

WALTON BROWN - FORT. ARCHITECTS

August 5, 1962

Ford Motor Company  
General Office Building  
The American Road  
Dearborn, Michigan

Attention: Mr. J. C. Schrot  
Construction and Equipment Purchasing Division

Re: PROFESSIONAL SERVICES  
ARCHITECTURAL INTERIORS,  
FURNISHING AND DECORATING  
V.I.P. AREA, FORD EXHIBIT BUILDING  
NEW YORK WORLD'S FAIR, N. Y.

Conclusion:

Reference to the conference Dan Morganeilli, director of our Interiors Department, in Dearborn, and subsequent telephone conversations and correspondence with Ford officials, we propose to provide the following professional services in development of approximately 8,000 square feet of interior space in the V.I.P. area on the mezzanine floor of the Ford Exhibit Building in the New York World's Fair:

I.

ARCHITECTURAL INTERIORS

- A. Working in collaboration with your representatives, and after reviewing any special effects you wish to achieve in the V.I.P. area, we shall:
1. Prepare layouts and sketches showing how it is proposed to treat the area.
  2. Provide you with a cost budget for the proposed architectural interior treatment.
  3. Review these concepts with you, and upon their approval or revision, prepare preliminary drawings and outline specifications delineating and listing fixed items to be constructed or attached in the area. These items will include reflected ceiling plans, ceiling cracks, general lighting and recess and down lights and location of air diffusers, floor treatments of the two elevator lobbies, dimensioned plans, details of floor outlets for floors and perimeter walls, location and placement of electrical facilities, perimeter wall elevations in those areas where specified.

... is required, designation of areas reserved for sitting, standing or are work, location and types of partitioning for the various V.I.W. lounges, general offices, conference room and private dining room.

- Upon completion and approval of the above work, we shall turn over preliminary design plans and specifications over to our personnel responsible for the overall architectural and engineering services on the Exhibit Building so that special plans can be incorporated into the working drawings for the structure.

#### IV.

#### FURNISHING AND DECORATING

##### 1. Selection and Presentation

Working in collaboration with you or your representatives, we shall:

- Prepare a scheme of interior decoration including the selection of fabrics, materials, colors, furnishings, floor coverings, furniture, accessories and accessories.
- Submit presentations for your approval, including renderings, photographs, samples of selected colors and materials.
- Provide you with a budget book containing an itemized list of all proposed purchases. Budget estimates prepared by us in conjunction with such itemized lists shall be based upon our wholesale costs excluding packing or shipping charges, and sales or use taxes.

#### III.

#### COMPENSATION, REIMBURSABLES AND PAYMENTS

##### 1. Compensation

Our compensation for services set forth in Parts I and II shall be a lump sum of eight thousand dollars (\$8,000).

##### 2. Reimbursables

In addition to the compensation set forth above, we are to be reimbursed the cost of the following: Blueprinting, renderings and reproductions; transportation, subsistence and other travel expenses incurred in performing our work; long distance telephone and telegraph charges; any shipping or delivery charges; the services of any consultants requested by you or payments for any outside services with the proviso that such consultants or outside services must be approved by you prior to their engagement.

##### 3. Payments

Payment of the lump-sum fee shall be in installments as follows:

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1. Three thousand Dollars (\$3,000) upon submission of the work outlined in Part II.
2. Five thousand Dollars (\$5,000) upon submission of the work outlined under Part III.

We shall invoice you at four week intervals for all reimbursable expenses incurred by us during the previous period. These invoices shall be due upon presentation.

IV.

OTHER:

- A. You shall have the right to abandon all or any portion of the project at any time, and in such event we shall be paid for completed work two and one-half (2½) times payroll costs, exclusive of clerical, up to the date of our receipt of your notice of abandonment, plus all reimbursable costs incurred in connection therewith.
- B. Whenever in this Agreement payment is based upon labor costs or direct payroll costs, such reference shall include labor costs of Melton Becket and Associates, Inc. (a California corporation) and all of our consultants or subcontractors; such costs shall be deemed the same as labor costs of Architect.
- C. It is further agreed that Ford will perform all purchasing functions. If we are requested in writing to make periodic visits during installation of items of interior decoration or you request special services for graphic and work on the signing services, such services shall be performed on the basis of two and one-half (2½) times payroll costs, exclusive of clerical, which we incur for these added services with any reimbursable items thereunder to be in accordance with Part III, Paragraph B above.

This proposal supercedes our previous submittals of June 22 and June 28, 1961.

The return to this office of the original or carbon copy with your signature affixed in the space provided shall constitute your acceptance of this Agreement and will give us authorization to proceed with the work.

Sincerely,

MELTON BECKET, F.A.I.A., ARCHITECT

(In Duplicate)  
APPROVED AND ACCEPTED:

By: Jack B. Beardwood  
Jack B. Beardwood, Executive Assistant

This \_\_\_\_\_ day of \_\_\_\_\_, 1962

FORD MOTOR COMPANY

By: \_\_\_\_\_

\_\_\_\_\_  
Title

JBB:GJ