

Part 1 – Project Details

Agreement is made between:

The Client

By signing this Agreement the Client authorises the Architect to commence with the Services.

Name: Natalie Stevens

Address:

Contact Number:

Contact Email:

Job No.

And:

The Architect

In many countries the title 'Architect' is reserved for those who have successfully completed the required qualifications, training and registration. Contact your local registration board to confirm that the person named is entitled to use the title Architect.

Name:

Company Name:

Business Number:

Address:

Contact Number:

Contact Email:

For:

The Project

For a more detailed description of the project, refer to Part 2 of the Agreement.

Project Name: Subdivision into 3 lots & 3 x 2 Bedroom Townhouses

Address: xxxxx

It is hereby agreed as follows:

The Agreement

This section should list all documents and attachments that are to be included and considered part of the Agreement.

The Architect is appointed under the terms of this Agreement including:

Part 1 – Project Details

Part 2 – Fee Proposal

Part 3 – Scope of Service

Part 4 – General Terms and Conditions (on request)

and any schedules, annexure or attachments to this document, which together comprise the Agreement between the Client and the Architect.

The Client agrees to engage the Architect subject to and in accordance with the terms of this Agreement and undertakes to carry out their duties in accordance therewith including payment of the Architect's fees and expenses as set out in Part 2 of the Agreement.

The Architect agrees to perform the services described in Part 3 of the Agreement and in accordance with the terms and conditions hereunder.

Part 2 – Fee Proposal

A. The Project Brief

Design of a 3 lot subdivision consisting of; Lot 1 fronting xxx Street

- Small footprint for bespoke Air BnB stays
- 2 bedrooms, each with an ensuite
- Single garage
- Cost effective design budget of \$200,000 indicated
- Urban bespoke feel, abundance of light & spacious feel

Lot 2 existing house – no further works

proposed Lot 3 fronting xxx Street

- 2 townhouses, mirror image
- Each townhouse to have 2 large bedrooms at ground floor, split level to suit the existing ground
- Each bedroom with an ensuite
- Single garage
- Living to upper floor opening out onto a south facing balcony
- Contemporary design, abundance of light & spacious feel
- A budget of approximately \$350,000 has been indicated for each townhouse.

B. Unique Services offered

Live Architecture offers the following services on every project;

- 18 years local experience in Warrnambool and surrounds.
- Sustainability options throughout the design and construction documentation stages.
- Specifying products that have a low environmental impact, low VOC and recyclable.
- Design that is accessible to people with limited mobility and the ageing.

C. Consultants

xxx will be appointed design Architect, and all other consultants will be appointed directly by the Client. Only general estimate cost advice is included within *Live Architecture's* scope of service. The following consultants are likely to be required on this project;

- Land Surveyor – to prepare site re-establishment & feature survey and proposed subdivision plan.
- Structural Engineer - soil test, footing design for new slab & structural bracing.

D. Project Schedule

Work Stage	Duration
Site analysis & Concept Designs	3-4 Weeks
Design Development (including planning application)	4-5 Weeks
Construction Documentation Lot 1 – single dwelling	8-10 Weeks
Construction Documentation Lot 3 – 2 townhouses	12-14 Weeks
Total Duration	10-13 Weeks

Note: Time noted is for xxx to complete each stage. Delays by the client, consultants or authorities are not included within these time frames.

E. Hourly Charge-Out

The following hourly rates shall be used when a portion of the Architect's fee is to be charged on an hourly basis or if the Architect is requested to perform additional work. This may include unforeseeable additional time required as part of the Planning Application process, dependant on the time taken for consultation during the Application period, response to objections, mediation meetings and the like.

Position	Hourly Rate
Senior Architect	\$180 + GST
Graduate Architect / Administration	\$90 + gst

F. Expenses

Printing of drawings for your use and for distribution to other consultants and authorities, as well as associated postage and packaging costs will be charged in addition. Printing of A1 sheets will be charged at \$6.50 per page. Printing of A4 and A3 are included within the Lump sum fee. Planning Application & Building permit fees are to be paid directly by the client.

G. Remuneration

I propose a *lump sum fee* as detailed for each option below based on the services being provided. The lump sum fee is calculated on the anticipated time to undertake the items as listed below as well as the value of Live Architecture's knowledge and experience.

