

Proposal Overview

Client: _____

Project Address / APN: _____

Builder: _____

Date: _____

Prepared by: TEF Design (Tom Frank, NCARB #884626)

Scope of Work

Our plan package provides the following components to ensure compliance with local building standards and clarity throughout the plan process:

- Cover sheet
- Exterior elevations
- Detailed floor plan & architectural features
- MEP (Mechanical, Electrical, Plumbing) layout — **rough drawings only** in accordance with Arizona state law and building codes enforced by Mohave County, City of Kingman, Lake Havasu City, and Bullhead City.
- Non-engineered structural drawings (approx. last three sheets)
- **Deliverable:** Digital (PDF). A 24"×36" printed set can be delivered at a rate of **\$4.00** per page (standard set is 8 Pages for a total of \$24.00). Printed copies of the plan are not required for permitting in the City of Kingman or Mohave County permitting offices.

Note: TEF strictly prohibits the release of DWG or DXF files under any circumstances; plans are issued exclusively in PDF format.

Code Compliance

All drawings are prepared to comply with current IBC/IRC codes and local building department standards. Plans are permit- and construction-ready. Any corrections required due to discovered errors or code updates will be addressed at no additional cost.

Mechanical, Electrical, and Plumbing (MEP)

All MEP plans are **conceptual and schematic (rough drawings)** only. These are intended to illustrate general layout and design intent. For projects located within Mohave County or its municipalities (Kingman, Lake Havasu City, Bullhead City), plans will comply with local codes.

If the project is **outside of Mohave County or the State of Arizona**, TEF Design will prepare drawings in accordance with **the governing jurisdiction's local ordinances and building requirements**.

If local ordinances or building requirements necessitate extensive work outside the standard scope of services, additional fees may apply. Any such fees will be discussed and agreed upon with the client prior to signing the agreement or submitting a deposit.

Engineering

If applicable statutes or ordinances require MEP or Structural engineering, it will be the **client's responsibility to secure licensed engineering services**. TEF Design can coordinate such services for an additional **\$500 coordination fee**.

Residential Design Pricing

Design Package:

Based on the design proposal, clients are offered the following design package with the stated price and change amounts:

\$1.00 per square foot of livable space.

- Floorplan Changes: 2
- Elevation Changes: 2
- Electrical Changes: 1

Staff _____ Initial _____

Note: This pricing does not include creating multiple building designs. If a completely new design is requested or determined to be necessary, the deposit for the current plan will be retained, and a new deposit will be required before any work begins on the new design.

Site Plan: Included with full set (non-civil; suitable for permit submission).

- If a site plan is a standalone drawing, a fee of **\$200.00** will be required.
- This drawing only includes the building being placed on site. Additional buildings and other information will result in an additional charge of **\$100.00**.
- If a landscaping plan is required, this will result in an additional charge of **\$100.00**.

Staff _____ Initial _____

Client Design Windows

1. Floor Plan 2. Elevation 3. Electrical

These design windows refer to the designated period during which TEF Design will actively develop, revise, and finalize the project drawings in collaboration with the client. These periods include the Floor Plan, Elevations, and Electrical. The number of revisions is determined based on the package selected. Any requests for design changes or additional work made after the close of the design windows will result in additional fees as defined by our Change Order Policy.

Staff _____ Initial _____

Change Order Policy

After these windows have been completed, any subsequent changes will be charged a rate of **\$50.00 an hour**. If the changes require significant modifications (defined as more than 20% of the plan being altered), a **\$500.00** charge will be added to the total plan price and is due in full prior to any new changes taking effect.

Staff _____ Initial _____

If changes are requested or required after the plans have been printed, delivered, and the invoice has been paid, the applicable change order fees outlined above will apply. If substantial modifications are requested or required—defined as changes affecting more than 50% of the plan—a new design agreement will be required, along with a new deposit prior to beginning the revised design

Staff _____ Initial _____

Building department requirements that would require extensive changes to the plan will result in additional fees. Due to the unpredictable nature of these potential changes, a fee of **\$50.00 per hour**, with a minimum charge of **\$300.00**, will be applied prior to the changes being completed.

