

CHAPLIN CROOKS

architects



Architectural Design and Build Process

A Client Guide

This guide has been prepared to summarise the various stages of a new-build residential design & construction process. It identifies important tasks & decisions that you will need to consider during the project.

Timeframe information is approximate and assumes the various participants are able to undertake their tasks in a timely manner and that you are able to commit the necessary time required to facilitate the process.

This is only a general summary and your architect will ensure all matters are fully discussed at the relevant stage in the process to ensure clarity and understanding.

1 Pre-Design

3 – 4 WEEKS

Pre design involves the initial gathering of information to enable the commission to be undertaken.

Architect Actions:

- Visit site to measure, photograph and record details of the existing property, views and surroundings.
- Assess any resource management planning requirements for the project.
- Development and discussion of client brief & overall requirements.
- Consult with territorial / building consent authority and obtain a copy of the site services data for the property.
- Liaise with land surveyor to obtain a topographical survey of the site.

Client Input:

- Discuss and confirm extent of architect services required for the project.
- Sign client-architect agreement to enable work to commence.
- Supply site information including a Certificate of Title, LIM, engineers soil test, geotechnical report (for hill properties) topographical survey (for hill properties) and other information such as any legal easements or design covenants that pertain to the property.
- Initial site visit with architect.
- Prepare project brief. This will include all the necessary information to explain your requirements and may include purpose, aims & goals, spatial requirements, budget, timing expectations, likes / dislikes etc. (See also our tips for preparing an architects brief).



2 Concept & Preliminary Design

4 – 6 WEEKS

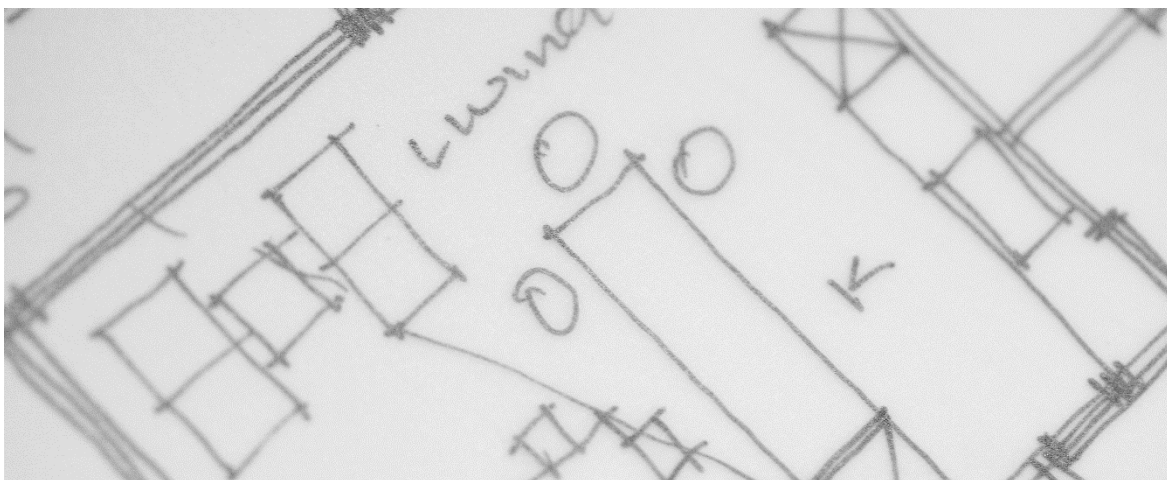
This phase involves the preparation of a concept design that addresses the client brief and the territorial authority and regulatory requirements affecting the site and the project. Preliminary design involves further development of the concept, liaising with other consultants and any refinements of the client brief.

Architect Actions:

- Prepare preliminary concept design plans to indicate broad concept ideas and spatial relationships.
- Undertake subsequent design revisions incorporating client feedback, comments & refinement.
- Liaise with geotechnical engineer to incorporate requirements for suitable foundation types.

Client Input:

- Ensure you fully understand the design ideas being presented. Seek further explanation or additional drawings if necessary. We are happy to spend more time at this early stage to help you visualize the design if required.
- Analyse, review and critique the proposal. Does it fit with your brief? Consider what it would be like living in the spaces and layout being suggested.
- Provide feedback to the architect to enable refinements and further development, or if necessary, a change of tack.
- Advise architect of any changes to the brief resulting from the proposed concept.
- Discuss and agree engagement of other consultants e.g.: structural engineer, quantity surveyor, landscape architect, interior designer.



3

Developed Design

6 – 8 WEEKS

This phase involves the development of the design to a greater level of detail incorporating design input from other consultants. The buildability of the project will be addressed, materials and finishes will be confirmed, a detailed cost estimate obtained and Resource Consent issues (if any) will be addressed.

Architect Actions:

- Prepare developed design drawings addressing any issues raised from the concept stage and incorporating refinements, changes and further development.
- Prepare an outline specification of materials, finishes and construction methods for use in obtaining a QS estimate of the build costs.
- Prepare and lodge Project Information Memorandum application with council.
- Brief & liaise with structural engineer as necessary.
- Prepare 3D perspective sketches of the approved design.

Client Input:

- Advise acceptance of preliminary design and agreement to proceed with this phase.
- Comment on any issues or queries that have arisen during preliminary design phase.
- Analyse, review and critique the updated proposal. Have we responded to your previous feedback?
- Discuss appropriate timing for obtaining a cost estimate from a quantity surveyor.
- Comment on outline specification document describing the proposed methods of construction, materials and finishes being proposed.
- Approach affected neighbours to discuss your project in preparation for lodging of a Resource Consent application with council if required.



