



**BLACKHOUND**

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**BLACKHOUND**  
ARCHITECTURE & RENDERING

BLACKHOUND ENTERPRISES PTY LTD  
T/A BLACKHOUND ARCHITECTURE & RENDERING

**Hannes Gouws**  
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2075

**Client:**  
**Nicolene De Beer**  
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[Nicolene973@gmail.com](mailto:Nicolene973@gmail.com)

**Date:** 11 JULY 2022

## SCOPE OF WORKS:

Design a new double storey house on **ERF 1906, 27 Poplar Street, Jeffreys bay, Eastern Cape.**

Project Requirements:

- 1) Ground Floor:
  - a. 2 x Double Garages
  - b. Double volume entrance foyer
  - c. 2 x Flatlets, each must have:
    - i. Open plan living and kitchen space
    - ii. 2 x bedrooms and a general bathroom
    - iii. Shared covered patio.
- 2) First Floor:
  - a. Open plan lounge, dining, and kitchen.
  - b. Scullery and Laundry.
  - c. General Bathroom.
  - d. Sewing room.
  - e. 1x Bedroom.
  - f. 1x Master suite, with Walk-in-dresser and en-suite bathroom.
  - g. Open plan covered patio with braai entertainment.



## **Design, Municipal- and Technical Drawings and Documentation:**

Excluded from the fees:

- Submission fees and hard copy prints, if required. (e.g. Council and municipal related fees/Estate/NHBRC)
- Other Professional consultancy fees that may be required (e.g. Structural Engineer, Quantity and Site Surveyors, Health & Safety, etc.)
- Execution of the works and testing of materials to ensure compliance with drawings and specifications remains the responsibility of the contractor.
- Occupation and As-Built drawings, should the building not be built as per the approved plans.
- Printing of drawings for site.

### **Estimated Construction cost:**

Estimated Size of House: **535m<sup>2</sup>**

535m<sup>2</sup> x R11 000.00 per m<sup>2</sup> = R 5 885 000.00

### **Professional Fees Calculation:**

#### **Phase 1: Design: (est. 4 weeks)**

- Stage 1 – 3 (Refer to the Architectural work stages at the end of this document, as per the Architectural Professional: Act 44 of 2000)
  - This includes the first site visit to walk the site and gather the necessary information to initiate the design. PLEASE NOTE, we would require a professional survey drawing from a professional land surveyor of your site, this will also be required by the local municipality for plans submissions.
  - We will then proceed with the design phase and liaise with you to achieve design approval.
  - Included in Stages 1 -3 is 3d modelling, to resolve design details and to give you a clear picture of what the design will look like before we proceed with the next phase.

(Estimated at ±R201 per m<sup>2</sup>) **R107 520.00**

#### **Phase 2: Municipal & Technical Drawings, Documentation and Submission: (est. 6 weeks)**

- Stage 4.1 – 4.2  
Stage 4.1 Includes:
  - Municipal drawings; Floor Plans, Sections, Elevations, and basic Electrical layouts
  - Municipal Documentation and the council submission process.
  - Deemed-to-Satisfy Energy Efficiency and Fenestration calculations, as required by SANS10400.Stage 4.2:
  - Construction details.
  - Windows and Door Schedules.
  - Detailed electrical layouts, as per your required needs.

(Estimated at ±R301 per m<sup>2</sup>) **R161 280.00**



### Phase 3: Construction:

- Stages 5 and 6

Should you require our assistance to manage the construction phase of this project, a separate fee proposal, based on the final design size and calculated project cost will be provided for your approval.

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### Totals:

|                       |             |
|-----------------------|-------------|
| PHASE 1: STAGE 1 – 3: | R107 520.00 |
|-----------------------|-------------|

|                           |             |
|---------------------------|-------------|
| PHASE 2: STAGE 4.1 – 4.2: | R161 280.00 |
|---------------------------|-------------|

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### TOTAL QUOTE

Work Stages 1 – 4.2

**R268 800.00** (VAT not applicable)

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### KINDLY NOTE:

\*Should our scope of work increase, our fees will be adjusted to accommodate the extra scope. This will be discussed before the work commences.

\*This quote is only valid for 30 Days after the date of issue.

### **PAYMENT TERMS:**

- 1) 50% of the Design (Phase 1) Deposit payable at inception. (Work Stages 1-3)
- 2) Balance of Phase 1 fees payable at Design approval with 50% of Phase 2 Fees Deposit (Work Stage 4.1 & 4.2) to commence with Municipal Drawings.
- 3) Balance of Phase 2 fees payable at Municipal Submission.



## ACCEPTANCE:

The Terms and Conditions presented here may be modified or amended as necessary only by written instrument signed by both parties.

By submitting the deposit payment, you are agreeing to the terms and conditions detailed in this document. This proposal is agreed upon in full, signed and dated.

By signing this document, I indicate that I understand, agree to, and accept the terms and conditions as contained herein, dated this **11 JULY 2022**.

I, \_\_\_\_\_ hereby agree to the Terms and Conditions laid out in this document.

