Progress Assessments & Reporting					
Invoicing and Payment Administration					
3rd Party Special Engineering Inspections (As Required)					
Pickups and Deliveries					
Printing and Document Fees					

Prime Contractor Supervision					
Contractor Mobilization and Set Up					
Mobilization					
Project Management					
Foreman, onsite supervision					
Sanitary Facilities					
Temporary Fencing and Security Barriers					
Temporary Tree and Plant Protection					
Progress Cleaning					
Final Cleaning					
Hazardous Material Assessment					
Demolition and Structure Moving					
Hazardous Material Remediation					
Site Work and Earthwork					
Earthwork					
Site Clearing					
Selective Tree and Shrub Removal					
Excavation and Fill					
Trenching					
Slope Protection					
Planting					
Sub drainage					
Electrical Utilities					
Solid Waste Collection, Transfer, and Hauling Equipment					
Prime Contractor Supervision					
Foundation and Concrete					
Foundation					
Thermal and Moisture Protection of Foundation					
Site Concrete					
Sidewalk work					
Patio					
Retaining Walls					
Driveway					
Prime Contractor Supervision					
Framing and Carpentry					
Rough Carpentry					
Hardware and Framing Material					
Entry Roof or Trellis					
Rough Ladder or Stair Framing					
Finish Carpentry					
Exterior Window and Door Trim					
Wood Door and Window Casings					
Specialty Ladders, Finish Stairs and Railings					
Wood Stops, Stools, and Sills					
Wood Base and Shoe Moldings					
Wood Fasciae and Soffits					
Interior trim					
Fasteners					
Prime Contractor Supervision					
Insulation and Moisture Protection					
Thermal Insulation					
Damp proofing and Waterproofing					
Waterproofing of Shower/Bath					
Weather Barriers					

Roof Shingles, Shakes, Metal					
Siding					
Sheet Metal Flashings					
Misc. Flashings					
Manufactured Gutters and Downspouts					
Fire and Smoke Protection					
Prime Contractor Supervision					
Windows and Doors					
Interior Doors - Doors					
Interior Doors - Hardware					
Interior Doors - Install Doors					
Interior Doors - Install Hardware					
Exterior Doors - Doors					
Exterior Doors - Hardware					
Exterior Doors - Install Doors					
Exterior Doors - Install Hardware					
Windows					
Roof Windows, Skylights and SunTunnels					
Window Hardware					
Window Flashings					
Installation of Windows					
Garage Door					
Prime Contractor Supervision					
Finishes					
Drywall					
Flooring					
Exterior Painting					
Interior Painting					
Staining and Transparent Finishing					
Schedules for Storage Specialties					
Toilet, Bath, and Laundry Accessories					
Tub and Shower Doors					
Mirrors					
Closet and Utility Shelving					
Kitchen Cabinets					
Bath Cabinets					
Other Cabinets					
Cabinet and Drawer Hardware					
Cabinet Installation					
Countertops					
Tile Installation					
Tile Wall Materials					
Tile Trim Materials					
Tile Base Materials					
Tile Floor Materials					
Tile Nooks and ledges for shampoo, soap etc..					
Tile Trim					
Tile Grout					
Tile Sealer					
Prime Contractor Supervision					
Plumbing					
Plumbing: All Rough and Finish Work					
Water Connection to Main Home					
Gas Connection to Main Home					

Sanitary Sewer Pump					
Sanitary Sewer Lateral Replacement					
Sanitary Sewer					
Plumbing Equipment					
Water Heaters					
Lavatories					
Sinks					
Bathtubs					
Showers					
Faucets, Supplies, and Trim					
Fire Sprinklers					
Prime Contractor Supervision					
Heating, Ventilation, and Air Conditioning					
HVAC - Flashing					
HVAC - Ducting					
Ventilation Hoods					
Vents					
Fireplaces and Stoves					
Heaters					
Radiant Heating Units					
Energy Recovery Unit					
Prime Contractor Supervision					
Electrical					
Electrical - All Electrical Hardware and Installation					
Interior Lights					
Lighting Details					
Exterior Lighting					
Smoke Detection Sensors					
Oven/Stovetop					
Refrigerator					
Washer/Dryer					
Prime Contractor Supervision					
Overhead and Profit					
Overhead and Profit					
Other					
Custom					
Reimbursement					

Phase V: Home Improvements and Site Improvements	\$ Budgeted	\$ Billed to Date	% Billed to Date	\$ Paid to Date	\$ Due
Additional Work					
Water line					
Gas line					
Electrical Service					
Foundation					
Electrical service upgrade					
Other					

Phase V: Post Construction	\$ Budgeted	\$ Billed to Date	% Billed to Date	\$ Paid to Date	\$ Due
Additional Work					
Landscaping					
Patios					
Drainage					
Grey water					

Other					
Project Summary and Final Invoice					
Grand Opening Party					