The fee stages are as follows:

Work Stage	Site analysis & Concept Designs	Design Development	Construction Documentation	Optional Add ons
Site Analysis	✓			
Concept Designs x 2	✓			
Design Development with 3d modelling		✓		
Planning Application		✓		
Construction Documentation – Lot 1 - Site Plan - Floor Plan - Elevations - Window & Door Schedule - Roof Plan - Sections x 2 & details - Electrical Plan			\$5,940 + gst	
Construction Documentation – Lot 3 - Site Plan - Floor Plan - Elevations - Window & Door Schedule - Roof Plan - Sections x 2 & details - Electrical Plan			\$9,000 + gst	
Energy Rating & Sustainability options		Preliminary (incl. above)	Final (incl. above)	
Joinery & Wet Area Elevations				\$1,200 + GST (per lot)
Specification (internal finishes, colour schedule, schedule of fittings & fixtures)				\$1,100 + GST (per lot)
Lump Sum Fee	\$2,700 + gst	\$6,120 + gst		

Note: internal selection of colours, fittings & fixtures is included in the specification as an option, otherwise it will be at the client's discretion. External colours are assisted by the Architect.

H. Terms of Payment

On appointment, payments plus expenses are to be paid at the completion of each stage. Payments are to be received within 14 days of date of invoice.

An invoice for a 25% deposit of the first stage will be forwarded after acceptance of the Fee Proposal is received.

H. Appointment Terms & Conditions

The terms of the appointment will be Live Architecture's standard form of agreement including the Terms and Conditions. The Architect retains copyright in all the designs and upon payment the Architect allows an implied licence for the use of the design on the proposed site only.

I. Acceptance

To confirm acceptance of the proposal make sure all pages are initialled and this page is signed by the appropriate member of the Client's body.

I confirm that the foregoing is acceptable to us and we agree to xxx proposal. We agree that there may be additional costs charged at an hourly rate for changes to the brief, or unforeseen additional work required by the Planning Application process.

- ☐ Site Analysis & Concept Designs
- ☐ Design Development
- ☐ Construction Documentation – Lot 1
- ☐ Construction Documentation – Lot 3

Name:

(Print name in capitals)

Date:

(DD/MM/YYYY)

Signature:

(Provided by Client)

Part 3 – Scope of Services

A. Site Analysis

A.1 Identifying your requirements and gathering of information.

A2. Services:

- Initial free consultation.
- Preparation of Client brief.
- Execute Client Architect Agreement.
- Consult with local authorities.
- Identify building constraints, easements and covenants.
- Visit, measure, assess and document any existing structures on site, draw up plans of existing conditions.
- Identify Client objectives and constraints through client meeting.
- Verify Client's budget.
- Prepare Site analysis.
- Prepare Bushfire Attack Level Assessment.

B. Concept Design

B.1 Exploring design ideas that address your brief as well as local authority requirements and building standards.

B2. Services:

- Record the Client's agreement to proceed with Concept Design services.
- Review laws, codes and regulations applicable to the Architect's service.
- Prepare 3 sketches, diagrams and other information to communicate the conceptual ideas.
- 2 x Client meetings to discuss sketches.
- Advise on the need for other consultants.
- Review Client's budget.

C. Design Development

C.1 Refinement of the Concept Design into a 3D model.

C2. Services:

- Record the Client's agreement to proceed with this stage of the work.
- Confirm changes to Client brief.
- Prepare 3d computer model of preferred design.
- Prepare design briefs for other consultants.
- Obtain quote for Soil test (by others).
- Receive design input from other consultants.
- Evaluate sustainability and energy consumption with a preliminary energy rating.
- Confirm local statutory requirements and regulations.

- Arrange, attend and record pre-application meetings with authorities, other consultants and other relevant parties if required.
- Undertake preliminary selection of materials.
- Provide schedule of proposed materials and finishes.
- Review design against budget and coordinate the estimate of updated budget provided by a third party appointed by the Client (if required).
- Assist Client in the coordination of other consultants.
- Client meetings x 3
- Update project time lines.
- Plans, elevations and 3d perspectives are submitted for a Planning Application.

D. Construction Documentation

D.1 Detailed drawings and specifications to allow the project to go out to tender and for the submission for a Building Permit.

D.2 Services:

- Prepare drawings including plans, elevations, sections, details and schedules as required to enable the project to go out to tender or for submission for a Building Permit.
- Obtain a quote for Engineering design services (by others).
- Coordinate and integrate the work of others.
- Provide electrical plan.
- Provide joinery & wet area details and internal elevations (if selected as an option).
- Provide Thermal Performance Assessment on FirstRate5 and additional sustainability options.
- Prepare specification in accordance with the drawings and the Client's requirements (if selected as an option).
- Client meetings x 3
- Provide recommendations to the Client on the preferred method of building contractor selection where required.