

DX Architects – Process/ Scope of Services

Below is a list of the usual stages that are involved when engaging DX Architects to work with you on a development of your property. The points for each stage provide an initial guide to assist you in planning your project, and understand the scope of services that DX Architects provide.

Concept Design

What's done

- Inspect the site
- Develop the brief
- Prepare concept sketch floor plans
- Assess the feasibility of the concept plans (refining the concept)

What's required

- A copy of the land title
- An aerial photograph

What's prepared

- CAD drawn existing and proposed floor plans
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Town Planning

What's done

- Develop the building design
- Select external finishes/materials
- Meet with council to discuss proposal (pre-application meeting if required)
- Prepare a report which describes the proposal in relation to the local planning scheme
- Lodge a planning application with council

What's required

- Land Surveyor to prepare a site survey to establish site boundaries and existing ground levels
- Photographs of the existing building, and context
- A copy of a current land title search

What's prepared

- CAD drawn planning application drawings (floor plans, elevations, sections, context plans, sun-shadow diagrams)
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Documentation

What's done

- Develop the building design
- Prepare building permit (construction) documentation
- Prepare tender documentation and issue to a selected number of builders
- Select contract, and sign with the selected builder
- Lodge a building permit application with a registered building surveyor

What's required

- Geotechnical Engineer to provide a soil test to determine type/quality
 - Structural Engineer to design/certify the structure
 - Building Surveyor to assess the building against the BCA and issue a Building Permit
 - A copy of the local authority property sewer plan
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What's prepared

- Detailed CAD drawn architectural documentation drawings (floor plans, elevations, sections, details, schedules, specifications)
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Contract Administration

What's done

- Architect obtains construction program from builder, and monitors actual progress
- Architect liaises with building surveyor (to inspect works and sign off compliance with the Building Code of Australia) during construction
- Architect review builders progress claims
- Architect provides additional information to builder if requested
- Architect visits the site regularly during construction to inspect the builder's progress
- Architect assess the builders request for an extension of time
- Architect assess the builders request for any cost variations
- Architect issues certificate of practical completion
- Architect provides a list of outstanding defects at the completion of project for the builder rectification

What's required

- Construction Contract
- Builders program
- Contract drawings and specifications

What's prepared

- Administration of the construction contract
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Disclaimer

Note this document provides information of a general nature only. Please contact DX Architects to discuss the specific requirements of your particular project.