

Design Service Options

Listed below are the design services options offered by Papercourtyard through the whole design and construction process. Papercourtyard offer a range of services and consultancy options to best suit your needs.

Option A is a preliminary design only service. This is the most economical option when it comes to our fees. You engage us to resolve your brief and provide a design solution for your project only. From there you can choose how you wish to proceed with your project's approvals, documentation, construction etc. Many interior aspects including material selections, internal layouts and specifications are left unresolved for you to manage.

Option B incorporates all of the services covered by option A with additional design and authority approval documentation. This option is often selected by building industry professionals who want to manage their own building process, or clients who see cost savings in reducing the scope of design. This service allows a knowledgeable client to be flexible on detail items negotiating the resolution and design detailing of the building with the selected Building Contractor or as an Owner/ Builder.

Option C incorporates all of the services covered by option B and is a full design, documentation and project management service. This option ensures the best possible design outcome and ensures clarity and consistency throughout the project. In this process Papercourtyard is engaged to guide and assist the development of your build from start to finish.

Option D incorporates all of the services covered by option C, and includes landscape design, furniture selection and/or design and is available upon request. This option allows for the complete design of your project, allows for a one-stop shop option and allows us to guide and assist you, so that a single clear design language is utilised and integrated into the project. From the living room sofa to the character of the landscaping. High quality imagery will be produced to assist you in visualising and decision making at all key stages

Refer to the matrix below for a list of inclusions and exclusions of the design service options.

Design Service Options Matrix

Refer to your fee proposal for fees related to each project stage and design service option. Note that all fees are fixed, whilst significant changes of scope or additional work requested by the client may incur additional charges.

| Stage | Service | A | B | C | D |
|-------|---------------------------------------|---|---|---|---|
| 1 | Initial Site Meeting and Visit | x | x | x | x |
| 2 | Measure and Draw | x | x | x | x |
| 3 | Sketch Design | x | x | x | x |
| 4 | Schematic Design | x | x | x | x |
| 5 | Town Planning | | x | x | x |
| 6 | Detail Design | | x | x | x |
| 7 | Construction Documentation | | | x | x |
| 8 | Tender and Negotiation | | | x | x |
| 9 | Construction | | | x | x |
| 10 | Furniture and Furnishing Selection | | | | x |
| 11 | Scaled physical models | | | | x |
| 12 | Computer Renderings/ Animation models | | | | x |
| 13 | Landscape design | | | | x |

3. Sketch Design

Following engagement of our services, we will:

| Item | Task | A | B | C | D |
|-----------------------------|--|---|---|---|---|
| architectural design | | | | | |
| 01 | Formulate a detailed project brief with the client | x | x | x | x |
| 02 | Arrange, attend and record client meetings | x | x | x | x |
| 03 | Inspect site conditions and constraints | x | x | x | x |
| 04 | Undertake detailed existing building measurement | x | x | x | x |
| 05 | Obtain survey of existing site conditions by surveyor | x | x | x | x |
| 06 | Undertake preliminary assessment of authority requirements | x | x | x | x |
| 07 | Undertake analysis of site environmental conditions | x | x | x | x |
| 08 | Formulate and present alternate strategies for the development | x | x | x | x |
| 09 | Develop the preferred strategy based on our discussions | x | x | x | x |
| 10 | Prepare sketch documentation to adequately explain the design | x | x | x | x |
| 11 | Undertake preliminary selection of materials and finishes | x | x | x | x |
| 12 | Arrange, attend and record secondary consultant meetings | x | x | x | x |
| 13 | Prepare measured drawings showing existing site conditions | x | x | x | x |
| landscape design | | | | | |
| 14 | Engage landscape consultant | | | | x |
| illustration | | | | | |
| 15 | Prepare scaled physical model of proposed schematic design | | | | x |
| Item Deliverables | | | | | |
| 01 | Architectural Precedents | x | x | x | x |
| 02 | Site Analysis | x | x | x | x |
| 03 | Site Plan | x | x | x | x |
| 04 | Floor Plan | x | x | x | x |
| 05 | Simple 3D CAD Perspectives | x | x | x | x |
| 06 | Sketch Design Meeting | x | x | x | x |
| illustration | | | | | |
| 07 | Scaled Physical Model | | | | x |

