



Professional Services Agreement

Customer: [Name]

Date: [Date]

BCM Builders is a full-service building contractor planning, managing, and constructing projects of enduring value since 2014. We especially enjoy working with our customers in the early stages of the project development process. This helps ensure that the project is planned according to the customer's preferences and is also done on time and on budget. The fee schedule for the proposed consultative services is divided into three categories as listed below. This proposal is good for 30 days.

CATEGORY I: In-House Consultative Services by BCM Builders at No Charge

- Initial meeting with client
- Field inspection of project site
- Preliminary range-of-cost estimate

CATEGORY II: In-House Consultative Services by BCM Builders (credit applied to construction agreement)

- Consultations and project planning related to in-house and third-party services listed under Category III below. Our responsibilities include oversight of the Category III service providers, plan review, and project value engineering.
- Development or oversight of project deliverables, whichever the case might be, including the plans, construction scope of work, detailed project specifications, and assisting the customer with design and material selections (call outs).
- Finalize the project's budget and course of construction schedule.
- Screen, select, and negotiate with subcontractors and suppliers.
- Permit and contract preparation and submission; attendance and participation at any review meetings.

CATEGORY III: Third-Party Architectural, Engineering and Other Services (no credit applied)

- In-house or outside architectural renderings and modifications by architect or designer
- Survey and general plan work
- Engineering
- Other including demo and discovery, third party investigations and reports



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AGREEMENT:

It is agreed that BCM Builders is to perform consultative services for the customer and oversee third-party services. It is further agreed that if the customer signs a BCM Builders construction agreement, then the amounts paid to BCM Builders for its in-house services under this agreement are applied against the first construction draw. This agreement can only be revised by mutual agreement in writing, emails accepted.

- **CATEGORY I Services:** provided at no charge.
- **CATEGORY II Services** (in-house services): provided on a fee for services basis.
- **CATEGORY III Services:** (third-party services): provided on a fee for services basis.

Services to Begin on or Before: [Date]

Fees & Retainer – Category II Services: \$120 per hour for our consultants and \$180 for our principal consultants, billable in quarter hour increments, \$500.00 retainer due upon signing this Agreement.

Optional Building Schedule Placement Fee: \$1,000 (generally scheduled on a first-come first-served basis based on size, complexity, and location of project at BCM Builders discretion, fee is non-refundable and is credited against first draw)

Payment Terms: BCM Builders invoices bi-weekly; due within 10 days; 1.5% per month on delinquent accounts; third-party services billed direct to the customer, payment terms as specified on invoice(s).

_____ Owner	_____ Date
_____ Owner	_____ Date
_____ Balustrade Construction Management LLC, dba BCM Builders Licenses: ID RCE-37105 WA BALUSCM862D1	_____ Date