



SCOPE OF SERVICES



Co-inside P/ L ACN 143 899 432 as Trustee
for Co-inside Trust trading as Duckbuild

nest@duckbuild.com, duckbuild.com
p: +61 3 9682 2214, f: +61 3 9682 2312
133 MARKET ST, STH MELB, VIC, 3205
AUSTRALIA. ABN 41 166 287 198

DATE:

JOB ADDRESS:

CLIENT:

Below is a schedule of indicative services and indicative documents to be provided for the above-mentioned project. The party to be providing a service or document is indicated in the columns on the right hand side with abbreviations defined below. Note that the services and documents actually provided may differ from the indicative list below, depending on the requirements of the project.

Abbreviations:

LS = Land Surveyor; RA = Responsible Authority; BS = Building Surveyor; PC = Planning Consultant; SC = Sustainability Consultant; ER = Energy Rater; LA = Landscape Architect; AB = Arborist;

GE = Geotech Engineer; SE = Structural Engineer; CE = Civil Engineer; ME = Mechanical Engineer; EE = Electrical Engineer; HE = Hydraulic Engineer; FE = Fire Engineer; AE = Acoustic Engineer;

QS = Quantity Surveyor; KC = Kitchen Consultant; AC = Access Consultant; TE = Traffic Engineer; WC = Waste Consultant.

✓ = the responsibility of DUCKBUILD. The includes work by Duckbuild or Duckbuild's sub-consultants or sub-contractors.

? = yet to be confirmed

C = the responsibility of the Client

N/R = not required (or left blank)

1 DESIGN SCHEMATIC (DS)		BY DUCKBUILD	DUCKBUILD'S CONSULTANTS	DUCKBUILD FOR ADDITIONAL FEES	BY CLIENT	CLIENT'S CONSULTANTS	NOT REQUIRED
1.01 PROJECT PARAMETERS							
1.01.01	BRIEF. Including functionality, aesthetics and other requirements.						
1.01.02	BUDGET. Including allowance for construction costs and consultant fees.						
1.01.03	PROGRAM. Required timing and durations of activities, events and deadlines.						
1.02 SITE PARTICULARS							
1.02.01	DOCUMENTATION DISCOVERY. Including title, existing conditions plans, land surveys, permits running with site, etc.						
1.02.02	SITE SURVEY. Including title re-establishment survey, building envelopes, features and levels.						
1.02.03	EXISTING BUILDING SURVEY. May include footprint, rooms, windows, doors, roofs, floors, ceilings, cabinetry, etc.						
1.02.04	PHOTOGRAPHIC SURVEY. May include a record of the existing building exterior, building interior, land and surrounds.						
1.02.05	SITE ANALYSIS. May include study of strengths, weaknesses, opportunities and difficulties of the site.						
1.02.06	REGULATORY FRAMEWORK. Preliminary investigation of the Planning & Building regulations, provisions and policy.						
1.02.07	EXISTING FLOOR PLANS. Very basic as will be demolished, still need them for demolition permit.						
1.02.08	EXISTING ELEVATIONS. Very basic as will be demolished, still need them for demolition permit.						
1.02.09	EXISTING VEGETATION PLAN & ARBORIST REPORT						
1.03 FEASIBILITY & SKETCH DESIGN							
1.03.01	PARAMETER ASSESSMENT. Assess brief against budget and time constraints.						
1.03.02	SPACE SCHEMATICS. May include area plans and flow diagrams.						
1.03.03	DESIGN OPTIONS. May include text, diagrams, sketches, rough plans, images, etc. to explain design direction.						
1.03.04	PRELIMINARY CONSTRUCTION COST ESTIMATE. Based on areas & sqm rates. For detailed & accurate costings use QS.						
1.04 PRELIMINARY ARCHITECTURAL DESIGN							
1.04.01	FLOOR PLANS (MINIMAL DETAIL)						
1.04.02	ELEVATIONS (MINIMAL DETAIL)						
1.04.03	3D VIEWS (MINIMAL DETAIL)						
1.05 DESIGN SIGN-OFF (SCHEMATIC)							
1.05.01	CLIENT DESIGN APPROVAL. Preferably in writing or by email.						

