

Date / /

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: _____

if Yes – leave blank if NO or UNKNOWN

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:

Have you been compiling images and ideas for your project?

Scrap book Magazines Pinterest account  other: _____

BUILDING PERFORMANCE

What level of performance (Insulation, energy efficiency etc) do you want to target?

1	2	3	4	5
NZBC Minimum Eg 4-5 Homestar	High Performance Eg 6 Homestar	Higher Performance Eg 7 Homestar	Very High Performance Eg 8 Homestar	Self-sufficient Eg 9- 10 Homestar

Add any Comments: (go to www.homestar.org.nz for more information)

if Yes – leave blank if NO or UNKNOWN

MATERIALS AND QUALITY

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

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

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)

PREFERED 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.

Deliverables / Outcome:

- { Max 1 hour of free time
- { Establish initial scope of work and Project brief
- { Offer / Agreement for Architectural Services (AAS)

Design Stage

PRE-DESIGN

Site visit and assessment, measure up and 3D modelling of the existing building/s, review of District plan requirements, obtain a copy of the certificate of title.

Optional Additional services:

- { *Topographical site survey – to record the slope and features of your site.*
- { *Boundary locating site survey –by a Registered Surveyor*

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 3Ddigital 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.

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*

Deliverables / Outcome:

- { Developed Design Drawings and digital model of the Preliminary design. Drawings typically including:
Developed Plans: Site, Floor, Bracing, Dimension, Finishes, Roof, Roof framing, electrical & light, plumbing and drainage, Reflected ceiling.
Elevations: Exterior elevations, Interior kitchen & bathroom elevations.
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

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:

- { 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).

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 sub-contractors 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.

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.

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 "Licenced 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.

