Appendix 3.7.3

DESIGN STATEMENTS AND NEW ZEALAND INSTITUTE OF ARCHITECTS PROJECT STAGES & FEE ESTIMATES

1.0 Design Statements and NZIA Project Stages

The information requirements to support a Design Statement are derived from the deliverables that would be reasonably expected to be provided by a competent designer to their client in the provision of a professional level of service as defined by the New Zealand Institute of Architects (NZIA) schedule of services.

The NZIA sets out a series of clear stages within its standard contract for the delivery of architectural services (NZIA AAS 2011 form of agreement). The table below sets out these stages, with the stages necessary for resource consent approval highlighted in green.

The table also maps the NZIA's suggested fee (as a percentage of the total fee) for each stage, and maps on the Design Statement outputs which would be expected to be delivered as the outcome of the stage.

<table>
<thead>
<tr>
<th>NZIA Contract Stages</th>
<th>NZIA client guide Stages</th>
<th>Design Statement Outputs</th>
<th>Stage Fees (as a % of total fees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pre-Design</td>
<td>Briefing</td>
<td>Context Analysis</td>
<td>2-10%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Opportunities &amp; Constraints</td>
<td></td>
</tr>
<tr>
<td>2. Concept Design</td>
<td></td>
<td>Concept Design</td>
<td>-</td>
</tr>
<tr>
<td>3. Preliminary Design</td>
<td></td>
<td>(Pre-app meeting )</td>
<td>4-18%</td>
</tr>
<tr>
<td>4. Developed Design</td>
<td></td>
<td>Design Response</td>
<td>5-20%</td>
</tr>
<tr>
<td>5. Detailed Design &amp; Documentation</td>
<td>Planning approval Detailed Design Building Consent</td>
<td></td>
<td>30-50%</td>
</tr>
<tr>
<td>6. Procurement</td>
<td></td>
<td></td>
<td>1-20%</td>
</tr>
<tr>
<td>7. Administration of Contract Works</td>
<td>Contract Administration Project Observation Completion</td>
<td></td>
<td>5-33%</td>
</tr>
</tbody>
</table>

The table demonstrates that the first 4 stages are required to enable the submission of a resource consent application. This would typically entail fees of 9% - 48% of the total architectural fee cost, up to resource consent stage depending on the complexity of the project, extent of engagement with client, stakeholders and the local statutory authority etc.
2.0 Comparison of NZIA Project Stages with Fee Estimates

Fee estimates were sought from architectural design practitioners with appropriate professional qualifications, providing the required level of service as set out by the New Zealand Institute of Architects (NZIA), on the basis of the following project details;

**219 m²**  The average house size for new housing in New Zealand (2011).
Source: Statistics NZ commissioned data analysis for BRANZ, 2011.

**$1648 m²**  Mid-range speculative single house construction cost
Source: Department for Building & Housing¹

**$360,912**  Total Construction Cost

The average architectural services fee proposal was $36,000 (or approximately 10% of the total construction cost). This figure is corroborated by the NZIA indicative fee scale which also suggests a fee of approximately 10%² for this scale of building.

The three received fee estimates, up to planning approval, approximated a cost of 25-30% of the total fee, or 2.5-3% of the total construction cost for design services. This corroborates with the NZIA's guidance above for between 9-48% of the total fee, which provides a median of 30% to resource consent stage.

This provides a fee range of $9,000 - $13,500 for architectural services up to resource consent stage. This fee would include provision for of all the drawings required by a design statement.


² NZIA Guide to Architect's Services. Fee as a percentage of the final cost of the contract works for core services as per NZIA 2007 1st Edition.
Purpose

NZIA AAS 2011 has been prepared by the New Zealand Institute of Architects to provide a balanced and insurable agreement between the Client who requires architectural services and the Architect who provides such services.

This agreement is part of a suite of documents aimed at clearly defining the scope of the Client’s project, confirming the range of services that the Architect can competently provide to the Client, and reaching an understanding as to a fair remuneration for these services.

NZIA AAS 2011 defines the responsibilities of the Client and the Architect. It provides a framework for the implementation and delivery of a successful project.

The Client is encouraged to ask the Architect or seek independent advice about anything that is not immediately clear, and to use the checklists provided so that everything relevant to the agreement is properly considered.

Acknowledgements

The NZIA acknowledges the work of its members, Barry Dacombe, Norrie Johnson and Brendan Rawson.

We also acknowledge the significant involvement of John Bierre and Rob Hay, Partners in the law firm, Morgan Coakle.

For further information

The Agreement for Architects Services NZIA AAS 2011 is published by the NZIA. You can obtain further information from:

The Manager, Practice Services
New Zealand Institute of Architects
Suite 1-5, 72 Dominion Road, Mt Eden, Auckland 1024, New Zealand
PO Box 2516 Shortland Street, Auckland 1140, New Zealand

Telephone  (09) 623 6080
Facsimile  (09) 623 6081
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First Edition  Published May 2011 in electronic working and reference formats
Schedule A  Contract Agreement

1. This agreement is for

Project: ~

Location: ~

2. This agreement is between the

Client: ~

Architect: ~

3. For the sum of

Architect’s Fee: $~ (Excluding Goods and Services Tax)

This Fee is made up as follows:

$~.00 for lump sum amounts

$~.00 as a calculated anticipated fee for percentage based fees

$~.00 as an estimate fee for time charge services

$~.00 as an estimate for reimbursable expenses

4. The following schedules form part of this agreement

A  Contract Agreement

B1  Specific conditions of Agreement

B2  Special conditions of Agreement

C  Project

D  Services

D1  Pre-design Services

D2  Concept Services

D3  Preliminary Design Services

D4  Developed Design Services

D5  Detailed Design and Documentation Services

D6  Procurement Services

D7  Administration of the Contract Works

D7  Observation of the Contract Works

D8  Additional services

E  Fees
5. **Other Documents**

The following documents are attached, and shall be read as part of this Agreement:

~

6. **Signed by**

Signed by: ____________________________________________ Date: __________

*On behalf of Client*

Signed by: ____________________________________________ Date: __________

*On behalf of Architect*
1. **Client details**

Name: ~
Street address: ~
Postal address: ~
Telephone: ~
Email: ~

Represented by: ~
Mobile: ~

2. **Architect details**

Company/practice: ~
Street address: ~
Postal address: ~
Telephone: ~
Email: ~

Represented by: ~
Mobile: ~

3. **Professional indemnity liability** (clause 3.1.7)

Amount: $250,000.00, or five times the fee, or the Professional Indemnity Insurance cover available to the Architect, whichever is the lesser.
Schedule B2  Special conditions of Agreement

1. ~

~
1. **Scope**

As at the time of this agreement, the scope of the project was as follows:

2. **Programme**

As at the time of this agreement, the programme was as follows. Unless specifically stated, the dates and times allowed in this programme are indicative only. The programme may require review and updating at the start of each stage of the work.

<table>
<thead>
<tr>
<th>Date/Duration</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agree Architects services and commence work</td>
</tr>
</tbody>
</table>

**Pre-design services**

| ~ Working Days | Commence pre-design services |
| ~ Working Days | Carry out required pre-design services |
| ~ Working Days | Date for completion of pre-design services |

**Concept**

| ~ Working Days | Commence concept design |
| ~ Working Days | Carry out required concept design |
| ~ Working Days | Date for completion of pre-design |

**Preliminary design services**

| ~ Working Days | Commence preliminary design |
| ~ Working Days | Carry out required preliminary design |
| ~ Working Days | Date for completion of preliminary design |
| ~ Working Days | Client review of preliminary design |

**Developed design services**

| ~ Working Days | Commence developed design |
| ~ Working Days | Carry out required developed design |
| ~ Working Days | Date for completion of developed design |
| ~ Working Days | Client review of developed design |
| ~ Working Days | Apply for Resource Consent |

**Detailed design and documentation**

| ~ Working Days | Commence detailed design and documentation |
| ~ Working Days | Carry out required detailed design and documentation |
| ~ Working Days | Date for completion of detailed design and documentation |
| ~ Working Days | Client review of detailed design and documentation |
| ~ Working Days | Apply for Building Consent |

**Procurement**

| ~ Working Days | Documents issued for tender |
| ~ Working Days | Period for tenderers to prepare and submit tender |
| ~ Working Days | Date for submission of tender |
~ Working Days  Period for tender review and negation
~ Award contract for construction of the work

**Contract administration and observation**
~ Date for possession of the site
~ Working Days  Period for contractor to achieve practical completion
~ Date for contractor to achieve practical completion
~ Months  Defects liability period
~ Date for final completion

3. **Cost**

As at the time of this agreement, the project cost/budget was:
$~.00

This project cost/budget is exclusive of
- Goods and Services Tax
- Other consultants fees
- Territorial Authority charges including Resource and Building Consent Charges
In circumstances where Services agreed for the Project are limited or reduced, or are varied by later agreement, or the Agreement is ended, the liability of the Architect is reduced accordingly.