4

Detailed Design and Documentation

3 – 4 MONTHS

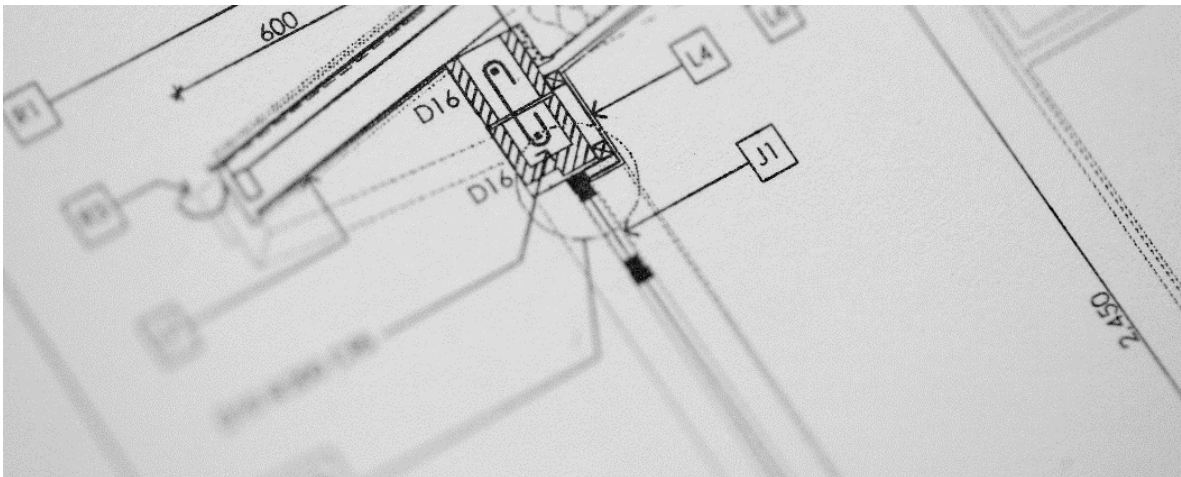
This phase involves the preparation of detailed working drawings, specifications and other documents for pricing, construction & compliance purposes. It represents the single largest portion of work for the architect.

Architect Actions:

- Prepare working drawings and written specifications sufficient for tendering / pricing, building consent and construction purposes.
- Prepare calculations and information to show compliance with the relevant building codes.
- Coordinate and integrate the input of other consultants.
- Prepare and lodge a building consent application with council.
- Receive and respond to requests for further information from council.

Client Input:

- Advise acceptance of developed design and cost estimate and agreement to proceed.
- Commence interior design and landscape design where undertaken by separate consultants.
- Arrange for selection of appropriate fittings and fixtures such as door and window hardware, tapware, sanitaryware, light fittings, floor coverings etc.
- Consider exterior colour selections, particularly for pre-finished components and materials.
- Review all drawings and documents upon completion to ensure they meet with your overall expectations and understanding of the project.
- Advise decision to proceed to building consent application.
- Discuss proposed procurement method eg: selected tender or negotiated contract.



5 Contractor Procurement

5 – 6 WEEKS

This phase involves contract procedures required to enable tendering and negotiation of a building contract and the commencement of construction.

Architect Actions:

- Prepare tender / pricing documents.
- Call tenders and/or negotiate with a selected building contractor.
- Provide a tender report and recommendation to client.
- Prepare and issue contract documents for signing.

Client Input:

- Advise agreement to proceed with this phase.
- Review Conditions of Contract documents.
- Confirm if any work is to be undertaken by owner-engaged separate contractor(s).
- In the case of building alterations, advise your insurance company of your intentions. Seek assurances that appropriate insurances can be obtained prior to commencement on site.
- Advise architect if you require bonds and/or liquidated damages to be included in the contract conditions.
- Review list of proposed tenderers. Advise any pre-qualification requirements eg: references, examples of work etc.
- Following review of tender submissions and report, advise architect of acceptance or otherwise.



6

Contract Administration and Observation

This phase involves the contractual and financial administration of the building contract and includes regular site visits to verify the construction work is in general accordance with the contract documents.

Architect Input:

- Convene regular project site meetings.
- Issue all instructions and variations.
- Receive contractor's claims & preparing monthly payment schedules.
- Liaise with consultants when necessary.
- Monitor time and progress on site.
- Monitor compliance with building and/or resource consents
- Make periodic visits to site to observe progress and check compliance with the contract documents. Observation level OL2 is proposed.
- Answer client and contractor queries and provide technical interpretation of the contract documents.
- Make practical completion inspection, issue certificate and issue defects list, carry out final inspection at the end of the defects liability period and issue final certificate.

Client Input:

- In the case of building alterations, confirm to architect that the insurances are in place in accordance with the requirements of the conditions of contract and prior to commencement.
- Ensure that all instructions, directions, additional requests etc are forwarded to the architect to enable proper written instructions to be issued to the contractor.
- Attend site meetings.
- Confirm selections, colours etc for all components and materials not already selected.
- Review samples of materials and / or finished work with the architect.
- Pay contractor's accounts in accordance with the payment procedures set out in the conditions of contract.
- Ensure that separate contractor's (if any) meet their obligations with respect to the works.
- Following occupancy, advise architect of any defects, errors or omissions discovered during the defects liability period.

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