



MEETINGHOUSE RESTORATION

Restoration Carpentry • Steven Zerby • PO Box 7 • Westford, NY • 13488 • (607) 638-9068

Proposal for services for John and Jane Doe

Meetinghouse Restoration proposes to manage the renovation of the Doe home on County Highway xx in xxxxx, including the design and construction as noted below. Specifications will be detailed in drawings to be completed as part of the design phase of the proposal. The scope of work section of this proposal is a dynamic guideline and will change as design work and construction progresses.

Scope of work:

- Design and renovate master bedroom/bathroom as follows:
 - *gut two small rooms adjacent to master bedroom*
 - *remove two existing windows*
 - *make structural repairs as needed to interior and exterior*
 - *repair siding as needed and insulate*
 - *install double french doors leading to deck*
 - *install double multi-lite pocket doors between bedroom and new walk-in closet*
 - *repair and re-install existing french doors between living room and bedroom*
 - *update systems (plumbing, electrical, heating) as needed*
 - *construct new master bath and walk-in closet as per design*
- Design and renovate existing kitchen/bathroom area as follows:
 - *remove existing kitchen and bathroom and partitions walls*
 - *remove existing windows on south wall of kitchen and bath area*
 - *gut entire kitchen/bath area and make structural repairs as needed*
 - *insulate as needed*
 - *update systems (plumbing, electrical, heating) as needed*
 - *construct new kitchen as per design to be determined*

Terms and conditions:

- Meetinghouse Restoration will collaborate with xxxxx and on budget, design, and construction.
- Meetinghouse Restoration will obtain all necessary permits and inspections.
- All work will be performed by or sub-contracted by Meetinghouse Restoration and billed on an actual-cost-plus-20% basis
- Steven Zerby's time will be billed at \$35.00/hr, to be paid weekly.
- All sub-contracted hourly labor will be billed at burden plus 20%, to be paid weekly.
- "Burden" is defined as the actual cost of labor incurred by Meetinghouse Restoration in utilizing sub-contractors, employees and any other hired help, including but not limited to: subcontractor's fees, additional general liability premiums incurred, worker's compensation insurance premiums incurred, and unemployment compensation premiums incurred.
- Materials will be billed at actual cost plus 20%, due in 20 days.
- All other sub-contracting will be billed at burden plus 20%, due in 20 days

- Some materials, to be decided on by mutual agreement, may be exempted from the 20% mark-up, under the following conditions:
 - 1) Exempted materials and their installation are not guaranteed by Meetinghouse Restoration.
 - 2) The clients will be responsible for procurement and timely delivery of exempted materials.
 - 3) Should the value of exempted materials exceed \$5000.00, Steven Zerby's hourly labor for the entire project will be billed at \$38.00/hr rather than \$35.00/hr.

Changes from the design specifications provided are part of the process and will be accommodated by Meetinghouse Restoration with the understanding that they may result in increases in cost. Meetinghouse Restoration will provide rough estimates of the financial impact of proposed changes.

Meetinghouse Restoration guarantees all work for 2 years from date of substantial completion.

Steven Zerby /Date

Client/Date