



April 29th, 2026



**Re: Architectural & Engineering Services for Niles Headquarters**

Dear Ramiel,

We are pleased you called upon our firm for the design and engineering for your project. While we design all types of projects in many styles, every client and project is unique. We follow a similar process of design through a series of five Phases of Design & Construction: Three that are completed by ECOPHI in correlation with or without a building team and Two where the building team takes over the project and ECOPHI's services can be assisted if desired at an hourly rate to assist in the construction phases. For each option listed under Fees & Retainer below, ECOPHI Architecture will use Building Information Modeling (BIM) with REVIT & Twinmotion software to deliver 3D & VR Visualization, Renderings, and Marketing materials, which are services not included in most architectural design firms. We strive to bring the most current visualization tools for your project to truly understand and portray the design. We utilize BIM to analyze the project to ensure we build the building virtually during design to reduce costly mistakes made in the field and to optimize regenerative solutions. In our experience working on projects around the world we have saved anywhere from 5-20% on project budgets and up to 90% on operational costs utilizing our BIM methodologies. We will also provide BIM Mechanical, Electrical, Plumbing Engineering services and coordinate in BIM. ECOPHI also specializes in BioClimatic Analysis, BioGeometry, Sacred Geometry, and Sustainability on all projects and includes the expertise in our **Percentage Based Services. (see fees section below)** **If you require services before we agree to the Percentage Based Services we do hourly till the project requirements are established with a retainer before work commences. We will include in our fee the necessary local professionals to ensure local jurisdiction stamps requirements are met.**

**BIM Architectural & Engineering Process:**

**1) Schematic Design (SD) – 35% of Percentage based services (4-8 weeks)**

The first phase is to gather information, including: site survey (by owner), measured drawings of the existing buildings (if applicable), collected environmental, zoning and building codes and your specific requirements for the project. Once we have, if applicable, the existing measured drawings in hand of the site and existing buildings, we begin designing for your project and provide site master planning. Schematic plans will provide you with rough plans and elevations keeping in mind zoning rules, building code rules, any neighborhood association rules, your guidelines for the project, and other critical unique elements. We will also discuss your budget for the project and keep the project to a scale appropriate to that budget based on current construction costs. A 3D BIM model is developed for massing visualization purposes during this phase. Utilizing BIM has its upfront costs as the data included into the beginning of the project is what truly makes a holistic approach to creating the most Information based model for project success.

**2) Design Development (DD) - 35% of Percentage based services (4-8 weeks)**

In this phase, once we have your agreement on the project scope and basic layout, we improve the design drawing set and prepare drawings to get a rough estimate of costs from a reliable builder. We also fine tune material choices such as windows and doors and various design details. At the end of this stage we will have basic elevations & sections of the building. A 3D model is further developed for visualization purposes and rough material quantities during this phase. During this stage we will start to create Twinmotion renderings to start visualizing the design concepts and material selection. You will have drawings and enough information to get through any neighborhood association reviews or zoning requirements at the end of this phase.

**3) Construction Documents (CD's) – 30% of Percentage based services (4-8 weeks)**

Drawings and General Specifications are prepared in the CD phase to ready the project for construction. It has been our experience in construction that both cost saving and low stress are better served by an early choice of a builder with an established business and reputation for fairness. You will also receive a clearer picture of costs from a builder who can estimate the actual material “take-offs” in comparison to our estimated budget experience based on general area estimated costs. The builder will be the expert in knowing the actual cost of the construction as it is their responsibility to build within your budget. Finally, we prefer to refine drawings with the input of the builder so that all details are better understood by all parties heading into construction. During this phase we will also include the final renderings and animations of the building design that can be utilized for marketing and visualization purposes. We reserve the right to utilize this information for our marketing purposes as well unless specifically requested by the client in writing before this proposal is signed.

**4) Bidding/Contracts – Additional hourly rate of \$188/hr (regularly \$233)**

This phase involves formalizing the construction contract, creating a timeline for construction and applying for construction permits. ECOPHI will review and approve the builders documents for accuracy and feasibility.

**5) Construction Administration – Additional hourly rate of \$188/hr (regularly \$233)**

We will remain available for detailed questions and specifications and sourcing of building components for your chosen contractor to the degree needed. Final occupancy from the building department frequently requires unusual or very specific attention especially for creative projects of any kind and we will be available to assist the contractor. We enjoy being at the construction site and helping things move along and making appropriate suggestions. Ultimately, the construction phase is the contractor’s responsibility and building permits are taken out in the name of the construction company. That said, we feel strongly about being a part of this important phase in the physical creation of your project.

**Client Revisions and Meetings**

Each design phase (SD & DD) includes up to three (3) client meetings and associated rounds of revisions in person or virtual at the discretion of the client. These are intended to gather feedback, refine the design, and reach phase approval. These can be done virtually or in person per the team's requirements. We would prefer a holistic team approach where the entire professional team of architects and engineers gather with the owner to complete a 2-3 day workshop on the project at the project location if appropriate to ensure a cohesive direction for the project is established and all parties involved get to voice their important concerns before we begin Design Development.