Note: Please ensure that all desired design changes are submitted within your designated design window. There is a set number of revisions, and any unused changes cannot be carried forward. Additional revisions or changes requested after the design window has closed will be subject to additional charges. To avoid extra costs, it's important to finalize all adjustments before the design phase concludes.

Staff _____ Initial _____

Optional Services

Preliminary Design (Proof-of-Concept)

- \$200 per 1,000 sq ft (livable area only).
- Includes a simple 1/4" scale floor plan (no doors, windows, or finishes; PDF only).
- This fee is credited toward the full plan set if you proceed.

Standalone Garage Design (if not part of a home plan)

- Base 2-Car Garage: **\$400 flat**
- RV Garage Option: **+ \$100**

Printing service

- All sets will be charged at a rate of **\$4.00** per page.

Staff _____ Initial _____

Construction Partnership

TEF Design is **partnered with Spruce Construction**, a **Licensed General Contractor** in the State of Arizona. This partnership allows clients to benefit from seamless collaboration between design and construction teams, ensuring:

- Accurate cost estimation and budgeting from concept through completion
 - Constructability reviews and practical feedback during the design phase
 - A streamlined transition from approved plans to active construction
- Together, TEF Design and Spruce Construction deliver well-integrated, code-compliant, and cost-effective building solutions.

Staff _____ Initial _____

General Contractor Consultation

TEF Design offers **General Contractor Consultation** services to assist clients in bridging the gap between design and construction. This includes:

- Advising on buildability, materials, and cost-saving opportunities
- Coordinating with contractors to ensure design intent aligns with construction methods
- Providing feedback during permit review or pre-construction phases
- A **separate agreement** will be drawn up for consultation services.

Staff _____ Initial _____

Permitting Services

TEF Design does **not** provide permitting services by default. Clients are responsible for submitting plans and obtaining permits from the appropriate jurisdiction. Permitting assistance and handling can be provided upon request for a **flat fee of \$1,000**, which includes preparation of forms and direct coordination with the permitting authority. This service is available to projects located in **Mohave County** only. After the plan review is complete and changes, if any, are completed, a new set of plans will be emailed in PDF format. A printed set will be done at the customer's expense.

Staff _____ Initial _____

Truss Calculations Responsibility

All truss calculations are the sole responsibility of the retained General Contractor or the Owner-Builder. If the customer requests that TEF obtain the truss calculations on their behalf, an additional fee of \$300 will be charged.

Staff _____ Initial _____

Terms

Upon acceptance of this proposal, a **50%** deposit is required on the projected under-roof square footage. The deposit is non-refundable.

Remainder based on final square footage, **due before plan release.**

A 3% surcharge applies to credit card payments. Late payments will incur a 5% monthly fee. The customer is responsible for all collection costs, including attorney fees, if applicable.

This agreement shall take effect on the date of signing and shall remain in force until the client receives the printed plans or a PDF copy of the plans, unless terminated earlier by either party. Either party may terminate this agreement for any reason by providing seven (7) days' written notice. All completed work incurred up to the effective date of termination shall be billable to the client.

Staff _____ Initial _____

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Project Details (Fill-In)

Projected Livable Sq Ft: [e.g., 2,000].	_____
Projected House Levels: [e.g., 1-story].	_____
Projected Garage Stalls: [e.g., 3-stall].	_____
Detached Structures: [e.g., RV garage, storage]	_____
Projected Porch/Patio Sq Ft: [e.g., 400]	_____
Engineering Anticipated: [Yes/No;].	_____
Printing Services Needed:	_____
[Yes/No; qty at \$4.00 per page].	

(TEF Staff Only)

Estimated Total: \$ _____
Deposit (50% to start): \$ _____
Balance (due before release): \$ _____

Signatures

TEF Design Representative

Signature: _____ Date: _____

Client Representative

Signature: _____ Date: _____

Contact

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