

Architectural Services Options

The descriptions below are intended to help demystify the services offered by an Architect through the whole design and construction process. Anthrosite offer a range of services and consultancy options to best suite all our clients' needs.

Anthrosite categories of consultancy

Option A is a design only service.

This is the most economical option when it comes to our fees. You engage us to resolve your brief and provide a design solution for your project only. From there you can choose how you wish to proceed with your project's approvals and documentation.

Option B incorporates both design and authority approval documentation.

This option is often selected by building industry professionals who want to manage their own building process. This service allows a knowledgeable client to be flexible on detail items negotiating the resolution and design detailing of the building with the selected Building Contractor or as an Owner/ Builder.

Option C is a full design, documentation and project management services.

This option is traditionally the most common service option for which Architects are engaged. In this process Anthrosite are engaged to guide and assist the development of your build from start to finish.

Option D incorporates all services covered by option C, and includes landscape design, furniture selection/design and additional design modelling (scaled physical model and 3D illustrative renderings).

This option is immersive and intended to provide you with a compellingly complete look across your project. It allows for the complete design of your project which means we will guide and assist you so that everything belongs together and compliments each other. From the living room sofa to the character of the landscaping. Imagery will be produced to assist you in visualising and decision making at all key stages.

The matrix below outlines in some detail the inclusions and exclusions of the various services options.

Service Matrix

The fees for Options A and B are calculated on a lump sum basis of the proposed construction cost and are billed on an hourly rates basis with a maximum cap.

The fees for Options C and D are calculated as a percentage of the proposed construction cost, with costs calculated across the four phases of the design service. Fees may be subject to change with the construction budget.

| Item | Task | A | B | C | D |
|------|---|---|---|---|---|
| | Architectural | | | | |
| 1 | Schematic Design | x | x | x | x |
| 2 | Prepare Development Application Documentation | | x | x | x |
| 3 | Design Development | | x | x | x |
| 4 | Prepare Construction Certificate | | x | x | x |
| 5 | Construction Documentation | | | x | x |
| 6 | Prepare Tender Documentation | | | x | x |
| 7 | Tendering | | | x | x |
| 8 | Contract Administration | | | x | x |
| | Additional services | | | | |
| 9 | Coordinate Secondary Consultants/ Builder | | | x | x |
| 10 | Fixture and Fittings Selections | | | x | x |
| 11 | Measured drawings | | | x | x |
| 12 | Coordinate Secondary Consultants/ Builder | | | x | x |
| 13 | Fixture and Fittings Selections | | | x | x |
| 14 | Specification | | | x | x |
| 15 | Furniture and Furnishing Selection | | | | x |
| 16 | Scaled physical models | | | | x |
| 15 | Computer Renderings/ Animation models | | | | x |
| 16 | Landscape design | | | | x |

Schematic Design

Following your engagement of our services, we will:

| Item | Drawing and Documentation Deliverables | A | B | C | D |
|------|---|---|---|---|---|
| | <i>architectural</i> | | | | |
| 1 | Site Plan | x | x | x | x |
| 2 | Floor Plan | x | x | x | x |
| 3 | Roof Plan | x | x | x | x |
| 4 | Elevations | x | x | x | x |
| 5 | Typical Sections | x | x | x | x |
| 6 | Outline 3D CAD perspectives | x | x | x | x |
| 7 | Preliminary Schedule of Finishes | x | x | x | x |
| 8 | Documentation to suit Local Authority Requirements | | x | x | x |
| | <i>measured drawings</i> | | | | |
| 9 | Site Plan | | | x | x |
| 10 | Floor Plan | | | x | x |
| 11 | Roof Plan | | | x | x |
| 12 | Elevations | | | x | x |
| 13 | Typical Sections | | | x | x |
| | <i>landscape design</i> | | | | |
| 14 | Landscape Concept Plan | | | | x |
| | <i>illustration</i> | | | | |
| 15 | Scaled physical 3D model | | | | x |
| Item | Task | A | B | C | D |
| | <i>architectural</i> | | | | |
| 1 | Discuss full details of the proposal to formulate a detailed project brief | x | x | x | x |
| 2 | Arrange, attend and record client meetings | x | x | x | x |
| 3 | Inspect site and access site conditions and constraints | x | x | x | x |
| 4 | Obtain from the client a measure surveyor of the existing site | x | x | | |
| 5 | Coordinate survey of existing site/building condition by specialist consultants | | | x | x |
| 6 | Undertake preliminary assessment of regulations and authority requirements | x | x | x | x |
| 7 | Formulate and present alternate strategies for the development | x | x | x | x |
| 8 | Develop the preferred strategy based on our discussions | x | x | x | x |
| 9 | Prepare schematic documentation to adequately explain the design | x | x | x | x |
| 10 | Undertake preliminary selection of materials and finishes | x | x | x | x |
| 11 | Coordinate the appointment/preliminary advice from secondary consultants | | | x | x |
| 12 | Arrange, attend and record secondary consultant meetings | | | x | x |
| 13 | Prepare town planning documentation for the development application | | x | x | x |
| 14 | Submit development application | | | x | x |
| | <i>measured drawings</i> | | | | |
| 15 | Undertake detailed existing building measurement | | | x | x |
| 16 | Prepare measured drawings showing existing site conditions and buildings | | | x | x |
| | <i>landscape design</i> | | | | |
| 17 | Formulate landscape concept design | | | | x |
| | <i>illustration</i> | | | | |
| 18 | Prepare scaled physical model of proposed schematic design | | | | x |

Developed Design

Following your approval of the Schematic design, we will:

| Item | Task | A | B | C | D |
|------|--|---|---|---|---|
| | architectural | | | | |
| 1 | Develop the approved schematic design into a final design solution | | x | x | x |
| 2 | Arrange, attend and record client meetings | | x | x | x |
| 3 | Incorporate any changes after discussion with you | | x | x | x |
| 4 | Coordinate the appointment of the secondary consultants (as required) | | | x | x |
| 5 | Arrange, attend and record secondary consultant meetings | | | x | x |
| 6 | Coordinate the work of the secondary consultants | | | x | x |
| 7 | Prepare the schedules of works and finishes | | | x | x |
| 8 | Provide material sample for your approval | | | x | x |
| | landscape design | | | | |
| 9 | Developed the approved landscape design | | | | x |
| 10 | Prepare preliminary planting palette | | | | x |
| | furniture and furnishing | | | | |
| 11 | Incorporate loose furniture and furnishing selections with schematic layouts | | | | x |
| 12 | Select and/or design of loose furniture and furnishing | | | | x |
| 13 | Liaise with furniture suppliers and arrange samples for consideration | | | | x |
| | illustration | | | | |
| 14 | Prepare 3D rendered illustrations of proposed developed design | | | | x |
| Item | Drawing and Documentation Deliverables | A | B | C | D |
| | architectural | | | | |
| 1 | Site Plan | | x | x | x |
| 2 | Floor Plan | | x | x | x |
| 3 | Reflected Ceiling Plan | | x | x | x |
| 4 | Roof Plan | | x | x | x |
| 5 | Elevations | | x | x | x |
| 6 | Building Sections | | x | x | x |
| 7 | Outline 3D CAD perspectives | | x | x | x |
| 8 | Wall Sections | | | x | x |
| 9 | Preliminary Wet Area Layouts | | | x | x |
| 10 | Preliminary Cabinetwork items | | | x | x |
| 11 | Preliminary schedules of selections | | | x | x |
| | landscape design | | | | |
| 12 | Coloured landscape plan | | | | x |
| 13 | Coloured site sections | | | | x |
| 14 | Preliminary planting schedule | | | | x |
| | furniture and furnishing | | | | |
| 15 | Loose and/or fixed furniture layout plan | | | | x |
| 16 | Preliminary furniture and furnishing schedule | | | | x |
| | illustration | | | | |
| 17 | 3D rendered perspective illustrations | | | | x |

Construction Documentation

Following your approval of the Developed design, we will:

| Item | Drawing and Documentation Deliverables | A | B | C | D |
|------|--|---|---|---|---|
| | <i>architectural</i> | | | | |
| 1 | Site Plan | | x | x | x |
| 2 | Floor Plan | | x | x | x |
| 3 | Reflected Ceiling Plan | | x | x | x |
| 4 | Roof Plan | | x | x | x |
| 5 | Elevations | | x | x | x |
| 6 | Building Sections | | x | x | x |
| 7 | Wall Sections | | | x | x |
| 8 | Construction Details | | | x | x |
| 9 | Window and Door Schedules and Details | | | x | x |
| 10 | Wet Area Internal Elevations | | | x | x |
| 11 | Cabinetwork Elevations and Details | | | x | x |
| 12 | Schedules of Selections | | | x | x |
| 13 | Specification | | | x | x |
| | <i>landscape design</i> | | | | |
| 14 | Landscape Site Plan | | | | x |
| 15 | Soft Landscape Setout Plan | | | | x |
| 16 | Landscape Details | | | | x |
| 17 | Landscape Specification | | | | x |
| | <i>furniture and furnishing</i> | | | | |
| 18 | Furniture and Furnishing Schedule | | | | x |

Contract Administration

On receipt of your instruction to do so, we will:

| Item | Task | A | B | C | D |
|------|--|---|---|---|---|
| | <i>architectural - tender</i> | | | | |
| 1 | Prepare and issue tender documentation to selected tenderers | | | x | x |
| 2 | Respond to enquiries from tenderers | | | x | x |
| 3 | On receipt of tenders, assess and report on tender prices received | | | x | x |
| 4 | Negotiate final terms with selected tenderer | | | x | x |
| 5 | Prepare contract documents | | | x | x |
| 6 | Arrange, attend and record building contract signing | | | x | x |
| | <i>architectural - administration</i> | | | | |
| 7 | Supply all construction and finish details to builder | | | x | x |
| 8 | Undertake periodic site inspections checking work in progress, design quality control, materials selections and performance as described in the contract documents | | | x | x |
| | | | | x | x |
| 9 | Review shop drawings and other builder's submissions | | | x | x |
| 10 | Provide supplementary details and information (as required) | | | x | x |
| 11 | Provide instructions to clarify the contract documents where required | | | x | x |
| 12 | Administer variations and obtain client approvals | | | x | x |
| 13 | Arrange and attend site meetings and other meetings as required | | | x | x |
| 14 | Provide regular reports regarding time, cost and progress | | | x | x |
| 15 | Assess progress claims and issue progress certificate | | | x | x |
| 16 | Assess and approve claims for extensions of time | | | x | x |
| 17 | Prepare defects lists prior to practical completion | | | x | x |
| 18 | Inspect rectification and issue notice of practical completion | | | x | x |
| | <i>architectural - post construction</i> | | | | |
| 19 | Assess the final contract account | | | x | x |
| 20 | Inspect the works and prepare final defects listing. | | | x | x |
| 21 | Issue the final certificate on completion of all defects and outstanding work. | | | x | x |
| | <i>landscape design</i> | | | | |
| 22 | Undertake periodic site inspections checking work in progress, design quality control, materials selections and performance as described in the contract documents | | | | x |
| 23 | Inspect rectification and issue notice of practical completion | | | | x |
| | <i>furniture and furnishing</i> | | | | |
| 24 | Coordinate delivery and arrangement of loose furniture and furnishings | | | | x |