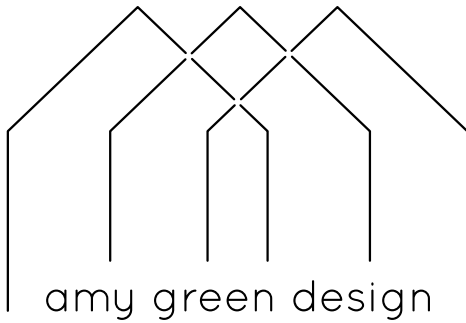


Services Pricing Tiers & Process





Designing a Better Tomorrow

The motto of amy green design is *designing a better tomorrow* because we believe problems can be solved through thoughtful design solutions. We achieve that through listening to our clients, developing a relationship with them and true understanding of their needs through feasibility studies, renderings, green material selections, detailed drawings, and helping our clients navigate the complex building permit and construction processes in NYC and other areas across the globe.



Owner & founder, Amy Green, of amy green design is recognized as a USGBC Green Home Expert. She's spoken at events such as SustainableNY and BuildingsNY. Amy worked for prestigious commercial firms such as TPG Architecture and MG2, and boutique residential firms such as JFA and Sienna Architecture for two decades before founding amy green design.

Amy is originally from Portland, OR and Laguna, CA. Her passions for green design brought her to NYC as their green development coordinator. She's completed Michelin Star Restaurants, designed hotels written up in Vanity Fair, homes featured in Luxe magazine, and has become an expert in building code and zoning resolutions which helps her clients maximize what they're able to build and achieve on site.

Amy gives back to the community by volunteering through NY Cares and has helped build homes for those in need through Habitat for Humanity and Architects Without Borders. Amy green design is a contributor to The Nature Conservancy, helping preserve nature for future generations to come.





visit amygreendesign.com to learn more about working with amy green design including a Q&A with owner, Amy Green, an FAQ section, and an architectural dictionary



Service Offerings

Projects with any green design can be as small as a one room remodel such as a kitchen or bath renovation, or an interior renovation of several floors of a skyscraper, or a large new ground up building with both commercial and residential spaces.

Clients can select just interior design services, just architectural services, or a combination of both.

Interior Design



Interior design services include material, finish, fixture, furniture and decor selections as well as floor plan and functional layouts, mood boards, design consulting, installation oversight, vendor coordination, assistance placing trade orders for discount pricing, 3d renderings and more!

Visit our **Interior Design Page** at amygreendesign.com to learn more about our interior design services.

client testimonial

"Amy was incredibly easy to work with and had innovative and modern suggestions to help us achieve the look we were going for. I can't imagine designing with anyone else!"

– Kirsten G.

Architecture



We are a licensed Architectural Firm offering the full range of services from existing conditions documentation to legalizations, custom new building design, blueprints, green building, permitted renovations and expansions, engineering coordination, tenant fit outs, construction administration, negotiations with contractors, historic preservation and more!

Visit our **Architecture Page** at amygreendesign.com to learn more about our services as a registered architect.

client testimonial

"Amy is a driven and organized professional who is always ahead of the curve. She is client-focused and able to deliver readily on ideas, effort, and enthusiasm. With her broad architecture experience she would be a great choice to service your project needs." – Andrew N.

Interior Design & Architecture



Many of our clients elect both Architectural & Interior Design Services from amy green design so we can fully help them achieve their design from start to finish and from inside to out for projects such as office design where we design not just the shell of the building but also the interior build out of their space; or a kitchen where we not only act as the Architect of Record for the project and file the permits for the work but also design the kitchen for them and select all the finishes, fixtures, materials, and design direction for the project.

Visit our **About Page** at amygreendesign.com to learn more about working with amy green design.

client testimonial

"I've worked with Amy on both large scale luxury and commercial projects and have always had a great experience. I would recommend Amy without question. She makes thoughtful suggestions, is open to feedback in a collaborative environment, has years of experience in both the commercial and residential world and truly loves her work. She goes beyond expectations with her research and product suggestions and has made my job much easier over the years. I couldn't ask for a better team player!" – Blayne K.

clients of amy green design benefit from the fact we are a licensed architectural firm that also offers interior design, which means we educate and consult clients on both those aspects of design, offer both services to them, and if scope expands from what starts out as Interior scope into Architectural scope due to deciding to take out walls or other expanded scope -- their project can continue to expand under amy green design's expertise



our 3d rendering services can help you visualize how your design will come together; whether it's a renovation, expansion, new building, interior or exterior design

Your First Steps Towards a Successful Building & Design Project

All our services build upon one another and add value, expertise, study and insight towards helping you successfully achieve the end goal of your project. Our carefully curated process helps you take the correct steps to move your project forward in a productive and effective direction within your schedule, goals, and budget.

Architectural Services



Step 1 Free Phone Consultation

Your phone consultation is focused on advising you of the best next steps towards a successful building project while educating you on the various design options available to your project along with discussing the code, permitting, zoning restrictions, budget, and timelines that will impact your project and how we can work with you to overcome those obstacles and help make your project a success with amy green design.



Step 2 Paid On-site Consultation

These consultations are so valuable to clients, they are often performed before a client purchases a property in order to help them evaluate the full potential of the property and the full scope of their available design options. Because these consults are so valuable towards the overall understanding and success of your project, we credit them towards our future work with the client. Contact us for more information on consults.



Step 3 (optional) Feasibility or Zoning Study

Feasibility Studies are incredibly valuable to clients trying to decide between several different design directions, or who want further study of the design, scope, and timeline they can achieve within their desired budget.

