

Lumber Yard at Paint Creek

A DOWNTOWN LAKE ORION GATEWAY PROJECT



DMIS & DMIS

PLANNING • INTERIOR ARCHITECTURE • DESIGN

PROPOSAL FOR ARCHITECTURAL & DESIGN SERVICES

10/24/2025



Mr. Matt Gibb
Executive Director
Lumber Yard at Paint Creek
Lake Orion, Michigan

October 24, 2025
Proposal for Architectural & Design Services
Lumber Yard at Paint Creek
Lake Orion, Michigan

Dear Matt,

Davis & Davis is pleased to submit this proposal for Architectural & Design Services for the property located at the historic Lake Orion Lumber Yard, in Lake Orion, Michigan. We have put together the following proposal for Architectural & Design scope based on the information provided.

If you have any questions about the information provided, we ask you to reach out to us. Discussion is always welcome. We are passionate and committed to providing the highest level of customer service, professionalism, and creativity.

Thank you,

Howard Davis
Founding Partner

Jamie Jordan, Assoc. AIA, NCIDQ
Partner & Chief Executive Officer



Creating Exceptional Spaces to Elevate the Human Experience
Women Owned Business, third-party certification pending



Proposed Project Description

The following proposal is intended for the requested Architectural and Design Services for the property located at the historic Lake Orion Lumber Yard site in Lake Orion, Michigan. The scope of services will include the design and development of architectural and structural drawings for the addition to the Coal Building.

Scope of Services

DESIGN PHASE SERVICES

PHASE I SCHEMATIC / CONCEPTUAL DESIGN

Based on the previously developed As-built drawings, Davis & Davis will develop a conceptual design package which will encompass architectural updates and design intent for the Coal Building Addition and the Event Barn End walls. During this phase we will work together to understand the brand vision, the desired level of fit-and-finish and the overall design scope of the project. Design concepts will be communicated via Design Presentations, Photorealistic Renderings, and Material Samples for the owner's review, comment, and approval.

The conceptual design package to include the following deliverables:

- Preliminary Architectural Floor Plan
- Preliminary Architectural Demo Plan
- Proposed Flooring and Finish Plan with Material Selections / Options
- Reflected Ceiling Plan with Material & Lighting Selections / Options
- Design Upgrades and Proposed Architectural Features, where applicable
- Finish Samples
- Design/Coordination Meeting to present design concept drawings and finish samples.

CONSTRUCTION PHASE SERVICES

PHASE IV CONSTRUCTION DOCUMENTATION

Based on the final approved design documents, and approved high-level budget, Davis & Davis will develop Construction Documents for Bidding, Permitting, and Construction activities. The drawings will include all required information for Architectural and Interior Design disciplines, as well as all Structural scope of work. Mechanical, Electrical, Plumbing, Fire Alarm, and Fire Protection scope shall be coordinated by way of Design/Build contract through the awarded vendors.

Upon contractor award, the drawings will be submitted for permit by the general contractor. Davis & Davis will assist upon request.



Construction / Bid / Permit Drawings include the following as required:

- General Project & Relevant Code information
- Industry Standard Requirements / Davis & Davis Standard Terms & Conditions
- Schedules & Code Matrix as required for permitting
- Demolition Plans
- Architectural Floor Plans
- Reflected Ceiling Plans
- Roof Plan
- Exterior Elevations
- Wall Sections
- Finish Plans & Schedules
- Specifications
- Interior Elevations
- Door/Frame/Hardware Schedule and Specifications
- Architectural Details
- Structural Plans & Specifications

The drawings will be issued for review and approvals in three progressive stages:

- Issue #1: 75% progress set for client and consultant review and comment
- Issue #2: 100% drawing set for final client review, permitting and construction

Revisions requested after review of construction documentation will be tracked as addenda/bulletins and/or change orders and invoiced at an hourly rate of \$150/hr.

PHASE V CONSTRUCTION ADMINISTRATION

Davis & Davis will provide the assistance necessary to warrant the accurate interpretation and clarification of Construction Documents. Prior to construction, we will assist with review and comparison of bids and contractor selection, if requested. During construction, we will verify the project layout on-site with the general contractor. We propose to attend regularly scheduled virtual construction meetings (via Zoom or MS Teams) and bi-weekly or monthly on-site meetings with consultants and subcontractors as required during the projected construction schedule. In addition, Davis & Davis will address any trade questions, process any required RFIs and/or change orders, and review submittals and shop drawings. We will also evaluate substantial completion and prepare a final punch list if requested.

Davis & Davis Construction Administration to include the following deliverables:

- Virtual Construction Meetings (via Zoom or MS Teams)
- On-site Construction Meetings, or as scheduled, to verify design compliance and review site-specific questions with contractors.
- Process RFIs (contractor/sub-contractor requests for information)
- Review Submittals & Shop Drawings
- Evaluate Substantial Completion
- Provide & Coordinate Punch-List



Proposed Fees

Lumber Yard at Paint Creek, Lake Orion, MI	
<i>Coal Building Addition</i>	\$13,000 FLAT RATE
	<i>Architectural Fee: \$7,500</i>
	<i>Structural Fee: \$5,500</i>
TOTAL	
	\$13,000

Hourly services for work outside of scope will be tracked and billed \$150/hr. Prior notification and approval will be required for any hourly services.

Thank you for the opportunity to provide the above outlined proposal for Architectural & Design Services. We appreciate being considered!

To approve, please sign and return a copy of this proposal at your convenience.

Thank you,

Howard Davis
Founding Partner

Jamie Jordan, Assoc. AIA, NCIDQ
Partner & Chief Executive Officer



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(Approvals)

Signed

Approved by

Date

General Terms & Conditions

ADDITIONAL SERVICES

Not generally included in the proposed project scope of work.

Fees to be provided based on established project parameters, upon request.

- Electrical / Mechanical Engineering Services & Coordination
- Acoustical Engineering Services & Coordination
- Specialty Equipment Engineering Services & Coordination
- Civil Engineering Services
- Security Vendor Coordination
- Network Vendor Coordination
- Health Department Documentation & Coordination (where applicable)
- Construction Phasing Plans
- Evacuation & Wayfinding Plans
- As-built and Record Drawings (CAD/PDF/Hardcopy)

REIMBURSABLE EXPENSES:

- Reproduction costs for 24"x36" plans: \$6/sheet
- Municipality Permit Review Fee

BILLING AND PAYMENT:

Projects are generally billed on a phased, monthly progress basis. Terms are net 30.

CONDITIONS:

It is recognized that Architects and Designers do not have control over the cost of labor, material, or equipment, the Owner's methods of determining construction prices, or over competitive bidding. Accordingly, we cannot warrant or represent that bids, or negotiated prices, will not vary from preliminary cost estimates or evaluations. All pricing for construction activities is to be provided by a qualified Construction Manager, General Contractor, and/or relevant project vendors.