

## Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into by and between [Designer Name], who will provide Interior Décor, Space Planning, Paint Color Consultation and the Project Management services as the "Consultant in Design", [Organization Name & Physical Address within Corporate Building] in Omaha, NE. The Office will be known herein as "ONEO" – [Organization Name] Executive Offices.

### A. Purpose.

This will be a mutually beneficial relationship for the express purpose of creating a space plan, furnishing guide and layout, as well as anticipated physical updates of the BPEO in preparation to create a working and functional office space for [Organization Name] staff, here in Omaha. This document outlines the general mode of operation in connection to the planned phases of preparation for those office spaces. As a nationally recognized organization, [Organization Name] will also be able to use their platform to highlight the total scope of work that has been coordinated by [Designer Name] in the continued creative partnership. The ultimate goal is to amplify a supportive feeling of inclusion, functionality, professionalism and comfortability while in a safe work environment for the staff and any individuals who seek [Organization Name's] assistance- nationally and within the focused surrounding community.

### B. Roles and Responsibilities.

[Designer Name] - As the Consultant in Design, will provide the following as defined in a "Scope of Work" There will be a furniture plan and layout, lighting guide and recommendations, a proposed paint color scheme and an estimated total cost for services as the Project Manager. I will coordinate all contracted work where not invoiced directly by [Corporate Building's] Building Superintendent, installation and placement of interior furnishings in phases. To follow, there will be a detailed Scope of Work outlining both material and labor estimates and timelines for completion, furniture, and a lighting and décor recommendations.

[Organization Name] Organization- As the Client, has appointed [Corporate Building's CEO Name], and [Corporate Building's Superintendent Name] from [Corporate Building Name], the onsite point of contact for coordinating labor and taking deliveries into the building. [Organization Name's Executive Director] will confirm and approve all selections and processes as we work toward the completion of the [Organization Name] Executive Offices, opening in June 2021. The Client will supply all funding for the procurement of all labor, furnishings, materials and installation in connection with this project.

### C. Compensation.

The total compensation for all anticipated duties in connection with this project is at a rate of \$50.00 per hour. The fee takes into consideration an average daily amount of time devoted to any and all processes concerning the [Organization Name] Executive Offices starting the week of March 14, 2021, and ending June 2021.

As the Consultant in Design and Project Manager, these duties include, but are not limited to-

1. Detailing the Phases of Preparation for the ONEO
2. Creating a Comprehensive "Scope of Work" with more in-depth definitions of the common goal of the offices
3. Creating a Space/Floor Plan for furnishings and lighting
4. Color Concepts and Paint for all interior walls
5. Creative an interior furnishings recommendations list
6. Research, Scouting and shopping (both online and in stores)
7. Project Management (both via Zoom, email and On Site)
8. Acting as the main point of contact for the [Corporate Building's] Persons of contact via email and while onsite
9. Coordination and communication with any vendors needing additional product information
10. Transportation of goods to the site (where applicable)

### D. Compensation.

\$50.00 per hour x 2.5 hours a day= \$125.00 per day  
\$125.00 per day x 7 days= \$875.00 per week  
\$875.00 per week x 5 weeks= **\$4,375.00 total projected cost in fees**

50% Good Faith Deposit upon acceptance of this MOU= \$2,187.50  
50% Remaining Balance Due at Completion of Projects= \$2,187.50

**Phase 1-** Planning and coordination of rough ins related needs with building managers to ensure that our overall timeline and objective will be met. This phase also involves the decor and furniture scouting, space planning, and overall color scheme and feel planning to be reviewed by [Organization Name's Executive Director], Executive Director of [Organization Name].

**Phase 2-** Drywall and patches/repairs, Interior Door trim and base boards patches and repairs, Interior Wall and Trim Paint, Removal of old sink vanities, blinds removal, mirrors and paper towel holders, Electrical Fixture selection and installation surface mount lights in stool rooms and over mirror vanity lights. Tile removal and reinstall in stool room floors, along with the blinds removal will create a “blank canvas” for the next phase. This should be the focus over the remainder of March into April in preparation for interior furnishings to be purchased.

**Phase 3-** Consists of reviewing the items needed for each of the 3 offices spaces and purchasing. There will be a purchase list with estimated costs based on the type of look/feeling we’re going to encompass for the spaces. As items come in, we’ll get them placed in the designated areas with the help of the onsite [Corporate Building’s] Superintendent and [Designer’s Name] This phase will be a working target, set to be completed before the April 16th deadline. We hope to have 90% of the work completed at least a week beforehand to allow for any private tours, social and media stories or posts and stories, etc.

### **Scope of Work Agreement**

In collaboration with the Executive Director, [Organization Name’s Executive Director], [Designer’s Name] will be designing, consulting on and overseeing the work on the following areas:

#### **[Organization’s Name] Executive Offices**

1. Consultation and Completion of Interior Paint Colors/ Wall Graphics, Designs and Placement \*\*
2. Consultation and Installation of all Window Treatments (If Applicable)
3. Consultation, Selection and Installation of all Interior Furnishings (Receipts will be loaded to Google Docs)
4. Consultation, Selection and Installation of all Interior Light Fixtures^^ (Receipts will be loaded to Google Docs)
5. Consultation, Selection and Installation of all Interior Accessories and Decor Receipts will be loaded to Google Docs)
6. Consultation, Selection and Installation of all Interior Wall Art and Paintings Receipts will be loaded to Google Docs)
7. Consultation and Installation of Horticultural/Plant Design (If Applicable)
8. Consultation and Completion of Retail and Product Display

**Interior Finishes are scheduled to begin on: 3/28/2021**

**Interior Finishes are to be completed by: ASAP dependent on delivery availability.**

\*Tile Flooring to be provided by [Local Vendor] and installed by [Local Tile Installer]  
(Licensed)

\*\*Carpentry materials and labor to be provided by [Corporate Building’s] Onsite Building Superintendent.

\*\*\*All paint material and labor to be provided by [Corporate Building’s] Onsite Building Superintendent.

^^ All electrical fixtures to be installed by designated third party electrician, appointed by [Corporate Building’s] Onsite Building Superintendent.

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**[Organization’s Name] E.D.**

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**Date**

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**[Designer Name]**

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**Date**