Visit our **Resources Page** at amygreendesign.com to learn more about how a feasibility study could be a best first step for your project

Interior Design Services



Step 1 Free Phone Consultation

Your phone consultation covers how amy green design can help you achieve your interior design goals for your space and the level of services we recommend to help you achieve that design vision.



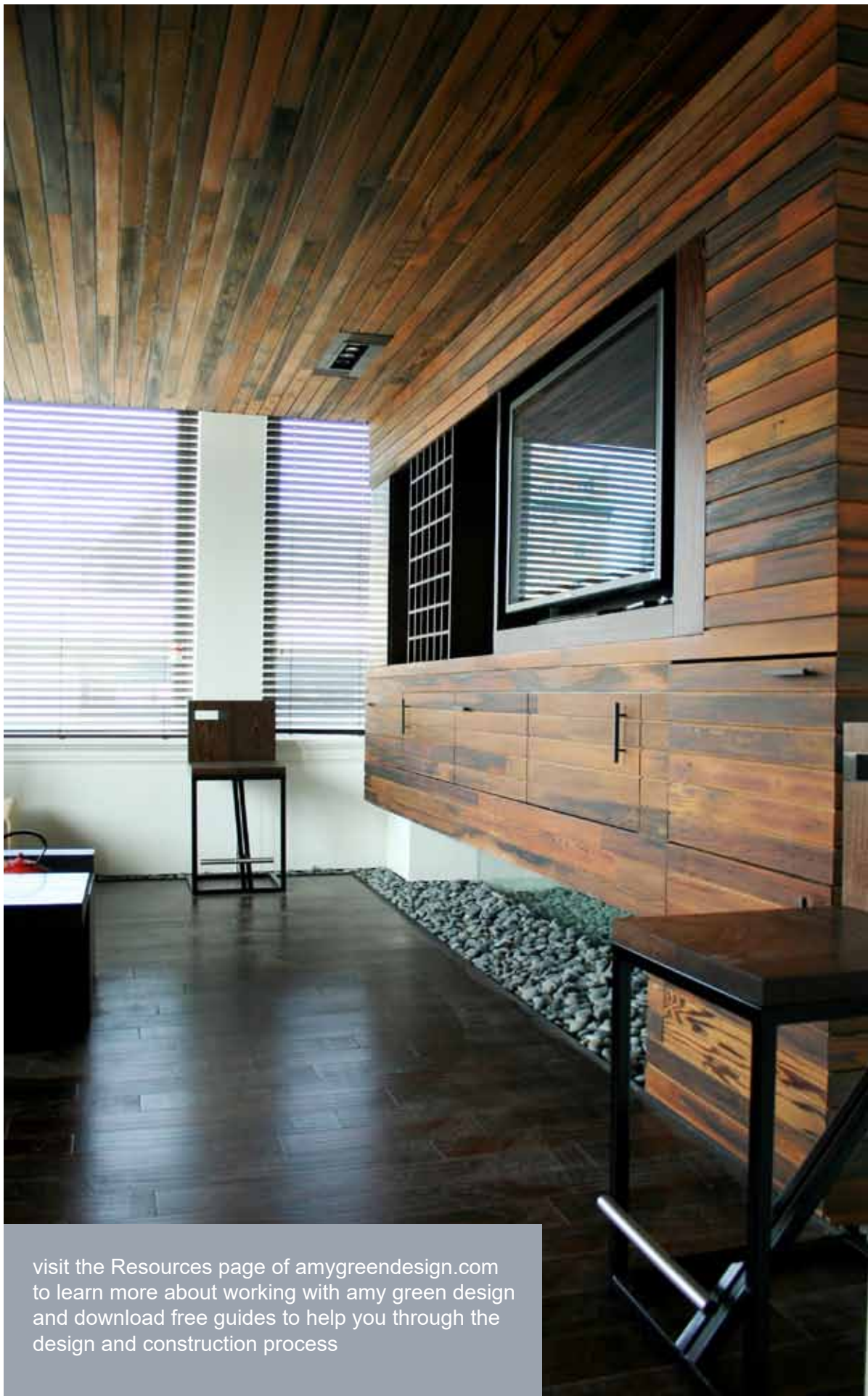
Step 2 Paid On-site Consultation

Our paid on-site design consultations bring Amy to your door, along with her endless ideas, inspiration images, and during the consult you not only gain her expertise but can ask questions on any design aspect during the consult. Contact us for more information on consults.



Step 3 (optional) Additional Design Support

After your on-site consult you can implement our design ideas on your own, or contract hourly or additional services for amy green design to help you select and purchase design materials, create 3d renderings, furniture plans, oversee design install, and more! Contact us for more info.



visit the Resources page of amygreendesign.com to learn more about working with amy green design and download free guides to help you through the design and construction process

Selecting Your Level of Service

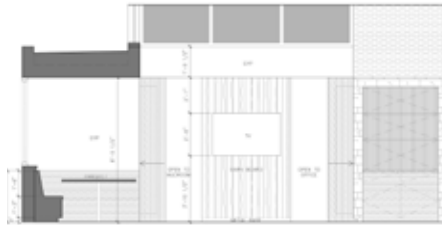
We understand premium services are not needed for every project; likewise our most basic services may not be all that is needed to support all clients in fully achieving their design vision; so we offer three different tiers of both Architectural & Interior Design services to help meet your goals and budget and can provide additional a la carte services to further meet the unique needs and goals of your particular project. At any time you can elect to add services to your project.

Architectural Services



Tier 1 Basic Services

These services provide the bare minimum services legally required in order for your Architect to work with you on the project from start of design to completion of construction. It is best suited to those looking to take more of the project responsibilities on their own or who are more focused on the fees of the project than achieving the best process or support from their Architect during the project.



Tier 2 Signature Services

These services best support the needs of the majority of our clients and ensure they receive our expertise in areas where they will benefit from our twenty years in the industry regarding bidding & negotiations with contractors, permitting, construction administration, and more so we can manage those services rather than burdening clients with managing those services on their own.



Tier 3 Premium Services

These services are for clients who want the Architect to handle all aspects of the project for them to help best oversee it's success under our expert direction; and for those who want to best understand their design through additional services such as 3d renderings, additional site visits during construction, extensive construction administration, more in-depth design reviews, and more!

Interior Design Services



Tier 1 Basic Services

These services are best for the Do It Yourself or budget minded client looking to take our design consultations, advise, and expertise we share with them during a one time 1:1 consult, then implement the design on their own based on the recommendations of AGD's consultation.



Tier 2 Signature Services

These services best support the needs of the majority of our clients to help them successfully implement their design with more support from any green design than what they acquire in a one-time on-site consult through additional services offered in this tier such as mood boards, plans, color palettes, design reviews, and more!



Tier 3 Premium Services

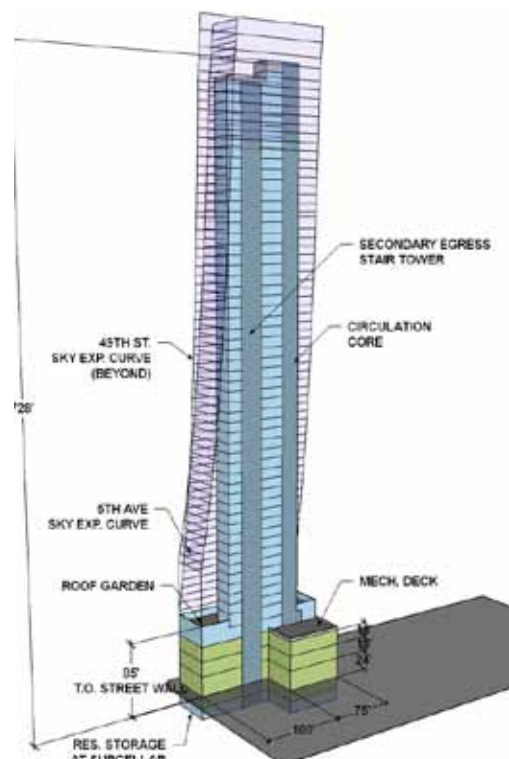
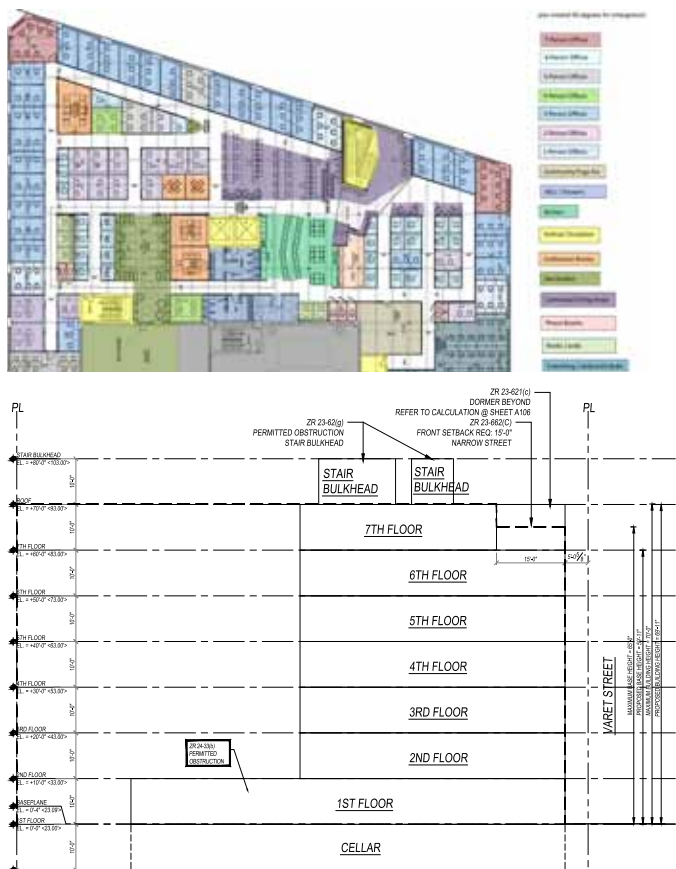
These full scope of services allow you to sit back, relax, and simply approve our design selections while we do all the heavy lifting for you from ordering samples to coordinating deliveries, overseeing installation, managing vendors, negotiating trade discounts, and more!



amy green design receives trade pro pricing from many vendors, let us know if you'd like us to assist you with product selection, ordering assistance, and utilizing our trade discount

Feasibility Studies

Below shows examples of a diagrammatic 3d rendering showing a client the tallest tower they could create on a site (far right), a space plan showing how an office floor could be relaid out to better accommodate staff (top left), and a diagrammatic section showing what a client could achieve if they merged all three sites they owned and maximized building on the lots.



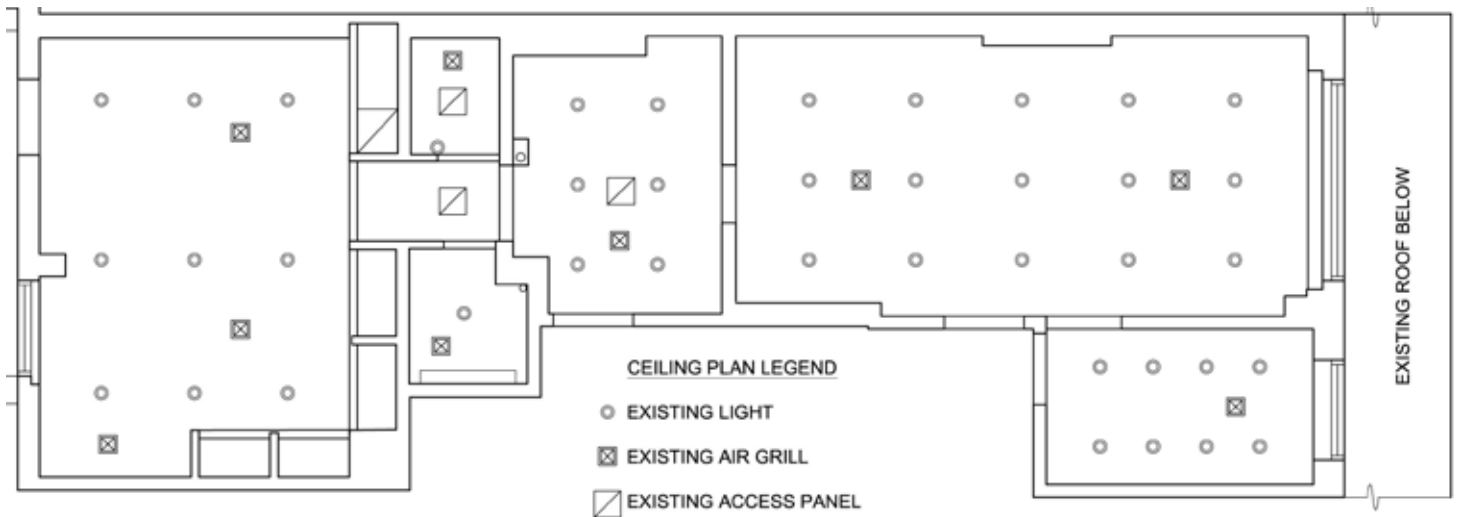
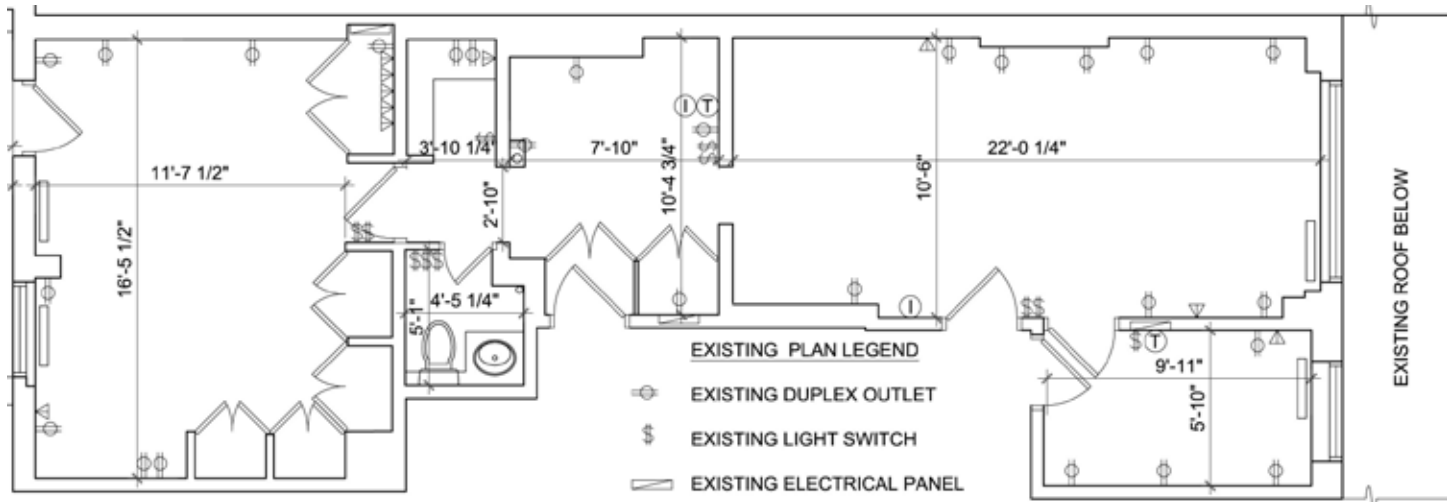
Feasibility Study Services	Tier 1	Tier 2	Tier 3
Calculations for critical code requirements such as lot coverage, floor area, building heights, etc	X	X	X
Diagrammatic building footprint and section drawings	X	X	X
Review feasibility study with client	X	X	X
Preliminary Bids and Schedule from Contractors for Construction		X	X
Proposals from consultants needed on project such as engineers, inspectors, etc		X	X
Mood Boards of what the design could look like		X	X
Schematic Design floor plans		X	X
Schematic Design Exterior Elevations		X	X
Egress & Occupancy Calculations		X	X
Additional In-Person Review Meeting(s) phone and email support and advisement		X	X
Public Assembly or Other High Level Code Evaluation			X
3d renderings			X
Review leases, co-op agreements, home inspections, or other documents governing renovation			X
Incorporating exact furniture or other movable objects into floor plan drawings			X

Examples of any green design's Services

Existing Conditions

Some clients need only the exterior documented, others just the interior, while others require the lighting, plumbing, power, ceiling heights, and other existing aspects be documented in order to help them through their renovation or new building.

Below shows examples of how we documented power, telephone, thermostat, intercom, lighting, HVAC, plumbing, and other documentation in addition to just the existing doors, windows, and walls of an existing space for a client.



