

# 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 full-version AA lump-sum (not Trade Package) Master of 'common/universal' everyday conventional but good quality full-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. **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], [Include logos/images/cover pages], [List Australian Standard Part/Year (the Contractor obtains the current relevant Part)], [Have Warranty/Sample/Submission/Inspection Schedules], [Document unusual or alternative construction including straw bale, rammed earth, specialist heritage detail], [Deal with force majeure event impacts], [Include NCC/BCA clause references].

## 3 AA Responsibilities

1. Submit via email, one (1) comprehensive Specification (labelled 'preliminary'), virtually complete except for minor unresolved items (labelled "TBC"), all based on PA architectural/interiors documents.
2. Submit a Spec Status Report (ie Spec status relative to PA documents) with the first Spec issue. Any feedback by AA about PA documents is limited to that only affecting the Spec.
3. Answer Spec related PA questions during documentation/construction and advising PA on Spec P update issue.
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], [Travel], [Review of PA document content quality], [Follow up on PA responsibilities], [Consideration of Consultants Work], [Specification personalization], [Resolve Spec RFI response ambiguities], [Design/Spec for Condensation], [Resolve unusual construction], [NCC/BCA compliance reporting/certification of the Specification].

## 4 Project Architect Responsibilities

1. PA is deemed familiar with the AA Master, initially via the sample Specification (from [www.archiassist.com.au](http://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 including doing materials/finishes/equipment/fittings schedules. Design/document for condensation. Produce Door Hardware Schedule & Paint Schedule (what paint on what substrate), both can be done by the respective Manufacturers. Fully resolve unusual construction detail.
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. Email to AA information which is not in the documents.
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. Amend AA submitted (preliminary) Specification (AA can advise PA on any update matter without extra fee).
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, Fabric & upholstery, Uncommon construction, Proprietary decorative elements.

## 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 5 business days after Spec write work start (excluding RFI (request for info) response times & overdue 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.**

The completed, submitted (labelled 'preliminary') Specification is done to the 'Fee Table' fee (below).

If required, a second Specification done from studying all the documents a second time at a later date is done to 75% of the 'Fee Table' fee (this is done when a first, very early preliminary Specification is required).

Any later Spec issue incorporating minor amendments, is to be produced either by the PA or by AA at the hourly rate.

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

Fees shown are to have 10% GST added (ie they are shown excluding GST) and a 60-day validity period applies.

Dwg No.	Fee \$	Dwg No.	Fee \$	Dwg No.	Fee \$	Dwg No.	Fee \$
1-20	2,300	61-80	3,200	121-140	4,100	181-200	5,000
21-40	2,600	81-100	3,500	141-160	4,400	201-220	5,300
41-60	2,900	101-120	3,800	161-180	4,700	221-240	5,600

**Note:** If drawing number ends up exceeding the Fee Table number by 10, the original fee still applies (ie no extra fees apply).

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

**Fee Surcharge:** Minimum 5 business days' notice is to be given by the PA of Spec writing start. If Spec writing is instructed by the PA to start within this 5-business day period, a surcharge of \$300+GST will be added to the 'Fee Table' fee.

**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: At the hourly rate of \$350.00/hour.
- Extra Optional Service: Produce Tender Conditions/Form (using the ArchiAssist version) – \$650.00.
- Extra Optional Service: Include ESD (eg Greenstar) detail supplied in Microsoft Word by the PA – \$750.00.

## 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:

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

Date: