Architectural service

Stage 1 - Inception: (Determine Brief) Receive; appraise and report on the client's requirements with regards to: the client's brief; the site rights and constraints; budgetary constrains; need for other consultants; project programme; methods of contracting.

Stage 2 - Concept & Viability: (Sketch plans) Prepare an initial design and advise on: the intended space provisions and planning relationships; proposed materials and intended building services; the technical and functional characteristics of the design. Check for the conformity of the design concept with the rights to the use of the land; review the anticipated cost of the project; review the project programme.

Stage 3 - Design Development: (Digital model) Confirm the scope and complexity; review the design and consult with local and statutory authorities; develop the design, construction systems, materials and components; incorporate all services and the works of consultants (such as engineer); review the design, costing and programme with the consultants.

Stage 4.1 - Documentation & Procurement: (Final plans & Specifications) Prepare documentation sufficient for local authority submission; co-ordinate technical documentation with the consultants and complete primary co-ordination; prepare specifications for the works; review the costing and programme with the consultants; obtain the client's authority and submit documents for approval.

Stage 4.2 - Finalise construction documentation & Proceed to call for tenders: (Tender procedures) Obtain the client's authority to prepare documents to procure offers for the execution of the works; obtain offers and recommend on the award of the building contract; prepare the contract documentation and arrange the signing of the contract.

Stage 5 - Construction: (Coordination & Site visits) Contract administration: hand over the site to the contractor; issue construction documentation; initiate and check sub-contract design and documentation as appropriate; inspect the works for conformity to the contract documentation; administer and perform the duties and obligations as assigned to the principal agent in the JBCC building agreement; issue the certificate of practical completion; assist the client to obtain the occupation certificate.

Stage 6 - Close out: (Completion) Fulfil and complete the project close-out, including the preparation of the necessary documentation to facilitate the effective completion; handover; and operation of the project; After fulfilment of the contractor's obligations with respect to the contract, the architectural professional shall issue the certificates related to the contract completion. (Providing the client with as-built drawings is an additional service) *

** (Sometimes changes occur during the construction stage of a project which is not recorded on the approved building plans. In such cases the municipality may request 'As-Built' drawings. Such drawings will be rendered at an additional cost).*

NOTE – All consultations, including pre-commissioning consultations, will be rendered at an hourly rate.