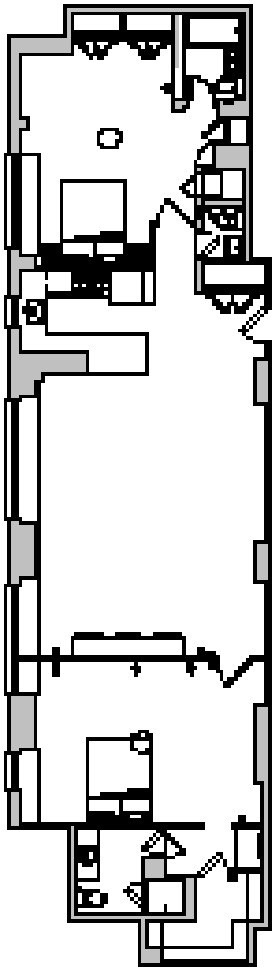
Existing Conditions Services	Tier 1	Tier 2	Tier 3
Create drawings from client's measurements, drawings, surveys, and sketches	X	X	X
Interior documentation of doors, windows, walls, plumbing, and built-ins	X	X	X
Documentation of power, lighting, headers, soffits, piping, fire alarm, sprinklers, ceiling heights		X	X
Create drawings from Architect's own on-site in-person measurements		X	X
Exterior documentation			X
3d Model of existing building and diagrams showing proposed expansion			X
Measure & document artwork and furniture			X

*Please note anything we are legally signing and sealing regarding existing dimensions or that needs to fit new furniture or built-ins exactly, we must measure in-person ourselves in order to confirm accurate dimensions and documentation.

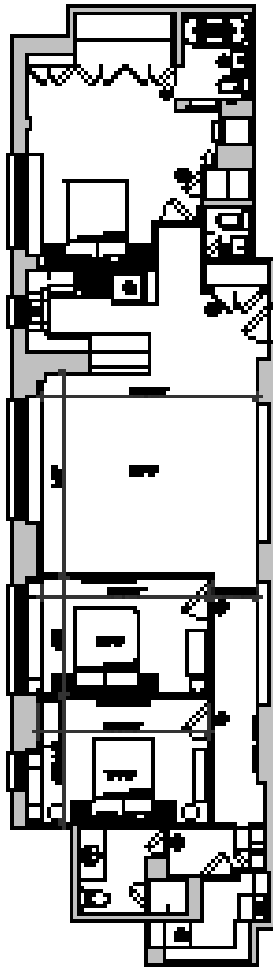
Examples of any green design's Services

Schematic Design

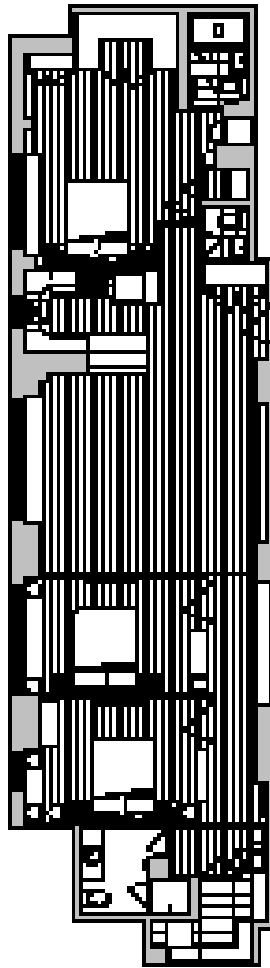
Schematic Design drawings maybe simple, but they are also some of the most critical drawings in a project as they establish the key concepts for the whole project from what doors and windows get reused, replaced, or removed to what the new floor plans will look like, the new ceiling, where new power will be, where the lighting is, where new tile or carpet covered is, and more! The less you are changing in a design project, the lower the Tier of Services can be.



