

Description of Working Relationship with Clients

RS Lighting Design advises that they should be retained as early in the project as possible. During Pre-schematics we will assist in establishing project objectives, such as client goals and expectations, electrical load allocations, and construction budgets. An early discussion of design team responsibilities is beneficial as potential conflicts between mechanical systems, energy and building codes, or participation in environmental or utility incentive programs are reduced. After Schematics have advanced somewhat, we can return to check that all the objectives for lighting are still unchanged and that the budgets established are still adequate.

During Preliminary Design a conceptual design for lighting will be developed and presented. This is the point in the project where most of the work of the Lighting Designer takes place. It is not the selection of fixtures and lamps, but the time at which decisions are made about what we would like the project and its spaces to look like. It is these appearance decisions that are time consuming.

When all of these "appearance decisions" have been made, a paper plan is prepared showing proposed composition and light fixture locations for the project. This will also include a set of fixtures to achieve the lighting proposal. Throughout the process early criteria and budget decisions are checked.

The next step is to make any modifications that are necessary and present the revised lighting scheme. When this is accepted we can proceed to Design Development.

During Design Development the early layouts are refined and the proper equipment selected or designed. Control systems are developed to meet project requirements. The total design is checked against all the job criteria for compliance. At this point most of the work of the Lighting Designer has been completed.

During the Working Drawings (Construction Documents) phase, all control, fixture drawings, and specifications are prepared. The specifications are given to the Architect/Engineer for inclusion in the bid set. This is not a very time-intensive task, especially when compared to the percentage of time required by the other allied professions.

The final steps in the project are to assist in bid evaluation, check shop drawings, and assist with site observations. These are not time consuming, but are essential to properly complete the project.

Typical Terms of Agreement

- We can bill your office monthly on an hourly as needed basis, or against an upset limit fee determined with a set scope of work.
- Our hourly rates shall be \$125.00 per hour for Principal and \$75.00 per hour for Designer Assistants.
- Invoices for work performed shall be submitted on a monthly basis and shall be paid within 30 days. If unpaid invoices become more than 60 days old, the Lighting Designer may, upon (7) days give written notice to the Client, contact the Owner directly for payment and/or stop work until payment is received.
- In addition to the fees described above, the Client shall reimburse the Lighting Designer for costs incurred by the Lighting Designer on the Client's behalf, including but not limited to: Expenses for diazoprints, film, developing, printing, photocopies, and other, reproduction expenses; local transportation; long distance telephone; courier service and messengers;
- Reimbursable expenses billed shall be paid within 30 days of the invoice date.
- Either party upon one week's written notice may terminate this agreement. All work products and materials shall become the property of the Client once services are paid in full.