



Robert Constructions Limited
ACN 084 547 222
1 Town Centre Plaza
BIG SMOKE 9001

Bobby the Builder

Tuning construction dreams into reality

23 July 2001

Mr J Pig
C/- Mrs Pig
7 Hope Lane
Animal Farm
Shire of Enchanted Forest

Dear Jake

**Project: Proposed stick residence
Plot 1 Forest Way, Shire of Enchanted Wood**
**Subject: Professional Consultancy Services
Scope of Work and Fee Submission**

Thank you for the opportunity to submit a fee proposal for the above project. The purpose of this letter is to outline the Scope of Services to be provided and our proposed Fee.

1.0 ISSUES

1.1 General Issues

- The site contains 400 square metres, is zoned 'Residential', and is located within the Shire of Enchanted Wood Development Plan;
- The site is vacant;
- Setbacks are based upon the current CityPlan and as guided by Shire of Enchanted Forest Town Planning Assistants.

1.2 Administrative Issues

- A preliminary budget of \$150,000 - 175,000.00 has been discussed. We recommend developing the current concept design with preliminary finishes and fixtures schedules suitable for preliminary pricing to be incorporated into feasibility studies.

2.0 SERVICE STAGES

2.1 Schematic Design

- Consultation with Client. Prepare Brief as necessary.
- Consultation with Authorities and Consultants as required.
- Site Master Planning and Analysis.
- Preparation of Development Application documentation
- Discussion, negotiation and finalisation of Conditions of Development.
- Integration of Consultants' preliminary services

15% of fee	\$1,500 + GST
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2.2 Design Development

- Consultation with Client and Authorities. Review and amend brief as necessary.
- Architectural Design Services comprising proposed finishes and fittings schedules and development and expansion of architectural concept design documents.
- Preparation of Sample Boards.
- Complete Development Approval Process.

15% of fee	\$1,500 + GST
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2.3 Contract Documentation

- Liaise with Client & Project Manager.
- Consultation with Authorities.
- Architectural Documentation services comprising preparation of documents based on approved Design Development documents, setting forth the architectural construction required for Building Application certification.
- Preparation of Project Specification Schedules and Tables only.
- Co-ordinate and integrate Consultant Requirements.
- Selection and Scheduling of Finishes and Fixtures.

40% of fee	\$4,000 + GST
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2.4 Tender Negotiation

- Consultation with Authorities as required.
- Provision of Supplementary Details if required.
- Regular Site Inspections and Reports.
- Issuing of Certificates for Progress, Practical Completion and Final Certificate.
- Assist Project Manager in Review of Warranties and Guarantees.

5% of fee	\$500 + GST
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2.5 Contract Administration

- Consultation with Authorities as required.
- Provision of Supplementary Details if required.
- Regular Site Inspections and Reports.
- Issuing of Certificates for Progress, Practical Completion and Final Certificate.
- Assist Project Manager in Review of Warranties and Guarantees.

25% of fee	\$2,500 + GST
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TOTAL FEE	\$10,000 + GST
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3.0 FEE PROPOSAL

The fees quoted here are valid for a period of 60 days and assume that all services outlined are provided. We also advise that these fees are based on the issues, scope of work, anticipated budget and program as defined in Sections 1.0 and 2.0 of this submission. If a partial service is required, or the project experiences delays beyond our control, we reserve the right to adjust the above fees accordingly.

Please note that the fees proposed under this agreement have been calculated on the basis of existing taxation laws. We reserve the right to vary the fees to take into account any increases in the GST rate.

4.0 TERMS OF PAYMENT

Progress claims will be rendered monthly and will be payable by the Client to the Architect within 14 days of receipt of invoice.

Should the project be delayed beyond 3 months or abandoned, stage fees shall be invoiced on a percentage complete or time charge basis.

5.0 EXCLUSIONS

The following items are not included in the above fee proposal and will be charged as disbursements where agreed:

- Artists impressions / models / 3D modelling other than those agreed.
- Airfares, accommodation and travel time.
- Application fees, taxes, levies or charges paid by to Authorities.
- Project Advertising and Public Notices authorised by the Client.
- The provision of more than eight copies of any drawing or documents other than those for the Architect's use, including Consultant co-ordination.
- The provision of all forms of building contracts.
- Air freight and courier services.
- Photographic records authorised by the Client.
- Local Authority Fees and Charges.
- Other Consultants' Fees.
- Printing of Secondary Consultants' tender/Contract Documentation.
- Cost Estimates or Feasibility Studies.

Additional Architectural services outside of the scope of work outlined in Sections 1.0 and 2.0 that are required and authorised by the Client will be charged at the following hourly rates:

Director:	\$120.00/hr
Architect:	\$ 80.00/hr
Architectural Assistant:	\$ 55.00/hr

Please indicate your acceptance of our terms of payment by signing one copy of this letter and returning it to us. Please retain the duplicate copy for your own records. We require that the client/architect agreement is signed prior to commencement.

Please contact us should you have any further queries at this stage. We look forward to further discussing your program for this project in due course.

Yours faithfully



Robert (Bobby) Smirnofficus
Managing Director

Acceptance

I/We the undersigned agree to the terms and conditions for the services, fees and terms of payment as outlined in this letter from Bobby the Builder for the proposed Residential Development at Plot 1, Forest Way, Shire of Enchanted Wood.

Client

Name(s) Jake Pig

Signature(s)