

Graaph Design Scope of Available Services

This Document outlines the services that are available to our clients.

Not all services will be applicable to each and every project and not all services are necessarily required by our clients.

Graaph Design in consultation with our clients will tailor its services and fees to suit the individual needs of each project and each client.

Pre-Design Services

- Obtain the client's brief and other project requirements.
- Undertake preliminary analysis of authority regulations and requirements.
- Inspect site and assess site conditions and constraints.
- Provide advice and recommendations for appropriate specialist consultants.

Site Analysis

- Facilitate the carrying out of a Site feature survey; Levels and contours, Building Configurations, Outline of Buildings on Adjacent Sites etc.
- Existing Buildings Survey consisting of Measurement of existing building(s), check survey to confirm accuracy of existing drawings, preparation of measured drawings.
- Prepare a detailed site analysis suitable for planning permit application.

Schematic Design

- Arrange and attend meetings with client and authorities as required.
- Prepare conceptual sketch drawings and/or other information to adequately communicate the design.

Design Development

- Develop the approved design concept into a final design solution with appropriate documentation to adequately communicate the design. Prepare preliminary selection of materials and finishes.
- Prepare planning application documents.
- Assist the client with the lodgement of the Town Planning application, erect advertising signs and carry out other activities necessary to complete the application and advertising process.
- Assist in obtaining Town planning approval by attending meetings with authorities, neighbours and other interested parties.
- Co-ordinate the design work undertaken by other specialist consultants.
- Review the final design against the budget and prepare or facilitate an opinion of probable cost.
- Attend planning appeals where necessary.
- Prepare design concepts for internal spaces, joinery etc.

Contract Documentation

- Prepare drawings at an appropriate scale including plans, elevations, sections and other details to enable the project to be tendered.
- Prepare specifications describing the quality of materials, finishes and workmanship necessary to complete the project in accordance with the drawings and the client's requirements.
- Prepare joinery and internal spaces documents for inclusion into contract set.
- Prepare Electrical layout drawings.
- Prepare or facilitate drainage documentation.
- Prepare or facilitate Landscape documentation.
- Co-ordinate and integrate the work of specialist consultants within the architectural drawings.
- Prepare or facilitate the preparation of an opinion of probable cost.
- Submit completed contract documents for a building approval.

Tender

- Prepare tender documents and advise client on the method of tendering.
- Call tenders and respond to tender enquiries.
- Close and assess tenders, prepare tender report.
- Prepare contract documents for signing by both parties.

Contract Administration

- Undertake periodic site inspections, check work in progress regarding design intent, materials selections as described in the contract documents.
- Review shop drawings and other builder's submissions.
- Provide supplementary details and information.
- Provide instructions to clarify contract documents.
- Administer variations and obtain client approvals.
- Attend site meetings and other meetings as required.
- Assess progress claims and issue progress certificates.
- Assess claims for extensions of time.
- Prepare defects lists prior to practical completion, inspect rectification and issue practical completion.
- Issue final certificate upon completion of all defects and expiry of defects liability period.