2 DEVELOPMENT APPROVAL (DA)		BY DUCKBUILD	DUCKBUILD'S CONSULTANTS	DUCKBUILD FOR ADDITIONAL FEES	BY CLIENT	CLIENT'S CONSULTANTS	NOT REQUIRED
2.01	NEIGHBOURHOOD PARTICULARS						
2.01.01	NEIGHBOURHOOD SURVEY. Measure and document the local neighbourhood						
2.01.02	NEIGHBOURHOOD PHOTOGRAPHS. Photos on top of ones taken in DS stage, to build planning argument.						
2.01.03	NEIGHBOURHOOD CHARACTER ASSESSMENT. How the local neighbourhood affects the site and vice-versa.						
2.01.04	NEIGHBOURHOOD CHARACTER PLAN. Site plan including neighbouring building, features, list of proximities and areas.						
2.01.06	DETAILED OFF-SITE SERVICES STUDIES. Including location, size, adequacy, requirements, extensions of services						
2.01.07	DETAILED ENVIRONMENTAL STUDIES. Including ecology, impact assessments, etc.						
2.01.08	HERITAGE REPORT.						
2.02	ARCHITECTURAL DESIGN FOR PLANNING APPROVAL						
2.02.01	DESIGN RESPONSE PLAN. How the proposal responds to the neighbourhood.						
2.02.02	EXISTING SITE PLAN						
2.02.03	EXISTING FLOOR PLAN						
2.02.04	EXISTING ELEVATIONS						
2.02.05	DEMOLITION PLAN						
2.02.06	SITE PLAN (MODERATE DETAIL)						
2.02.07	FLOOR PLANS (MODERATE DETAIL)						
2.02.08	EXTERNAL ELEVATIONS (MODERATE DETAIL)						
2.02.09	EXTERNAL MATERIALS SCHEDULE (MINIMAL DETAIL)						
2.02.10	SHADOW DIAGRAMS						
2.02.11	PRIVACY DIAGRAMS						
2.02.12	3D VIEWS / PHOTOMONTAGES (MODERATE DETAIL)						
2.03	LANDSCAPE DESIGN FOR PLANNING APPROVAL						
2.03.01	LANDSCAPE PLAN (MODERATE DETAIL)						
2.03.02	LANDSCAPING SCHEDULE (MODERATE DETAIL). Including plant species, paving types, etc.						
2.03.03	EXTERNAL FEATURES PROPOSAL. By others, e.g. for tennis court, lighting, signage, sheds, etc.						
2.04	SUSTAINABILITY REPORT						
2.04.01	SUSTAINABILITY DIAGRAMS. System diagrams, airflow, light levels, sunshading, etc.						
2.04.02	SUSTAINABILITY REPORT (MINIMAL DETAIL)						
2.05	PLANNING PERMIT APPLICATION						
2.05.01	COMPILE PLANNING PERMIT APPLICATION. May include re-zoning if applicable						
2.05.02	PLANNING COMPLIANCE REPORT						
2.05.03	PRE-APPLICATION MEETING						
2.05.04	MEETINGS WITH STATUTORY PLANNING OFFICERS						
2.05.05	MEETINGS WITH NEIGHBOURS & STAKEHOLDERS						
2.05.06	CORRESPONDANCE WITH STAKEHOLDERS						
2.05.07	VCAT PREPARATION						
2.05.08	VCAT ATTENDANCE						
2.06	PLANNING PERMIT						
2.06.01	NOTICE OF DECISION						
2.06.02	PLANNING PERMIT. Including conditions.						
2.06.03	ENDORSED PLANS						

