



## Schedule A

### SCOPE OF SERVICES TO BE PROVIDED

#### PRELIMINARY WORK

Following the signing and acceptance of the services offered and deposit confirmed.

- Set up project file
- Inspect site and assess conditions and perceived constraints
- Confirm Clients' design brief and requirements in writing for approval.
- Assess regulations, territorial authority rules, Certificate of Title and consent notices relevant to the site
- Assess sustainability requirements
- Research appropriate materials and technologies
- Discuss/notify secondary consultants likely to be required (to be engaged directly by client)
- Arrange of behalf of the Client, for a consultant to carry out topographical survey and report to you
- Arrange of behalf of the Client, for a consultant to carry out soils testing/geotechnical report and report to you
- Prepare 'as built' drawings of existing structures from site measure and TA records.

#### CONCEPT DESIGN

The initial ideas and sketches to convey the design potential for discussion.

- Sketch drawings (CAD/Manual/Freehand) to explain concept design including:
  - site plan
  - floor plans
  - elevations
  - perspective views
- Prepare and submit PIM application (if required) and get concept design sign-off for next stage.

#### DEVELOPED DESIGN

The development of the Concept design into usable documentation.

- Review and update design brief following the completion of the Concept design stage above and adjustments made as required.
- Develop drawings to formalise the Design, to a point where cost estimates can be obtained (by others) and Resource Consent applications lodged. The following will be provided:
  - site plan
  - detailed floor plans
  - detailed elevations
  - developed perspective views
  - interior perspective views
- Obtain preliminary design from secondary consultants
- Obtain cost estimate from Quantity Surveyor and agree on project cost with client
- Obtain Client signed approval/sign-off for progress to next stage.
- Prepare and submit Resource Consent application

#### DETAILED DOCUMENTATION

These are the actual Building Consent documents, and tendering documents for the contractors.

- Review and update design brief following the completion of the Developed design stage above and adjustments made as required.  
Prepare comprehensive documentation as required for Building Consent application and tender including:

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- location plan
- site and drainage plans
- services plans - electrical and lighting (optional)
- foundation plans
- detailed and dimensioned floor plans
- detailed elevations
- detailed and dimensioned sections
- construction details
- window and door schedules
- interior elevations and detailing
- bracing calculations
- E2 risk matrix assessment
- H1 energy-efficiency calculations
- schedules for hardware, fixtures, finishes, colours
- customised "Master Spec" specification covering workmanship and materials
- Coordinate and review secondary consultants' documentation
- Obtain Client signed approval/sign-off for progress to Building Consent application.
- Prepare, print and submit documentation for a Building Consent application

The role of the architectural designer does not include administering the building contract, observing the construction or completing the project. The contract documents prepared are sufficient for the construction of the project by a competent contractor. The designer will not be liable (in contract tort or otherwise) for any claim, damage, liability, loss or expense incurred arising in any way in relation to the contractor not carrying out and completing the work as described in the contract documents. **[delete this clause if providing contract admin services]**

### **ADDITIONAL SERVICES OUTSIDE OF THIS CONTRACT BUT ARE NEGOTIABLE**

#### **PROCUREMENT (if commissioned)**

This service is only applicable to a full contract service offer, refer to Schedule C.

- Agree with client on preferred method of contract pricing
- Prepare Conditions of Tender, tender instructions and tender submission forms
- Prepare Conditions of Contract
- Assist in selection of tenderers
- Invite contractors to tender
- Respond to queries and provide additional information as required during the tender process
- Receive tenders, analyse for compliance and accuracy and report to client
- Notify successful and unsuccessful tenderers
- Obtain confirmation of contractors' insurances and bonds
- Obtain confirmation of contractors' LBP licences (construction, site and sub-trades)

#### **CONTRACT ADMINISTRATION (if commissioned)**

This service is only applicable to a full contract service offer, refer to Schedule C.

- Update documentation to include changes and conditions from Building Consent
- Prepare contract documents for signing by client and contractor
- Make periodic site visits
- Review shop drawings, material samples and contractor submissions
- Respond to requests for information or clarification by client and contractor
- Arrange and attend site meetings, keep and distribute minutes
- Coordinate consultants
- Issue notices for variations
- Assess contractors payment claims and issue payment certificates / payment schedules.
- Issue Practical Completion Certificate and defects liability list
- Issue final certificate
- Arrange for client to receive Code Compliance Certification, warranties etc.

The contract administration agreed to between the designer and client is sufficient for the construction of the project by a competent contractor. It does no way include project management or observation of work during construction. Neither the Company, its directors, agents, representatives nor employees, shall be liable for any damages, loss or costs of any description, related directly or indirectly to the information provided by the Company within the Design Services documents or work, prior to or after obtaining a building consent acceptance/approval. Consequently, the designer will not be liable (in contract, tort, or otherwise) for any claim, damage, liability, loss or expense incurred, arising in any way from the information provided by the company.

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### **SUPPLEMENTARY SERVICES (if commissioned)**

This service is usually completed on an hourly rate basis for time spent, refer to Schedule C.

- Assist client in site selection and evaluation
- Feasibility assessment
- Maintenance plans/manuals/as-built plans
- Presentation drawings/graphic design/videos
- Interior Design services
- Model making
- Photographic records
- Selection and/or design of furniture and fittings
- Post occupancy evaluation
- Specific engineering detailing
- Energy assessment ratings (HomeStar)
- Project programming

### **SERVICES SPECIFICALLY NOT INCLUDED WITHIN THE SERVICES**

- Contract Management or Project Management
- Additional documentation to that required for building consent
- Landscape design

**pure design limited**

m: 021 463 120

p: 09 442 4020

grant@puredesign.co.nz

www.puredesign.co.nz

Gulf Harbour, Whangaparaoa