

Architects' services - Breakdown of Stages

Full services fee broken down as follows: Client to indicate which sections of stages are required

		Stage breakdown	Stage Total
Stage 1	Appraisal & definition of the project		5.00%
1.1	Receive , appraise & report on client's requirements re: site info, planning, regulations , budget	3.00%	
1.2	Advise client on procedures, consultants, contracting	2.00%	
Stage 2	Design Concept		15.00%
2.1	Prepare design concept	12.50%	
2.2	Advise client on technical ,functional aspects of concept, estimated costs, programme	2.50%	
Stage 3	Design Development		15.00%
3.1	Develop design concept - define construction,materials etc..	12.50%	
3.2	Coordinate consultants, review with authorities	2.50%	
Stage 4	Technical Documentation & council		40.00%
4.1	Prepare council / general arrangement documentation	15.00%	
4.2	Obtain approval from relevant authorities	5.00%	
4.3	Prepare construction documentation- specifications; schedules; details ;electrical layouts etc..	11.00%	
4.4	Coordinate with consultants , specialists	5.00%	
4.5	Review estimated costs vs budget	2.00%	
4.6	Prepare and compile documents for tender	2.00%	
Stage 5	Contract Administration & Inspection		25.00%
5.1	Obtain tenders and advise client on awarding of contract	2.50%	
5.2	Prepare construction documentation & administer & perform duties of professional in contract	20.00%	
5.3	Provide client with as built dwgs, certificates , guarantees etc.. On completion	2.50%	
		TOTAL FEE	100.00%

Note Above Fee is payable upon completion of each portion of work or part thereof as indicated above
If Stage 5 is excluded - site inspections required will be charged at a rate of R450 per hour
Fee excludes disbursements - council submission, printing, communication, travel costs

