

BUDGET Proposal / Estimate for
Permaculture Design/Consulting Services

[address/location]

[client names]

December 1, 2011



The Resilience Hub, Portland, Maine +1 207-370-7697

“Design for Resilience”

www.resiliencehub.org www.portlandmainepermaculture.com

Dear [clients]:

Thank you so much for the opportunity to work with you on design for your [location] property.

Further to our recent discussions, we are pleased to submit this proposal for permaculture design services. Note that this proposal is based on the information we have gathered so far and our best understanding of your needs and goals. As it is early days in the project, please consider this a “budget quote” for planning purposes. As more details become apparent we can refine and expand on the details herein if new information arises and issue a change order for your review.

As a non-profit educational organization, The Resilience Hub ensures that each design project is also a learning and capacity-building opportunity for at least one advanced permaculture design student or apprentice. We appreciate your patience as we explore this on-the-job-training model that aims to create as many permaculture-literate professionals as possible in Maine.

Your Goals/Objectives:

Based on recent discussions and information received so far, our understanding is that you are interested in creating a permaculture plan for your property in [town], Maine that can be *implemented as time, money and energy allow* over [time period], [general discussion of stated goals thus far]

Proposed Scope of Work

Work Item	Estimated Hours	Total @ \$xx/h
Initial Consultation (2 consultants, prep time, 2h on site intake) <i>Initial consult fee due on day of consultation.</i>		
Draft Design/Review (research, intake work and creation of a draft design w/list of preliminary recommendations, including 1-2h meeting with you to review draft ideas and drawing)		
Final Design & Report (creation of final design, associated 20-30p report with zone-by-zone recommendations, plant list, phases of implementation and budgeting/maintenance advice, 1-2h meeting with you to present)		
Reprographics (all images digitized with laminated, mounted final product presented to you upon completion)		
Follow-up Consulting/Training (as needed/contracted at standard rates)		
Mileage at IRS standard rate for 2 estimated visits		
Estimated Total:		
1/3 as deposit to start project:		

About The Resilience Hub

The Resilience Hub is a collaborative non-profit organization that uses permaculture as a platform for supporting re-skilling, re-localization and resilience-building in a variety of ways. It coordinates the Portland Maine Permaculture Group and several other projects.

The Team

The Resilience Hub permaculture team members include seasoned permaculture designers and teachers as well several advanced permaculture design students/apprentices and several ad hoc permaculturists from around the country on an as-needed basis.

For this project we expect to utilize both [myself](#) as well as **[designer name]**, Certified Advanced Permaculture Designer and [other credentials].

Sincerely,

A handwritten signature in black ink that reads "Lisa M. Fernandes". The signature is written in a cursive style with a large, stylized initial "L" and "M".

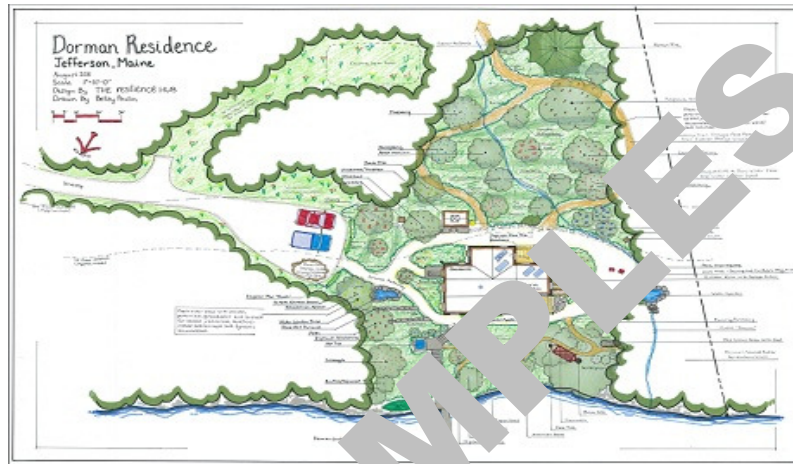
Lisa M Fernandes
Director, The Resilience Hub