4. Schematic Design

Following your approval of the Sketch Design, we will:

| Item | Task | A | B | C | D |
|-----------------------------|--|---|---|---|---|
| architectural design | | | | | |
| 01 | Arrange, attend and record client meetings | | x | x | x |
| 02 | Develop the preferred strategy based on our discussions | | x | x | x |
| 03 | Prepare schematic documentation to adequately explain the design | | x | x | x |
| 04 | Undertake preliminary selection of materials and finishes | | x | x | x |
| 05 | Coordinate the appointment of secondary consultants | | x | x | x |
| 06 | Integrate the preliminary advice from secondary consultants | | x | x | x |
| 07 | Arrange, attend and record secondary consultant meetings | | x | x | x |
| landscape design | | | | | |
| 08 | Formulate landscape concept design | | | | x |
| illustration | | | | | |
| 09 | Prepare scaled physical model of proposed schematic | | | | x |
| Item Deliverables | | | | | |
| 01 | Site Plan | | x | x | x |
| 02 | Floor Plan | | x | x | x |
| 03 | Roof Plan | | x | x | x |
| 04 | Elevations | | x | x | x |
| 05 | Typical Sections | | x | x | x |
| 06 | Simple 3D CAD Perspectives | | x | x | x |
| 07 | Preliminary selection of materials and finishes | | x | x | x |
| 08 | Schematic Design Meeting | | x | x | x |
| Landscape Design | | | | | |
| 09 | Landscape Concept Plan | | | | x |

| <i>illustration</i> | | | | |
|---------------------|-----------------------|--|--|---|
| 10 | Scaled Physical Model | | | x |

5. Town Planning

Following your approval of the Schematic Design, we will:

| Item | Task | A | B | C | D |
|-----------------------------|---|---|---|---|---|
| architectural design | | | | | |
| 01 | Develop the preferred strategy based on our discussions | | x | x | x |
| 02 | Prepare authority submissions | | x | x | x |
| 03 | Submit documents for authority approvals | | x | x | x |
| 04 | Arrange, attend and record secondary consultant meetings | | x | x | x |
| 05 | Prepare town planning documentation for development application | | x | x | x |
| 06 | Submit development application | | x | x | x |
| Item Deliverables | | | | | |
| 01 | Development Application package submitted | | x | x | x |
| Landscape Design | | | | | |
| 02 | Landscape Concept Plan integrated into Development Application | | | | x |
| illustration | | | | | |
| 03 | Scaled Physical Model | | | | x |

6. Detail Design

Following your approval of the Council approved design, we will:

| Item | Task | A | B | C | D |
|---------------------------------|--|---|---|---|---|
| architectural design | | | | | |
| 01 | Develop the approved schematic design into a final design solution | | x | x | x |
| 02 | Arrange, attend and record client meetings | | x | x | x |
| 03 | Incorporate any changes after discussion with you | | x | x | x |
| 04 | Coordinate the appointment of the secondary consultants (as required) | | x | x | x |
| 05 | Arrange, attend and record secondary consultant meetings | | x | x | x |
| 06 | Coordinate the work of the secondary consultants | | x | x | x |
| 07 | Prepare the schedules of works and finishes | | x | x | x |
| 08 | Provide material sample for your approval | | x | x | x |
| landscape design | | | | | |
| 09 | Developed the approved landscape design | | | | x |
| 10 | Prepare preliminary planting palette | | | | x |
| furniture and furnishing | | | | | |
| 11 | Incorporate furniture and furnishing selections with schematic layouts | | | | x |
| 12 | Select and/or design of loose furniture and furnishing | | | | x |
| 13 | Liaise with furniture suppliers and arrange samples for consideration | | | | x |
| illustration | | | | | |
| 14 | Prepare high quality 3D rendered illustrations of proposed design | | | | x |
| Item Deliverables | | | | | |
| architectural design | | | | | |
| 01 | Site Plan | | x | x | x |
| 02 | Floor Plan | | x | x | x |
| 03 | Reflected Ceiling Plan | | x | x | x |
| 04 | Roof Plan | | x | x | x |
| 05 | Elevations | | x | x | x |
| 06 | Building Sections | | x | x | x |
| 07 | Outline 3D perspectives | | x | x | x |
| 08 | Wall Sections | | x | x | x |
| 09 | Preliminary Wet Area Layouts | | x | x | x |
| 10 | Preliminary Cabinetwork items | | x | x | x |
| 11 | Preliminary schedules of selections | | x | x | x |

