



Pellerade

ARCHITECTURE - INTERIOR ARCHITECTURE - PROJECT CO ORDINATION - INTERIOR DESIGN

Professional Services Contract

Client:

Invoicing Details:

Project:

Location:

SERVICE 1. ARCHITECT TO COUNCIL SUBMISSION

As per the SACAP client/professional agreement for Architectural services. 12 June 2015
Stage 1 to 4.1

- **Stage 1 :** **Appraisal and Definition of the Project**
 - Meeting with the client to attain scope of works, the brief, details of project etc. including the client's requirements

Refer to Annexure : Clients Wish list
 - Advising the client on procedures to meet their requirements

- **Stage 2 & 3:** **Concept design and Design Development**
 - Preparation of the design concept in broad outline, showing intended space provisions,
 - Advising the client on technical and functional characteristics of the project as proposed
 - The proposed fees will comprise of no more than three re-designs, thereafter fees will be charged on a time basis.
 - The proposed fees include TWO external computer generated artist's impression (3D's) and no more than TWO re-designs.

- **Stage 4 .1:** **Documentation**
 - Prepare electronic drawings suitable for Local Council submission. Drawings will include all necessary site plans, plans, elevations, sections, and all relevant notes
 - Fill out all relevant submission forms and acquire all necessary signatures
 - Submit, by hand through a council runner, all relevant submission drawings and documentation.
 - Council Fees (i.e. Working drawings, demolition, relaxation, services connections, town planner) to be paid by client.

QUANTITY SURVEYOR

Pellerade recommend clients appoint a Quantity Surveyor (QS) to the project.

The appointment of a QS is essential as their primary functions is that of cost control and financial advisor. There services provide for the following:

- Providing a comprehensive Bill of Quantity (BOQ)
- Verifying contractors monthly payment certifications
- Liaison with financial instructions for bond purpose
- Attending site meetings
- Compiling site minutes
- Preparing the final accounts

Please advise if you would like Pellerade to recommend a suitable QS

SERVICE 2. CONSTRUCTION AND INTERIOR ARCHITECTURE

As per the SACAP client/professional agreement for Architectural services. 12 June 2015
Stage 5 & 6

▪ Stage 5 :

Our role in this regard is to act as “co-ordinator” and “choreographer” between the client, the principal contractor, sub-contractors and suppliers. This is to ensure that the wishes of the client, as well as the finishes and designs selected, are successfully translated through to the project site and the principal contractor. Please note this service does not include Project Management.

▪ Interior Architecture

- Preparation of technical documents and drawings necessary to assist the execution of works. E.g. ceiling layout, lighting layout, tiling layout, etc. (no more than two redesigns)
- Consulting with the client on the specifications for finishes.
- Procurement
Where Pellerade is involved, directly or indirectly, in the procurement of finishes and services pursuant to the specification thereof; a separate fee of 5% on the value will be charged.
- Obtaining no more than 3 quotations on behalf of, and for the account of, the client. Advising the client in the selection and appointment thereof.
- Providing, and verification of, "initial" schedules of client payments (i.e. Deposits) to be made to contractors, installers etc.

▪ Construction

Our fees make provision for ONE site meeting per month during the Project Time Span (PTS). (Johannesburg)
(The client is encouraged, though not always necessary, to attend these meetings.)

- Additional site - meetings will be charged separately @ R1, 500 per hour, and site - inspections will be charged separately @ R1, 000 per hour.

SERVICE 3. INTERIOR DESIGN AND FURNISHING

Our services include:

- **Stage 1 : Appraisal and Definition of the Project**
 - Meeting with the client to receive the interior finishes brief, and a clear understanding and interpretation of the needs and "dreams" of the client
 - Note:* At Pellerade we establish the clients unique "design mantra", which is followed and upheld throughout the project. This means that NO two projects are the same; and that the finished interior design is a true reflection of the client, rather than the interior designer
 - Advising the client on procedures to meet their requirements, and complete a schedule of intended project progress
- **Stage 2 : Concept design**
 - Concept drawings, illustrations and "mock-ups" to enable the client to make informed decisions
- **Stage 3/4 : Specification**
 - Obtaining and viewing samples, aided by drawings and layouts where necessary, to finalise quotations, and place orders timeously
 - Specification, sourcing and procurement of furnishings, finishes; including wall coverings, curtaining and related fabrics.
 - Consulting and organising/orchestrating furnishings and décor finishes
- **Stage 5 : Co – Ordination, Quality Control and Delivery**
 - Assuring the quality and timeous delivery of furnishings and finishes
 - Organising with the client to sign-off goods received/dispatched; and to overview delivery/installation to site.

