



BLACKHOUND

ARCHITECTURE & RENDERING

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Client:

Marco Gerber
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marco.gerber123@gmail.com

Date: 07 February 2025

SCOPE OF WORKS:

Measure, design & municipal submission for additions and alterations **at 10 Neville Rd, Westering, PE.**

Project Requirements:

1. Measuring and drawing of as-built in CAD
2. Design of Affected area:
 - Garage made smaller
 - Convert garage into Flatlet
 - Kitchen amendments
 - Foyer changes
 - Open plan living room + Addition
 - Ensuite to master bedroom
 - Update plan on existing guest bathroom
3. Municipal Submission to local authority for approval.

MEASURE, DESIGN & SUBMIT - ADDITIONS & ALTERATIONS

Professional Fees Calculation:

1. **Measure and Drawing existing** R 18 744.00
Measure and drawing existing building to compare the previously approved vs the current and also getting it into CAD.
2. **Design (2D and 3D visualization).** R 12 496.00
Master design floor plan which includes the 3D visualization of all the affected spaces.
3. **Municipal Submissions** R 15 600.00
Once the design has been approved, we will proceed with main municipal submission to council for approval.
4. **Admin** R 2 343.00
Paperwork and process for the municipal submissions, as well the travel to NMBM.

TOTAL QUOTE: (VAT not applicable)

R 49 183.00

PAYMENT TERMS:

- 1) **Phase 1:** R 34 428.10
Deposit payable at acceptance of quotation.
- 2) **Phase 2:** R 14 754.90
Fees payable at municipal submissions.

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.
- Each invoice to be settled within 14 days after the date of issue.

Excluded from the fees:

- Submission fees (e.g. Council and municipal related fees/Estate/NHBRC)
- Hard copy prints (e.g. Council and municipal related)
- 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.



TERMS AND CONDITIONS:

Blackhound will be employed for measuring, design and municipal submission for additions and alterations. For example, a design and 3D visualization of the dwelling will be created. Once the client approves the design, we will proceed with the submission of municipal drawings for approval.

Technical drawings are not included in this quotation. Technical drawings are to assist the contractor in pricing the build. A separate quote can be provided upon request.

Construction drawings are not included in this quotation. Construction drawings are to assist the contractor during the build process on site. A separate quote can be provided upon request.

Projects management is not included in this quotation. A separate quote can be provided upon request.

Procurement is not included in this fee proposal. This is where we for example, source the furniture and related items for the client. Should you 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.

1.2) DEVIATIONS:

Any on-site deviations requiring updated plans will be billed at an hourly rate of **R 650.00**. A separate quotation for revising and, if necessary, resubmitting the drawings to council will be provided to the client for their approval.

1.3) 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.

1.4) 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.

1.5) SUSPENSION:

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

1.6) 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.



1.7) 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.

1.8) 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.

1.9) VAT:

BLACKHOUND ENTERPRISES PTY LTD. Is not a VAT vendor. All architectural fees presented are exclusive of VAT until further notice. If the client requires a VAT number, we can make the arrangements with our accountant.

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

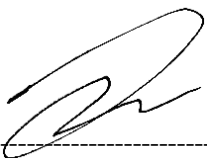
By signing this document, I indicate that I understand, agree to, and accept the terms and conditions as contained herein.

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

Signature: _____

Date: _____

Quotation compiled by:



Dewald Potgieter

Director | PAT 30442820

Email: dewald@blackhoundenterprises.com

Phone: 072 418 6867

Date: **07 February 2025**



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.~~

