

Our services consist of the following

- **Architectural**

As a registered architectural company, we are able to offer the full scope of architectural services or provide partial services depending on the requirements of your project.

Concept design

Pre-design stage

- obtain the client's design brief and other requirements.
- provide recommendations for fees and for the appointment of consultants.
- inspect the site and assess site conditions and constraints.
- undertake preliminary analysis of authority regulations and requirements.

Design stage

- arrange and attend meetings with the client, authorities and others as required.
- prepare sketch drawings including sketches, diagrams and other information to adequately explain the design.
- prepare design briefs for consultants.
- arrange for the preparation of preliminary costing from a cost estimator.
- prepare preliminary selections of materials and finishes.

Design development

- develop the approved sketch design into a final design solution with drawings at an appropriate scale and other details or documents to adequately explain the design.
- coordinate the design work undertaken by consultants with the architectural design.
- provide schedule of materials and finishes.
- review the design against the budget and prepare updated cost estimate if requested.

If town planning is required we would apply for permits during the Detailed Design Stage

Construction Documentation

- prepare recommendation to the client on the preferred method of tendering.
- prepare drawings at an appropriate scale including plans, elevations and sections, together with other details and schedules to enable the project to be tendered.
- coordinate and integrate the work of consultants with the architectural drawings.
- prepare a specification describing the quality of materials, finishes and workmanship necessary to complete the project in accordance with the drawings and the client's requirements.
- submit documents for building approval.
- prepare pre-tender cost estimate.
- obtain the client's approval of documents and to call tenders.

Contract administration

Tendering

- arrange and send out tenders.
- respond to enquiries from tenderers.
- close and assess the tenders.
- negotiate with the preferred tenderer.
- prepare tender recommendation.

Administration (during the project)

- prepare the contract documents for signing by both parties.
- 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 supplementary details and information.
- provide instructions to clarify the contract documents where required.
- administer variations and obtain client approvals.
- arrange and attend site meetings and other meetings as required.
- provide the client with regular reports regarding time, cost and progress.
- assess progress claims and issue progress certificates.
- assess and approve claims for extensions of time.
- adjust prime cost and provisional sums and other monetary sums included in the contract documents.
- coordinate consultants.
- prepare defects lists prior to practical completion.
- inspect rectification and issue notice of practical completion.

Post construction (after the project is complete)

- assess the final contract account.
- inspect the works and prepare final defects listing.
- issue the final certificate on completion of all defects and outstanding work.

We also provide a range of other associated design services, such as:

- **Feasibility Studies**

It is often necessary to carry out a feasibility study for a project before the full scope of works is ascertained or entered upon. This will aid the client to confirm the scope and the type of development or project that is undertaken.

- **Interior Design**

Sometimes a project can consist of maintaining the built form as a shell and remodeling the interior space to add quality where mediocrity once stood. Our practice is well versed in residential, commercial and hospitality fitouts and can offer services for these works following a similar line to the complete architectural services.

- **Landscape Design in conjunction with the Built Form**

On many occasions we are asked to continue our design concept outside of the built form, especially in the residential work, where we can link the outside forms and spaces to the design of the house. This concept can be applied to commercial work with external break out spaces as well as the hospitality work we carry out with external dining and relation spaces.

- **Town Planning in association with our architectural services**

As part of the overall architectural services for many renovations as well as new architectural projects our practice offers the following Town Planning Services;

- liaise with planning consultants if required.
- prepare the necessary documents for Town Planning (TP) application and lodge application.
- prepare preliminary selections of materials and finishes.
- assist in obtaining planning approvals by negotiating, attending meetings.
- obtain the client's approval to proceed with next stage (either with planning permit or without – to be discussed with client on submission of TP application).