Details About Working With The Resilience Hub


Confidentiality and Privacy	<p>This proposal and any conversations leading up to it are considered private and confidential by The Resilience Hub. The Resilience Hub adheres to a very strict privacy policy regarding work performed for clients and data belonging to clients. We understand that, in the course of our work, we may come in contact with proprietary or confidential information. This information will not be communicated, shared, or exposed to security risks at any time, to the best ability of our staff.</p> <p>We will not share or sell your contact information without express permission. At the time of presenting your final design, we may request permission to show your design in the future for educational purposes.</p>
Validity	<p>This quotation is valid for 60 days and for work completed within 6 months. Additional work beyond the scope of this quotation can be added to the project at any time by mutual written agreement.</p>
Standard Rates	<p>The billable rate for this project is \$xx/hour.</p>
Standard Payment Terms (for finite projects)	<ul style="list-style-type: none">• 1/3 of the estimated design fee is required as a deposit for us to begin the design work.• 1/3 is due upon completion of the draft design review meeting.• 1/3 is due upon final presentation. <p>Payment can be made by cash, check, credit/debit card or PayPal.</p>
Travel Fees	<p>Within a 3-hour drive of Portland, Maine, USA standard mileage rates (per the IRS web site) will be charged for inbound and outbound travel for each team member. Every effort will be made to carpool.</p> <p>Travel beyond a three-hour drive time from Portland will be subject to the standard hourly rate for inbound travel time from PWM, and any costs associated with travel to/from your designated work site (air/train/car rental, lodging, expenses).</p>
Incidental Expenses	<p>Expenses such as teleconference fees, photocopying, courier services, etc. incurred as a result of performing work under this quote will be included on your invoice for reimbursement at cost.</p>
Deviation from Estimates	<p>Time estimates are based on our experience with various design projects over the years. If unforeseen issues arise requiring additional hours, they will be raised for discussion and a course of action will be agreed before additional work is performed.</p>
Amendment to Quotation	<p>If any of the contents of this document differ from your understanding of the proposed work or terms, please notify us at once so that we can establish a proper mutual understanding prior to commencement of work. The terms and conditions stated herein override any other terms unless otherwise agreed in writing.</p>
Scheduling Constitutes Agreement	<p>Written (including fax or email authorization) or verbal scheduling of work described in this document constitutes acceptance of the terms and conditions of engagement and "authorization to proceed."</p>

Cancellation


Because we have a limited number of work hours available in any month, and we will have allocated some of those hours for visiting your site, we do need to charge a cancellation fee upon short-notice cancellation. Any on-site work appointments that are canceled by you less than 24 hours prior to the start time are subject to a cancellation of fee of 50% of the billable rate for the scheduled time or \$xxx.00 whichever is higher.



DRAFT Permaculture Design Plan
Please Use in Conjunction with Your Design



The Dorman Residence at Damariscotta Lake
54 Bird Lane, Jefferson, Maine USA



Prepared by:
Lisa M Fernandes and Betsy Postlin
The Resilience Hub, Portland Maine USA
September 2011




Table of Contents

1. Introduction
2. Project Background and Goals Articulation
3. Property Overview and Site Conditions
 - a) Overview
 - b) Topography / Geography
 - c) Climate and Precipitation
 - d) Soils
 - e) Aspect and Microclimates
 - f) Water
 - g) Vegetation and Wildlife
 - h) Sector Influences
4. Assets and Challenges
5. Design Recommendations by Zone
 - a) Zone I
 - b) Zone II
 - c) Zone III
 - d) Zone IV
 - e) Zone V
6. Suggested Phases of Implementation
7. Suggested Annual Maintenance Plan
8. Suggested Plant List
9. Addenda (customized to project)
 - a) Bibliography
 - b) Recommended videos
 - c) Other resources