



PHILIP STEJSKAL ARCHITECTURE

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AN ARCHITECTURAL PROJECT

Whilst subjective, we believe the role of an architect is to serve a community.

Our aim is to leave a meaningful and lasting contribution with our clients and those around them.

As architects, the medium we model is space. We explore ways to maximise space, to define it, bring light and ventilation to it, imbue it with surprise and joy, tailor it to our clients' needs.

We have a belief that good architecture has the ability to uplift and inspire, even has a responsibility to do so.

Undergirding our philosophy are our systems. Architecture is a pragmatic art that ultimately comes down to negotiating councils, laws, neighbours, site constraints, cost, time, nuts and bolts.

We spend a lot of time on site working with trades and builders to ensure the physical outcome meets our expectations and those of our clients.

Finally, architecture is a collaborative undertaking. Whilst we are quite happy to deliver projects autonomously, we much prefer to co-author them with our clients and colleagues.



ARCHITECTURAL SCOPE OF SERVICE

A full architectural service progresses through the following project phases with typical weighting as shown:

PROJECT PHASE:	%
CONCEPT / FEASIBILITY	15
SCHEMATIC DESIGN	15
DESIGN DEVELOPMENT	20
WORKING DRAWINGS	20
PRICING	2.5
CONTRACT AWARD	2.5
CONSTRUCTION	25
TOTAL	100

As a guide each of the above phases will typically include the following critical components (refer to Client – Architect Agreement for additional breakdown):

Concept / Feasibility:

- client start-up meeting & detailed briefing
- create 'live' briefing document (depository of brief information for life of project)
- arrange site contour + feature survey
- site analysis + measured drawing of existing building (if applicable)
- statutory review (Town Planning Scheme, R-Codes, Dial Before You Dig)
- establish site constraints + opportunities
- investigate design options / concepts
- seek preliminary order of probable cost (+/- 15 to 20%)



Schematic Design:

- finalise scope in light of feasibility costing
- value-engineered design as required to align with required cost outcome
- construct cardboard model to assist in refinement of developed design
- test and agree on preliminary project materiality
- finalise overall dimensional extents (height, boundary setbacks etc)
- lock down window / door opening sizes and locations
- review briefing document to ensure everything has been captured.
- prepare package for Development Application submission
- submit, monitor and liaise as required to obtain approval

Design Development:

- pair up the project with a prospective + suited builder
- builder to undertake a comprehensive cost-check of the DA proposal
- arrange for engagement of a structural engineer
- commission a site soil classification
- liaise with the engineer to design structure
- develop detailed architectural drawings
- finalise materials selections with client (interior + exterior)
- finalise fixture selections with client (eg: kitchen appliances, taps, sinks, lights, etc)

Working Drawings:

- builder to cost-check Design Development drawings (+/- 10 to 15%)
- make necessary changes to realign project with budget as required
- prepare detailed drawings & schedules to capture all Design Development decisions
- finalise incorporation of structural engineering + other consultant input
- review briefing document to ensure everything has been captured.
- package for tender / pricing by selected builder.
- arrange for engagement of energy efficiency assessment
- arrange for engagement of building certifier



Pricing:

- source suitable tenderers if applicable
- facilitate a competitive tender process with 3-4 builders, or
- issue documents to selected builder for final pricing (+/- 5 to 10%)
- receive tenders / final pricing + negotiate to arrive at an acceptable contract price
- if required, seek cost-check by quantity surveyor

Contract Award:

- prepare contract documents for execution by Client and Builder
- create an Addendum for any negotiated changes
- assist in formalising various trade packages if Owner Builder

Construction:

- update documents to incorporate any negotiated changes + other additional detail
- issue a "For Construction" set of documents
- liaise with builder to ensure project starts well
- attend to day to day queries from contractor
- attend weekly site meetings, or additional as required
- review of builder's cost claims, provision of formal certification to Client
- issue Architect's Instructions as necessary
- review works to ensure general compliance with documents, and
- suitable quality of workmanship
- prepare defects lists during and upon completion, and
- certificates as required by the contract to demarcate various construction milestones, eg: Practical Completion;
- return at end of Defects Liability Period for final completion



TOTAL PROJECT COST

The TOTAL PROJECT COST is the sum of all project related expenses. The following breakdown demonstrates how the total budget is allocated to various components.

