

MINORU YAMASAKI AND ASSOCIATES, a Michigan corporation  
Birmingham, Michigan

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MINORU YAMASAKI AND ASSOCIATES

ARCHITECTS & ENGINEERS 1028 EAST MAPLE ROAD BIRMINGHAM, MICHIGAN MIDWEST 6-8400

January 19, 1961  
File No. 6016

Mr. H. Rourke  
General Purchasing Agent  
Ford Motor Company  
Central Office Building  
American Road  
Dearborn, Michigan

Attention: Mr. K. Belthouse

Subject: Ford Motor Company Exhibition - 1964 World's Fair

Gentlemen:

In accordance with instructions received from Messrs. T. A. Dunlap and D. C. Bell during a meeting held in the office of Mr. Dunlap on January 17, 1961, we are pleased to submit our proposal for Architectural Services.

We propose to perform the following services in connection with the subject project for considerations as hereinafter named:

1. Conferences and coordination with the Owner and exhibit consultant to determine the requirements and to achieve complete integration between exhibits and building.
2. Preparation of schematic studies, study models and drawings sufficient to show general layout, arrangement and use of space, general architectural design and general type of construction.
3. Review of schematic drawings with World's Fair Authorities, as necessary, having jurisdiction or official interest in the project.

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4. Preparation of outline specifications and preliminary estimate of costs.
5. Preparation of a project scale model and plans, elevations, sections and perspectives as necessary for a complete presentation.

A World's Fair building cannot be considered, in relation to architectural services, as a normal building. The extent of acclaim and advertising for the Owner, which is the primary reason for such a building, requires extraordinary service on the part of the architect, particularly during the preliminary stage. Also, because the materials are temporary, the total cost of the structure in relation to a permanent structure is much less. Thus, with a normal fee schedule, the work of the architect would be tremendously magnified, and his fee would be less because of these temporary materials.

For these reasons we propose for the preliminary phase of this project that reimbursement for our services, as hereinbefore described, be on the basis of two and one-half (2-1/2) times payroll cost, excluding the services of Mr. Yamasaki, which would be charged at a flat rate of \$30.00 per hour. Payroll cost is defined as the actual straight hourly rate paid to our employees or agents, plus six percent (6%) for applicable payroll taxes. In the event that we would be required to work on an overtime schedule, the premium portion of the hourly rate would also be reimbursable. In addition, the following "out-of-pocket" costs are reimbursable:

1. Transportation and living expenses incurred by employees and agents of the Architect, for travel outside of the area composed of Wayne, Oakland and Macomb Counties, Michigan.
2. Long distance communications.
3. Reproduction of drawings and specifications.
4. Photographic work and photographic reproductions requested by the Owner.
5. Special artwork or perspectives, subject to the approval of the Owner.

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at 1025 East Maple Road, Birmingham

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6. Filing and checking fees, payable to Federal, State, County, City or other governmental or public authorities having jurisdiction or official interest in the project.
7. Any special consultants' fees incurred by the Architect other than for normal architectural, structural, plumbing, heating, ventilation, and electrical work, when retained with the Owner's approval.
8. Materials for project model.

Invoices on account of fee and "out-of-pocket" costs will be prepared and submitted for payment on a monthly basis.

Mr. Dunlap also requested that we establish a "not-to-exceed" maximum fee for our services. We would like to propose \$50,000.00 as the ceiling, (exclusive) (inclusive) of reimbursements for "out-of-pocket" costs. We would use our best efforts to keep the cost of our services at a minimum and still achieve an outstanding project during this preliminary phase. Based on our knowledge of the scope of the project at this time, we believe that we will be able to stay substantially within the maximum costs outlined herein. If it appears that we might exceed this maximum cost, we would proceed only with your prior approval.

We are thrilled with the possibility of working on this challenging assignment. If our proposal is acceptable, a definitive agreement will be quickly and easily arranged.

We look forward to the pleasure of working with you.

Sincerely yours,

Minoru Yamasaki

JZ

cc: Mr. J. A. MacFarney - Ford Motor Company