

# ArchiAssist Documentation Review Agreement

## 1 General

1. AA = ArchiAssist Pty Ltd (ABN: 91 168 945 131, Director: Greg Blain (QLD Arch Reg No.2335)). PA = Project Architect (the AA Client). Spec = Specification.
2. AA & PC Copyright & confidentiality is to be maintained.
3. One (1) PC Architect is to liaise with AA who will be the only AA contact person.
4. AA & PC acknowledge that; 1) No documentation will ever be without fault, 2) There are various ways to document for a satisfactory construction outcome.
5. The Documentation Review (DR) does not relieve document authors of their professional responsibility for due-diligence and duty-of-care in documentation.

## 2 The Documentation Review (DR) Scope by AA

1. AA to perform one (1) DR of one (1) set of building Tender/contract documents (ie full construction documentation).
2. The DR will consist of hand-written mark-ups on the documents, scanned and emailed by AA to the PC within **TBC** working days of receipt of the PC documents.
3. The DR of Consultants documents is limited to what would be expected of an experienced Architect (ie not to the level of a qualified Consultant and not scrutinizing specialist Consultant detail).
4. The DR: 1) Is not pedantic in nature and generally looks for reasonable construction effectiveness, 2) Does not identify all minute things (just as these things cannot be fully documented), 3) Ignores mediocre documentation practice if a reader's reasonable interpretation will likely lead to a satisfactory construction outcome, 4) Checks approx. 50% of dimensions & levels.
5. The review of Specifications is not a 'word-for-word' review, but rather a 'scope' review checking that basic content groupings or clauses are incorporated.
6. If there is no Specification written for the project, AA cannot list all the gaps in documentation that this documentation deficiency creates, but gives a very general statement/s regards the effect of this one deficiency.
7. Document Exemptions from the DR:
  - Bills of Quantities,
  - Surveys, Records, Reports, Briefs,
  - Certification Reports/Assessments,
  - Design related documents including Client produced documents, Room Date Sheets,
  - General & Special Conditions of Contract,
  - Tender process documentation (eg Notice/Conditions/Form),
  - Scope of Work statements,
  - Door Hardware Schedule, the Paint Manufacturer Painting Schedule.
8. Other Exemptions:
  - Checking the design of the project the DR relates to.
  - Checking compliance with, and listing of; Building Industry Standards and Regulatory/Legal documents,
  - Checking that the PC has incorporated (post-DR submission) the findings of the DR.

## 3 Principal Consultant Responsibilities

1. Produce documents generally of a quality expected for competent professional contract documentation enabling reasonably accurate pricing and building the Work.
2. Email once (not piecemeal) to AA the Tender/contract documents and transmittal record.
3. Tender/contract drawings are to be in PDF book format and are to be paper-readable by AA in black & white **without magnification on A3 size paper** (any part-drawing detail which can't be read this way will not be scrutinized or the DR).
4. Reply to AA Requests for information (RFI's) and follow up on items needing attention other than AA responsibilities.
5. If there is no Specification written for the project, The PA takes responsibility for the risk created by all the gaps in documentation that this documentation deficiency creates.

## 4 Fees & Payment

**Fee Table:** Fees for AA to produce the DR are based on number of architectural drawings in the project (not Consultant drawings). Add 10% GST (tabled fees exclude GST).

Dwg No.	Fee \$	Dwg No.	Fee \$	Dwg No.	Fee \$	Dwg No.	Fee \$
1-20	3,300	61-80	4,800	121-140	6,300	181-200	7,800
21-40	3,800	81-100	5,300	141-160	6,800	201-220	8,300
41-60	4,300	101-120	5,800	161-180	7,300	221-240	8,800

Fees for projects over 240 drawings are to be calculated as a natural extension of the tabled fees.

The above tabled fees are based on the PA having used and written the project Spec using the standard ArchiAssist Master Specification. Documentation Review fee variations are as follows:

- If the PA has used and written the project Spec using a Master which is not the ArchiAssist Master, an addition of \$500 +GST shall be made to the above table fees.
- If AA has written the project Spec (as per the AA Specification writing service) a deduction of \$500 +GST shall be made from the above tabled fees.
- If there is no project Spec, a deduction of \$500 +GST shall be made from the above tabled fees.

Additional services by AA done either to; 1) the hourly rate of \$180.00/hour (minimum 1 hour plus every half-hour or part-thereof), or 2) an agreed fee.

Fees are to be paid by the PC immediately upon receipt of AA invoice (invoice sent with delivery of the DR).

## 5 Agreement

We agree as per this Agreement for AA to produce the Document Review (DR) for the project nominated below.

**Project Architect (PA):** Signature of PA Authorized Representative:

Date:

**Architectural Practice:**

Project:

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**Greg Blain (for ArchiAssist Pty Ltd):** Signature:

Date: