HG McCullough DESIGNERS INC.

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REMODEL
Introduction Packet

H. G. McCullough Designers, Inc.

2146 Glenview Drive • Evansville, IN 47720 • (812)428-0174

Your Name
Your Address
Your City, State and Zip Code

Date of letter

Dear _____:

Thank you for your inquiry as to the services we provide. We are a design firm specializing in custom architectural design. The business was founded by Harry G. McCullough in 1946 and was incorporated in 1979. Over the years our work has focused on mid- to high-end residential design, including new homes, remodels, and light commercial projects. Our staff has grown to include four principal designers, two technicians, and two draftsmen. We do all phases of design from conceptual layout, space planning, structural engineering, and finish details.

The design process for a remodel project progresses through four phases: (1) establish objectives, (2) as-built drawings, (3) conceptual sketch, and (4) construction drawings. To help familiarize you with this process, a brief summary of each phase can be found on the next page. More detailed descriptions of these phases, in addition to information regarding our rates and fees, can be found in the sections that follow. Each of these four phases are essential to ensuring that your dreams become a reality.

I look forward to having the opportunity to talk with you about your project. If you have any questions, or would like to set up an appointment, please call me at (812) 428-0174, ext. 4 or my cell at (812)431-5509.

Sincerely,

Julie McCullough Conley
Vice President

PM/gsr

SUMMARY OF OUR DESIGN PROCESS

Phase One
Establish Objectives

An initial meeting is arranged between you and the principal designer where the priorities, guidelines, style, and important features of your project are established. We will then summarize these *objectives,* as we call them, in a letter for your review and verification. It has been our experience that the objectives meeting and the objectives letter are the most important steps of the design process as they lay the foundation for the successful execution of the following phases.

Phase Two
As-Built Drawings

The *as-built drawings* are simply a representation of the house as it stands now. These drawings are necessary to ensure that the remodel is properly incorporated into the existing structure. To prepare the drawings a field crew will be sent out to measure the house; their field notes will then be used to prepare the as-built drawings.

Phase Three
Conceptual Sketch

After the objectives have been finalized and the as-built drawings are completed, the principal designer will create a *conceptual sketch.* This sketch is a first-draft design of the new and altered areas of your home. While not suitable for construction, the conceptual sketch is useful for ensuring that the style and layout of the design meet your expectations before investing in a full set of plans. It is also advisable to use the conceptual sketch to get a preliminary estimate from a builder to verify that the design meets your budget. Ultimately, the goal of the conceptual sketch is to finalize all of the major details of the design and minimize the number and magnitude of revisions in the next phase.

Phase Four
Construction Drawings

Once the conceptual sketch is complete, we will be ready to enter the final stage of the design process. In this phase the principal designer will prepare the final *construction drawings.* These drawings specify all of the structural details necessary to ensure sound construction, and they illustrate many of the complicated or unique architectural features of the design. The construction drawings establish a basis of quality that will guide the contractor and his subcontractors as they perform the remodel.

PHASE ONE: ESTABLISH OBJECTIVES

Objectives Meeting

When you are ready to begin the design layout of your remodel, call our office to schedule an appointment for an initial meeting with a principal designer. The initial meeting is the most important step in the design process because it is at this meeting that you communicate your objectives and guidelines for the project to the principal designer. The meeting is always conducted at the house to be renovated so that any questions about the existing structure can be answered as they arise. The amount of time required for the objectives meeting varies from job to job depending largely on the magnitude of the remodel, from only one hour for small jobs to as many as four or more hours for the largest jobs.

During the objective meeting the principal designer will ask you many questions to discover all of the information needed for him to do the design. The questions will cover topics from the very general (such as the overall scope of the remodel) to the very specific (such as room sizes and particular features). To help make the objectives meeting as productive as possible, prepare in advance a list of any unusual features you want (e.g., window styles, fireplaces, stairway styles). Magazine clippings and photographs are especially helpful. Consider the ceiling heights of new rooms, or special ceilings such as a cathedral, tray, or two-story ceiling. If the room to be added/renovated is a kitchen, bathroom, or laundry room, list any notable features (e.g., whirlpool tub, shower size, number of sinks, built-in ironing board, amount of countertop, built-in planning desk, size of appliances). Also, it is your responsibility to make the designer aware of any subdivision covenants or restrictions that govern your lot.

We encourage you to devote as much time as possible to contemplating your needs and expectations prior to the initial objectives meeting. Of course, we do not expect you to know every minute detail at such an early stage, but *the better you know what you want, the better we will be able to design it for you.* The principal designer will be happy to assist you in making important choices. You will find that he can bring many new ideas to the table, and he may identify potential problems that will need to be addressed.

Objectives Letter

After the designer has collected the necessary information at the initial meeting, he will spend time sorting through and organizing the guidelines and objectives into letter form for your review and verification. This step reduces the risk of miscommunication between you and the designer and gives the designer time to process the information more concisely and carefully so that he might discover better alternatives and potential problems. The accuracy of the objectives letter is important because it will be the designer's primary reference as he prepares the conceptual sketch. It is critical that you verify each objective listed and be alert to any omissions.

You will receive the objectives letter three to four weeks after the initial meeting. An example letter can be found on pages 7-9. (A quote for design cost of the as-built drawings and conceptual sketch are also mailed with the objectives letter, but details about those quotes are found later in this introduction packet.)

Cost of the Objectives Meeting and Objectives Letter

The initial meeting will be charged on an hourly basis. The first hour will be billed at $115, and each additional hour will be charged at our normal hourly rate of $105. There is a minimum one-hour charge. We must also charge for travel time to jobs outside of Evansville, Indiana. There is a flat fee for preparing the objectives letter equal to half the total charge of the initial meeting. This means, for example, that if your initial meeting runs two hours (and the job is in Evansville), you will be billed $220.00 for the meeting, plus $110.00 for the objectives letter.

Revisions to the Objectives

It is not uncommon for clients to decide to make changes to their objectives after they see them laid out in the objectives letter. These changes may take the form of additions or modifications to the features or scope of the remodel, or they might be deletions from the objectives. While time spent with a principal designer to revise the objectives is billed at our normal hourly rate, it is important to work out any questions or doubts about the objectives early in the design process because modifications to the plans later are more time consuming (and likewise more costly).

EXAMPLE OBJECTIVES LETTER

Your Name
Your Address
Your Phone

Your job number
Date of letter

Dear _____:

Below I have listed the objectives for the conceptual design of the addition and alterations to your residence.

(1) SITE INFORMATION:

- The Owners will need to get us a copy of the plat plan. This shows property lines, set-backs, easements, etc., and will enable us to locate the existing house on the lot.
- There is an existing storage shed that will need to be razed.
- Also a tree will need to be removed.
- Overhead power lines will need to be removed, and transferred to an underground service.

(2) STRUCTURAL AND EXTERIOR:

- The exterior finish will be siding that will match the existing siding.
- We are to keep the style the same.
- New asphalt shingles to match the existing shingles.
- The new addition will include a new master suite and hearth room.
- The new addition will include 9 ft. ceiling heights.
- The new addition will include a crawl space, no basement.

(3) EXISTING BATH:

- The existing bath off of the gallery will be converted into a **New Powdre Room**.
- This powdre room will include a 3 ft. x 3 ft. fibreglass shower.
- water closet
- vanity style sink

(4) EXISTING BUTLER'S PANTRY AND KITCHEN:

- is to be rearranged.
- we will eliminate the wall between the kitchen and butler's pantry.
- The existing butler's pantry will be converted into a **New Hospitality Bar**.
- This new hospitality bar will include an ice machine, under counter refrigerator, and a bar sink.
- The existing kitchen area will be rearranged, and will include:
- **New Kitchen:** 3 ft. x 6 ft. with 4 chairs (could be a peninsula)
- double sink
- dishwasher located to the right of the sink
- oven stack

- 48" wide refrigerator
- trash compactor
- an additional 18 linear ft. of countertop excluding voids created by appliances and the surface of the island.

(5) NEW WALK-IN PANTRY:

- will also be located in the new kitchen area.
- will measure approximately 4 ft. x 4 ft.
- will include shelves

(6) NEW HEARTH ROOM:

- will include a zero-clearance fireplace.
- will include a corner of glass (windows) with a window seat for viewing the side and back yards.
- will be completely open to the kitchen.
- will include exterior French doors leading to the backyard.

(7) NEW MASTER SUITE:

- will be accessed off of the new hearth room/kitchen area.
- will measure approximately 17 ft. x 16 ft.
- will accommodate a king size bed
- will include a ventless fireplace
- French doors leading to an exterior deck

(8) MASTER WALK-IN CLOSET:

- will measure approximately 8 ft. x 10 ft.
- will be His and Her combined.

(9) NEW MASTER BATH:

- 2 sinks located in one vanity
- sit-down vanity
- 4 ft. shower with a double head
- 3 ft. x 6 ft. whirlpool with surrounds
- water closet to be semi-private

(10) EXISTING STAIRWAY:

- to remain as is, except we will be sealing off the door to the exterior backyard and removing the window leading to the upper floor, or possibly replacing it with a smaller unit.

(11) GENERAL NOTES:

- In the master plan we are to create a 2-car garage possibly entering off of the back of the property instead of the front using the side driveway.

This concludes the objectives on the main floor level. As follows are the objectives for the upper floor level:

(12) EXISTING SITTING AREAS:

- add new skylights.

This concludes the objectives as I understand them.

Sincerely,

Julie McCullough Conley
Vice President

PM/gsr

PHASE TWO: AS-BUILT DRAWINGS

What are as-built drawings?

The as-built drawings are a working set of drawings of the existing structure, created from the notes of a field crew that will be sent to measure the house. These plans are necessary to ensure that the remodel is properly incorporated into the existing structure as it truly stands. On most jobs, the remodel will only affect certain parts of the existing house; therefore, the as-built drawings will focus only on the areas of the structure that are important to the project.

Field Measure

Phase two begins after you have thoroughly reviewed the objectives, finalizing any revisions to them, and notifying us that you are ready to have a field crew come measure the existing structure. Field measuring is required to create an accurate set of as-built drawings. If the original plans are available they can be helpful during preparation of the as-built drawings, but because builders sometimes veer from the plans, field measurement is always necessary.

What's included in the as-built drawings?

While the exact contents of a set of as-built drawings varies from job to job, they generally include a floor plan(s), exterior view(s), structural notes, and if required a simple site plan of the surrounding yard, patio, walks, etc. If it is determined that a more complex site plan is required due to uncertain property lines, utility easements, setbacks, trees, and/or topography we will assist you in obtaining a site situation survey from a licensed surveyor capable of performing such work.

How much do field measuring and as-built drawings cost?

Field measuring is typically done by two designers a rate of $210 per hour. Field measuring time varies with each job. It can range anywhere from one hour to more than one full day depending on the size and complexity of the existing structure. Creating the as-built drawings from these field notes will be done at the computer and the drawing board by a principal designer and a technician. Again, the time required to convert these field notes into working, as-built drawings varies with the size and complexity of the existing structure.

The objectives letter will include a quote for the cost of field measuring and generating as-built drawings. An example quote can be found on page 15.

PHASE THREE: CONCEPTUAL SKETCH

What is a conceptual sketch?

Once we have an as-built plan, we will begin the *conceptual sketch* of the remodel. In this phase the principal designer lays out an initial floor plan and, if there are no additions or changes to the exterior of the house, draws an illustration of the new and altered exterior areas. He will work from the objectives, which were established in phase one, to develop a preliminary design that meets your needs and incorporates the special features you want.

