



PO Box 1487
Ft Collins CO 80522

970 658 8110

lenochconstruction.com

How do we get rolling?

In order to answer to the questions of ‘**how much will it cost?**’ and ‘**when will it be done?**’ we will need to know ‘**what**’ is to be done. A written list of Needs, Wants, and Wishes (in that order!), along with your desired price range and ideal schedule, is required. If you need some help with getting that list completed, we have a couple of options:

1. Free, on the spot, rough estimate. You will be provided with a very rough estimate for the project as discussed at our first meeting. This estimate is non-binding.
2. Sign a Professional Service Agreement, attached to this document. We will enter into a non-binding agreement in order to define the list of Needs, Wants and Wishes by producing some basic sketches and getting a shopping list produced for various finish selections. Depending on the project, we may get subcontractors involved to help determine subcontractor costs.

With the completion of a detailed scope of work, finish selections, subcontractor and material costs, we are ready for the next step!

Cost-Plus Arrangements

Costs are incurred on a daily basis and will be passed on to the customer every week by invoice sent via email. Billing normally occurs weekly. Subcontractor cost and material purchase are marked up at a rate of 20%.

Hard-Cost Arrangements

Requires all project specifications, finish selections, and jobsite constraints to be identified prior to construction phase. Contract states when deposits, progress payments, and final payment due. Design work continues per terms of the ‘PSA’.

Warranty

Lenoch Construction offers a standard twenty four month warranty on all projects for items that were purchased, installed, invoiced, and paid. This warranty is exclusive of manufactures’ warranty, included in your product literature.

“Punch-List”

Near the end of the project, the client will be asked to produce a specific and detailed list of items requiring attention. Lenoch Construction will complete all tasks within 14 days of receiving the Punch-List. At the conclusion of the completed Punch-List, final payment will be due. All further items not included on the Punch-List will be considered warranty projects.

Thank you for your time.....

Lenoch Construction is proud to state that we are a business that centers our company policies on the quality of workmanship we provide, our diligent work ethic, and our commitment to building long-term working relationships with our clientele. We are excited to work with you and make your renovation dreams become a reality.

I have read and understand the procedures put forth by Lenoch Construction:



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SIGNATURE: _____ DATE: _____

DATE:
CLIENT:
PROJECT NAME:

AGREEMENT:

The Client above hereby agrees in principle to hire Lenoch Construction, LLC, to provide pre-construction design services for the project listed above. This agreement supersedes any existing verbal or written Pre-Construction Contract or Professional Services Agreement (PSA) that may be in effect for the project listed above.

In exchange for the fee's listed below, Lenoch Construction will consult with architects, planners, engineers, building departments, subcontractors, vendors, material suppliers, neighbors and any other parties, at the clients request, that will further the completion of Construction Documents for the purpose of producing a construction contract or obtaining a building permit. The specifications produced from consultation will become part of the Construction Documents.

The trigger for the completion of Construction Documents will depend largely on the individual client and/or project. If project is regarded as 'Cost Plus' (meaning direct billing of actual time and material plus an agreed markup), Construction Documents will be considered complete when determined by Client. At this point, Lenoch Construction will provide an approximate project cost based on the completed Construction Documents. If project is regarded as a 'Fixed Cost' (meaning a single price for project) then Construction Documents will be considered complete when determined by Lenoch Construction. At this point, Lenoch Construction will deliver a Fixed Cost Bid with 5 business days of Construction Document completion.

Lenoch Construction is responsible for the accuracy of all Construction Documents related to the project, assuming Lenoch Construction is selected as the Contractor for the project. Lenoch Construction cannot be held liable for Construction Documents produced if methods and procedures differ from the actual Contractor once construction on the project begins. Designers, Architects and Engineers are responsible for the accuracy of all plans. Discovery of errors, omissions and mistakes contained in these prints is part of the process. Lenoch Construction agrees to make a good faith effort to reconcile these issues, however ultimate responsibility falls on others.

This agreement is for the sole purpose of pre-construction planning and does not include any construction costs. Should Client decide to enter a 'Fixed Cost' contract with Lenoch Construction, all fees paid via the PSA will be credited towards the construction cost. If client decides to enter into a 'Cost-plus' arrangement then the fees paid via the PSA are considered part of the 'Cost-plus' arrangement, however Client will not be required to pay a mark-up on the cost of the PSA. The client does not have an obligation to hire Lenoch Construction to build this project.

FEES:

Lenoch Construction will bill at an hourly rate of \$50 for all services related to the fulfillment of the PSA. A minimum of 10 hours is required for all projects. For the scope of the project listed above, _____, Lenoch Construction anticipate a project duration of _____ hours, for a total of \$_____. A 25% deposit of this amount is required at PSA signing, and client will be updated periodically as to status of hours. Client reserves right to request hour's status at any time. Should work exceed estimated time, Client will be billed at a rate of \$25 per hour.

I have read and understand the PSA agreement with Lenoch Construction:

SIGNATURE: _____ DATE: _____