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November 15, 2019

Manoj Sigdel
VP of Finance and Planning
Nepalese Cultural and Spiritual Center (NCSC)
2016 W. Grauwlyer Rd, Irving, TX, 75061

Re: *Revised* Letter Form of Agreement for Professional Services
Specific Use Permit documentation and Building permit/Construction drawings, 1212 Royal Pkwy,
Euless, TX

Dear Manoj,

I am very pleased to provide you with our professional services proposal for your SUP and renovation Project. I prepared our proposal per the Scope of Work presented below. Our Firm is well-qualified to assist you with your project as we are an experienced team of Architects, Engineers and Construction professionals with substantial design experience with all facets of modern construction practice.

SCOPE:

The scope of work included is based on the information and drawings you provided. *We understand there are 2 separate efforts to be performed.* The scope of work to be included are shown below.

SPECIFIC USE DOCUMENTATION

This effort includes the following:

1. Meetings with you and your team to start and oversee the project progress
2. Prepare as-built site plan, floor plan and elevations
3. Develop proposed floor plan and elevations for review and approval by you
4. Prepare tree, boundary and topographic survey. Topo with 2' contours
5. Prepare application and submit to the City of Euless to begin the approval process
6. Attend and present the project to the City of Euless DRC meeting, the Planning and Zoning meeting and the City Council meetings

PERMIT AND CONSTRUCTION DRAWINGS

This effort includes the following:

1. Meetings with you and your team to oversee the project progress
2. Prepare floor plans, wall sections, interior and exterior elevations for review and approval
3. Construction Documents for use in permitting and construction:
 - a. Architectural
 - b. Mechanical engineering for re-designing the ductwork to match the new floor plan

- for the heating and cooling system. Also, extensive work required for designing the hood ventilation and ansul system for the kitchen for the health department permit
- c. Electrical engineering for re-designing the lighting and power systems to match the new floor plan. Also, extensive work required for designing the electrical system for the kitchen equipment for the health department permit
 - d. Plumbing engineering for re-designing the plumbing system including new bathrooms and kitchen. Also, extensive work required for designing the plumbing fixtures, grease trap, and drainage system for the kitchen for the health department permit

DELIVERABLES:

- Design drawings and documentation for the SUP
- Design drawings for permitting and construction
- Design drawings shall be signed and sealed by a registered Architect and registered Engineers

TIME:

Work for the **SPECIFIC USE DOCUMENTATION** will be completed within 15 business days (not including Owner review time) beginning the day after we receive the signed agreement and retainer. A large portion of this time is for the surveyor to complete his field work and submit the surveys to us.

Work for the **PERMIT AND CONSTRUCTION DRAWINGS** will be completed within 25 business days (not including Owner review time) beginning the day after we receive the signed agreement and retainer.

FEE:

We propose to perform the professional services for the **SPECIFIC USE DOCUMENTATION** for the sum of \$7,700.00

We propose to perform the professional services for the **PERMIT AND CONSTRUCTION DRAWINGS** for the sum of \$8,600.00

You have the option of hiring us for both efforts and one at a time. If we are hired to perform the work separately, the time required for each effort stands on its own and does not run concurrently.

SERVICES NOT ANTICIPATED:

- Permitting
- Geotechnical Investigation

ADDITIONAL SERVICES:

In the event services - *in addition to the scope of work above* are requested in writing by you, our fees for Professional Services for this effort will be based on a time card basis as follows:

Principal/Partner	\$210.00/hour
Senior Project Manager	\$150.00/hour
Architect/Engineer/Construction Manager	\$130.00/hour
Intern Architect/Engineer	\$105.00/hour
CADD Operator	\$ 65.00/hour
Clerical	\$ 45.00/hour

PAYMENTS AND COMPENSATION:

An initial retainer payment of thirty percent (30%) shall be paid as a minimum payment under this agreement. This retainer is due upon signing this agreement to start the work.

Final payment is due upon completion of the work.

You have the option of hiring us for both efforts and one at a time. If we are hired to perform the work separately, the retainer will be required for each effort separately.

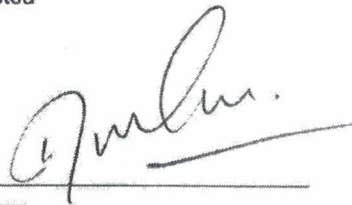
TERMINATION OF SERVICE:

Either party may terminate this agreement should the other fail to perform its obligations hereunder. In the event of termination, the Owner shall pay the Firm for all services rendered to the date of termination including reimbursable expenses.

I am honored you selected us to provide our proposal for services for your Project. I believe we will provide you with exceptional, cost-effective professional services that meets the standards of quality our Clients have come to expect. Let me know if you have any questions regarding this proposal agreement at any time. If this letter of agreement is acceptable, please sign below and return one copy to our office for our records.

Respectfully

Accepted



CONSULTANT:

ARTEC Integrated LLC
David Rey AIA
President

OWNER:

Nepalese Cultural and Spiritual Center
Manoj Sigdel
VP of Finance and Planning

"The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas"

**Texas Board of Architectural Examiners
Hobby Building: 333 Guadalupe, Suite 2-350, Austin Texas 78701
Telephone (512) 305-9000: Fax (512) 305-8900**

"The Texas Board of Professional Engineers has jurisdiction over complaints regarding the professional practices of persons registered as engineers in the state of Texas"

**Texas Board of Professional Engineers
1917 S Interstate 35, Austin Texas 78741
Telephone (512) 440-7723**