**Email:** [hannes@blackhoundenterprises.com](mailto:hannes@blackhoundenterprises.com)

**Phone:** 072 799 9597



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Hannes Gouws  
Director | PSAT 32449887

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Name:  
Date:



# TERMS AND CONDITIONS:

**Blackhound** will be employed for **Work stages 1 to 4.2**: to Design and create municipal, and technical drawings, assist with the municipal submission process until the design has been approved by the local authorities, to do construction and detail drawings.

(Kindly see the end of the document for descriptions of the Architectural work stages.)

If **Blackhound** are not appointed for work stages 5 and 6, only **Work stages 1 – 4.2** fees will be applicable and additional fees will be charged to provide a **Form 4** at the completion of the project, which is required to certify that the project has been completed in accordance with the National Building regulations and Standards Act. (As legally required and outlined in SANS 10400-A:2010)

## 1.1) SITE VISITS:

If **Blackhound** are employed for **Work stages 1 to 6**, fortnightly site visits will be included in the **Construction fee proposal**. (Please see the work stages breakdown at the end of this document)

Further to the fees, should additional Site Visits be requested, a Travel expense of **R2 673.00** per Site Visit will be charged. This will be invoiced at the end of each month for the duration of the project or when Site visits are requested.

## 1.2) DETAILS AND TECHNICAL DRAWINGS:

If **Blackhound** is not appointed for Stage 4.2:

The municipal drawings will be drawn to build from under stage 4.1, but will exclude construction drawings and pricing details like, staircase sections, window and door schedules, etc. which falls under stage 4.2, and is not necessary for municipal approval, but is required for accurate pricing and construction detailing.

Please note: Should you then require technical detail drawings or any on site revision drawings, it will be charged at an hourly rate of R850 per hour.

## 1.3) PRINTS:

Municipal submissions are done online, therefore we will only provide 1x set of hard copies of the municipal approved plans, should you require it.

Revision drawings will be emailed to the site management team where hard copy revision drawings will be the responsibility of the contractor / site manager.

If we must make hard copy prints for site, it will be added to a monthly invoice at:

R85 per A1 print

R105 per A0 print.

If **Blackhound** are employed for Work stages 5 and 6, Disbursements will be calculated in the **Construction Fee Proposal**.

## 1.4) EXTENDED CONSTRUCTION PERIOD:

Only applicable if **Blackhound** is employed for **Work stages 5 and 6**. This will then be noted in the **Construction Fee Proposal** document.





# ARCHITECTURAL WORK STAGES:

## Stage 1: Inception

- a) Receive, appraise and report on the client's requirements with regard to the client's brief;
- b) Determine the site and rights and constraints;
- c) Determine budgetary constraints; 0
- d) Determine the need for consultants;
- e) Determine indicative project timelines;
- f) Determine methods of contracting; and
- g) Whether other statutory authority applications are required or desirable.

## Stage 2: Concept Design

- a) Prepare an initial design concept and advise on:
  - i the intended space provisions and planning relationships;
  - ii proposed materials and intended building services; and
  - iii the technical and functional characteristics of the design.
- b) Check for conformity of the concept with the rights to the use of the land.
- c) Consult with local and statutory authorities.
- d) Review the anticipated costs of the project. e) Review the project programme.

## Stage 3: Design Documentation

- a) Develop all aspects of the design from concept to full development including, but not limited to, construction systems, materials, fittings, and finishes selections;
- b) Review the programme and budget with the client, principal consultant or other consultants;
- c) Coordinate other consultants' designs into building design;
- d) Prepare design development drawings including drafting technical details and material specifications;
- e) Discuss and agree on the building plan application and approval requirements with the local authority;

## Stage 4: Documentation and Procurement (municipal submission stage)

### Stage 4.1:

- a) Prepare documentation required for local authority building plan application submission;
- b) Co-ordinate technical documentation with the consultants and complete primary co-ordination sufficient to support building plan submission;
- c) Review the costing and programme with the consultants;
- d) Obtain the client's authority, and submit documents for approval at the local authority.



## **Stage 4.2:**

- a) Prepare specifications for the works;
- b) Complete technical documentation sufficient for tender;
- c) Obtain offers for the execution of the works;
- d) Evaluate offers, and recommend a successful tenderer for appointment;
- e) Prepare the contract documentation and arrange the signing of the building contract by the client and the successful tenderer;
- f) Complete all remaining technical and construction documentation and coordinate same with the consultants;

## **Stage 5: Construction**

- a) Administer the building contract;
- b) Give possession of the site to the contractor;
- c) Issue construction documentation;
- d) Review sub-contractor designs, shop drawings and documentation for conformity of design intent;
- e) Inspect the works for conformity with the contract documentation and acceptable quality in terms of industry standards;
- f) Administer and perform the duties and obligations assigned to the principal agent in the building contract;
- g) Manage the completion process of the project;
- h) Assist the client to obtain the required documentation necessary for the client to obtain the occupation certificate.

## **Stage 6: Close out**

- a) Facilitate the project close-out including the collation of the necessary documentation to effect completion, handover and operational manual of the project.
- b) When the contractor's obligations with respect to the building contract have been fulfilled, the architectural professional shall issue the certificates related to the contract completion.
- c) Provide the client with construction record documentation and the relevant technical and contractual undertakings by the contractor and subcontractors.

