

ArchiAssist Architectural Specification Writing Agreement (Full)

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. RFI = Request for Information.
2. AA & PA Copyright & confidentiality is to be maintained. PA not to use AA produced documents on other projects.
3. One (1) PA Architect is to liaise with AA. AA work is done only during business hours.
4. This Agreement applies if there are any discrepancies between it and AA marketing material.

2 The Specification

1. Edited from the AA lump-sum (not Trade Package) Master. The Spec only contains 'common/universal' everyday but good quality conventional and reasonable construction detail. Small discrepancies may exist between the Spec and other documents which are resolved repeatedly throughout the Spec by default to those documents.
2. The Spec writing process is; AA studies PA documents, AA issues an RFI (request for info) to PA 24-36 hours after start time, AA issues the Spec to the PA after receiving answered RFI.
3. The delivered (preliminary) issue is very comprehensive (with "TBC" tags for any unresolved items).
4. **DOES NOT:** [Repeat: Documentation content; Regulations; Product manufacturer detail], [Have Contractor QA detail], [List other documents or refer to them or their codes], [List work scopes], [Merge other documents], [Have logos/images/cover pages], [List Australian Standard Part/Year (the Contractor obtains the current relevant Part)], [Have Warranty/Sample/Submission/Inspection Schedules], [Document alternative construction eg straw bale, rammed earth, specialist heritage detail], [Deal with force majeure event (including pandemics) impacts], [Make adjustments for PA Submissions and/or Notifications Schedules].

3 AA Responsibilities

1. Submit one (1) completed Specification based on PA architectural (including interiors) documentation (PA documentation feedback by AA is limited to that only affecting the Spec).
2. Submit a Spec Status Report (ie Spec status relative to PA documents) with the first Spec issue.
3. Answer Spec related PA questions during documentation and construction.
4. If agreed Extra Optional Service: Refer to Clause 7 'Service Required' (can be selected at a later time if required).
5. **NOT INCLUDED:** [Study items in Clauses 4.6 – 4.7 / documents not to be in the building contract / Regulations], [Attend meetings], [Travel], [Spec binding], [Review of PA document content quality including drawings containing only specification notes], [Follow up on PA responsibilities], [Consideration of Consultants Work], [Specification personalization], [Resolve Spec RFI response ambiguities].

4 Project Architect Responsibilities

1. PA is deemed familiar with the AA Master, initially via the sample Specification (from www.archiassist.com.au).
2. Design & document compliant with the building Regulations, Authority approvals, AS1428, Reports, Client brief.
3. Research, select, document project specific detail. Produce the Door Hardware Schedule & Paint Schedule (what paint on what substrate), both can be done by the respective Manufacturers.
4. Email to AA proposed architectural (& interiors) contract documents. Drawings sent as a PDF book, readable by AA without magnification in black & white A3 size, otherwise additionally post hard-copy A1 size copies.
5. Reply to AA RFI's (request for info). Be responsible for PA issued information. Check PA document content including drawings containing only specification notes.
6. Organize/Produce/Collate: Spec Cover Page, document lists, Reports (eg Asbestos/Acoustic/BCA Section J/Fire/Environmental), Room Data Sheets, Design & Procedural References, Bills of Quantities, Client documents.
7. Document General (& Special) Conditions of Contract Schedules/Annexures and other legal contractual detail.
8. PA can themselves amend any AA produced document without extra fees owing to AA.
9. Organize the use of the Spec with other Parties for documentation & construction.
10. The Spec depends on good PA documentation. PA documentation is to include but not be limited to:
 - Items which are specific to the project that this Agreement relates to.
 - Dimensions/heights/levels/falls of all elements, finishes extents, typical construction detailing, fabrication detail (eg stairs, balustrades, screens, roof platforms/walkways, ladders, bollards, awnings, etc), non-standard fencing.
 - Fire/smoke/acoustic elements extent & rating, slip-resistance rating & extent, Bushfire / AS1428 Regulation requirements.
 - Joinery & stainless steel benching arrangements/detailing, including bench edge types & splashback extent.
 - Signage extent & layouts (including door signage, emergency signage & project signboard).

5 Consultant Responsibilities

PA engaged Consultants are responsible for Specifications for the following (including nominating all submissions eg shop drawings). Not all the following may apply, depending on the specific project.

Structural/Civil: Road/pavements, groundwork, site drainage, erosion control, structural concrete/steel/masonry/framing, equipment plinths/platforms, roof battens, design for wind speed & other applicable loadings.

Hydraulic: Sanitary plumbing/drainage, hot/cold water supply, stormwater, bio-retention basins, fire protection (incl fire extinguishers), gas, trade Waste, roof drainage, water tanks/harvesting.

Specialist Services: Air cond./ventilation, electrical (including ducted skirtings), lighting, security, communications, fire protection, hoists/lifts, cool/cold rooms, swimming pools, acoustics, solar systems, mechanical systems.

Landscape: Soft landscape including soil and mulch selections, hard landscape items they have designed, irrigation.

Other: Commercial Kitchen/Laundry/Bar Fitout, Fuel/Compressed air/Gas supply & storage systems, AS1428 (access design for person with disability), Bushfire regulation requirements, Retaining wall structures.

6 AA Submissions

AA submits a writable Microsoft 'Word' electronic copy, and a scanned PDF signed record copy.

Timings: Ordered items are issued/delivered (emailed) to PA within 4 working days after Spec write start (excluding RFI (request for info) response times & fee payment times).

Specification delivery time will extend as agreed on Optional Extra Service of ESD inclusion (refer Clause 7 below).

7 Fees & Payment

The invoice for the work for any AA produced document is issued immediately after the AA RFI (request for info) is issued. Fees are to be paid before AA produced document/s delivery (document/s will be delivered 24-36 hours after AA is advised of fee payment).

Fees shown here are to have 10% GST added (ie fees shown exclude GST).

The delivered Spec issue/delivery is done to the fee as per the 'Fee Table' (below). Any subsequent Spec issue produced from subsequent full PA documents can be done (again) to the 'Fee Table' fee. Amendments to an already issued/delivered Spec are done to the hourly rate fee.

Fee Table: Fee to produce 1 Spec issue/delivery, based on number of associated architectural and interiors (not Consultant) drawings.

Dwg No.	Fee \$	Dwg No.	Fee \$	Dwg No.	Fee \$	Dwg No.	Fee \$
1-20	1,100	61-80	1,700	121-140	2,300	181-200	2,900
21-40	1,300	81-100	1,900	141-160	2,500	201-220	3,100
41-60	1,500	101-120	2,100	161-180	2,700	221-240	3,300

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

Service Required: [Tick the box to indicate service required. The Extra Services may be selected at a later time if required]

- Specification Writing to the fee circled & initialled in the Fee Table.
- Extra Optional Service: Amend issued AA documents – at the hourly rate of \$180.00/hour (often 2 hours work).
- Extra Optional Service: Produce Tender Conditions/Form (using the ArchiAssist version) – \$425.00.
- Extra Optional Service: Include ESD (eg Greenstar) detail supplied in Microsoft Word by the PA – \$425.00.
- Extra Optional Service: Miscellaneous work – at the hourly rate of \$180.00/hour (minimum 1 hour plus every half-hour or part-thereof).

8 Agreement

We agree as per this Agreement for AA to produce services identified in Clause 7 for the project nominated below.

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

Date:

Architectural Practice:

Project:

Greg Blain (for ArchiAssist Pty Ltd): Signature:

Date: