

REALIZE

SERVICES BY REALIZE ARCHITECTURE

The provision of our service is in line with the Australian Institute of Architects recommended fee structure. These services that can be contracted in single or multiple stages to suit your requirements. Our core service stages are:

Stage 1 - Concept Design

This service stage begins with the development of your **brief** to us. At your request we will arrange a meeting with (preferably) all the future building users to develop a preliminary description of both the quantities and qualities of your building project. During this process we will suggest and discuss various options that may be possible for your project. We will confirm this **brief** in writing with you after the meeting. If all is well this document will form the basis of a written description of the project, although it is usual for it to see many adjustments through the addition and deletion of items.

From here we will produce broad sketches presenting a series of alternatives that will gradually materialise your project within the scope of the **brief**. The completed set of drawings usually includes a schematic site plan, floor plans and a schematic view or section (all approximately to scale).

We may meet two or three times for you to consider our proposals and to comment for further development. Once we have reached an agreed scheme we will continue with the next stage following your acceptance via a 'sign-off'.

You may like to consider or have available the following prior to our first meeting;

- A project budget and any proposed stages of construction
- Spaces or rooms required; their size, functions and qualities
- Their relationship with each other and orientation
- Any special furniture or equipment to be used
- Preferred materials of construction and finish
- Preferred window and door types
- Photographs or descriptions of any style of design you have in mind
- A recent detailed survey by a registered surveyor showing any easements, encroachments, encumbrances or covenants; all boundaries, their length and orientation; contours to Australian Height Datum across the property; the levels and positions of any significant landscape features such as trees (including their girth and canopy), driveways, retaining walls, large rock outcrops, water courses, fences, etc
- If there are any existing buildings, the survey should include the levels of floors and distances of walls from boundaries; the building's external dimensions and Service connections such as electricity, phone, sewerage. If no survey is available, we can arrange for fee proposals and engagement of a suitable surveyor
- Scaled drawings of all existing buildings on the site
- A copy of a current planning certificate for the property

Other considerations that we may present for discussion include;

- Statutory requirements affecting your project
- Preliminary feasibility and opinion of probable cost
- Marketability of your completed project
- Environmental issues
- Overshadowing and privacy issues
- Building contract options
- The selection and engagement of consultants such as Surveyors, Planners, Engineers and Cost Consultants
- Record/Measured drawings

Stage 2 - Design Development/Town Planning Application

This service stage involves the drafting of the proposed scheme accurately to a representative scale, usually 1:100. As this work progresses there will be more detailed considerations for you to evaluate. These may be resolved by phone, fax, email or with further meetings.

They may include:

- Assessment and co-ordination of consultants and authorities recommendations and constraints
- Provisions for structure
- Provisions for mechanical, hydraulic, electrical and other services
- Materials, finishes and colours
- Shadow diagrams
- Privacy diagrams
- Opinions of probable cost

The completed set of Design Development documents (by Realize Architecture) for this core service will include:

- A Site Plan
- A Site Analysis Plan
- Plans of all floor levels and a roof plan
- Elevations
- Schematic sections

Further documents that may be required from us include:

- 3D Views
- A Colour and Finishes Schedule
- A Demolition Plan, a Waste Management Plan & a Site Management Plan

Additional mandatory documents (by Realize Architecture and other consultants) may include:

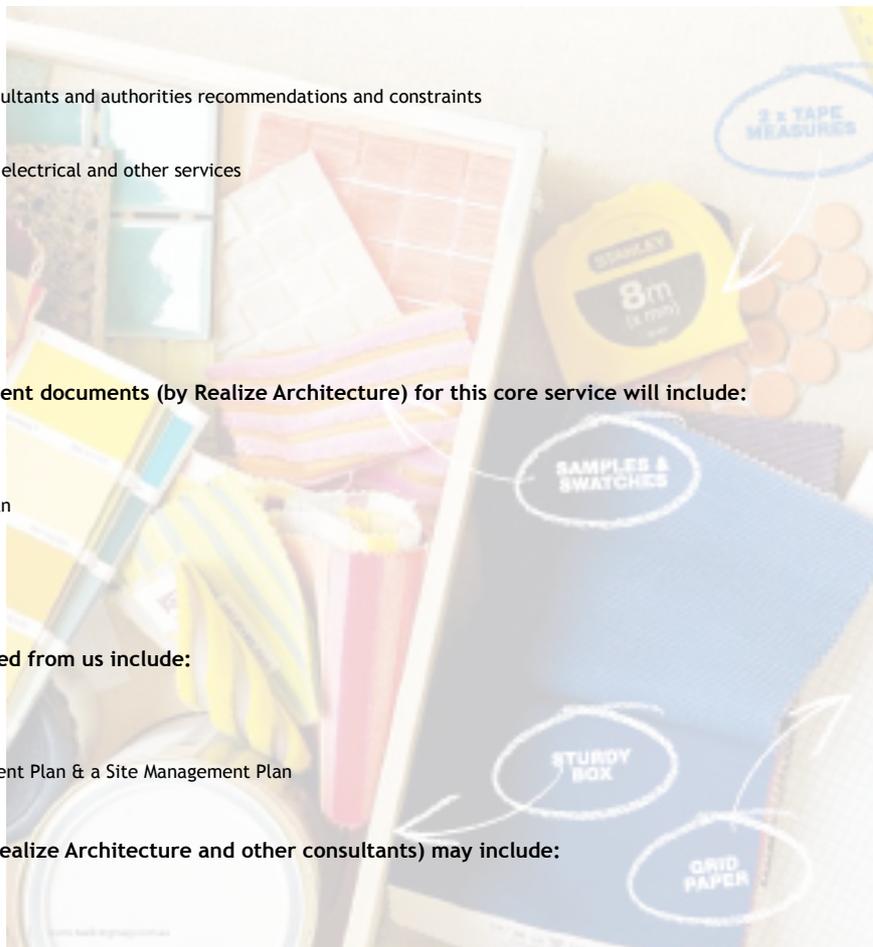
- Statement of Environmental Effects
- Basix/NatHERS House Energy Rating
- A Detailed Survey
- A geotechnical Report

This set is usually sufficient to submit for Development Approval (DA) from a City or Shire Council (although sometimes further additional supporting reports and documents are required eg bushfire report, flood study, environmental report). This documentation *is not* appropriate to or sufficient for gaining a Construction Certificate.

Stage 3 - Construction Certificate Documentation

This service stage involves the co-ordination of design and product information input from consultants, suppliers, manufacturers, contractors and authorities to produce a full set of Working Drawings.

At a certain point in this service stage the documentation is sufficient to seek Construction Certification (CC or building approval) from the Principal Certifying Authority (PCA), and a relevant package is prepared and submitted. This will include our drawings and documents as well as those produced by the other relevant consultants.



Stage 4 - Construction Documentation

This service stage is the continuation of the preparation of the WD's after the CC package has been produced. The documentation generally includes fully annotated and co-ordinated drawings prepared by us such as:

- 1:200 Site and site set-out Plans
- 1:100 Plans of all levels, footings and roof structure
- 1:100 Elevations and Sections
- 1:50 Detailed Sections
- 1:20 and greater, construction details
- Bathroom Kitchen and other interior elevations if required
- Window and Door Schedules
- Electrical & Lighting Plans
- Specification

Some of these drawings, and often other drawings, will be prepared by specialist consultants appointed for your project, such as structural details and specifications by a suitably qualified engineer. The full set of construction documents will include a co-ordinated specification with schedules of inclusions prepared by us giving a full description of the work to be carried out. This completed set of documents is the minimum level of documentation with which we would be prepared to enter the final stages of Contractor Selection and Contract Administration.

Stage 5 - Contractor Selection

This service stage involves the preparation of documents and advertising either publicly or privately for the purpose of selecting a building contractor or contractors to complete all or specific parts of the documented work. We may negotiate with a pre-selected group of contractors or with a preferred contractor on the final contract price to your satisfaction.

We would then prepare and advise on the contract documents which when signed by you and a building contractor will constitute a legally binding contract for the execution of all works set out in the documents. The contract documents usually consist of:

- the Working Drawings
- the Specification (including schedules for finishes and fittings)
- the Conditions of Contract
- the signed Agreement (usually incorporating the Conditions of Contract)

Stage 6 - Contract Administration

During this service stage we will act as your professional adviser, as your agent with the builder, and work impartially to administer the Conditions of Contract.

This stage generally involves:

- regularly attending the construction site to monitor building progress and quality.
- assessing and certifying payments to be made by you to the building contractor (progress payments)
- issuing, assessing, referring and authorising any contract variations
- assessing or determining compliance of materials and workmanship with the quality specified in the contract
- assessing and determining any extensions of time
- determining and formally notifying the date of practical completion
- notification of faults during the maintenance period
- determining completion and final certification.

We will provide clarification of the work as outlined in the above stages when we prepare a specific formal agreement.

OUR FEES

The table below provides an example of our approach to fees, which are typically based on a percentage of the building costs.

For example, small residential alterations and additions projects (\$40,000-\$100,000), the fees for our full range of services would be 16-13.5% of the project value; for larger new residential projects (\$500,000-\$2,000,000) our full fees would amount to 9.5-6% of the project cost of works.

Each stage is then be expressed as a percentage of the project value: for example, a new residence with a construction value of \$400,000 (+GST) would have full fees based on a rate of 10% of the total construction cost of works (i.e. \$40,000), and would be as follows:

Fee Schedule	Stages	Base Rate
	<ul style="list-style-type: none"> Inspection and Advisory 	\$250 (+ GST)
	Should you proceed with a works stage, the inspection and advisory fee will be amortised into that work stage percentage fee arrangement.	
	A CORE ARCHITECTURAL SERVICES	
	1 Concept Design	1.4% of proposed budget (i.e. \$5,600.00 (+GST))
	2 Design Development/Town Planning Application	1.6% of our opinion of the probable cost of carrying out the building works, as determined from the agreed project of budget (i.e. \$6,400.00 (+GST))
	3 Construction Certificate Documentation	2.2% of our opinion of the probable cost of carrying out the building works, as determined from the agreed project of budget (i.e. \$8,800.00 (+GST))
	4 Construction Documentation	1.8% of our opinion of the probable cost of carrying out the building works, as determined from the agreed project of budget (i.e. \$7,200.00 (+GST))
	5 Contractor Selection	0.5% of the cost of works as tendered (i.e. \$2,000.00 (+GST))
	6 Contract Administration	2.5% of the cost of works as tendered (i.e. \$10,000.00 (+GST))

Our total fees for the project, should all core stages be commissioned, amounts to 10% of the project value. GST is then added to this fee.

This example is to provide a guide only, and the quantum of our final fee offer also factors in an assessment of the site, the simplicity or complexity of the brief, the program of the project, the controls set by the regulatory authorities and any discount or loading that may be applicable as a result of budget and/or aesthetic environmental constraints.