

# the services

The architect will provide the following services at each stage of the project.

## Stage 1: Existing Conditions

- Establish the brief.
- Inspect the site and survey the existing conditions and constraints.
- Engage (on the client's behalf) consultants to prepare a detailed survey of the existing conditions (Land survey, Asbestos, Geotechnical survey).
- Obtain ancillary information regarding the site and latent conditions (Legal Point of Discharge, Certificate of Title, sewer plan, etc).
- Prepare plans, elevations and 3D perspectives of the existing conditions.
- Confirm if non-standard consultant information is required (BLA, Ecology, LCA, etc).

## Stage 2: Pre-design

- Undertake preliminary analysis of authority regulations and requirements.
- Co-ordinate and integrate the work of consultants.
- Prepare a package of drawings which graphically represent how to resolve the competing issues of brief, budget, site and timing.

## Stage 3: Sketch Design

- Develop the Pre-design into plans and elevations.
- Provide the client with 3D perspectives to fully explain the design.
- Provide initial ideas regarding finishes and fixtures.
- Give advice pertaining to the selection of secondary consultants.

## Stage 4: Town Planning – Application

- a. Prepare a town planning application including drawings and a finishes schedule.
- b. Prepare a report to be included with the application package.

## Stage 5: Town Planning Consultants

- Coordinate the work of non-standard consultants such as Heritage, Ecology and BAL assessments.

## Stage 6: Town Planning - Process

- Assist in obtaining approval by negotiating, attending meetings and preparing further information as required.
- Manage the application process.
- Submit amendments to the original application.
- Extend a town planning permit.

## Stage 7: VCAT Appeals (if required)

- Should your project require attendance at VCAT, Nest Architects in conjunction with a Town Planning Consultant and any other consultants deemed required, will handle issues relating to the appeal.

## Stage 8: Design Development

- Develop the sketch design into a final solution with drawings at an appropriate scale and detail to explain the design intent.
- Engage secondary consultants on the client's behalf.
- Coordinate the design work undertaken by consultants with the architectural design.
- Provide a preliminary schedule of finishes and materials.
- Review the design against the budget prepared by a cost planner.

## Stage 9: Contract Documentation

- Prepare preliminary drawings which will be reviewed by the client and altered as required.
- Review and update the schedule of finishes, materials and prepare a written specification.
- Prepare final set of contract drawings including plans, elevations, sections, details, internal elevations and joinery details
- Organise, attend and chair consultant / client meetings.
- Co-ordinate and integrate the work of consultants with the architectural drawings.

## Stage 10: Tender

- Prepare recommendation to the client on the preferred method of tendering.
- Prepare contract schedule.
- Respond to enquiries from builders.
- Advise on tenders received.
- Negotiate with the tenderers to arrive at a preferred contractor.
- Amend contract documents to adhere to changes proposed during the negotiation period.
- Prepare contract documents.
- Coordinate contract signing and builder's insurances.

## Stage 11: Building Permit

- Submit documents for building permit approval.
- Co-ordinate and integrate the advice of the Building Surveyor with the architectural drawings.
- Print and forward all documents required to the Building Surveyor.

## Stage 12: Contract Administration

- Undertake a dilapidation report of adjacent properties.
- Coordinate changes to the contract documents.
- Undertake periodic site inspections, check work in progress regarding design quality control, materials selections and performance as described in the contract documents.
- Review shop drawings and other builder's submissions.
- Provide instructions to clarify the contract documents where required.
- Attend site meetings and consultant meets as required.
- Coordinate consultants.
- Prepare defect lists as required.