

GETTING STARTED - 4 STEP PROCESS

Whether a new home or an alteration, architectural services can be grouped into the 4 main phases of the project. These are:

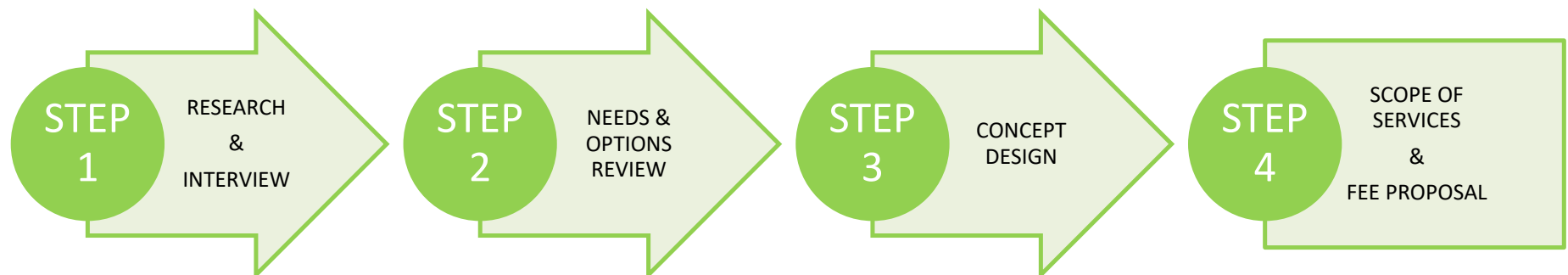
- Project Definition
- Design
- Documentation
- Construction

Each client and project are different and the services required also vary from project to project according to:

- the client's needs,
- the complexity of the brief,
- the site constraints
- town planning or other regulatory requirements, and
- the method of selecting & engaging the builder

For most residential projects, this means that we are unable to provide an up-front fee proposal and need to undertake the Project Definition phase to reach a point where both client and architect have a clear understanding of the project and the client's needs.

For this reason, we have established a 4-step process for the Project Definition phase. This process will provide the client with a concept design and take the project to a point where we can prepare a comprehensive fee proposal to complete the project based on a defined scope of services with fixed fees.



- 1

INITIAL RESEARCH & TELEPHONE INTERVIEW

No Charge

We undertake basic research on council websites, google maps etc. to familiarize ourselves with the site & the planning constraints including zoning, development overlays, flood hazards etc. We then conduct a 10-15 minute interview with the client to get an understanding of their goals & where they are currently at in the process. The aim of the interview is to determine if we are well placed to assist the client with their project and, if not, to direct them to someone better suited to meet their needs.
- 2

NEEDS & OPTIONS REVIEW

\$275

This involves a site inspection and a meeting to discuss and document the client's brief. We explain what the town planning constraints are for your property and provide advice on the range of options available to accommodate your brief, having regard to the site, the budget & regulatory requirements. This is where we get to better understand your requirements and you get to pick our brains for ideas and feedback on your own ideas. At the end of the meeting, you will have a basic brief for your project and understanding of what approvals will be required.
- 3

CONCEPT DESIGN

Fee varies

If you feel that we are on the same page we can progress to the Concept Design stage. This includes a design workshop with the client where a range of options are generated and discussed. The concept design phase is a "broad brush" design process and focuses on functional relationships and space allocation. Sketches from the workshop are used as a basis for preparing concept design drawings. The concept design drawings will typically include a site plan, basic floor plans & one elevation. The concept design drawings can be used to obtain preliminary estimates to ensure that the client's brief & budget are compatible. If not, we will work with the client to review & refine the brief and explore concepts.
- 4

FEE PROPOSAL

Once the concept is approved, we prepare a full fee proposal providing options for services based on our 3 standard levels of service and include additional services such as preparing and lodging town planning applications and building applications. The fee proposal details what services will be required for your project and provides a schedule of fees or those services. The level of service you require will be influenced by a number of factors including your goals for the project, your previous experience, your budget and how much free time you have to manage the project.

Please refer to our standard packages information sheet for further details.