



CDJR SALES & SERVICE FACILITY ENROLLMENT FORM



Dealership _____

Project Address _____ Dealer Code _____

City _____ State _____ Zip Code _____

Dealer Contact _____

Telephone # _____ Email: _____

Dealer Placement Mgr. _____

I hereby order services as specified in the attached Process Map and pursuant to the CDJR Sales & Service Facility program for the dealership facility at the above address for the project type noted below.

- NEW BUILD** (For a Ground-Up Facility)
- RENOVATION** (For an Existing Dealership Facility)
- RETROFIT** (Facility that is Not an Existing Dealership i.e. – Former Restaurant, Supermarket, etc.)

Dealer is REQUIRED and agrees to take the necessary steps specified in the attached Process Map.

Fees

- Dealer agrees to pay \$13,500 plus any applicable state and local taxes for the services included in the Process Map for CDJR Sales & Service facility.
- Any additional services requested by dealer will be charged a fee not to exceed \$125.00 per hour plus applicable state and local taxes plus travel/miscellaneous expenses.
- Dealer's account will be billed by FCA thirty (30) days after the Design Survey Presentation specified in the Process Map.
- If the dealership site changes, Dealer agrees to re-enroll and will be subject to all fees as outlined above for the second site.
- If after the architectural plan is agreed upon, Dealer makes substantial revisions, Dealer will be subject to additional fees to take into account the work needed for such revisions.

DEALER AUTHORIZED SIGNATURE _____ **DATE** _____

*The Conceptual Design Intent Documents created under this program are intended to communicate design intent only and should not be used for construction. All construction documents and permits are to be provided/secured by properly licensed architectural/engineering professionals of the dealer's choice. FCA US LLC and CBRE will not be held liable for any claims that may arise. This enrollment form and the Process Map may be changed from time to time at FCA US's sole discretion.

Please forward the signed enrollment form to nick ahern at CBRE (nick.ahern@cbre.com)

Millennium Facility Design Service Process Map

- Project Team Notified**
- FCA Facilities Manager
 - FCA Representative
 - CBRE
 - Program Architect

- Project Team Attendees**
- Dealer
 - Dealer's Architect (optional)
 - FCA Representative
 - CBRE
 - Program Architect

- Attendees**
- Dealer
 - Dealer Architect
 - Dealer Construction Team
 - CBRE
 - Program Architect

- Attendees**
- Dealer
 - Dealer Architect
 - Dealer Construction Team
 - CBRE

- Attendees**
- Dealer
 - Dealer Architect
 - Dealer Construction Team
 - CBRE

1 Project Initiation

2 Design Orientation & Survey

3 Conceptual Design Intent Document

4 Construction Start Up

5 Construction Completion

Review & Comments

Dealer Review of Design Orientation Package

CDID Development

Project Construction Document Submittal

Project Construction Document Review

Project Construction

DEALER:
Design Survey Enrollment Form

CBRE:
Review & gather relevant existing as-built information

Coordinate FCA Corporate and FCA Regional Teams along with Corporate Architect for Design Orientation Meeting

FCA:
FCA Regional teams communicate with design team regarding project information

PROGRAM ARCHITECT:
Present FCA facility programs & branding levels

Develop site-specific Floor Plan, Elevation & Site Plan

CBRE:
Review existing conditions and dealer objectives

ALL:
Review and evaluate existing facility plans

Discuss dealer comments & review conceptual design

PROGRAM ARCHITECT:
Develop AutoCAD Floor Plans, Elevations, and Site Plan from conceptual design

CBRE:
Develop and distribute Meeting Minutes

Distribute AutoCAD plans and orientation information for review by FCA Facilities Manager

CBRE:
Send AutoCAD plans to dealer for review and approval

Receive comments and revisions from dealer

PROGRAM ARCHITECT:
Allow for two revisions to the original design survey

DEALER:
Approve the conceptual plans

FCA:
Conceptual Plan approval by FCA Facilities Manager

PROGRAM ARCHITECT:
Finalize the CDID

CBRE:
Coordinate schedule with FCA & Dealer for CDID presentation

PROGRAM ARCHITECT:
Present CDID

Answer dealer's construction team questions

Review the program requirements:

- Exterior signage
- Interior graphics
- Branding
- Furniture & seating

CBRE:
Distribute CDID & CAD files to Dealer Team

Review construction document requirements & subsequent approval process

Review correspondence procedures & Project Manager responsibility through construction

DEALER:
Dealer Architect to submit Construction Documents to Program Manager for Review at the following milestones:

- 50%
- 100%

CBRE:
Review project construction documents for compliance with program & branding requirements

Approve for Construction

CBRE:
Acquire and document construction start date with photos from Dealer Team

Acquire project schedule from Dealer Construction Team

DEALER:
Notify CBRE that construction has started

Send construction start photos to CBRE

CBRE:
Answer questions concerning compliance with CDID book

Review photo documentation of progress & construction conditions provided by the Dealer Construction Team

Develop progress report & distribute to CBRE/FCA

CBRE:
Site Visit

Develop final Punch Report documenting compliance with FCA program requirements

Provide photographic documentation of project completion

Distribute all documentation to FCA

Validate Facility Investment

DEALER:
Distribute Schedule of Values (SOV) to CBRE.

Action Item

FCA

- Design Survey Enrollment Form

CBRE

- Gather As-builts/Site Survey
- Set up Pre-Design Meeting

Action Item

PROGRAM ARCHITECT

- Develop Schematic Design (Floor Plan, Site Plan & Elevations)

CBRE

- Develop & Distribute Meeting minutes

Action Item

PROGRAM ARCHITECT

- Develop AutoCAD

CBRE

- Develop & Distribute Meeting minutes

Action Item

DEALER

- Conceptual Plan Approval

FCA

- Conceptual Plan Approval

Action Item

PROGRAM ARCHITECT

- Develop CDID book

CBRE

- Schedule CDID Presentation

Action Item

PROGRAM ARCHITECT

- Present CDID

CBRE

- Distribute CDID book
- Update Meeting Minutes

Action Item

DEALER

- Submit Construction Documents for Plan Approval

Action Item

CBRE

- Review Construction Documents
- Construction Plan Approval

Action Item

DEALER

- Notify CBRE on construction start
- Send CBRE construction start photos

CBRE

- Acquire project schedule

Action Item

CBRE

- Construction Management Report

DEALER

- Construct Facility

Action Item

CBRE

- Site Visit
- Complete Punch List Report
- Notification of any image Deficiencies
- Validate Facility Investment

DEALER

- Schedule of Values to CBRE