The goal of the conceptual sketch is to serve as the first draft of the design to verify the layout of the rooms and the exterior "look" of the remodel before committing to a complete set of plans. The conceptual sketch is **not** suitable for construction; construction-worthy drawings are not prepared until after the conceptual sketch is finalized. However, the finished conceptual sketch will be darkened and lettered neatly so that it can be used to get preliminary cost estimates from builders and to secure financing.

What's included in the conceptual sketch?

As with the as-built plans, the exact contents of a conceptual sketch varies according to the needs of the job. The conceptual sketch usually includes a floor plan or plans which "overlay" the new renovation with the existing structure. If there are exterior additions or modifications to the house, the sketch will include an artistic rendering (called an "elevation") showing the exterior of the house as it would appear after the addition is complete.

Sometimes the designer must do one or more draft framing sections through the remodel at the conceptual sketch stage in order to evaluate the structural feasibility of a design (refer to the section on construction drawings for a more thorough explanation of framing sections). On some jobs it may also be necessary to create a site plan. The site plan details how the home is to be placed on the lot with regard to contours, trees, easements, and set-back lines.

While consideration must be given to numerous structural factors at this stage of the design, there will be no construction annotation or dimensions on the conceptual sketch. The purpose of the conceptual sketch is only to verify the style and layout of the overall design.

How much does the conceptual sketch cost?

The cost of the conceptual sketch varies with the size and complexity of both the original structure and the remodeled area. Given the wide range of possible scenarios that are encountered with remodel jobs, it is impossible for us to provide a generalized rule-of-thumb for how much the conceptual sketch will cost without first having established the objectives for your specific job. However, a quote for the conceptual sketch on your job will be included

with the objectives letter. An example quote can be found on page 15. Of course, if there are revisions to the objectives, it may be necessary to modify the quote.

Revisions to the Conceptual Sketch

We strive to make the conceptual sketch match the objectives as closely as possible in a manner that we believe matches your expectations. Much of the time we get it exactly right, and our clients have only minor changes to the conceptual sketch. Other times they may decide to make more significant changes to the design — either due to a greater awareness of what they want or due to the need to bring the estimated construction cost down after receiving an updated estimate from the builder. In any case, revisions to the conceptual sketch will be billed at our standard hourly rate.

When there are a considerable number of revisions, or when a client's conception of the home is an "evolving process," we may invite him/her to join the principal designer at the drawing board to guide the modifications to the conceptual sketch. This interactive method of design has been very successful in guaranteeing client satisfaction.

Please note that some additional time may be spent after revisions are completed to bring the revised sketch up to presentation quality.

EXAMPLE QUOTE FOR AS-BUILT PLANS AND CONCEPTUAL SKETCH

Your Name
Your Address
Your Phone

Your job number
Date of letter

Dear _____:

The way we approach a remodel project is to first measure the existing structure in the areas that will be affected by the remodel. This will include the existing lower level, main level, upper level, 3 exterior elevations, a structural cross section as well as can be determined without any demolition (i.e., removal of drywall). We will need to have access to the attic scuttle, and we will shoot grades in the backyard area affected by the addition. We are not licensed surveyors so this work will not include tying the house into your property lines.

The cost to field measure will be $_____. Using our field notes we can then prepare the as-built drawings. The cost to convert these field notes into as-built drawings will be $_____. This gives you a total cost for preparing the as-built drawings of $_____.

Following completion of the as-built drawings I will devote ___ hours towards the conceptual sketch at $105.00 per hour = $_____. The conceptual sketch will include a main level floor plan with minimal room size markings and other annotation, and it will include a rendered back elevation. Revisions to the conceptual sketch will be billed at our hourly rate.

All reimbursable expenses, including prints and shipping, are not included in the quote.

If this arrangement is suitable, or if you have any revisions to the objectives, please get with me and we will proceed.

Sincerely,

Julie McCullough Conley
Vice President

PM/gsr

PHASE FOUR: CONSTRUCTION DRAWINGS

What are the construction drawings?

When you have decided that the style and layout of the conceptual sketch is exactly the way you want it and you have assured yourself that the cost of construction meets your budget, we will be ready to proceed to the final stage of the design process: the construction drawings.

The construction drawings can be summed up as the "nuts-and-bolts" plans for the home. While the conceptual sketch was sufficient to help you visualize the layout of the rooms, how the remodel will look, and procure a budget estimate, more detailed plans are required to demonstrate how the remodel is to be put together and how complicated architectural features are to be built.

Why are they important?

Detailed plans remove the guesswork contractors would otherwise have in deciding bearing loads and other structural details about your home. This can effectively expedite the construction process by reducing the risk of costly errors. If you have not decided on a specific contractor already, you will find that a good set of plans also helps maintain uniformity when you collect bids. For example, one contractor may estimate only one drainage tile with only six inches of gravel fill around the perimeter of the basement, while a more prudent contractor may have two tiles — exterior *and* interior — and gravel backfill to grade. The first contractor would have the lower bid, but only by compromising the adequacy of foundation drainage. Beware of contractors' cutting corners to save cost! The closer to "apples-to-apples" you can get your bids to be, the more likely it is that the finished product will meet your expectations and be within budget. Construction drawings are an essential part of achieving these goals.

Few people go into any major investment without substantial forethought and planning. Think of the construction drawings as *your* instructions to the contractor. Without detailed plans, contractors and subcontractors will have a free hand in setting the level of quality in construction. Construction drawings help guarantee the soundness of your home by providing a good way of conveying your expectations to the contractor. Of course, we cannot specify every minute detail. We do not dictate that there are to be four nails put in every seat joint or that the subfloor is to be glued to the floor joists; such things a reasonable contractor knows anyway and are not unique to your home. The plans, however, will help ensure the adequate sizing of beams, the proper placement of headers and flitch plates, the correct choice of framing members, and the like. Construction drawings are an important part of the contract documents between you and your contractor, setting a guideline for the contractor and his subcontractors to follow.

What is included in a set of construction drawings?

The exact composition of a set of construction drawings varies according to the complexity and architectural sophistication of the remodel, and according to the client's preference. The finished plan will generally include detailed floor plans, a foundation plan, a roof plan, and numerous elevations, framing sections, and specialized construction details. Each of these most-common types of drawings is discussed in more detail below.

The **detailed floor plans** elaborate on the floor plans of the conceptual sketch usually at a larger scale (1/4" = 1'-0"). These floor plans will add accurate dimensioning, door/window specifications, and other general construction annotations as needed. Wood and steel structural support requirements will be calculated and marked.

A **foundation plan** illustrates how the weight of the house will be distributed to solid ground below, how footings are to be laid out, and where steel beams will rest. A carefully laid out and dimensioned foundation plan is particularly important to the concrete and masonry subcontractor because an error at such an early stage of construction, if not caught till later, could result in serious problems having far-reaching effects on the remainder of the structure. (NOTE: It is assumed that the lot on which the house will be built has a 2,000 lb. per sq. ft. soil bearing capacity unless we are provided with a soil test report, or you instruct otherwise.)

The construction drawings will often include several **detailed elevations** and, if there are numerous roof lines, a **roof plan**. Elevations are used by contractors to determine window placement, exterior veneers, excavation of the lot up to the foundation walls, and special stylistic features such as brick arches, transoms, cupolas, decorative trim and mouldings, brick quoins, and chimneys. The elevations and a roof plan assist in the construction and verification of the roof design, assuring roof lines come together properly.

Framing sections (or *cross sections* as they're often called) are like "slices" through the house. Framing sections help the contractor correctly interpret the layout and understand the internal framing requirements. Floor plans are all in "plan view" (looking down), and are mostly two dimensional. On even the simplest of houses, it is impossible for someone to understand the intent of the drawings without cross sections to show the superstructure of the home, adding the third dimension to the plans. Framing sections indicate to the contractor what kind of structural members to use in construction and illustrate the support mechanism for the roof. The number of framing sections required varies according to the complexity of the structure.

To be able to understand what is happening in complicated areas of the home and to illustrate special features, it is often necessary to prepare **construction details** that highlight these areas at a scale larger than ¼"=1'-0". Such features will likely include fireplaces, eaves, rakes, special stairways, cupolas, bay windows, and dormers. The number of specialized construction details that are prepared vary widely from home to home.

How much do the construction drawings cost?

When the conceptual sketch is complete, your principal designer will provide you with an exact list of the drawings and details we recommend for your remodel. The list will represent the minimum set of drawings that we feel are necessary for expeditious and quality construction. Our goal in preparing the list is to cover the most critical structural aspects of the home and the most complicated architectural features (e.g., fireplaces, circular staircases). Often clients will ask for more drawings so that they can be sure other architectural features of the home are built exactly to their expectations. These additional drawings might include interior wall elevations, closet details, and artistic perspective renderings. Some of the largest designs may also require mechanical plans (plumbing, electrical, HVAC) or specially engineered structural plans.

Each drawing on the list will be accompanied by a quote for the number of hours we expect the drawing to take. An example of such a list can be found on pages 20 and 21. By multiplying our hourly rate by the total number of hours, you will be able to derive a solid price for the full set of plans. As a general rule-of-thumb, the quote for construction drawings for most designs will be between 2% and 4% of the total construction cost of the home; however, we must stress that every job is different, and it is possible that your estimate might be higher or lower.

EXAMPLE QUOTE FOR CONSTUCTION DRAWINGS

Your Name
Your Address
Your Phone

Your job number
Date of letter

Dear _____:

With the conceptual sketch now finished, we can move on to the Construction Drawings. Below you will find a list of the drawings and details which we feel are necessary for expeditious and quality construction. The breakdown is provided in order for you to clearly understand what we will be drafting and how much it will cost. I would strongly recommend that the list be considered the minimum needed to have a thorough and cohesive set of construction-worthy plans. We will happily provide any additional drawings or details you might request. As a reminder of the meaning of some of the drawings, you may wish to refer to the introduction packet you were sent when we started work on the project.

All hours quoted below will be billed at our standard hourly rate unless otherwise noted. All reimbursable expenses, including prints and shipping, are not included in the quote. Revisions to the conceptual sketch will be billed at our hourly rate.

QUOTE (hourly rate):

(1) Enlarge main level floor plan to ¼" = 1'-0" scale --- 2 hours
(2) Enlarge second level floor plan to ¼" = 1'-0" scale --- 2 hours
(3) Rough stakeout of house on lot to insure proper placement and to make sure grade heights meet your approval:
(A) Prepare stakeout plan with preliminary plot --- 3 hours
(B) Travel time for principal designer and draftsman will be billed at hourly rate.
(C) Stakeout time for principal designer and draftsman will be billed at hourly rate.
(4) Plot plan for securing building permit (horizontal control only; not a site drainage plan) --- 4 hours
(5) Foundation plan layout with dimensioning and annotation --- 5 hours
(soil bearing capacity assumed to be 2,000 lbs./sq.ft.)
(6) First level floor plan; fully dimensioned, including door/window sizes and annotation --- 6.5 hours
(7) Second level floor plan; fully dimensioned, including door/window sizes and annotation --- 6.5 hours
(8) Roof plan with annotation; run load paths --- 5 hours
(9) Exterior front elevation (north) at ¼" scale, including exterior vertical dimensions --- 8 hours
(10) Back elevation (south) at ¼" scale --- 7 hours
(11) Left side elevation (east) at ¼" scale --- 5 hours
(12) Right side elevation (west) at ¼" scale --- 7 hours
(13) Framing section through turret in study --- 4 hours
(14) Framing section through study, master walk-in closet, and master bath; including relevant eave details --- 3 hours
(15) Framing section through living room and entry foyer; including relevant eave details --- 4.5 hours

