



HOSPITALITY PROPOSAL INFORMATION

Proposal Number: _____

Client Information

Company Name & Address: _____

Name & Address of Legal Entity for Proposal if different than above:

Contact Name: _____

Phone: _____

Fax: _____

E-Mail: _____

Level of Hospitality Development Experience:

None _____ limited (1 to 5 properties) _____ moderate (6 to 10 properties) _____ extensive (greater than 10 properties) _____

Brand Information

Franchisor: _____

Brand: _____

Suites Designation? Yes _____ No _____

Site Information

City: _____ County: _____ State: _____

Location: _____

SITE DEVELOPMENT INFORMATION

Has a Civil Engineer been retained? Yes ___ No _____

Civil Engineer Contact Information:

Company Name & Address: _____

Contact Name: _____
Phone: _____
Fax: _____
E-mail: _____

Size of Parcel if known: _____

Is the site part of a larger development? _____

If yes, is the site part of a Planned Development? _____

Is a current survey available? _____

If yes, indicate type: Boundary ___ Topographic _____ ALTA _____

Has a phase 1 environmental study been performed? _____

Are any environmental issues known at this time? _____

Are there any restrictive covenants attached to the parcel? _____

Current Zoning of Parcel _____

Will re-zoning be required? Yes ___ No _____

Do you anticipate creating any out parcels for development? _____

If yes, will re-platting be required? _____

Does the site have access to a regional storm water detention pond or other alternative to constructing a pond on the site? _____

Type of parking anticipated: surface _____ ramp _____ other (specify)

Building Information

Number of guest rooms: _____

Number of stories if known: _____

Type of construction: Wood Frame _____ Block & Plank _____
Steel Frame _____ Post Tension _____
Other (describe) _____

Prototype Yes _____ No _____

Anticipated deviations from prototype
(describe any anticipated deviations from prototype as indicated below)

Public Space: _____

Guest Rooms: _____

Pool: _____

Meeting / Conference Space: _____

Food & Beverage if applicable: _____

Exterior Elevations: _____

Interior Finishes: _____

Other (describe): _____

Project Schedule and Budget

Owner's project schedule milestones:

Begin Design: _____

Submit for Zoning Approvals: _____

Begin construction: _____

Open property: _____

Owner's construction budget: _____

Describe what is included in the budget number listed above: _____

Construction Delivery Method

Select the anticipated method of construction delivery:

Negotiated bid with pre-selected general contractor _____

Competitive bid with invited general contractors _____

Contract with Construction Manager _____

Self perform with in house personnel _____

Scope of Services

Base Services:

- Up to 5 iterations of conceptual plans/elevations
- Assistance with franchise application
- Prepare complete set of construction documents
- Manage required submittals to franchise and regulatory agencies
- Prepare architectural/interior design responsibility matrix
- Includes architecture, mechanical, electrical & structural engineering
- Shop drawing review, submittal review, preparation of supplementary information during construction
- Includes _____ meetings at Owner's location

Optional Services: (indicate any of the following to be included)

- Civil engineering
- Landscape design
- Custom interior design
- Food service equipment design
- Theme design
- Specialty lighting/sound
- Representation @ city meetings/hearings
- Certification of contractor pay requests
- On site construction administration services
- 3D renderings
- Simple 3D mass model
- Detailed exterior 3D computer model
- Administer public bid process
- Substantial/final completion inspection and punch list
- Lead certification

Method of Payment

Three options for payment are available. Please select one.

Conventional _____

Client pays a 10% mobilization fee and receives monthly invoices based on progress. Invoices are due and payable in 30 days. Unpaid balances are subject to interest charges and late fees.

Advance Payment _____

Client submits payments 1 month in advance of work based on a payment schedule attached to the contract. Clients that select this method of payment will receive a reduction in the contract amount in proportion to the size of the contract.

