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ARCHITECTURE & RENDERING

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BLACKHOUND ENTERPRISES PTY LTD
T/A BLACKHOUND ARCHITECTURE & RENDERING

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

Client:
Johan Britz
069 586 4262
Johanbritz8@gmail.com

Date: 22 JULY 2024

PROJECT BRIEF:

Measure the existing structures, design internal changes and preparer municipal drawings for a house on **ERF 322, Sea Vista, St. Francis Bay, Eastern Cape.**



SCOPE OF WORKS:

1.1) Measure Existing Structure and redraw:

Existing Structures: $\pm 634\text{m}^2$ measured from GIS and Existing images.

1.2) Internal and aesthetic architectural design alterations and indicate a new pool position on the erf.

(Stage 1 – 3)

1.3) Prepare the municipal drawings and documentation and obtain municipal approval.

(Stage 4.1)

HOUSE 5 LOVEMORE CR. SEA VISTA:

Quote & Deliverables

Design, Municipal Drawings, Technical Drawings and Documentation:

Approximate Size of House: **634m²**

Professional Fees Calculation:

2.1) Phase 1: Measure and Redraw:

- Measure and redraw existing structures:
 - This includes measuring all existing structures built on site and redrawing the structure in electronic format.
 - This price includes redrawing the existing structures in 2d and 3d format.

R17,708.00

2.2) Phase 2: Design:

- Design: Architectural Workstage 1 – 3 (Refer to the Architectural work stages at the end of this document, as per the Architectural Professional: Act 44 of 2000)
 - In this stage we will continuously liaise with the client regarding their brief of architectural alterations they want to make on the interior of the house as well as aesthetic alterations.
 - We will proceed with the design phase and liaise with the client to achieve design approval.
 - Included in our design phase is 3D modelling, to resolve design details and to give you a clear picture of what the design will look like before we proceed to the next phase. (Please note that the 3d services included in this phase are purely conceptual 3ds and not our photo realistic rendering services, should you require that service at any point during the project, a separate quote can be provided.)

R19 288.00



2.2) Phase 3: Municipal drawings, Technical Drawings, Documentation and Submission:

- Stage 4.1 – Municipal drawings - Includes:

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

R 43 814.40

- Stage 4.2 - Construction / Technical Drawings:

The technical drawings allowed for in this fee proposal will be for:

- Window and Door schedules.

R3 160.00

2.3) Site Visits:

- We have allowed for **3 x Site visits** in this fee proposal.
(1x Site visit will be used with Phase 1: To measure the existing structures.)

R3 300.00

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.

TOTAL QUOTE:

PHASE 1, 2 & 3: **R87 270. 40** (VAT not applicable)

PAYMENT TERMS:

- 1) 70% Deposit payable **at** acceptance of quotation.* (R 61 089.28)
 - 2) 30% Balance payable **at** commencement of Municipal Drawings.* (R 26 181.12)
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**See the T's & C's below.*

Excluded from the fees:

- Submission fees and hard copy prints. (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.
 - As-Built drawings, if any deviations occurred from the approved plans.
 - Printing of drawings for site.
 - Retrieval of Occupation Certificate.
 - Contract and project management.
-

TERMS AND CONDITIONS:

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

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 **R1 100.00** 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:

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.



1.3) 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) 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.

1.5) SUSPENSION:

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

1.6) 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.

1.7) 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.

1.8) VAT:

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

1.9) 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 will be deemed achieved should the client fail to notify BLACKHOUND ENTERPRISES PTY LTD of any possible changes within 14 Calendar days after the initial design was presented to the client.

*Balance payable at commencement of Municipal drawings as set out in the payment terms, means the balance of the architectural fees will become payable upon notification of commencement of municipal drawings. (Stage 4.1)



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 and / or signing this document, 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 **22 JULY 2024**.

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

Email: hannes@blackhoundenterprises.com

Phone: 072 799 9597

Hannes Gouws

Director | SACAP: PSAT 32449887

Client name:

Date:

(Kindly see the descriptions of Architectural work stages at the end of the 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;
- 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.~~