(16) Framing section through stoop, entry foyer, family room, and screened-in porch; including relevant eave and floor framing details --- 6 hours
(17) Framing section through dining room and kitchen; including relevant eave details --- 5 hours
(18) Framing section through breakfast room --- 1.5 hours
(19) Framing section through laundry room, service entry, bath, and kitchen; including relevant eave details --- 4 hours
(20) Framing section through garage; including relevant eave and floor framing details --- 2.5 hours
(21) Bedroom #2 box bay detail at 1"=1'-0" scale --- 3.5 hours
(22) Bedroom #4 (guest bedroom) box bay detail at 1"=1'-0" scale --- 4.5 hours
(23) Service entry stairway detail at ½"=1'-0" scale --- 3 hours
(24) Entry foyer stairway detail at ½"=1'-0" scale --- 4.5 hours
(25) Conceptual elevation of family room fireplace at ½"=1'-0" scale --- 4 hours
(26) Conceptual elevation of living room fireplace at ½"=1'-0" scale --- 3.5 hours
(27) Conceptual elevation of master bedroom fireplace at ½"=1'-0" scale --- 3.5 hours
(28) Family room fireplace details, sections, and mantel details at ½"=1'-0" scale --- 5 hours
(29) Living room fireplace details at ½"=1'-0" scale --- 3 hours
(30) Master bedroom fireplace details at ½"=1'-0" scale --- 3 hours

NOTES:

- I do not anticipate the need for a structural P.E. consultant at this time. As we discussed, if the need for one should arise, his services will be charged on a cost-plus basis.
- If time allows, and at your direction, we will try to dedicate time to creating 3D interior views in areas where they would be helpful to you, your contractor, and the interior designer. This work will be done on an hourly basis and is not included in the quote.

If this quote is suitable, please give me a call and we will proceed.

Sincerely,

Julie McCullough Conley
Vice President

PM/gsr

RATE & FEE SCHEDULE

Hourly Rates

Principal Designer
$105.00 per hour

Prints

Bond (24"x36")
$2.50 per sheet

Bond (30"x42")
$3.00 per sheet

Bond (11"x17")

$1.00 per sheet

Vellum
$4.50 per sheet

Miscellaneous Fees

Objectives Letter
Half the Cost of Objectives Meeting

Shipping and Freight
Cost + 10%

Subcontract Design Work
Subcontractor's Fee + 10%

Reimbursable Travel Expenses
(outside of Evansville area)
Cost + 10%

Reproductions of Original Tracings

The original tracings and/or computer files of your design are the property of H. G. McCullough Designers, Inc. For you to have a hard copy of your plans, we will need to make prints (reproductions) of the original tracings. We offer two media on which we can deliver prints: bond and vellum. Bond prints (or "black print on a white background"). Vellum prints are made using a photo-electrostatic process much like a standard copier machine. Bond prints are much less expensive than vellum and are typically used for draft prints and for distribution to contractors. Vellum is usually only used for our internal purposes, or if you want a set of prints that can be reproduced elsewhere.

The cost of reproducing plans sheets is not included in the cost of quotes. Sometimes we need to make reproductions for our own internal use in creating your drawings; the cost of these internal prints is additional (although this never amounts to a significant expense). It is also our policy to honor requests for prints made by your contractors and materials suppliers (when we know who they are) on your behalf.

Travel Expenses

On projects farther than 30 miles from Evansville, the travel time for our employees will be charged at the standard hourly rate. There is no separate mileage fee for travel by car (outside of the hourly rate). Any other reimbursable expenses for trips (such as lodging and airfare) will be charged on a cost-plus basis.

Subcontract of Design Work

On very large jobs we will sometimes subcontract other firms to do specialized design work for the construction drawings, especially with regard to special structural or mechanical requirements. The fee charged by these subcontractors will be passed on to you on a cost-plus basis.