



BLACKHOUND

ARCHITECTURE & RENDERING

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Client:
Marco Scholtz
072 620 6754
marcos@sbakels.co.za

Date: 04 Dec 2023

SCOPE OF WORKS:

Municipal drawings for Additions and Alterations on **15 Ruan Street, Greenbushes Industrial Park, Gqeberha. (Farm 8, Ptn 111, Farms PE).**

A. Brief:

- Get the existing approved by the fire department and municipality.
- Add an additional carport at the diesel tanks.
- Roof monitor to comply with fire regulations.
- Fire escape route door to be added.

1) Existing to be approved:

- Carports
- Braai area
- Offices in warehouse
- Small changes on office block.

2) Proposed areas:

- Carport at Diesel tank.
- Fire escape in Warehouse.

MARCO SCHOLTZ - QUOTATION

Professional Fees Calculation:

Phase 1: **As-builts:** **R 26 800.00**

- Measure and Draw:
 - Check overall dimension and compare with plans received.
 - Measure warehouse, office, braai area, carports

Phase 2: **Administrative** **R 2 500.00**

- Tavel and admin:
 - Site visit
 - Fire department
 - Obtain fire plan approval

Phase 3: **Municipal Drawings, documentation and submission** **R 5 848.00**

- Municipal, documentation and submission:
 - Municipal drawings; Site plan, Drainage, Floor Plan, Section, Elevations, and basic Electrical layouts
 - Deemed-to-Satisfy Energy Efficiency and Fenestration calculations, as required by SANS10400.
- Administrative:
 - Municipal Documentation and the council submission process.

TOTAL QUOTE: **(VAT not applicable) R 35 148.00**

PAYMENT TERMS:

- 1) **Deposit** payable upon acceptance of quotation. (R 24 603,60)
- 2) Fees payable upon **Municipal Submission***. (R 10 544,40)

KINDLY NOTE:

*Should our scope of work increase, resulting in additional services beyond the initial quotation, our fees will be adjusted accordingly. This adjustment will be discussed prior to commencing the work, and any extra services not included in the original quotation will be charged at an hourly rate of R 650.00.

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



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 application
- Site development plan
- Heritage application

TERMS AND CONDITIONS:

Blackhound will be employed for **Work stages 1 to 4.1**: to Design and create municipal drawings. The Municipal drawings will then be submitted to council for approval by the local authorities. (Blackhound will be employed for Work stages 1 to 4.1, as laid out in this document: For design and municipal drawings. E.g. Creating municipal drawings from the approved design and submitting the drawings to the local authorities to gain their approval.

No Additional services have been included in this quotation to cover the occupation process, 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).

Furthermore, since Blackhound will be **NOT** appointed for work stages **4.2, 5, and 6**, it should be noted that the client will act as the intermediary between us and the contractor. The client will also be responsible for obtaining all the certificates of compliance from the contractor and their sub-contractors. (E.g., Electrical COC, Plumbing COC, Beacon Certificate, Roof Certificate, Engineers Form4, etc.)

This Quotation is only for Architectural **work stage's 1, 2, 3 & 4.1**.
Excludes **work stages 4.2, 5 & 6**.

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

1.1) SITE VISITS:

If additional Site Visits are requested, a travel expense of **R650.00** 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) PRINTS:

Our fees are exclusive of any hard copy prints. If we must make hard copy prints for any reasons not attributed to BLACKHOUND ENTERPRISES PTY LTD, the client will be notified beforehand and will be invoiced separately or added to the client's final invoice. Once the plans are approved by council, we will provide you with your stamped approved hard copy.

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

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

R55 per A1 print
R75 per A0 print.



1.3) TERMINATION:

If the agreement between the parties is terminated by either party for reasons not caused by BLACKHOUND ENTERPRISES PTY LTD, the fee for the work in progress and the completed work will be due for payment.

1.4) SUSPENSION:

BLACKHOUND ENTERPRISES PTY LTD retains the right to suspend all service until the settlement of any outstanding account.

1.5) OTHER PROFESSIONALS:

BLACKHOUND ENTERPRISES PTY LTD is not responsible for the performance of other professionals (such as Town Planners and Engineers), nor for the quality of drawings and documents provided by them, tender prices, the actions of Homeowner Associations, Municipalities, or Municipal Services. We are also not responsible for the performance of the Contractor or any of their Sub-Contractors, Suppliers, or employees.

1.6) COPYRIGHT:

BLACKHOUND ENTERPRISES PTY LTD retains the ownership of copyright to all its intellectual property. No designs, drawings or documents may be used and shared with other parties without our express permission.

1.7) FEE OFFSET:

The Client is not entitled to 'set-off' or withhold payment for any alleged claim against either BLACKHOUND ENTERPRISES PTY LTD or any other party involved in the building contract. The claim is to be dealt with on its own merits.

1.8) FINAL INVOICE:

The final invoice will be due upon submission to council. If you decide not to proceed with council submission, the final invoice remains payable after two weeks from the notification of completed work.

1.9) VAT:

BLACKHOUND ENTERPRISES PTY LTD. Is not a VAT vendor. All architectural fees presented are exclusive of VAT until further notice.



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 **04 Dec 2023**.

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

Email: dewald@blackhoundenterprises.com

Phone: 072 418 6867

Dewald Potgieter
Director | PAT 30442820

Marco Scholtz
Date:



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;
- 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.

