



HNDZ Project Management, Inc.

Project Proposal - Residential

2024

Nora Hernandez,

Designer and Project Manager

1128 N Monterey Street Alhambra, CA 91801

www.hndzpm.com

hndzpm@gmail.com

213-479-5765

Overview

Thank you for contacting HNDZ Project Management. We hope to be of service to you. We provide design and development consulting services for your residential home projects. We specialize in residential remodels and additions from conceptualized drawings to construction permits. No project is too small for us. We are here to make even the smallest of improvements stand out.

Goals

Our professional team of consultants will assist you in all phases of design and development. This is such an important decision that we will make you feel at ease every step of the way. Whether intentional or not, we help you mitigate solutions for pending code violations.

Specifications

❖ Design Consultation

Professional consulting for residential projects.

Clarity of expectations from all stages of construction.

From conceptual drafts to three-dimensional perspectives, your project will have what you need to convey your ideas to all contractors.

❖ Construction Documents

Technical drawings are prepared for the permitting stages of your project.

The latest technology is used to prepare up to code plans using the latest mandatory state references and resources available.

Additional services include Interior Design and Landscape Design.

❖ Permit Expediting

The lengthy process to permit your project will be handled on your behalf with unwavering efforts with the various departments of each agency.

We will expedite your project as efficiently as possible on your behalf up to the "ready to issue" status where you may obtain a permit to build.

Attachment A - Interior Remodel

Permitting Process

For the typical TI/addition/remodel/ADU the city requires a set of plans.

First, I will prepare an informal set of plans which I will submit to the Planning Department for they will determine if our proposal is feasible and if additional hearings and adjustments are needed.

I will further add structural details and plans to the drawing set. I will also prepare the required energy report and MEP plans that are mandated by the State of California (Title 24) and submit

to the Building and Safety Department . Plan check city fees must be paid at this point. We

wait for the department to review and respond with any comments or required corrections.

Once the Building and Safety Department has reviewed the construction set they will require

clearances from additional departments. I will work with all required departments and submit

appropriate corrections until approved. Depending on the size and scope of the project, additional

approvals and fees may be requested such as public hearings or administrative reviews.

Deliverables

Based on your proposed project, a full set of construction plans which include informal plans and corrections is **\$8,500** .

ADU \$3,500 Architectural Plans; \$3,500 Structural Plans; \$1,500 Permit Processing per project

(+\$2500 for two story; +\$600 for 3D Perspectives)

The payment timeline is as follows:

Phase 1 \$1,000 deposit due upon our first site visit which includes a site plan and existing floor plans of your home.

\$3,500 Phase 2- Due just before the submission of plans to the Building Department inclusive of roof plans, electrical and ceiling plans, cross sections, elevations, notes and details. This phase also includes structural plans and energy calculations

\$2,500 Phase 3- Due upon submission of 2nd set of plans to the Building Dept. This phase is inclusive of corrections and clearances from all other department reviews involved in your project.

\$ 1,500 Phase 4- Due upon completion of plan check process and "Ready to Issue" status is obtained from the administering agency. This includes deliverables of plans and permit sets including a second set of plans for the field and a pre construction meeting with your contractor.

Our fees do not include city fees, permit fees, pending code fees, and investigation fees.

Additional fees may be added if the city requires special hearings or variances or if design changes are made after plan check approval.

We look forward to working with you and hope to make this process as seamless as possible.

To make an appointment today, go to our calendar [here](#).

Design Contract Agreement

This Design Agreement is between HNDZ Project Management, Inc. (“HNDZ”) and

Lynda J. Chouinard (Client) with respect to drafting and design services to be rendered for

629 N Chester Avenue Pasadena, CA 91106
(Project)

by HNDZ for Client Dated: March 14, 2024.

HNDZ and Client agree as -follows:

HNDZ shall develop existing as-built and construction documents that may include, but not limited to, the following:

Scope of Work: Permitting of unpermitted porch and porch cover

... as required by the 2022 Uniform California Building Code and 2022 LA County Amendments.

Inclusive of the following plans: Floor plan, exterior elevation, existing foundation plan. Corrections after plan check submittals are included in this contract. Client/designer changes are not considered corrections.

HNDZ services does not include contractor services, landscape design, civil engineering. HNDZ shall consult other professionals such as landscape architects, structural and civil engineers, mechanical, electrical and plumbing engineers, and others as needed. Client acknowledges that Project deadlines are subject to the vagaries of the marketplace and the performance of third parties.

Upon signing this Agreement, HNDZ shall receive a non refundable initial advance of \$ 1000 , which constitutes the minimum fee due HNDZ for Design and Consulting Services. The advance will be credited against the agreed contract amount of \$ 8,500.00 otherwise payable by Client to HNDZ for Design Services at completion of

project. All Design Fees are non refundable. (See Attachment A)

REFUNDS & CANCELLATIONS: A project will be deemed canceled after 6 months of inactivity from the Client.

Design Fees and reimbursable expenses are non-refundable, even when associated with a return or cancellation.

NO PRICE GUARANTEE: HNDZ cannot guarantee prices of plan check fees, permit fees, professional services by others or other services not performed by HNDZ. Consultant fees are subject to change and out of the control of HNDZ.

REIMBURSABLE EXPENSES: Client agrees to reimburse HNDZ for all out-of-pocket expenses actually incurred by HNDZ in relation to the Project, including but not limited to, renderings, department clearance fees, postage and handling costs. Client shall reimburse HNDZ for all travel, lodging, and meal expenses incurred by HNDZ and HNDZ's staff (where necessary) in connection with the Project when outside of Los Angeles County.

PAYMENT: Proposals are due with payment within 3 days. Invoices for time billing and reimbursable expenses are due within 14 days. Invoices more than 30 days past due will accrue a 10% late fee per month and all work will cease until the invoice is paid. HNDZ accepts credit cards at a 3% service fee.

DRAWINGS: Drawing and specification as instruments of service are and shall remain the property of the design professional. Copies of the drawings and specifications retained by the client may be utilized only for his/her use and for occupying the project. Reproduction of the drawings in whole or part by any means whatsoever is strictly prohibited except with specific written consent of HNDZ. HNDZ services do not include modifications to structural, heating, air conditioning, plumbing, electrical, ventilation or other mechanical systems in the Project. HNDZ shall be held harmless for relying on the accuracy of information provided by the Client or other professionals. Project drawings and documents cannot be used by Client for any purpose other than completion of Project by HNDZ as laid out in this agreement.

CONTRACTORS & CONSULTANTS: HNDZ is not an architect nor a general contractor and does not provide contractor services. If a project requires contractors and/or consultants to perform work based on HNDZs concepts, Client will enter into a contract directly with each contractor and/or consultant. HNDZ provides no warranty, guarantee, certification, or responsibility for the performance, quality, or timely completion of any work performed or materials installed by Contractors, nor their agents or employees. HNDZ shall cooperate with and observe Consultants for the purpose of general conformity of the design plan but is not responsible for their oversight.

PERMITS: Client is responsible for permitting and or any and all approvals and compliance required by any governmental agency unless otherwise noted in payment terms as part of HNDZ's contract services. HNDZ will only be able to provide a "Ready to Issue" plan during the plan check process.

INSURANCE: Client is required to have insurance coverage for all construction work in this project or Client is to hire a licensed contractor holding applicable Workman's compensation Insurance. Client is responsible for ensuring that their insurance coverage is sufficient per this Agreement. HNDZ cannot be held responsible for inadequate insurance coverage for said project.

I have read, understood and agreed to the policies outlined in the document.

Print and Sign Name

*Nora C. Hernández,
HNDZ Project Management*