

ARCHITECTS

P O Box 4414, Atlasville, 1465
Tel: (011) 425 2721 Fax: (011) 425 4355
E-mail: maraisf@mweb.co.za Web: www.fmarchitects.co.za

Francois Marais

APPOINTMENT OF PROJECT ARCHITECT

NAME OF PROJECT:.....

DATE:

I/We(owner), hereby
appoint FRANCOIS MARAIS ARCHITECTS as the Project Architect on the following development:

Project:

Erf No:

Local Authority:.....

Area of Project:

FEE PROPOSAL:

- Fee for new residence based on R 220 qsq m of the area of the residence
- Fee for additions and alterations based on 7,5% of the cost of the project with a minimum fee of R 10 000.00.
- Fee for offices based on 5,5% of the cost of the project based on R 3 000.00 p/sqm.
- Fee for cluster/townhouse developments to be structured individually according to the size and nature of the project.
- Other.....

FINAL FEE AGREEMENT

Fees are adjusted to the final working drawing areas.

STAGES OF PAYMENT FOR PLANS:

Deposit (refundable) R 30 000.00

WORK STAGE ONE:

Design appraisal and concept (30%)

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- Concept plan

WORK STAGE TWO:

Approval of sketch plans and design concept (30%)

- Alterations to WS 1 plan and
- 3D concept model

WORK STAGE THREE:

Design development and working drawings (40%)

- Construction drawings

WORK STAGE FOUR:

Contract Administration – not included

SERVICES PROVIDED FOR IN THIS AGREEMENT:

I will undertake to do the following:

1. Initial visit to the site to establish natural landscape features, view, orientation and accessibility.
2. Sketch plans for client's approval in order for cost estimates to be done.
3. Plans for tender documentation to be compiled.
4. Five full sets on construction drawings will be included.
5. Electrical light and plug point layout and drawings.
6. Ceiling bulkhead and floor tiling layouts.
7. 3-Dimensional computer model to show the concept and basic aesthetic appearance.
8. Site visits at and additional charge per visit.

CONDITIONS:

- Once drawings have commenced and drawings are stopped by the client at any stage thereafter, the fees will be calculated prorate for work done.
- No additional fees will be charged to changes to sketch plans, unless it can be shown to be a complete redesign requested by the client, after revision on original sketch plans have been made.
- Sketch plans need to be finalized within two weeks from date of presentation of concept. Any changes thereafter will be charged at R 950 per hour.
- Any changes to final drawings will be done, if required, at the cost of the client, at R950 per/hour. FMA will not take responsibility for errors to drawings as a result of these changes.
- Cost of plotting and copying prints will be for clients account.
- No Engineers drawings are included in this price.

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- As built drawings will be done, if required, at the cost of R950 per/hour.
 - No VAT is included in this price.
 - The deposit amount is kept as a retainer and refunded in full at the completion of the working plan stage.
 - The 3-d depiction is only an conceptual drawing and will only be revised once with client alterations. Any further alterations to update the 3-d to the final plans will be charged for a R950 per hour.
 - FMA will under take three complimentary site visits when requested and when in the area.
 - The client will submit the building plans to the council, using one of three Council runners, which we will recommend. The client will be responsible for the cost of this runner, which is estimated to be R2 500.
 - An annual 10% increase in fees will automatically be calculated from date of contract.

Developers note:

- Any risk work undertaken on projects will be subject to the following conditions:
 - Should the project be sold off, payment for the plans will be due.
 - Should the scope of the work be altered FMA will be given first option on the new work. Failing this FMA must be paid for work completed.
 - If the stand is sold FMA will be paid up to work stage completed from the sales amount.

I trust everything meets with your approval and look forward to working with you.

Yours Sincerely,
FRANCOIS MARAIS