

Full Architectural Services

Stage 1: Inception

Appraise and report on client's requirements:

- The clients brief
- The site and rights of constraints. Client to provide title deeds, site survey, HOA guidelines (if applicable) and zoning certificate.
- Budgetary constraints
- The need for consultants: Civil /structural engineers, QS, Landscape Architects and Interior designers.
- Project programme
- Methods of contracting

Stage 2: Concept and Viability

Prepare an initial design and advise on:

- The intended space provisions and planning relations
- Proposed materials and intended building services
- The technical and functional characteristics of the design
- Check for conformity of the concept with the rights to use of the land
- Review the anticipated costs of the project including consultant costs
- Review the project programme

Stage 3: Design development

Finalization of the Concept /Sketch plans to scale:

- Review the design and consult with HOA, and local authorities
- Develop the design, construction system, materials and components using 3D modelling – 4 external views provided
- Incorporate and co-ordinate all services and the work of consultants,
- Review the design, costing and programme with consultants.

Stage 4: Documentation and procurement

4.1 Prepare documentation required for the local authority submission:

- Co-ordinate technical documentation with the consultants and complete primary co-ordination
- Review the costing and programme with the client
- Compile SANS report and calculations
- Conduct three site visits during the construction process at the client's / contractor's request

4.2 Complete construction documentation and proceed to call for tenders:

- Obtain the clients authority to prepare documents for procuring offers for the execution of the works.
- Obtain offers for the execution of the works
- Evaluate offers, and recommend on awarding the building contract

Stage 5: Construction

5.1 Site visits every two weeks for ? months construction

- Issue construction documentation
- Inspect the works for conformity to the contract documentation and acceptable quality in terms of industry standards
- Review the costing and programme with the client and contractor

5.2 Principal agency (PA) site meetings every week for ? months construction

- Prepare the contract documentation, and arrange the signing of the building contract
- Prepare specifications for the works
- Administer the building contract
- Give possession of the site to the contractor
- Initiate and/or check sub-contract design and documentation that are appropriate
- Administer and perform the duties and obligations assigned to the PA in the JBCC building contract, or fulfil the obligations provided for in other forms of contract
- Issue the certificate of practical completion

Stage 6: Close-out

- Facilitate the project close-out including the preparation of the necessary documentation to effect completion, handover and operation of the project
- Assist the client in obtaining the occupation certificate.
- When the contractor's obligations with respect to the building contract have been fulfilled, the architectural professional shall issue the certificates related to contract completion
- Provide the client with as-built drawings and relevant technical and contractual undertakings by the contractor and sub-contractors.