The following list is intended as a guide only.

A. DESIGN + PROJECT MANAGEMENT COSTS:

Architectural Fee:

- full service architectural fee

Other Design Costs:

- structural engineering fee
- cost estimation
- energy efficiency assessment
- contour & feature survey
- soil classification / geo technical report
- sundries (submission printing, utility searches, etc)

Statutory Costs:

- planning approval fee
- building permit fee
- utility headworks charges

B. CONSTRUCTION COST:

This is the sum available for construction. It includes the builder's margin for profit and overheads, preliminaries and supervision.

C. CONTINGENCY SUM:

The Contingency Sum is set aside for costs that cannot be anticipated by the Builder or Architect prior to construction commencing. For instance, when excavating, old footings are discovered which need to be removed. The cost of such removal cannot be allowed for in the Builder's tender and would therefore reasonably lead to an adjustment of the contract sum. The contingency sum exists to cover such unforeseen costs.

TOTAL PROJECT COST = A+B+C



CONSTRUCTION COST

In general, the term 'Construction Budget' encompasses the cost of construction, inclusive of the builder's margin, supervision costs and a construction contingency sum to cover unforeseen costs. The Construction Budget does not account for fees and charges leading up to the point of construction, which include council costs and professional fees (eg: architectural, engineering). The latter fees and charges are typically calculated as a percentage of construction cost and are added to form the Total Project Cost as described above.

Included in the architect's role is the responsibility to monitor the costs of a project. The first phase of any project therefore involves a feasibility study, which reviews the compatibility of client's budget and their brief. The aim is to bring to light any inconsistencies early in the project and to allow the design phase to proceed confidently. During the design phase costs continue to be reviewed regularly by a third party, either a cost estimator or a prospective builder. These costings inform the detailed design process, which can be tailored as necessary. Finally, a tender process (or pricing by a selected builder) confirms the proposed cost of construction, which forms the basis of a fixed-price construction contract.

A fixed-price construction contract provides a high level of certainty about the final cost of a project, notwithstanding adjustments due to changes in the builder's scope.

ARCHITECTURAL FEE

An architect's fee is traditionally worked out as a percentage of construction cost. This type of fee best represents the connection between project size or complexity and the time commitment required of the architect in order to project manage it from start to finish.

Architectural fees for residential projects range locally from about 5% - 25% dependant on the project size. The smaller the value of a project, the higher the fee percentage. This recognises that all projects pass through similar design and approval stages irrespective of their size. The percentage is also affected by the nature of the project – whether renovation or a new build – and the level of customisation that is sought.

This fee is initially based on the *estimated* construction cost. In the course of the project, as costs are verified by the professional estimate and eventually through the tender process, the fee will be adjusted according to the agreed percentage. Any movement in project cost will require the client's approval, so these fee adjustments will be made in the client's full knowledge and not without their prior consent. A final adjustment will be made at the end of the project.

There are some services, which are considered outside a 'Core Architectural Service' as defined by the Client-Architect Agreement. Any such service will be charged at a rate of \$180 / hour + GST.



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FEE PROPOSAL + ENGAGEMENT

Once we have met with you to discuss your project and to familiarise ourselves with the site, we would typically send you a fee proposal based on the sections of this document, and tailored to address your brief and budget.

Should you wish to proceed with our engagement as your architects, we would populate a copy of the AIA 'Client-Architect Agreement' (a brief contract developed by the Australian Institute of Architects) for execution prior to the design process commencing.

This document formalises the agreed extent of service, fees, respective obligations as well as inclusions / exclusions, for the protection of both parties.

In addition to the security afforded by this contractual framework, the conduct of registered Architects is regulated by the *Architects Act 2004*, as administered by the *Architects Board of Western Australia*.

Certificates of Currency for Professional Indemnity and Public Liability Insurances are also available upon request.