

Design Group and Ministry Agreement for Building Design Services

Introduction:

The purpose of this contract is to explain what services Design Group (DG) is able to provide and what responsibilities the ministry being helped has as we work together. Please read this carefully and contact us if any of the items contained here are unclear. Our goal is for God to be glorified as we work together for His kingdom.

Responsibilities of the client (the ministry being assisted by the design Group):

At the beginning of the project (before design work begins):

The client will provide DG with copies of any drawings of the site, buildings, and any other information that they have that pertain to this project, including information regarding building laws and regulations pertaining to this type of project or building projects in general, translated into English as needed.

The client will provide professional surveys of building sites as needed if DG is unable to provide this service.

The client will arrange for and pay for, if necessary, any consultant services (for example: structural engineer) that DG is not able to provide.

The client shall be responsible for paying for an initial investigative trip to be made by one or two members of DG staff. The cost will include transportation, both to the project location and in-country, housing, and meals. In addition to this, the client will provide DG with a one-time charge of €300 at the beginning of the project.

The client shall have the only legal and financial responsibility for the property ownership and the project.

During the design work and after completion:

If the client decides at any time during the project that DG services are no longer needed or desired, or there are changes to the project, he or she must notify the dG immediately in writing by e-mail or post of the decision.

The client shall be responsible for reimbursing the DG for any material costs incurred during the work on the project to include, but not limited to, telephone calls, faxes, reproduction costs, photographs, consumable office supplies, and presentation materials.

The client shall be responsible for the cost of any further site visits by DG staff or their consultants if deemed necessary by the client and DG.

The client shall be responsible for any fees required to be paid to locally registered professionals who assists in the building permit process as well as any costs for the issuance of a building permit or license, including any taxes incurred. The client is responsible for obtaining all permits and approvals needed for the project.

The responsibilities of Design Group:

At the beginning of the project (before design work begins):

DG and the client will decide which design services are needed and DG will prepare and provide a schedule for the completion of each phase of the design. The client will review this schedule and approve it.

DG will notify the client in a timely manner if the information provided regarding the building project is not sufficient or correct.

DG will provide all services without receiving any fee for time spent. These services may include, but are not limited to: site and building inspection and evaluation, consultation, review of design work performed by others, design work, construction drawings, construction supervision, and presentation materials.

The language of all communication, with the client or any other person, will be in English unless other arrangements can be made.

During the preliminary design and final design phases:

Services and documents provided:

Plans, sections, elevations and perspective views of the new work in relation to any existing facilities. These drawings may be in the form of computer generated drawings or hand drawn sketches or a combination of the two.

Optional documents are scale models and 3-dimensional computer generated 'walk-through' videos. No documents may be modified in any way without the written permission of DG.

During construction:

DG will provide clarifications and/or additional construction and detail drawings as required by the contractor or government agencies.

If requested by the client, DG can make changes to the construction documents at his request and maintain a record of these changes.

As decided by DG and client, DG shall be available for construction supervision services if desired. The client will be responsible for the cost of transportation to the project site as well as local housing and meals.

After construction is completed:

If needed, DG can provide such services as:

- + a final inspection of the building(s) to see if all work required has been completed and done properly.
- + 'as-built' drawings of the completed project.

DG retains the right to use photographs and drawings of the building project for publicity regarding the ministry of DG, unless the client expressly forbids this and makes this known in writing.

As an appointed representative of this ministry I agree to the terms and conditions set forth above. I understand that there is no legal responsibility by either party to strictly follow the above provisions, but it is our intention as a ministry to adhere to them to the best of our ability.

Date _____, 20____

Ministry representative's Name: _____

Signature: _____