Tasks shown as undertaken by the Architect may include the services of the Architect’s Sub-Consultants.

Tasks shown as undertaken by the Client may include the services of a Client’s project manager or other Separate Consultants.

Tasks shown as undertaken by the Client’s Separate Consultants will require coordination and integration services by the Architect.

Fill in who is providing the Services, the Architect, or Client or a Separate Consultant.
Schedule D1  Pre-design Services

**Services**

Execute this Agreement
Assist client in Site selection
Consult with Building Consent Authorities
Prepare bulk, location and/or feasibility studies
Supply/obtain deposited plan and certificate of title
Identify easements and covenants affecting the Site
Supply/obtain land information memorandum (LIM)
Supply/undertake topographical survey
Supply/undertake geotechnical survey
Supply/undertake survey of existing buildings
Supply/undertake survey of existing services
Prepare statement of brief for client
Prepare space schematics / flow diagrams
Prepare preliminary programme
Form brief
Provide evidence of professional indemnity insurances to client
Bulk and location studies and area schedule
Client approval to proceed to next stage

**Deliverables**

- Deposited plan and certificate of title
- Land information memorandum
- Survey of existing buildings and/or services
- Topographical survey
- Geotechnical survey
- Project brief
- Client sign off

**Provided by:**

Architect/Client

Client
## Concept Services

### Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Provided by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconfirm extent of brief</td>
<td>Architect</td>
</tr>
<tr>
<td>Consult with territorial / building consent authorities</td>
<td>Architect</td>
</tr>
<tr>
<td>Review site and site services information</td>
<td>Architect</td>
</tr>
<tr>
<td>Prepare concept design drawings and/or report</td>
<td>Architect</td>
</tr>
<tr>
<td>Update project timeline</td>
<td>Architect</td>
</tr>
<tr>
<td>Advise client of other consultants inputs</td>
<td>Architect</td>
</tr>
<tr>
<td>Provide evidence of Architect and Sub-Consultant professional indemnity insurance</td>
<td>Architect</td>
</tr>
<tr>
<td>Obtain an opinion of likely planning delivery</td>
<td>Architect</td>
</tr>
<tr>
<td>Advise procurement options</td>
<td>Architect</td>
</tr>
<tr>
<td>Produce rough estimate of cost by quantity surveyor</td>
<td>Architect</td>
</tr>
<tr>
<td>Client approval to proceed to next stage</td>
<td>Architect</td>
</tr>
</tbody>
</table>

### Deliverables

- Confirm scope of brief
- **Concept design drawings/report**
- Estimate of cost
- **Client advised of constraints and assumptions**
- Update Programme
- Secondary or Sub-Consultants identified and engaged
- Client sign off
Schedule D3  Preliminary Design Services

Services

Consult with building consent authority
Prepare preliminary design
Consider options for sustainable design
Outline selection of materials
Prepare outline specification
Identify Sub-Consultants and/or Separate Consultants and their scope of work
Obtain evidence of insurance carried by such consultants
Prepare and lodge application for PIM
Update, refine and report on Project time-line
Review planning delivery
Obtain rough estimate of cost by quantity surveyor
Client approval to proceed to next stage

Provided by:
Architect
Client

Deliverables

Preliminary design drawings and report
Outline specification
Rough estimate of cost
Secondary Consultants engaged
Programme
Project information memorandum
Client sign off
Services

