

### Studio B Architect's Detailed Services Options 1 - 4

See separate sheet for Feasibility Study / Masterplan Service Options 5, 6, 7 & 8

Architect's Tasks	Option 1 Full Design & Administration to Completion	Option 2 Design, Planning & Document Only	Option 3 Design To Planning Only	Option 4 Concept Design Only
<b>INCEPTION</b>				
Meet client. Gather information.	●	●	●	●
Research briefing needs with client (if req'd)	●	●	●	
Confirm intended benefit to client's operation	●	●	●	
Visit site. Preliminary condition assessment.	●	●	●	●
Obtain land survey(by others).	○	○	○	○
Carry out existing building measure (if any)	○	○	○	○
Confirm brief & budget	●	●	●	●
<b>CONCEPT DESIGN</b>				
Determine floor areas required.	●	●	●	●
Carry out site analysis	●	●	●	
Determine space schematics/flow diagrams	●	●	●	
Envision & design	●	●	●	●
Prepare sketches	●	●	●	●
Present & explain proposals to client.	●	●	●	●
Receive comments and adjust design	●	●	●	○
Prepare sketch options	○	○	○	
Prepare 3D images	●	●	●	
Prepare 3D options	○	○	○	
Sustainability issues & design response	●	●	●	
Prepare design briefs for specialist consultants	●	●		
Coordinate preliminary cost estimate by QS	●	●		
<b>DETAILED DESIGN</b>				
Meet clients to refine detailed brief	●	●	●	
Prepare accurate drawings	●	●	●	
Assemble consultant team & receive basic input	●	●		
Determine construction materials	●	●	●	
Update cost estimate by QS if req'd	●	●		
Fly through or Rendered Image	●	○	○	
Promotional material for brochures / websites	○	○		
<b>TOWN PLANNING</b>				
Liaise with planning consultant	●	●	●	
Street context elevations	●	●	●	
Shadow diagrams for 9am, 12pm, and 3pm at equinox	●	●	●	
Attend pre-application meeting	●	●	●	
Prepare architect's statement	●	●	●	



Architect's Tasks	Option 1 Full Design & Administration to Completion	Option 2 Design, Planning & Document Only	Option 3 Design To Planning Only	Option 4 Concept Design Only
Prepare drawings for submission to council	●	●	●	
Respond to council following acceptable submission	○	○	○	
<b>CONSTRUCTION DOCUMENTATION</b>				
Review planning approval conditions with client	●	●		
Advise client on construction procurement method	●	○		
Instruct consultants, receive input and coordinate	●	●		
Prepare plans, elevations, sections in CAD/BIM format	●	●		
Prepare details,schedules and specification	●	●		
Submit for preliminary Building Code approval	●	●		
Organise detailed pre-tender estimate by QS	●			
Interior design and furniture selection	○			
<b>CONTRACTOR SELECTION</b>				
Advise client on tender process/negotiation	●			
Select tenderers and take references	●			
Issue tender documents and determine conditions	●			
Receive and open the tenders	●			
Together with the QS, if any, assess the tenders	●			
Negotiate to obtain an offer acceptable to the client	●			
<b>CONTRACT ADMINISTRATION</b>				
Prepare contract documents	●			
Obtain client and contractor signatures	●			
Report regularly to the client on progress	●			
Observe general conformance of work with contract	●			
Attend regular site meetings	●			
Review shop drawings by contractor	●			
Issue instructions, additional details and clarifications	●			
Coordinate consultant input to construction	●			
Assess variations and obtain client approvals	●			
Assess and certify monthly valuation of work done	●			
Certify when Practical Completion has been achieved	●			
Monitor Defects Liability Period	●			
List rectification required	●			
Issue Final Certificate to release retained funds.	●			
<b>FEE OPTIONS</b>	100%	70%	30%	15%
<b>Key</b>				
●	Included task	○	Additional specialist fee	Not currently identified

ServicesList 1:2:3:4.pages

