NEW RESIDENTIAL PROJECT QUESTIONNAIRE

ABOUT YOU

Contact Name: ________________________________________________________________

Postal address: __________________________________________________________________

________________________________________________________________________________

Contact phone number: __________________________________________________________

Email address: ___________________________________________________________________

YOUR PROJECT SITE

Site Address: Same as postal address ☐ We do not own the site yet ☐

________________________________________________________________________________

Is the Site owned or will the Project be administrated by a Legal Entity?
YES - A family Trust ☐ YES - a Limited Liability Company ☐ Other ☐

Entity Details ______________________________________________________________________

________________________________________________________________________________

Are there any significant features that the design should take into account?
(Views, Trees or water, shading etc?)

________________________________________________________________________________

________________________________________________________________________________

Do you have any existing information on your property?
Topographical Survey ☐ Geotechnical testing ☐ LIM report ☐ Drawings of existing buildings ☐
other: ____________________________________________________________________________

PROJECT OUTLINE

What do you intend to do?
Build New ☐ Renovate / extend an existing house ☐ other: _______________________________

What is the intended use of the project?
Home ☐ Home & Office ☐ Investment / Rental ☐ other: _________________________________
Have you been involved in the construction process before?

YES ☐ NO ☐ other: ________________________________

When would you like to aim to start building / when do you want to move in?

Start building: <6 months ☐ 9 Months ☐ 12 months ☐ 18+ months ☐

Move in: <9 months ☐ 12 Months ☐ 18+ months ☐ other: ____________________________

What size building are you considering?

<100m² ☐ 150m² ☐ 200m² ☐ 300m² ☐ other: ____________________________

Single level ☐ Split level ☐ Two Storey ☐ other: ____________________________

Carport ☐ Single Garage ☐ Double Garage ☐ other: ____________________________

No. of Bedrooms ___________________ Ensuite/s: ________________ Bathroom/s: ________________

Separate living / dining ☐ Home Office ☐ Scullery ☐ Separate Laundry ☐

Media Room ☐ Family Room ☐ Lounge ☐ Living room ☐

Add any Comments:
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MATERIALS AND QUALITY

What level overall quality of materials and finishing do you want to target? Rate from 1-5

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<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>Cost effective</td>
<td>Medium</td>
<td>Good</td>
<td>High</td>
<td>Very high</td>
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Please describe any materials, textures or spatial feeling desired (eg light, warm):

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
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OTHER PREFERENCES

Do you have any preferences:

SPACE HEATING
Wood Fire ☐ Gas Fire ☐ Heat pump/s ☐ Central heating ☐ Underfloor heating ☐
Passive Solar Design ☐ other: ______________________________

WATER HEATING
Electric Hot water Cylinder ☐ Wood Fire Wetback ☐ Instant Gas Hot water ☐
Solar Thermal Hot Water ☐ Solar Electric Hot Water ☐ other: ______________________________

WATER SUPPLY
Mains water supply ☐ Rainwater Collection ☐ Bore water ☐ other: ______________________________

WASTE WATER
Mains sewer ☐ Grey water system ☐ Septic / Bio-cycle system ☐ other: ______________________________

RENEWABLE ENERGY
Solar PV - Grid Tied ☐ Solar PV – off Grid ☐ Micro Turbine (Wind / Hydro) ☐

PREFERRED BUILDER OR ENGINEER

Contractor/ Company ________________________________________ ph: ____________________

Contractor/ Company ________________________________________ ph: ____________________
If Yes – leave blank if NO or UNKNOWN

PROJECT BUDGET

Please indicate / circle a budget range:

< $100k  $250k  $350k  $500k  $650k  $800k  $950k  $1mil  $1.5mil  $2mil  $2.5mil  >

OR I have an exact budget: $__________________________

What does your anticipated budget include?
This is the total budget including GST ☐

OR Includes GST ☐ Construction Costs ☐ Architectural fees ☐ Other Consultant fees ☐
Building Consent application ☐ Kitchen Joinery ☐ Appliances ☐ Curtains / Blinds ☐

TYPE OF SERVICE

What type of Service are you looking for?

☐ Full Service (Recommended) including Project Administration & Observation using NZIA Construction Contracts

OR

☐ Partial / Limited Service

☐ Predesign  ☐ Concept & Preliminary design
☐ Developed Design  ☐ Building Consent & Construction Documentation
☐ Contractor Procurement / Pricing  ☐ Project Administration & Observations

AND/OR

☐ Other/ Additional Services Requested

☐ Topographical survey  ☐ Resource Consent  ☐ Project Visualisation
☐ Condition assessment

other: _______________________

WHAT NEXT?

Once you have completed this questionnaire please either drop it off in person or send it to us by email or mail and we can discuss the next step for your project.