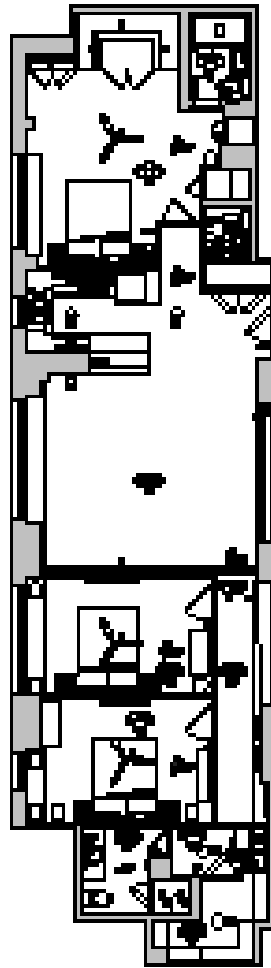
schematic proposed
demolition plan



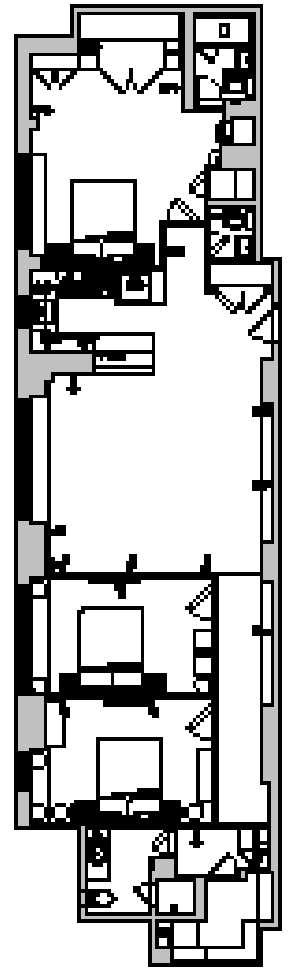
schematic proposed
new design plan



schematic proposed
finish floor plan



schematic proposed
ceiling/lighting plan



schematic proposed
power plan

Schematic Design Services	Tier 1	Tier 2	Tier 3
In-Person Design Kick Off Meeting & Final Review Meeting of Schematic Design	X	X	X
Proposed Schematic Demolition Floor Plans	X	X	X
Proposed Schematic Construction Plans	X	X	X
Proposed Schematic Finish Plans (if applicable to project scope)	X	X	X
Proposed Schematic Lighting/Ceiling Plans (if applicable to project scope)	X	X	X
Proposed Schematic Exterior Elevations (if applicable to project scope)	X	X	X
Proposed Schematic Power Plans (if applicable to project scope)	X	X	X
Proposed Schematic Furniture Plans (if applicable to project scope)			X
Day in the Life with AGD helping you visualize your ideal day/weekend/holiday in the space			X
3d Renderings			X
Additional Meetings, Presentations or Advisement			X

Examples of amy green design's Services

Design Development

This is our favorite phase of a client's project! It's mocking up the actual new paint color on the wall, feeling the texture of the proposed material in your hands, and gaining unique design advice AGD can offer you such as dishwasher drawers rather than regular dishwashers or how a smart shower can ensure you always have the perfect temperature shower or how smart lighting can help you get better sleep and wake up more refreshed.

This is one of the phases of services where clients vary the most on the Tier they select as some clients like to take on more of the design selections themselves, while other clients want AGD to help them through the whole process. Often clients will try to take on some of these services themselves initially, and later have AGD prep an addendum to help them complete aspects of the design where they feel they've gotten stuck. We're happy to help at any time!