Consult with building consent authorities
Consult with urban design panel
Refine design to the stage from which detailed design drawings, consent application documents, and contract documents can be prepared.
Apply for resource consent
Prepare schedule of accommodation and circulation areas
Prepare design drawings, sketches, interior and exterior
Prepare or update outline specification of materials and finishes
Coordinate and integrate input of structural engineers
Coordinate and integrate input of services engineers
Coordinate and integrate input of other Sub-Consultants
Coordinate and integrate input of Separate Consultants
Advise on appropriate procurement options and contract type e.g. NZIA SCC or other
Pro forma to client re Insurances and liquidated damages
Update cost estimate
Update programme
Prepare developed design report
Advertise expression of interest to tender; or select tenderers and invite to tender
Client approval to proceed to next stage

Deliverables

Developed design including other consultants information
Floor plans, elevations and sections to scale
Perspective sketches/ Sketches of critical details
Schedule information
Outline specification of materials/ finishes/ components
Cost estimate
Programme
Resource consent
Project insurance requirements
Tenderer short list
Client sign off
### Schedule D5  Detailed Design and Documentation Services

<table>
<thead>
<tr>
<th>Services</th>
<th>Provided by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consult with building consent authorities</td>
<td>Architect</td>
</tr>
<tr>
<td>Prepare detailed documentation based on approved developed design</td>
<td>Architect</td>
</tr>
<tr>
<td>Prepare additional documentation in sufficient detail to enable an application for building consent to be lodged</td>
<td>Architect</td>
</tr>
<tr>
<td>Complete coordination of separate and/or Sub-Consultants detailed documentation</td>
<td>Architect</td>
</tr>
<tr>
<td>Update quantity surveyor cost estimate</td>
<td>Architect</td>
</tr>
<tr>
<td>Application for building consent lodged</td>
<td>Architect</td>
</tr>
<tr>
<td>Update programme</td>
<td>Architect</td>
</tr>
<tr>
<td>Review procurement delivery with client</td>
<td>Architect</td>
</tr>
<tr>
<td>Obtain all information affecting preliminaries and general works</td>
<td>Architect</td>
</tr>
<tr>
<td>Issue invitation to tender for main tenderers</td>
<td>Architect</td>
</tr>
<tr>
<td>Client approval to proceed to next stage</td>
<td>Client</td>
</tr>
</tbody>
</table>

**Deliverables**

- Building consent
- Detailed design documentation
- Cost estimate
- Programme
- Tenderer short list
- Client sign off
## Schedule D6  Procurement Services

<table>
<thead>
<tr>
<th>Services</th>
<th>Provided by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare procurement documents including conditions of contract and tender documents</td>
<td>Architect</td>
</tr>
<tr>
<td>Integrate insurances, bond, liquidated damages requirements</td>
<td>Architect</td>
</tr>
<tr>
<td>Integrate resource and building consent conditions</td>
<td>Architect</td>
</tr>
<tr>
<td>Identify any subcontractors/suppliers and how their coordination will be achieved for tender</td>
<td>Architect</td>
</tr>
<tr>
<td>Identify spares, control standards, samples and insert items</td>
<td>Architect</td>
</tr>
<tr>
<td>Identify Special Conditions affecting tender and contract</td>
<td>Architect</td>
</tr>
<tr>
<td>Negotiate with Contractor if this means of procurement is chosen</td>
<td>Architect</td>
</tr>
<tr>
<td>Call tenders</td>
<td>Architect</td>
</tr>
<tr>
<td>Evaluate and report upon tenders</td>
<td>Architect</td>
</tr>
<tr>
<td>Monitor during tender period and issue notice to tenderer’s as received</td>
<td>Architect</td>
</tr>
<tr>
<td>Receive tenders</td>
<td>Architect</td>
</tr>
<tr>
<td>Check tenders for compliance with tender documents and any tags</td>
<td>Architect</td>
</tr>
<tr>
<td>Analyse tenders and report</td>
<td>Architect</td>
</tr>
<tr>
<td>Tender letter to client</td>
<td>Architect</td>
</tr>
<tr>
<td>Confirm Client’s decision on selected contractor appointment</td>
<td>Architect</td>
</tr>
<tr>
<td>Notify selected contractor and unsuccessful tenderers</td>
<td>Architect</td>
</tr>
<tr>
<td>Prepare contract documents for signing by contractor and Client</td>
<td>Architect</td>
</tr>
<tr>
<td>Prepare construction set including negotiations and notice to tenderer’s</td>
<td>Architect</td>
</tr>
<tr>
<td>Obtain contractor’s projected cash-flow</td>
<td></td>
</tr>
<tr>
<td>Review contractor’s programme</td>
<td></td>
</tr>
<tr>
<td>Client approval to proceed to next stage</td>
<td>Client</td>
</tr>
</tbody>
</table>

## Deliverables

- Procurement documents
- Tender report
- Tender letter to Client
- Contract documents for signing
- Construction set
- Contractors programme
- Client sign off
Schedule D7  Administration of the Contract Works

Services

Provide observation to level OL1, OL2, OL3, OL4  
Obtain/assess Contractor’s insurance/bond confirmations  
Establish and confirm lines of day to day communication the Architect and the Client between the Contractor  
Convene regular site meetings. Issue agenda, take and prepare minutes  
Agree on processes for the control/record of variations  
Coordinate with Sub-Consultants and Separate Consultants for review of shop drawings and commissioning  
Review, separate contractors and suppliers and their areas of work/ co-ordination  
Review spares, samples, standards and prototypes required  
Review shop drawings submitted by the contractor with the other consultants  
Assess and certify payments to be made by the Client to the Contractor (progress and final)  
Certify Practical Completion for the sections of the works  
Certify Practical Completion for the whole of the works  
Assess defects and issue defects notices  
Receive warranties and guarantees provided by the Contractor  
Receive as built drawings and manuals from contractors and issue to consultants for review  
Assemble all items contemplated as a maintenance manual for the completed Project and pass to the client  
Assemble documents and apply for a Certificate for Public Use on behalf of the client  
Assemble documents and apply for Code Compliance Certificate on behalf of the client  
Notify contractor of and inspect faults arising and observed during the Defects Liability Period  
Issue Defects Liability Certificate  

Deliverables

Practical Completion Certificate  
Certificate for Public Use  
Code Compliance Certificate  
Warranties and guarantees  
As built drawings  
Operating manuals

Provided by:

Architect
Schedule D7 Observation of the Contract Works

Observation is a critical part of the Architect’s services, required to complement Site supervision undertaken on a continuous basis by the Contractor.

The Client and Architect agree that the frequency and extent of observation shall be as selected below.

OL2 Periodic Site visits

Appropriate for medium sized projects having limited levels of complexity, being undertaken by an experienced contractor who can be relied upon to:

a) consistently deliver the same standard of work that has been observed and commented on by the Architect and accepted by the Client, and deliver a producer statement at the conclusion of the project

<table>
<thead>
<tr>
<th>Services</th>
<th>Provided by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periodic Site visits including:</td>
<td>Architect</td>
</tr>
<tr>
<td>Responding to Client enquiries.</td>
<td></td>
</tr>
<tr>
<td>Provide the contractor with technical commentary of the contract documents.</td>
<td></td>
</tr>
<tr>
<td>Review and comment on selected work procedures proposed by the contractor.</td>
<td></td>
</tr>
<tr>
<td>Check selected materials and components supplied to Site for compliance with contract documents.</td>
<td></td>
</tr>
<tr>
<td>Review representative samples of critical work.</td>
<td></td>
</tr>
<tr>
<td>Review and comment upon finished work as each critical work component is completed.</td>
<td></td>
</tr>
</tbody>
</table>

OL1 Intermittent Site visits

Appropriate for smaller projects of a simple nature, being undertaken by an experienced Contractor who can be relied upon to:

a) consistently deliver an acceptable standard of work, and
b) deliver a producer statement at completion of the project

<table>
<thead>
<tr>
<th>Services</th>
<th>Provided by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermittent Site visits including:</td>
<td>Architect</td>
</tr>
<tr>
<td>Responding to Client enquiries.</td>
<td></td>
</tr>
<tr>
<td>Provide the Contractor with technical interpretation of the contract documents.</td>
<td></td>
</tr>
<tr>
<td>Review and comment on work procedures proposed by the Contractor.</td>
<td></td>
</tr>
<tr>
<td>Check selected materials and components for compliance with the contract documents.</td>
<td></td>
</tr>
<tr>
<td>Review representative samples of critical work components.</td>
<td></td>
</tr>
<tr>
<td>Review and comment on Contractor’s finished work</td>
<td></td>
</tr>
</tbody>
</table>

OL3 Regular Site visits

Appropriate for larger and / or more complex projects where:

a) risk of noncompliance with contract documents must be controlled.
b) finishing of a high standard is required.
Regular Site visits including

Maintain regular contact with Client.

Review and comment on samples of each work procedure proposed by the Contractor.

Check selected materials and components supplied to Site for compliance with contract documents.

Review representative samples of each critical work component prior to closing–in/finishing.

Review and comment upon finished works as each critical work component is completed.

**OL4  Constant Site visits**

Appropriate for major projects in terms of complexity and scale where:

a)  risk of noncompliance with contract documents must be controlled,

b)  finishing of a high standard is required,

c)  it is critical to minimise the consequences of failure / noncompliance.

Constant Site visits including:

Maintain regular contact with Client.

Maintain personnel on Site to continuously observe and monitor the works.

The Architect’s site representative may also be tasked with administration as carried out by the architect.
Schedule D8  Additional services

The following services fall outside the Architect’s scope of Services as set out in Schedules D1 to D8. They may be required to support Services at any stage or all stages of the Project.

Where required, the additional services set out below may be undertaken fully by the Architect, the Architect's Sub-Consultants, the Client’s project manager/ in-house advisors, and/or Separate Consultants, or they may be provided on a collaborative basis.

Any additional services shall be ordered in writing. The Architect shall be entitled to charge a reasonable fee for the same. Any additional services shall be provided subject to all of the terms and conditions of this Agreement.

**Services** | **Provided by**
--- | ---
Project management services to extent defined between Client and Architect |
Project programming services |
Building valuation/ life cycle cost analysis/ special cost estimate/ project financing services |
Documentation for amendment consent or new consent where variations from original consent occur on Site |
Urban planning/ town planning and related design services |
Heritage/ conservation assessment and related design services |
Specialist design services : transportation hubs, healthcare, education, community, sports facilities etc. |
Integrated sustainable design services |
Landscape design services |
Interior design services |
FF&E (furniture fixtures and equipment) design services |
Way-finding/ graphics/ signage design services |
Acoustic design services |
Electrical / lighting engineering services |
Communications/ audio visual/ IT engineering services |
Heating/ air conditioning/ ventilation engineering services |
Plumbing/ drainage engineering services |
Structural/ structural façade engineering services |
Fire engineering services |
### Fees for Architect's Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee Basis</th>
<th>Status/ Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-design</td>
<td>Lump sum</td>
<td>Fixed</td>
<td>$~.00</td>
</tr>
<tr>
<td>Concept</td>
<td>Time charge</td>
<td>Estimated</td>
<td>$~.00</td>
</tr>
<tr>
<td>Preliminary design</td>
<td>1.25%</td>
<td>Calculated</td>
<td>$~.00</td>
</tr>
<tr>
<td>Developed design</td>
<td>1.25%</td>
<td>Calculated</td>
<td>$~.00</td>
</tr>
<tr>
<td>Detailed design</td>
<td>4.00%</td>
<td>Calculated</td>
<td>$~.00</td>
</tr>
<tr>
<td>Procurement</td>
<td>0.50%</td>
<td>Calculated</td>
<td>$~.00</td>
</tr>
<tr>
<td>Contract administration</td>
<td>3.00%</td>
<td>Calculated</td>
<td>$~.00</td>
</tr>
<tr>
<td>Contract observation</td>
<td>Included above</td>
<td></td>
<td>$~.00</td>
</tr>
<tr>
<td>Other services</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal A** $~.00

The following Sub-Consultants are included in the above:
- Structural Engineer
- Quantity Surveyor

**Plus the following Sub-Consultants**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee Basis</th>
<th>Status/ Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town planner</td>
<td>Lump sum</td>
<td>Fixed</td>
<td>$~.00</td>
</tr>
<tr>
<td>Geotechnical Engineer</td>
<td>Time charge</td>
<td>Estimated</td>
<td>$~.00</td>
</tr>
<tr>
<td>Structural Engineer</td>
<td>0.0%</td>
<td>Calculated</td>
<td>$~.00</td>
</tr>
<tr>
<td>Quantity Surveyor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>$~.00</td>
</tr>
</tbody>
</table>

**Subtotal B** $~.00

**Plus a sum for reimbursable expenses**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee Basis</th>
<th>Status/ Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Estimate</td>
<td>$~.00</td>
</tr>
</tbody>
</table>

**Subtotal C** $~.00

**Architect’s Fee excluding GST (A+B+C)**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee Basis</th>
<th>Status/ Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$~.00</td>
</tr>
</tbody>
</table>

**Notes**

- Assumed Contract Price for calculating percentage fees $~.00
- Lump sum amounts: $~.00
- Calculated anticipated fee for percentage based fees: $~.00
- Estimate for time charge services $~.00
- Estimate for reimbursable expenses $~.00

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Schedule F1  Sub-Consultants

Sub-Consultants
The following Sub-Consultants are required to provide services for this project. They are to be engaged by the Architect. They are included in the Architects fees.

 Licensed Cadastral Surveyor
Company/Practice: ~
Required for: ~

 Landscape Architect/Arborist
Company/Practice: ~
Required for: ~

 Planner
Company/Practice: ~
Required for: ~

 Geotechnical Engineer
Company/Practice: ~
Required for: ~

 Structural Engineer
Company/Practice: ~
Required for: ~

 Quantity Surveyor
Company/Practice: ~
Required for: ~

 Fire Engineer
Company/Practice: ~
Required for: ~

 Acoustics Consultant
Company/Practice: ~
Required for: ~

 Lighting Engineer
Company/Practice: ~
Required for: ~

 Interior Designer
Company/Practice: ~
Required for: ~
Schedule F2  Separate Consultants

Separate consultants
The following consultants are required to provide services for this project. They are to be engaged by the Client. They are not included in the Architects fees.

Licensed Cadastral Surveyor
Company/Practice: ~
Required for: ~

Landscape Architect/Arborist
Company/Practice: ~
Required for: ~

Planner
Company/Practice: ~
Required for: ~

Geotechnical Engineer
Company/Practice: ~
Required for: ~

Structural Engineer
Company/Practice: ~
Required for: ~

Quantity Surveyor
Company/Practice: ~
Required for: ~

Fire Engineer
Company/Practice: ~
Required for: ~

Acoustics Consultant
Company/Practice: ~
Required for: ~

Lighting Engineer
Company/Practice: ~
Required for: ~

Interior Designer
Company/Practice: ~
Required for: ~
## Schedule G  Reimbursable Expenses

<table>
<thead>
<tr>
<th></th>
<th>Included to the extent of</th>
<th>Cost for additional copies/prints</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Documents</strong></td>
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</tr>
<tr>
<td>Standard Conditions of Contract</td>
<td>2 copies</td>
<td>$~.00</td>
</tr>
<tr>
<td>Search / copying charges (title etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A1 plan prints</td>
<td></td>
<td>$~.00</td>
</tr>
<tr>
<td>A1 coloured plan prints</td>
<td></td>
<td>$~.00</td>
</tr>
<tr>
<td>A2 plan prints</td>
<td></td>
<td>$~.00</td>
</tr>
<tr>
<td>A2 coloured plan prints</td>
<td></td>
<td>$~.00</td>
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<tr>
<td>A3 plan prints</td>
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<td>$~.00</td>
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<tr>
<td>A3 coloured plan prints</td>
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<td>$~.00</td>
</tr>
<tr>
<td>A4 copying</td>
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<td>$~.00</td>
</tr>
<tr>
<td>A4 colour copying</td>
<td></td>
<td>$~.00</td>
</tr>
<tr>
<td>Specification (per copy)</td>
<td></td>
<td>$~.00</td>
</tr>
<tr>
<td>Drawings (per set)</td>
<td></td>
<td>$~.00</td>
</tr>
<tr>
<td><strong>Statutory Charges</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land / Project Information Memorandum</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travelling Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fares (per return trip)</td>
<td></td>
<td>$~.00</td>
</tr>
<tr>
<td>Car travel (per kilometre)</td>
<td></td>
<td>$~.00</td>
</tr>
<tr>
<td>Travelling time (per hour)</td>
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<td>$~.00</td>
</tr>
<tr>
<td>Accommodation</td>
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<td>$~.00</td>
</tr>
<tr>
<td><strong>Communication Costs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Couriers</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Miscellaneous Costs</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A fee of 10% shall be added to all payments made to acquire the goods listed above, to cover the Architect’s related administrative costs.