Any additional meetings or revisions beyond the three (3) included per phase will be considered additional services and billed at the standard hourly rate of [\$233] per hour, subject to client approval prior to proceeding.

Revisions requested after formal client approval of a design phase may also require schedule adjustments and additional coordination, which will be billed accordingly.

### **Other Mandatory Expenses:**

Travel and Accommodations: All mandatory travel expenses will be reimbursed to EcoPhi by the project owner. This includes: Round trip Business Class flight tickets, Daily allocation of food allowance at \$50

Daily allocation of hotel allowance at \$150 at a 3-star hotel or better in the region. If there is no 3-star hotel in the region available for under \$150/day then there shall be an increase of the cost as available at the time.

Please note that this will be applicable for all necessary and required professionals needed for in person visits/meetings in the project location as agreed between EcoPhi and the project owner prior to the travel arrangements.

Printing of the materials: All necessary printing of the drawing will be reimbursed to EcoPhi by the project owner.

### **Additional Services: (appendix contracts for each chosen)**

We do include full architectural drawings and 1 page plans only for engineering services (structural/mechanical/electrical/plumbing) in our Percentage Based Fee which typically is all required for most building regulatory officials. If a regulatory body requires full engineer-stamped drawings with details for any of these specific components for permit, we include that cost to you at 1 to 1.15 in our fee and additional fees for services not listed at the same rate will be billed separately such as: (Please Check any that you may want to apply so we can consult with our experts or anyone you might want to join the team to complete your project)

- Programming & Site Research: (Determining the spaces that are needed)
- BIM Engineering full drawings & 3D Modeling with Clash Detection - 3% additional fee
- Project Pitch Deck (Hourly or negotiated fixed fee) for marketing or promotional purposes
- Site Survey -Cost Per Local Survey Team negotiated
- Environmental Assessment & Traffic Studies - Cost Per Local CEP Team
- Feng Shui - negotiated with expert based on project size
- Acoustical Design - negotiated with expert based on project size
- Existing Facilities Survey & 3D Point Cloud Scan: Hourly
- Site evaluations and master planning: During Programming & Site Research - Finished during Design Development
- Landscape design: negotiated with local Landscape Architect
- Interior Design: Furniture, Fixtures, and Equipment design (FFE) - Negotiated fixed fee
- LEED (Leadership in Energy and Environment Design) consulting and associated fees: +3% or negotiated fixed fee
- Energy Modeling: +1% or negotiated fixed fee
- Historic preservation and assistance with historic tax credit applications: +2.5% or negotiated fixed fee
- Full Team Regenerative Liveability Appraisal for Ecological Developments: \$55,000 USD

If you have any questions or need clarifications, we are ready to provide any additional information. Also, if you wish to begin the project right away, a signed copy of this proposal with a letter description of your project and a check for the retainer to begin the process. We look forward to exploring your project right away.

## **Fees & Retainer:**

To begin the project right away select what option fits you best and sign below (25% (usually 50%) of Phase 1- Schematic Design for Percentage based or \$5,500 retainer for hourly services), then please send us a check or an agreed upon method of payment as a retainer in the amount of \$5,500 or 25% (usually 50%) of Schematic Design (whichever is greater) made payable to ECOPHI, LLC. We have discussed specifically for your projects to put half of the retainer into the investment right from the beginning. This means we will keep track of the investment at each invoice sent which is the total investment to date.

- Option A - Percentage Based BIM Architectural & Engineering Services - 10% rate (typical 12%, 16% for Adaptive Reuse/Remodel) \$7,200,000 Estimated Construction Budget (target 2 story 22,000 sq.ft + 11,000 basement @ \$218/sq.ft.) 10% = \$720,000 fee for full Architecture & Engineering BIM services**

For all the services described above, we will invoice you at a rate of 10% of the construction budget based on the AIA project cost data sheet recommended fees for architectural services of your project's complexity. At this time, we will estimate that your construction budget is \$7,200,000 USD, 10% of the Total Fee is \$720,000 USD. Upon your acceptance of the deliverables described in each step above, we will invoice you the Total Fee less the retainer on the final payment(s) of the project. When the builder has given the project Promissory Note (Total Cost) for Construction before the commencement of construction the total fee will be 10% of that amount and adjusted accordingly in the final payment or agreed upon payment method and must be accurate to the actual value of the project. It may be reviewed by a third party expert for evaluation if deemed necessary by ECOPHI. If a discounted construction methodology that does not reflect typical costs of construction is chosen by the owner the fee will be based on estimates that are agreed and fair market price as some projects will defer parts of the project to later phases of development and everything that is designed into the project will be what the final project budget will be estimated for purposes related to this contract and might not reflect actual project construction costs.