If we are yet to visit your site or have an initial meeting please let us know and we can arrange a time.

The Initial meeting or site visit is normally FREE.
STARTING THE CONVERSATION

We provide a free initial site visit or meeting to have a conversation with you about what you want to achieve, your priorities, desires and your budget.

Writing your thoughts down provides a very good starting point to help open up discussion – the more information you can add to our new Client Form will be very helpful. Additional copies of this document can be found on our website under the "contact us page" or pick one up from our office.

Type of Architect’s Service

The Architect’s role does not end when the drawings are completed. Your architect is fully trained to manage the entire building process, from design through the tendering and contract process, to observing the construction phase and approving payments to the builder.

Full Service

Full service is when an Architect is engaged to be part of the whole process – from concept until after the building is complete. Engaging an Architect on a full-service contract ensures that the most qualified person is making the right decisions every step of the way.

Partial Service

Partial Service limits the Architects’ involvement to exclude the Construction stage. Partial service is provided only in a case by case basis as due to increasing compliance and construction requirements, having a professional involved during the construction of a project is very important. Where a design is bespoke or non-standard, a builder will often require onsite guidance in order to maintain a high quality finish and to work towards a solution which meets the expectations of everyone involved.

Design Stage

<table>
<thead>
<tr>
<th>Optional Additional services:</th>
<th>Deliverables / Outcome:</th>
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<tbody>
<tr>
<td>Topographical site survey – to record the slope and features of your site.</td>
<td>Max 1 hour of free time</td>
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<tr>
<td>Boundary locating site survey – by a Registered Surveyor</td>
<td>Establish initial scope of work and Project brief</td>
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DELIVERABLES / OUTCOME:

- Signed AAS
- Agree Brief and scope of works
- Existing building plan on site
- Summary of District plan requirements

CONCEPT DESIGN

Prepare Concept design/s based on the client Brief and scope of work using information prepared during the Pre-design stage.

DELIVERABLES / OUTCOME:

- Concept design (between 1-3 options) drawings and 3D digital model. Drawings typically including Site plan, Floor plan, 3D views and 3D walkthrough digital Model.
- Meet with the client to review and discuss the concept ideas including sustainability and any alternative options which may have been developed which could enhance the client’s scope of work or brief.
- Review which specialist consultants or Engineers may be required.

PRELIMINARY DESIGN

Compile the concept ideas and comments from the previous stage into one design option.

DELIVERABLES / OUTCOME:

- Preliminary Design Drawings and digital 3D model of the preferred concept design. Drawings typically including Site plan, Floor plans, exterior elevations, basic building cross sections, kitchen and bathroom elevations, 3D views and 3D walkthrough digital Model.
- Meet with the client to discuss each space in more detail, Develop the scope of works for each space, discuss other consultants that may be required going forward. Determine whether resource consent may be required.
- Obtain separate Engineer / consultant prices for specialist work.
Our Process - Residential 2016

Development & Documentation Stage

DEVELOPED DESIGN
Develop the agreed Preliminary design to incorporate initial structural items and sizing, review technical product information, material and compliance requirements. Incorporate engineering and specialist preliminary information.

Optional Additional services:
- Resource Consent Documentation & Application
- Rendered 3D views
- Cost estimate by separate Quantity Surveyor

DOCUMENTATION FOR PRICING & BUILDING CONSENT
The Developed Design is further refined to produce detailed drawings and specifications that will allow a building consent to be applied for, and for the tendering and negotiation of a building contract to be undertaken.

Optional Additional services:
- Rendered 3D views for marketing

Construction Stage

PROJECT PROCUREMENT / TENDERING/ PRICING
Documents are prepared for submission for tender and at the end of this stage negotiations can be entered into to select a Contractor. Contract Documents are prepared for signing by the Client and selected Contractor.

Optional Additional services:
- Obtain separate pricing for specific items
- Obtain Appliance pricing

CONSTRUCTION OBSERVATION & ADMINISTRATION
The project is constructed through to Practical Completion allowing the Client to occupy and use the facility. Administration of the construction contract is undertaken by the Architect and this usually includes Observation of the Contract Works to verify that the construction is generally in accordance with the Architects documents. Observation is a critical part of the Architects service, and is required to complement site supervision undertaken on a continuous basis by the Contractor.

Deliverables / Outcome:
- Developed Design Drawings and digital model of the Preliminary design. Drawings typically including: Developed Plans: Site, Floor, Bracing, Dimensions, Finishes, Roof, Roof framing, electrical & light, plumbing and drainage, Reflected ceiling.
- Sections: Cross and longitudinal section showing developed construction information
- 3D: Interior and Exterior Views and 3D walkthrough digital Model.
- Up to two meetings with the clients to discuss the Design and to review extent and types of materials, finishes, fixtures and fittings.

Deliverables / Outcome:
- Drawings Set for Pricing/Building Consent, including detailed plans, elevations, section, and construction details.
- Project Specifications for Pricing/Building Consent, including all selections, technical literature, compliance information and separate engineer producer statements, calculation, and design
- Completion of Consent application and lodgement with Council

Deliverables / Outcome:
- Issue Pricing documents including Draft NZIA construction contract to selected building contractors.
- Manage the pricing process including answering contractor queries, issuing additional information as required
- Receive pricing information; obtain clarifications for builders to allow for a side by side comparison of the pricing.
- Provide a pricing assessment and Contractor recommendation to the Client.

Deliverables / Outcome:
- Signed Construction Contract with the selected builder.
- Weekly or fortnightly site visits / meetings
- Arrange for Engineer inspections.
- Respond to any builder's questions and assist resolve any unexpected work.
- Review Work and Materials for general compliance with the design and building consent documents
- Assess payment claim, variation and monitor costs on changes
- Assess and issue, Practical completion certificate, Defects notices, and a Final account.
- Receive and review Warranties / Guarantees
Fees

Fees can be a time charge, a percentage fee, a Lump sum or a combination of these. We use a standard NZIA agreement for architectural services as a contract between client and architect.

All projects are entered into based on the assumption of Full Services. Should Partial Service be requested once the project has commenced, due to the associated potential liability risk, we will reserve the right to charge a 10% premium on all project fees.

TIME CHARGES
Due to the variability in the amount of work required for Design and Construction stages we generally use hourly rate Time Charges. This allows for the costs to reflect the time spent rather than a percentage regardless of the amount time spent on the project. This is also typically the most cost effective option as with other options a buffer needs to be included in the fee to cover unanticipated time.

PERCENTAGE FEES
This is the traditional method of charging for architects design work. This is based on an agreed percentage of the construction or project budget. The percentage charged varies according to both the complexity and the value of the work (eg. owner-occupied residential projects require more input and time than a developer project of the same value).

FEE BREAKDOWN INTO STAGES
In order that you can see the relative costs of the different stages a “full services” fee for a typical residential project is divided into the below indicative percentages:

- Pre-design: 2%
- Concept Design: 13%
- Preliminary Design: 5%
- Developed Design: 15%
- Detailed Design and Documentation: 32%
- Contractor Procurement: 3%
- Contract Administration and Observation: 30%

Total: 100%

Additional services (eg resource consent): Time charge

The percentage (%) for projects <$150,000 is typically high as the design & documentation requirements are often comparable to a higher value project. This percentage is applied to the Construction Value (excluding GST) of all work designed and specified for the project by us or consultants coordinated by us. We invoice based the project budget until such time QS budget is confirmed or a Tender price is received. Using this fee type – any client changes to previously accept or agreed work is charged at a time charge basis.

LUMP SUM FEES
On a case by case basis we can charge a fixed fee and this is calculated specifically for individual projects.

DISBURSEMENTS
We also charge for some expense items however typical drawing and travel is normally included except where special circumstances arise.

Glossary

ARCHITECT: An Architect or a Registered Architect is someone who holds a current registration with the New Zealand Registered Architects Board (NZRAB). New Zealand architects’ professional status is protected by statute. Registration is earned through a combination of academic qualifications, significant practical experience and examination.

BRIEF: A written document or list of what is included in a project.

CERTIFICATE OF TITLE: A legal document which records the ownership of a property. This typically also contains information on the site boundary and any easements or covenants.

CONTRACTOR: A Builder who is contracted to the client to carry out the construction work including arranging subcontractors such as Electricians during the contractor process.

DISTRICT PLAN: A district plan contains guidance and rules about how you can use and develop your land.

GEOTECHNICAL ENGINEERING: A branch of Engineering that focuses on the behaviours of earth and soil. Increasingly used on projects due to Liquefaction risks.

HOMESTAR: A Residential Building Performance / Sustainable rating. Homestar is administered by the New Zealand Green Building Council and has a maximum score of 10.

http://www.homestar.org.nz/

LIM REPORT: A “Land Information Memorandum” a document obtain from the local council which summaries the information about the Special Land features or characteristics your site

LBP: or “Licensed building Practitioner”. Designing primary structure, the weathertight elements, or fire safety systems on residential buildings may be classified as “Restricted Building Work” (RBW). You must be a Licensed Building Practitioner in the design class or a New Zealand Registered Architect or Chartered Professional Engineer to do or supervise this type of work.

NZBC: New Zealand Building Code. All building work in New Zealand must comply with the Building Code.

PROCUREMENT: The act of obtaining or buying goods and services. Typically involved obtaining competitive prices from a number of builders for a project through a Tender process.