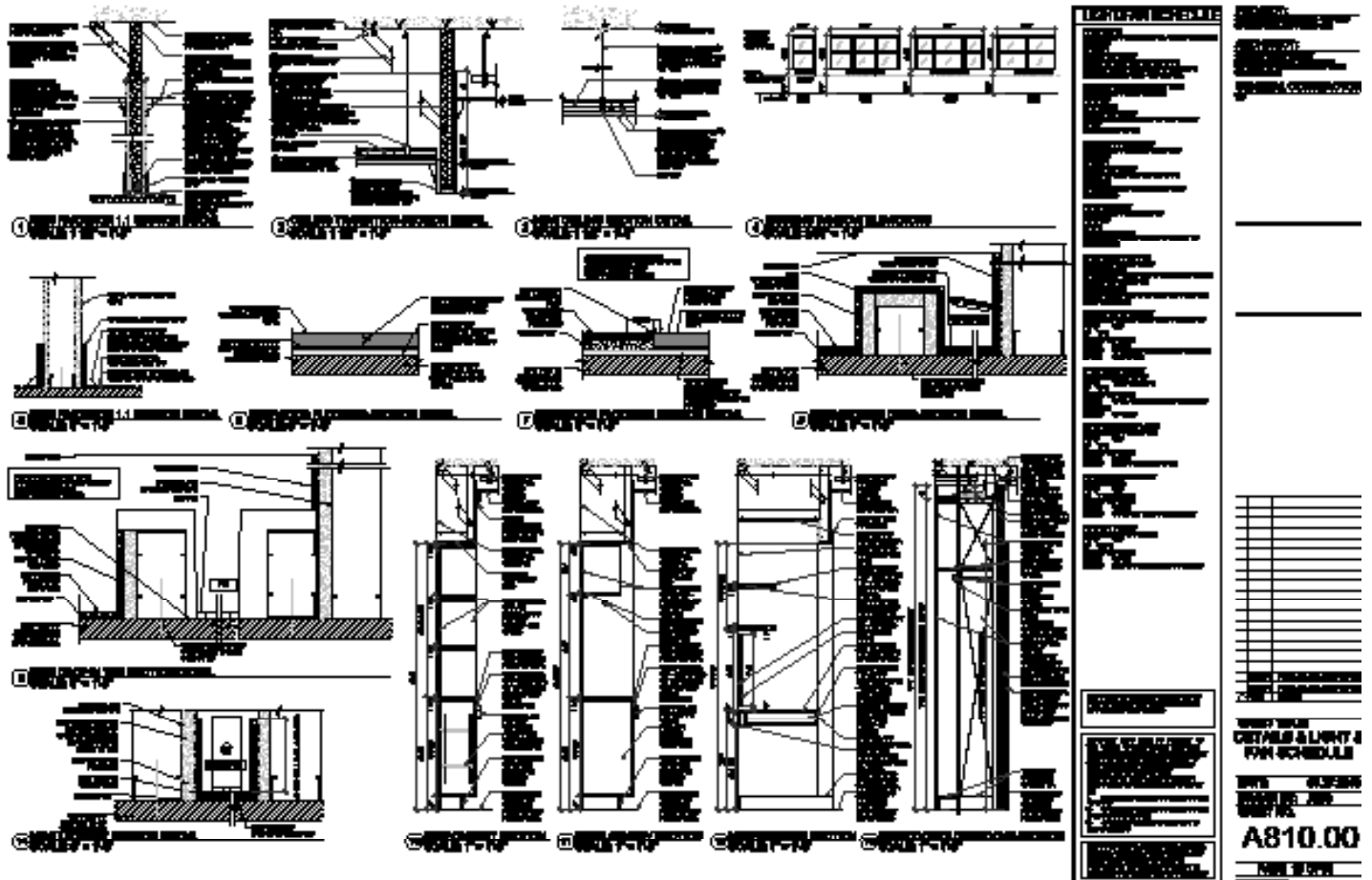


Design Development Services	Tier 1	Tier 2	Tier 3
Review Meeting of Design	X	X	X
Review items selected by Client	X	X	X
Proposed Demolition Floor Plans	X	X	X
Proposed Construction Plans	X	X	X
Proposed Finish Plans	X	X	X
Proposed Exterior Elevations	X	X	X
Proposed Lighting/Ceiling Plans	X	X	X
Proposed Power Plans	X	X	X
Proposed Interior Elevations	X	X	X
Design Questionnaire to help you discover your ideal design style, tastes, and preferences		X	X
Inspiration Images and Mood Boards		X	X
Amy Will Personally Recommend Vendors to Client That Fit Their Budget, Aesthetic & Schedule		X	X
Rough Budgeting for Design Selections		X	X
Finalizing Vendor Quotes			X
Showroom visits with Amy of amy green design			X
Proposed Furniture Plans			X
Select Finishes, Fixtures, and Materials			X
Order Samples of Finishes & Materials			X
3d Renderings			X
Additional Design Meetings or Design Advisement			X

Examples of any green design's Services

Construction Documents

These are the final drawings that most clients think of as “blueprints” for the project. They are the final drawings for the project that the Building Department will review and that the contractor will construct from.



Construction Documents Services	Tier 1	Tier 2	Tier 3
Final Review Meeting of Construction Documents	X	X	X
Sign & Seal Drawings as Needed	X	X	X
Consultant Coordination	X	X	X
Proposed Demolition Floor Plans	X	X	X
Proposed Construction Plans	X	X	X
Proposed Finish Plans	X	X	X
Proposed Lighting/Ceiling Plans	X	X	X
Proposed General Construction Details	X	X	X
Proposed Exterior Elevations	X	X	X
Generic Tags for Equipment, Finishes, Fixtures & Materials	X	X	X
Proposed Power Plans	X	X	X
Proposed Interior Elevations	X	X	X
Proposed Finish Details		X	X
Finalizing vendor quotes		X	X
Updating budget with final pricing, SF, and quantities for material, finish & fixture selections			X
Millwork Details			X
Lighting, Door, Window and Other Schedules			X
Fully Tagging Equipment, Finishes, Fixtures & Materials			X
3d Renderings			X

Examples of amy green design's Services

Bidding & Negotiations With Contractors

As your contractor's fee will be the most expensive part of your project, 95% of amy green design's client's elect to have us help them through bidding & negotiations with contractors.

If with all our experience in bidding, connections with contractors, understanding of fair pricing, materials, labor costs and negotiations we can save you just 1% of your construction fee, then we've more than covered our fee to help you do so and you'll end up with a better contractor, better pricing, and better schedule as a result.

Bidding & Negotiations Services	Tier 1	Tier 2	Tier 3
Review bids and advise client of recommended GC & negotiations	X	X	X
Recommend bidders for client to bid with from AGD's network and issue bidders bid documents		X	X
Organize and host a bid walkthrough on-site with bidders along with AGD & client		X	X
Follow-up with bidders to ensure bids are received in a timely manner		X	X
Respond to bidder's requests for clarification during bidding process		X	X
Receive, review, clarify, and negotiate bids before forwarding them to client		X	X
Create table helping client compare bids received apples to apples			X
Issue results of bidding to all bidders based on client's desired bidder for construction			X
Create and distribute bid instructions to bidders			X
Request and review contract for construction from client's desired GC for construction, and advise client of recommend negotiations to contract			X
Organize & host in-person contract signing meeting w/AGD, client, and GC along with AGD's signature agenda for meeting; to ensure client is 100% clear on contractor's contract for construction and that everything for construction is 100% on track from signing of contractor			X
Assist final bidder selected by client in developing a proposed schedule for construction			X

Co-op, Condo, Board or Landlord Review & Approval

Boards and Landlords vary widely on how easy or difficult they are throughout their review and approval process for renovations. We've had some jobs reviewed and approved through a Board in just two weeks, while the exact same scope submit to another Board or Landlord has taken four months to obtain their approval. On average we see most approvals by Boards take two months and most Landlord Approvals take a month.

Some Boards require in-person presentations. Other official letters of response on letterhead or review at a Board meeting which may only occur monthly, and others 3rd party review by an outside Architect or Engineer. All these items add to the time and complexity of the review.

By law, the building Owner's signature is required on permit applications before we can submit to the DOB, so obtaining their approval is an important part of the process.

Most clients elect to have amy green design minimally support them through their Board/Landlord review process at the onset (as it's often impossible to know just how easy or difficult they will be), and if during the process we find the Board Review quite difficult, the client will then have AGD create an addendum for additional hourly support to help them through the Board review process.

Bidding & Negotiations Services	Tier 1	Tier 2	Tier 3
Review Board/Landlord Alteration Agreement & Guidelines and advise client on them	X	X	X
Submit items required by the Architect to the Board/Landlord	X	X	X
Supply official letter of response to Board/Landlord's initial comments	X	X	X
Attend one conference call with Board/Landlord	X	X	X
Additional time for Board/Landlord Coordination		X	X
Attend in-person meetings or presentations to Board/Landlord			X
Provide Board/Landlord with copies of permits, DOB approved drawings, GC insurance requirements, or other documentation			X

Examples of amy green design's Services

Permitting & Expediting Coordination

Many people when they first approach AGD, are under the impression permits & expediting is all they need. As you've discovered by now after reading this far; there is a lot more that goes into a project than that --- and Architects don't just provide blueprints, rather they provide a service that creates an experience for you to live, work, and play in for decades to come while helping you design a better life for yourself and those who will be using the spaces we design with you.

