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SCOPE OF PROFESSIONAL ARCHITECTURAL SERVICES

STAGE I – INCEPTION (5%)

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) (15%)

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 (20%)

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 (20%)

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: (10%)

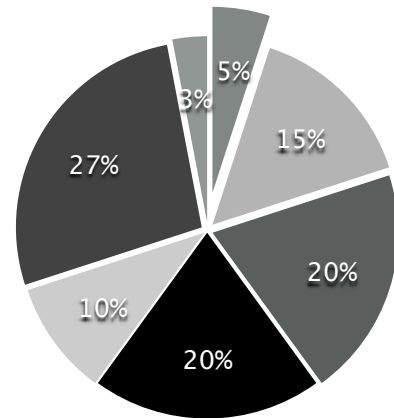
- obtain the clients authority to prepare documents for the procurement offers for the execution of the works
- evaluate offers and recommend on the award of the building contract
- prepare the contract documentation (and advise on the signing of the building contract)

STAGE V – CONSTRUCTION (27%)

- Administer the Building Contract (if appointed as Principal Agent)
- Give possession of the site to the contractor
- Issue construction documentation
- Initiate and/or 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 (if appointed as Principal Agent)

STAGE VI – CLOSE OUT (3%)

- 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
- Assist the client to obtain the occupation certificate



Fee Payment Terms:

Architectural Fees are distributed through the various Project Stages as per the South African Council for the Architectural Profession (SACAP) **payment expected promptly upon the completion of each Project Stage.**