



**DESIGN SERVICES PROPOSAL**

**Homeowner Information**

Name:  
Address:  
City & State:  
Phone Number:  
Email:

**Builder Information**

16 Railroad Avenue  
Bedford, MA 01730  
(781) 275-3073  
tom@htrconstruction.com

**Salesperson:** Tom Fernandes  
**Construction Supervisor:** Tom Fernandes  
**Construction Supervisor License:** #CS 66850  
**Home Improvement Contractor:** #158304

**Expiration Date:** 3/24/26  
**Expiration Date:** 1/7/26

**DESIGN DELIVERABLES (Based on chosen scheme and scope)**

Facilitate Owner supplied Certified Survey with all required Zoning calculations and compliance forms to agree with the intended project in the schematic design, surveying fees not included  
Code review with the Zoning compliance and Building officials at the Town of Belmont to ensure a compliant application  
Complete the schematic, design development and permit plans. Detail drawings for the closet millwork  
Provide needed plans, elevations, sections, details and specifications required for compliance purposes  
Engineer or Architectural stamped structural plans based on approved schematic design  
Engineer's Affidavit of Completed Work  
Fire Department approved, compliant smoke alarm plan for the entire house and inspection fees  
Dumpster permit from the Board of Health included

**NOT INCLUDED**

ZBA- Existing non-conforming and special permit processing  
Variance application, meetings, approvals and admin  
Environmental Survey or other Board of Health requirements unless noted  
Historical District Approval  
Conservation District Approval

The design scope, listed deliverables and fees are based on the owner approved scope and owner supplied compliance information to date, and is subject to change. Fees do not include unforeseen conditions, or if the owners add to, substitute or modify the intended project and deliverables described. If the owners choose to go forward with HTR to design the project, the previous fee of 1,500 will be applied to the design cost.

<b>Total Design Fee (based on Deliverables and exclusions)</b>	<b>9,000</b>
Upon Agreement Payment	3,000
Payments Applied	1,500
Balance Due	1,500

**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Contractor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_