

Core Architectural Services - extract from Australian Institute of Architects Client and Architect Agreement.

**A.1 Concept Design**

Pre-design

- obtain the client's design brief and other requirements
- arrange, attend and record meetings with the client
- provide recommendations for the appointment of other specialist consultants as required, including their fees
- attend the site and assess site conditions and constraints
- make initial inquiries regarding authority regulations and requirements

Design

- arrange, attend and record meetings with the client, authorities, other consultants and other relevant parties
- undertake preliminary assessment of authority regulations and requirements
- prepare sketches, diagrams and other information to adequately explain the concept
- prepare design briefs for other consultants
- coordinate preparation of a preliminary estimate of the Cost of Works
- undertake preliminary selection of materials and finishes

Approvals

- obtain the client's approval of the design concept
- obtain the client's approval to proceed with Design Development
- obtain the client's approval to prepare the Town Planning/Development Application, where required

**A.2 Design Development**

Developed Design

- develop the approved Design Concept and present documents and other information to adequately explain the developed design
- arrange, attend and record meetings with the client
- arrange, attend and record meetings with authorities, other consultants and other relevant parties
- coordinate the work of other specialist consultants
- provide schedule of proposed materials and finishes
- review the developed design against the budget for the Cost of Works and coordinate the preparation of an updated estimate of the Cost of Works

Approvals

- obtain the client's approval of the developed design
- obtain the client's approval to submit Town Planning/Development Application, where required
- obtain the client's approval to proceed with Construction Documentation

**A.3 Town Planning/**

**Development Application**

- confirm statutory authority requirements
- attend pre-application meetings with relevant authorities prior to submission of formal application
- prepare application, including plans, diagrams, analyses, studies, reports and other information for the submission
- assist the client in coordinating required specialist consultants
- assist the client with lodging formal application.

**A.4 Construction Documentation**

- arrange, attend and record meetings with the client
- coordinate and integrate the work of other specialist consultants
- prepare drawings including plans, elevations and sections, together with other details and schedules to enable statutory approval to construct the project
- prepare specifications in accordance with the drawings and the client's requirements describing the quality of materials, finishes and quality of work necessary to obtain statutory approval
- submit required documents for statutory approval
- prepare further drawings, specifications and schedules to enable the construction of the project
- coordinate the preparation of a pre-tender estimate of the Cost of Works
- provide recommendations to the client on the preferred method of building contractor selection
- obtain the client's approval to submit for statutory approval
- obtain the client's approval of all construction documents
- obtain the client's approval to proceed with Contractor Selection

**A.5 Contractor Selection**

- call contractors to tender, manage tender process,

**A.6 Contract Administration**

- prepare contracts, architects role during construction as administrator. inspect works, approve payments, manage variations etc.