We have an expeditor as part of our team who handles the permitting & expediting for all our projects; unless you have another expeditor you prefer to use. Our expeditor has 28 years experience in the NYC permitting industry, are incredible, professional, and yet somehow manage to still be one of the most affordable in the business. We're so proud of them!

AGD will oversee, coordinate, review, and manage all the work of the expeditor on the client's behalf.

Permit & Expediting Coordination Services	Tier 1	Tier 2	Tier 3
Advise client on the best filing strategy for their unique project	X	X	X
Prep permit applications for Owner's review & signatures	X	X	X
Circulate permit apps to all parties for needed signatures & notaries	X	X	X
Sign/seal permit applications	X	X	X
Submit permit applications and signed/sealed drawings to DOB	X	X	X
Submit permit applications and signed/sealed drawings to Landmarks (if applicable)	X	X	X
Attend plan exam appointments with DOB examiner to address their objections	X	X	X
Revise drawings to address DOB plan examiner's objections	X	X	X
Work with plan examiner to obtain DOB approval	X	X	X
Notify Owner & their GC when we've obtained DOB approval and GC can pull permit	X	X	X

Construction Administration

There are bare minimum legal requirements an Architect of Record must complete on a job during Construction Administration in order to fulfill their legal obligations and due diligence. That is the starting point of Tier 1 basic, legally required services.

From there the tiers of service increase based on the client's level of comfort regarding how well they trust the contractor selected, how often the client themselves plan to be on-site during construction to oversee work and progress, if there is an absolutely critical date construction must be completed by, or if the client simply wants more peace of mind that their Architect is looking out for them and helping move everything along smoothly.

During Construction Administration your Architect is your legal liaison between you and the Contractor to help resolve any concerns or disputes that come up between client and contractor during construction.

Construction Administration Services	Tier 1	Tier 2	Tier 3
Respond to contractor requests for information and clarification	X	X	X
Perform inspections required of Architect by DOB	X	X	X
Sign off job with DOB at completion of construction	X	X	X
Close out job with Board/Landlord at completion of construction	X	X	X
Organize and host on-site construction kick off meeting	X	X	X
Additional site visits by AGD beyond those legally required for inspections		X	X
Perform punchlist at completion of construction		X	X
Review samples, submittals, orders, and shop drawings from GC and subs/vendors/installers			X
Review & Certify Contractor Requests for Payment			X
Attend weekly on-site construction meetings or review weekly photos & updates from GC			X
Place orders, coordinate deliveries, pass on trade discounts, or provide quantity/SF/LF take-offs			X



How can any green design help me select the right tier and services for me and my unique project, budget, schedule & goals?

We recommend you start with selecting the tier that best meets your needs, then letting us know if you want to add on from there.

For example, if you want to DIY or be as budget conscious as possible, let us know you're a tier 1.

Selecting Your Tier Starting Point for Services

Tier 1 **Basic Services**

Start with these if you're the DIY type or looking for lowest cost.

Tier 2 **Signature Services**

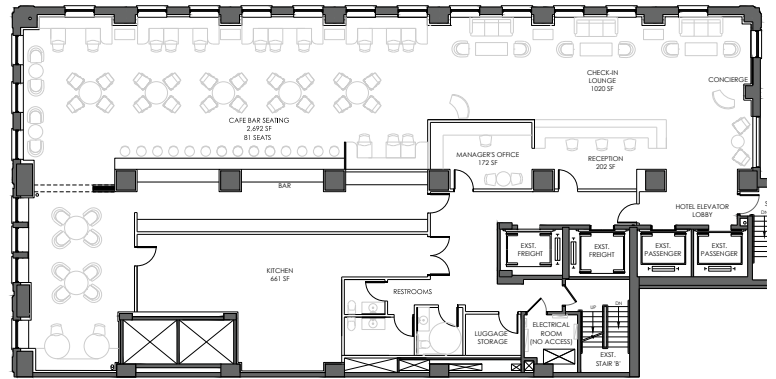
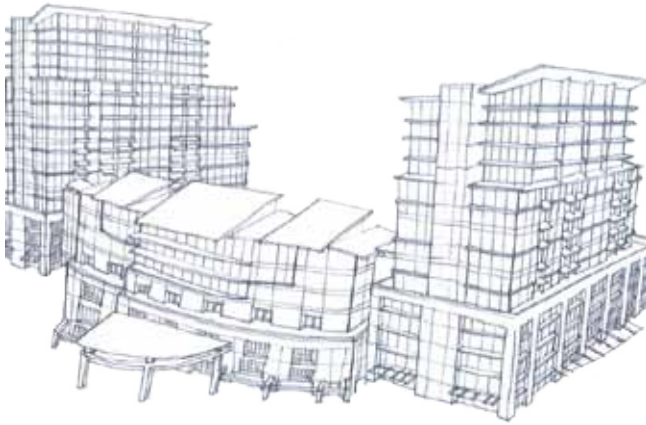
Start with these services if you're looking for more than just the bare minimum legally required support from your Architect & Designer.

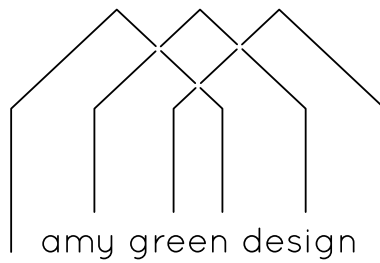
Tier 3 **Premium Services**

Start with these services if you want the white glove approach in which any green design handles everything for you.









amy@amygreendesign.com
503.438.5411

Contact us today for a consultation and
start designing a better tomorrow today!

amygreendesign.com