

STAGE I - INCEPTION

Receive, appraise and report on the client's requirements with regard to:

- the client's brief
- the site and rights and constraints
- budgetary constraints
- the need for consultants
- project program
- methods of contracting

STAGE II - CONCEPT & VIABILITY (concept design)

Prepare an initial design and advise on:

- the intended space provisions and planning relationships
- proposed materials and intended building services
- the technical and functional characteristics of the design
- conformity of the concept with the rights to the use of the land
- the anticipated costs of the project as well as project program

STAGE III - DESIGN DEVELOPMENT

This phase involves the development of the concept design prepared in Stage II in sufficient detail in order to:

- Confirm the scope and complexity
- Review the design and consult with local and statutory authorities
- Develop the design, construction system, materials and components
- Incorporate and co-ordinate all services and the work of consultants
- Review the design, costing and program with the consultants

STAGE IV - DOCUMENTATION & PROCUREMENT

4.1 Prepare documentation sufficient for local authority submission:

- co-ordinate technical documentation with the consultants and complete primary
- co-ordination
- prepare specifications for the works
- review the costing and program with the consultants
- obtain the client's authority and submit documents for approval

4.2 Complete construction documentation and proceed to call for tenders:

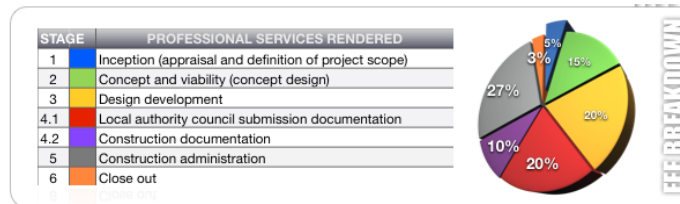
- prepare documents to facilitate procurement of offers for the execution of the works
- evaluate offers and recommend on the award of the building contract
- prepare the contract documentation.
- prepare construction documentation, detailing & specification

STAGE V - CONSTRUCTION (Contract Administration)

- Administer the Building Contract
- Give possession of the site to the contractor
- Issue construction documentation
- Check sub-contract design and documentation as appropriate
- Inspect the works for conformity to the contract documentation
- Administer and perform the duties and obligations assigned to the principal agent in the JBCC building agreements, or fulfil the obligations provided for in other forms of contract
- Assist the client to obtain the occupation certificate

STAGE VI - CLOSE OUT

- Facilitate the project close-out including the preparation of the necessary documentation to effect completion, handover and operation of the project
- After the contractor's obligations with respect to the building contract are fulfilled, the architectural professional shall issue the certificates related to contract completion
- Provide the client with as-built drawings



These are the standard project six work stages as prescribed by the South African Institute for Architecture.

There are instances where additional services not outlined here are required, in such cases, the architect will highlight and charge additional fees.

Clients are free to request all or partial services based on their needs and budget.

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5



+27 (0)11 042 7764 | +27 (0)72 616 4315
info@archimara.co.za | www.archimara.co.za