- Option B - Hourly \$188 (regularly \$233)**

For the services described above or agreed upon work to be completed, we will invoice you at the rate of \$188 per hour (regularly \$233) and bill you on every 1st of the month thereafter once the retainer is exhausted. If payment is not received within 14 days upon delivery of invoice a 3% per month fee will be applied to the invoice for each month that the payment is not received and work will stop until the payment is received. Once the retainer (\$5,500) is paid in full we will commence work and will not charge an invoice until the retainer hours have been exhausted. A Consultant Time Tracking document will be created for your project that will have live updated time and work description for services rendered so each of us can see where the project currently stands if the hourly rate is chosen.

- Agreement of Trade for Services Rendered: Optional for Regenerative Developments (50% fee-50% investment into project) Appendix A if applicable**

As we have discussed we will be able to work with you if total funds are not available in the beginning of the project and keep a record of all hours or percentage of fee work rendered to be paid. We have discussed trading a portion of your project for ownership by ECOPHI for 50% of the fee where ECOPHI will own the said and agreed upon portion of the project and will receive the full gross revenue made on said and agreed upon portion of the project minus any expenses agreed upon by both parties. This can also be negotiated for any type of value exchange we both agree to. We will continue to send monthly or phase completion invoices for the other 50% of the fee to ensure ECOPHI can keep our team paid for the services rendered for each phase of the project and does not get deducted from the initial retainer amount due to commence work. This does not include services outside of the Architectural portion of the services and must be paid in full to said consultant for your project based on the contract you have in place with said consultant (example Surveyor, Interior Designer, or Landscape Designer). If the project does not come to fruition the total fee at the percentage of completion will be due upon termination of the project within 30 days or a 3% per month fee will be applied to the bill for each month that the payment is not received.

Side Clause: Upon completion of project design or construction if for whatever reason the parties visions and projects don't align. ECOPHI has the option to revert out of the agreement. In this circumstance, the remaining outstanding 50% for services rendered is to be paid in full to ECOPHI within 30 days or a 3% per month fee will be applied to the remaining balance for each month that the payment is not received.

**Design Phase**

**Billing Structure for Percentage Based (modified)**

**Schematic Design (SD) 35%**

25% (usually 50%) at phase start; 25% at deliverables for marketing purposes); 50% due upon client approval of SD package to move onto Design Development (DD) = 25% = **\$63,000 to start services**  
**\$252,000 Total Estimated for SD**

**Design Development (DD) 35%**

50% at start; 50% upon final DD deliverables = **\$252,000 Total Estimated**

**Construction Documents (CD) 30%**

50% at start; 50% at completed CD set = **\$216,000 Total Estimated**

**Bidding & Permitting**

Billed hourly

**Construction Administration (CA)**

Billed hourly during construction

We are excited to work with you on this amazing project and will do everything in our power to keep the project moving forward in a timely manner and are dedicated to this vision for your project.

Sincerely,



Jess Allen Glowacki, LEED-AP, Assoc. AIA

Agreed, \_\_\_\_\_ date \_\_\_\_\_  
[Redacted], Owner

# EcoPhi Typical Project Deliverables (not including additional services)

## **Schematic Design (SD) – 35% of Services (4–8 weeks)**

- ☐ Gather and review site survey (by owner) and any measured drawings of existing structures
- ☐ Collect environmental data, zoning codes, building codes, and city requirements
- ☐ Confirm program requirements, budget parameters, preliminary timeline, and project goals
- ☐ Develop site master plan with potential phasing options
- ☐ Schematic floor plans and preliminary elevations for approval & marketing purposes
- ☐ Apply zoning and code compliance checks to concepts
- ☐ Build initial 3D BIM massing model for visualization and data foundation
- ☐ Create Twinmotion renderings for marketing purposes
- ☐ Present schematic design package for review and feedback
- ☐ Present drawings to county or city planning if required for approval

## **Design Development (DD) – 35% of Services (4–8 weeks)**

- ☐ Refine approved schematic design with more detailed floor plans and layouts
- ☐ Develop building elevations, sections, and critical details
- ☐ Select preliminary materials, windows, and doors
- ☐ Advance 3D BIM model for visualization and rough material quantity estimates
- ☐ Create Twinmotion renderings for design and material review
- ☐ Prepare documents for zoning submittals
- ☐ Coordinate with builder for preliminary cost estimate and revisions if necessary
- ☐ Deliver DD package for client review and sign-off

## **Construction Documents (CD) – 30% of Services (4–8 weeks)**

- ☐ Prepare final construction drawings with dimensions, annotations, and technical details
- ☐ Develop general specifications for materials, systems, and finishes
- ☐ Coordinate with builder for final cost estimating and material take-offs
- ☐ Incorporate builder feedback for constructability and budget alignment
- ☐ Finalize 3D BIM model with complete design details
- ☐ Produce high-quality renderings and animations for marketing/visualization
- ☐ Prepare permit-ready drawing set for submission
- ☐ Deliver complete CD package for client approval