

Client Name

Project Name – Project Development Program

Before We Start...

Dear [REDACTED],

I love what you're doing with [REDACTED] – I looked up your Facebook page and blog and it looks very interesting.

To further develop your haven by adding restroom and laundry facilities as we discussed, the first step is to conduct a project discovery session.

Just as a doctor performs a thorough diagnosis before issuing a prescription, our process begins with thorough research of your project constraints followed by the creation of a customized **Project Development Program** for your project. I will meet with you and visit the site if necessary to define your **Project Development Program**. The **Project Development Program** serves several purposes:

- It minimizes your risk to faulty design decisions by laying the proper ground work up-front
- It clarifies the project constraints so that proper design decisions can be made
- It helps us determine if this working relationship is a “fit” for both parties (you and me) before fully committing to a contract for design services
- It allows you to explore your goals for your project in a structured format

Joseph Romm explains in his book Cool Cities, that “although up-front building and design costs may represent only a fraction of the building’s life-cycle costs, when just 1 percent of a project’s up-front costs are spent, up to 70 percent of its life-cycle costs may already be committed.”

What does this mean for your project? Decisions made at the beginning of your project have great impact on the options you have available later – investing well early in the process will pay huge dividends over the life of your project.

If after working through this phase you decide that your project needs have changed or that you no longer wish to work together, the **Project Development Program** is yours to keep with no obligation.

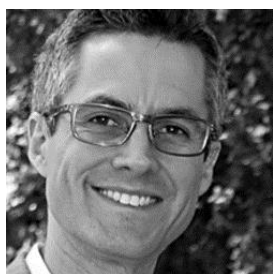
The investment for the **Project Development Program** is \$600, excluding the site visit, which is billed at a rate of \$135/hr. Mileage is billed at a rate of \$0.70 per mile. If we decide to proceed after this phase the \$600 is applicable to the design fee for the project. Upon acceptance of these terms I will send additional information, including a questionnaire, via email.

I will follow up with you regarding this proposal via telephone. Please reach out to me sooner with specific questions. I look forward to working with you!

Yours Truly,

Enoch B. Sears

Enoch Bartlett Sears, AIA LEED AP



Enoch Bartlett Sears | [Architect](#)

Enoch graduated with a degree in architecture from Cornell University. He is a practicing architect in Visalia, California. He is a licensed contractor (inactive) and is a certified LEED (Leadership in Energy and Environmental Design) Professional. Previously he has practiced in Houston, Texas and Panama, Central America. Enoch has designed numerous homes for happy clients in the mountains and valley floor of Central California. References are available on request.