



CALLIDUS
ARCHITECTS

making the process of renovating simple...

+ Project Overview





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So simple in fact, we have broken it down into five easy stages.

A job may consist of one or more stages, with each building on the previous stage of the process. We have outlined the scope of a typical design work process when working with Callidus Architects.

Stage 1 Initial Consultation

Your Initial Consultation includes a personalised Callidus Blueprint Report which consists of two meetings, the first lasting approximately one hour on site, the second approximately half an hour. During these meetings we will:

- + Compile your brief based on your information
- + Undertake site and project analysis
- + Research relevant to your project
- + Report back on findings
- + Provide an overview of the process, from the initial concepts through to construction on site
- + Provide an overview of total costs to undertake project including other consultants and consents required
- + Provide an overview of time required to successfully turn your dream into a reality
- + Discuss costs and fees involved with your project

Stage 2 Concept Drawing Package

The *Concept Drawing Package* is the 'light bulb' stage, getting the ideas and scope for what could be done for you within your expected budget and brief – this is the crucial stage from which all subsequent documentation for Stage 3 is based and it is worth spending extra time on making sure it includes everything you want, and nothing you don't want.

The *Concept Drawings* typically include:

- + As-built drawings based on on-site measurements
- + An image file for the job
- + Findings on relevant District Plan and other TA regulations
- + Sketched floor plans
- + Sketched relevant elevations and
- + 3 x 3D sketches based on the clients brief

Stage 3 Construction Drawing Package

The *Construction Drawing Package* consist of a number of process stages in which the intended project is continually refined and detailed ready for submission into council for consents and for forwarding to builders for pricing.

The *Construction Drawing Package* typically include:

- + Agreed layout and design from Concept Drawing Package drawn to scale
- + 1:100 Plans
- + 1:100/1:50 Relevant elevations
- + Additional 3D sketches required
- + Additional images to be added to image file for the job
- + Spatial brief data sheets for key rooms of the planned renovation
- + Submission to QS for ROC (rough order of cost)

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Stage 4 Consent Submission and Tendering

The *Consent Submission and Tendering* typically includes:

- + 1:200 Site plan
- + 1:100 Demolition and proposed plans
- + 1:100 Electrical, plumbing, bracing, lintel, roofing and foundation plans
- + 1:100/1:50 Exterior and interior elevation plans
- + 1:50/1:20/1:10 Joinery, details and cabinetry plans
- + 1:50/1:20/1:10 External junctions and details for submission into building consent
- + Detailed design drawing package
- + Specification: legal description of materials, sets and identifies standard of workmanship
- + H1 insulation and calculations
- + Matrix calculations and assessment
- + Relevant BRANZ appraisals
- + Product specification relevant to the project
- + NZIA LBP application for project
- + Tendering documents describing legal form of contract establishment between builder and principal
- + Tendering registration forms and cover letters
- + Issuing of relevant NTT (Notice To Tenderers)
- + Studio review of work to be undertaken with selected contractors
(Dependant on project this stage may be omitted)

Stage 5 Construction Package

The *Construction Package* typically includes:

- + Detailed Design Drawing Package and tendering documents compiled into a legal document
- + Facilitation of contract establishment between builder and principal
- + Notification of insurance requirements of parties involved
- + Pre-Construction on site meetings outlining responsibilities of parties involved
(Dependant on project this stage may be omitted)

On site administration and observation that include:

- + Preparation and facilitation of site meetings (fortnightly/monthly)
- + Site visits
- + Certification of payments claims from the contractor
- + Contingency reports
- + On-call service
- + Advice and assistance with selection of colours/ furnishings
- + Includes practical completion check
- + Includes final completion check (Dependant on project this stage may be omitted partially or in full)

NB: The project administration and observation site visits are to assess the work in progress and to check each stage at completion for certification of payment by the client. Issues arising during construction work will be discussed and work approved or rejected, however the role of the Architect should not be confused with site supervision or the role of foreman.

NB: Process and time allowances are indications only and vary with scope and complexity of the job.



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