FEES FOR SERVICES

		Please tick for services requested
SERVICE 1.	ARCHITECT TO COUNCIL SUBMISSION	<input type="checkbox"/>
SERVICE 2.	CONSTRUCTION AND INTERIOR ARCHITECTURE	<input type="checkbox"/>
SERVICE 3.	INTERIOR DESIGN AND FURNISHING	<input type="checkbox"/>
SERVICE 4.	GRAPHICS	<input type="checkbox"/>

INDIVIDUAL FEES :

SERVICE 1. ARCHITECT TO COUNCIL SUBMISSION proposed fee :

As per the SACAP client/professional agreement for Architectural services. 12June 2015
Stage 1 to 4.1

This fee is based on the following :

- Size of the building : m²
- Project Value based on R per m²
- Project Time Span (PTS): months
- Commencement date :

SERVICE 2. CONSTRUCTION AND INTERIOR ARCHITECTURE proposed fee :

As per the SACAP client/professional agreement for Architectural services. 12June 2015
Stage 5 & 6

This fee is based on the following :

- Size of the building : m²

COMBINED fee: SERVICE 1 AND 2

Discount applied

COMBINED fee: TOTAL *

**This excludes Procurement fees which are charged separately*

SERVICE 3. INTERIOR DESIGN AND FURNISHING proposed fee:

6%

This fee is specific to each project and negotiated once we have a detailed brief from the client.

- As is standard practice in the industry, all furnishings not transacted through Pellerade, but sourced and/or aided/facilitated by Pellerade, will attract a 5% fee.

SERVICE 3. GRAPHICS fees: (extra)

- External 3D's: R 8, 000 - R 20, 000
- Internal 3D's: R 6, 000 - R 10, 000
- 3D Floor Plan: R 1, 500 - R 2, 500
- Walk Through: R 60, 000 - R 150, 000

Pellerade
PROFESSIONAL SERVICE CONTRACT

- **VAT :** Fees quoted are exclusive of VAT.
- **Payment of Fees**
 - Invoices will be issued monthly at the end of each month, for work completed. Pellerade allows 14 days in which to settle the outstanding amount from date of invoice. Overdue accounts shall be charged interest.
 - Pellerade shall not be held responsible for any delays caused by late payment.

- **Breakdown of Payment of Fees**

Stage	Service	Service 1	Service 1 + 2
1	Acceptance of Quotation	5%	5%
	Appraisal and Definition of the Project		
2 & 3	Concept Design and Design Development	45%	45%
4.1	Documentation	50%	30%
5	Construction and Internal Architecture		20%

- **Non-standard services**
 - Any services outside those detailed herein are to be negotiated separately with the client.
- **Changes to approved plans**
 - Client changes to plans approved will incur time based fees as per SACAP rates
- **Printing Disbursements**

All printing costs are to be paid by the client. These charges are added to the client's monthly invoices.
- **Travel Disbursements**
 - Most specifying and sampling is conducted on our premises. Travel within 3kms is not charged. Industry rates of R 7.50 per kilometer apply for all other trips.
 - Clients are to utilise their own transport when conducting "outings" with Pellerade personnel.
 - Any airfare, care hire , accommodation is to be paid by the client.
- **Project Delays**
 - Unreasonable time delays to the project, beyond the control of Pellerade, will result in a re-negotiating of this contract.
- **Termination of Services**
 - One month's notice by either party is required to terminate services. The client agrees to pay the contractor for that portion of work already executed.

Contract Signed as Agreed:

(Client)

Stephen Pellerade
for Pellerade
(Contractor)

Dated

Dated