| | | | |
|---------------------------------|---|--|---|
| Landscape Design | | | |
| 12 | Coloured landscape plan | | X |
| 13 | Coloured site sections | | X |
| 14 | Preliminary planting schedule | | X |
| furniture and furnishing | | | |
| 15 | Loose and/or fixed furniture layout plan | | X |
| 16 | Preliminary furniture and furnishing schedule | | X |
| illustration | | | |
| 17 | High quality 3D rendered illustrations of proposed design | | X |

7. Construction Documentation

Following your approval of the Detail Design, we will:

| Item | Task | A | B | C | D |
|---------------------------------|--|---|---|---|---|
| architectural design | | | | | |
| 01 | Develop the approved design into a final design solution | | | X | X |
| 02 | Arrange, attend and record client meetings | | | X | X |
| 03 | Incorporate any changes after discussion with you | | | X | X |
| 04 | Coordinate the delivery of the secondary consultants (as required) | | | X | X |
| 05 | Arrange, attend and record secondary consultant meetings | | | X | X |
| 06 | Coordinate the work of the secondary consultants | | | X | X |
| Item Deliverables | | | | | |
| 01 | architectural design | | | X | X |
| 02 | Site Plan | | | X | X |
| 03 | Floor Plan | | | X | X |
| 04 | Reflected Ceiling Plan | | | X | X |
| 05 | Roof Plan | | | X | X |
| 06 | Elevations | | | X | X |
| 07 | Building Sections | | | X | X |
| 08 | Wall Sections | | | X | X |
| 09 | Construction Details | | | X | X |
| 10 | Window and Door Schedules and Details | | | X | X |
| 11 | Wet Area Internal Elevations | | | X | X |
| 12 | Cabinetwork Elevations and Details | | | X | X |
| 13 | Schedules of Selections | | | X | X |
| 14 | Specification | | | X | X |
| landscape design | | | | | |
| 15 | Landscape Site Plan | | | | X |
| 16 | Soft Landscape Set out Plan | | | | X |
| 17 | Landscape Details | | | | X |
| 18 | Landscape Specification | | | | X |
| furniture and furnishing | | | | | |
| 19 | Furniture and Furnishing Schedule | | | | X |

8. Tendering and Negotiation

Following your approval of the Construction Documentation, we will:

| Item | Task | A | B | C | D |
|-----------------------------|--|---|---|---|---|
| architectural design | | | | | |
| 01 | Prepare and issue tender documentation to selected tenderers | | | X | X |
| 02 | Respond to enquiries from tenderers | | | X | X |
| 03 | On receipt of tenders, assess and report on tender prices received | | | X | X |
| 04 | Negotiate final terms with selected tenderers | | | X | X |
| 05 | Prepare contract documents | | | X | X |
| 06 | Arrange, attend and record building contract signing | | | X | X |
| 07 | Supply all construction and finish details to builder | | | X | X |
| 08 | Review shop drawings and other builder's submissions | | | X | X |
| 09 | Provide supplementary details and information (as required) | | | X | X |
| 10 | Provide instructions to clarify the contract documents where | | | X | X |

required

| | | | |
|-------------|---|---|----------|
| 11 | Administer variations and obtain client approvals | x | x |
| 12 | Arrange and attend site meetings and other meetings as required | x | x |
| Item | Deliverables | | x |
| 01 | Dependant | x | x |

9. Construction

Following your approval of the Tendering and Negotiation, we will:

| Item | Task | A | B | C | D |
|-------------|---|----------|----------|----------|----------|
| 01 | Onsite meetings to resolve issues. Hourly Rates apply | | | x | x |