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BLACKHOUND ENTERPRISES PTY LTD
T/A BLACKHOUND ARCHITECTURE & RENDERING

Dewald Potgieter
dewald@blackhoundenterprises.com
072 418 6867

Unit 10 – The Network
19 Cactus Road
Fairview
Port Elizabeth (Gqeberha)
Eastern Cape
2075

Client:

Mr Paul Bester
082 555 2740
paul@besters.biz

Date: 10 July 2024

SCOPE OF WORKS:

Design, Municipal submission, Technical drawings and Final BOQ for Mr Paul Bester at **Erf 115, Wedgewood, Port Elizabeth.**

Project Requirements:

New dwelling of **+300 sqm.**
Dwelling to include the following spaces:

Ground floor:

- Foyer / Wind lobby.
- Open plan kitchen + Pantry
- Scullery
- Open plan dining room
- Wine area
- Braai area (inside/outside)
- Open plan Lounge
- Guest Loo
- Double garage (extended)
- Patio area (Boma/ Lounge / Pool connection)

First floor:

- Master bedroom (incl. Lounge area + Fridge)
- Ensuite + Dresser for Master bedroom
- Tarien Bedroom
- Guest Bedroom
- General Bathroom
- Linen Area
- Washing chute area
- Balconies



1. Look & Feel

Look & Feel is not included in this fee proposal. This is where we do mood boards for each space allocated within the project requirements. Should you require this service a separate quote can be provided.

2. Conceptual 3D Design

Upon concept approval from the client, we proceed with the Conceptual 3D design.

- This quotation only allows for 3 x changes to the Conceptual 3D design.
- The Conceptual 3D design only includes 3D visualizations and not 3D renderings.
3D visualizations refer to a visual environment (like Google SketchUP) and 3D rendering is when the 3D visualization has been taken a step further to create a photo realistic.
Should you require 3D rendering a separate quote can be provided.

3. Estimate pricing

The quantity surveyor will be able to provide us with an estimate cost once the design has been approved.

4. HOA Approval + Municipal submissions

Upon design approval from the client, we proceed with the preliminary submission to the HOA of Wedgewood. Once approved, we will finalise the municipal submission drawings and send the completed municipal drawings to the HOA for final scrutiny. Once stamped by the HOA we will proceed with the municipal submissions.

5. Technical drawings

The municipal approval process can take 1-3 weeks. During this process we proceed on with the technical drawings, such as window and door schedules, ceiling layouts, tiling layouts, detailing, and other necessary drawings required for the contractor to price the project.

6. Final costing:

We evaluate the pricing with the contractor to ensure that we are in line with the project budget and the vision of the project remains the same.

7. Project management.

Project management is not included in this fee proposal.

This is where we manage the JBCC building contract, provide necessary documentation, and review sub-contractor designs. We conduct on-site inspections to ensure compliance with the contract and industry standards.

Should you require this service a separate quote can be provided once the project costing has been finalised.

8. Procurement

Procurement is not included in this fee proposal.

This is where we source the furniture and related items for the client.

Should you require this service a separate quote can be provided.

DESIGN, MUNICIPAL SUBMISSIONS, TECHNICAL DRAWINGS AND FINAL BOQ - QUOTE.

Project cost-based Fees:

Total cost of building (VALUE OF WORKS)

Building rate: R 12 000 per sqm x 300 sqm

R 3 600 000.00

Professional Fees calculation:

(as per Board Notice 471 of 2023 - Professional Fees of 2023)

Primary Fee	R346 886.84
Secondary fee (3 600 000.00 – 2 000 001.00) x 12.96%	R207 359.87
Stages 1 - 6	R554 246.71

Work Stages		% of Fee	Fee	Discount	Final Fees
Inception	Stage 1	2%	R 11 084.93	57%	R 4 766.52
Concept design	Stage 2	15%	R 83 137.01	57%	R 35 748.91
Design Development	Stage 3	20%	R 110 849.34	57%	R 47 665.22
Municipal Submission	Stage 4.1	10%	R 55 424.67	0%	R 55 424.67
Tender & Tech Drawings	Stage 4.2	20%	R 110 849.34	30%	R 77 594.54
Construction	Stage 5	30%	R 166 274.01	0%	-
Close - Out	Stage 6	3%	R 16 627.40	0%	-
Total excl. Discount					R371 345.30
Discount overall					R150 145.43
Total Professional Fees					R221 199.86

Professional Fees Summary:

Stage 1 – 3 (Architectural Work stages, as set out in the last 2 pages of this quotation)

Inception, Concept design and Design documentation

R 88 180.65

Stage 4.1 (Architectural Work stages, as set out in the last 2 pages of this quotation)

Municipal Submission

R 55 424.67

Stage 4.2 (Architectural Work stages, as set out in the last 2 pages of this quotation)

Technical drawings + Final BOQ

R 77 594.54

2 x Site Visits included.

TOTAL QUOTE:

R 221 199.86 (VAT not applicable)



PAYMENT TERMS:

1) Deposit payable at acceptance of quotation.	(R 44 090.35)
2) Fees payable at design completion*	(R 44 090.30)
3) Fees payable at notification of starting municipal drawings	(R 55 424.67)
4) Fees payable at notification of starting construction drawings	(R 54 316.20)
5) Remainder of fees payable at final bill handover	(R 23 278.34)

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.

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, Site surveyor, etc.)
- Execution of the works and testing of materials to ensure compliance with drawings and specifications remains the responsibility of the contractor.
- Printing of drawings for site.
- Occupation certificate process.

TERMS AND CONDITIONS:

BLACKHOUND ENTERPRISES PTY LTD will be employed ONLY for Architectural Work stages 1-3, 4.1 and 4.2, as set out in the last 2 pages of this quotation.

Project Management was not included in this total quotation, but a percentage was given at 5% of the project cost, spread over the duration of the project and claimed at the end of each month. The 5% will be apply to the Final BOQ as the project cost or a separately quote can be done, if required.

If Project Management was included, then each month would include the following:

- 2 x Travel.
- Contract and site management.
- Quality control checking.
- Fortnightly minuted meetings with the client and contractor on-site.
- Evaluation of payment claims and approval thereof. (as per JBCC)

No occupation application process was not included in this quotation. Should the client require this service a separate quote can be provided



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.

1.1) PRINTS:

This quotation excludes any hard copy prints. If BLACKHOUND ENTERPRISES PTY LTD must make hard copy prints for any reasons, 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, BLACKHOUND ENTERPRISES PTY LTD will provide the client with their 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 BLACKHOUND ENTERPRISES PTY LTD must make hard copy prints for site, it will be added to a separate invoice at:

R55 per A1 print

R75 per A0 print.

1.2) 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.

1.3) DEVIATIONS:

Any deviations made on site that require an updated plan will be billed at an hourly rate of **R 650.00**. An additional quotation for the cost of revising the drawings will be sent to the client before making the changes.

1.4) SUSPENSION:

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

1.5) OTHER PROFESSIONALS:

BLACKHOUND ENTERPRISES PTY LTD will not be held 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. BLACKHOUND ENTERPRISES PTY LTD 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 their intellectual property. No designs, drawings or documents may be used and shared with other parties without our express permission.



1.7) VAT:

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

1.8) PAYMENTS:

The client is not entitled to 'set-off' or withhold any payments to BLACKHOUND ENTERPRISES PTY LTD for any alleged claims against other parties involved in the project. Each claim should be addressed on its own merits.

Each invoice to be settled within 7 Calendar days after the date of issue.

*design completion as set out in the payment terms, means the balance of the design fees will become payable upon notification of design completion (Stage 1-3) OR after 14 Calendar days of inactivity from requesting design feedback.

ACCEPTANCE:

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

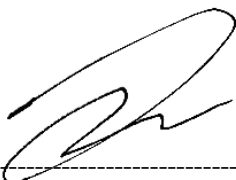
By submitting the non-refundable deposit payment, you, as the client, are agreeing to the terms and conditions detailed in this document. This proposal is agreed upon in full, signed, and dated.

By signing this document, I indicate that I understand, agree to, and accept the terms and conditions as contained herein, dated **10 July 2024**.

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

Mr Paul Bester
Date:



ARCHITECTURAL WORK STAGES:

For information purposes only:

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

Stage 4.1: (Municipal Submission stage)

- 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: (Construction / Tender stage)

- 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.~~