3 DESIGN DEVELOPMENT (DD)		BY DUCKBUILD	DUCKBUILD'S CONSULTANTS	DUCKBUILD FOR ADDITIONAL FEES	BY CLIENT	CLIENT'S CONSULTANTS	NOT REQUIRED
3.01	REMAINING ARCHITECTURAL DESIGN						
3.01.01	SITE PLAN. More detail or modified.						
3.01.02	FLOOR PLANS. More detail or modified.						
3.01.03	REFLECTED CEILING PLANS. More detail or modified.						
3.01.04	ROOF PLAN (MODERATE DETAIL). More detail or modified.						
3.01.05	EXTERNAL ELEVATIONS (MODERATE DETAIL). More detail or modified.						
3.01.06	BUILDING SECTIONS (MINIMAL DETAIL)						
3.01.07	EXTERNAL MATERIALS SCHEDULE (MINIMAL DETAIL). More detail or modified.						
3.01.08	EXTERNAL 3D VIEWS / PHOTOMONTAGES (MODERATE DETAIL). More detail or modified.						
3.02	INTERIOR DESIGN						
3.02.01	(FLOOR PLAN IF NOT INCLUDED IN ARCHITECTURAL DESIGN)						
3.02.02	(REFLECTED CEILING PLANS IF NOT INCLUDED IN ARCHITECTURAL DESIGN)						
3.02.03	INTERNAL ELEVATIONS (MODERATE DETAIL)						
3.02.04	INTERNAL MATERIALS SCHEDULE (MINIMAL DETAIL)						
3.02.05	INTERNAL 3D VIEWS / PHOTOMONTAGES (MINIMAL DETAIL)						
3.03	REMAINING LANDSCAPE DESIGN						
3.03.01	LANDSCAPE DRAWINGS (MODERATE DETAIL). More detail or modified.						
3.03.02	LANDSCAPE SCHEDULES (MODERATE DETAIL). More detail or modified.						
3.03.03	EXTERNAL FEATURES PROPOSAL. By others, e.g. for tennis court, lighting, signage, sheds, etc.						
3.04	PRELIMINARY STRUCTURAL ENGINEERING DESIGN						
3.04.01	GEO-TECHNICAL REPORT						
3.05.01	PRELIMINARY STRUCTURAL REPORT						
3.05.02	PRELIMINARY STRUCTURAL DRAWINGS						
3.06.01	PRELIMINARY CIVIL REPORT						
3.06.02	PRELIMINARY CIVIL DRAWINGS						
3.05	PRELIMINARY SERVICES ENGINEERING DESIGN						
3.05.01	PRELIMINARY MECHANICAL REPORT						
3.05.02	PRELIMINARY MECHANICAL DRAWINGS						
3.05.03	PRELIMINARY ELECTRICAL REPORT						
3.05.04	PRELIMINARY ELECTRICAL DRAWINGS						
3.05.05	PRELIMINARY HYDRAULIC REPORT						
3.05.06	PRELIMINARY HYDRAULIC DRAWINGS						
3.06	PRELIMINARY SPECIALIST CONSULTANTS						
3.06.01	PRELIMINARY FIRE PROTECTION REPORT						
3.06.02	PRELIMINARY ACOUSTIC REPORT						
3.06.03	TRAFFIC MANAGEMENT REPORT						
3.06.04	WASTE MANAGEMENT REPORT						
3.06.05	ACCESS REPORT						
3.06.06	PRELIMINARY KITCHEN CONSULTANT						
3.07	ENVIRONMENTAL SUSTAINABILITY ASSESSMENT						
3.07.01	ENERGY RATING (for apartments)						
3.07.02	SUSTAINABILITY COMPLIANCE REPORT (BCA Part J compliance checking for public and common areas)						
3.08	BUSHFIRE ATTACK LEVEL ASSESSMENT						
3.08.01	BAL REPORT / DRAWING						

3.09 PRELIMINARY BUILDING COMPLIANCE CHECKING						
3.09.01 PRELIMINARY BUILDING COMPLIANCE REPORT						
3.10 COST CONSULTATION SERVICES						
3.10.01 ELEMENTAL COST REPORT						
3.11 COORDINATION						
3.11.01 DESIGN MEETING MINUTES						
3.12 DESIGN SIGN-OFF (FINAL)						
3.12.01 CLIENT DESIGN APPROVAL. Preferably in writing or by email.						

4 CONTRACT DOCUMENTATION (CD)		BY DUCKBUILD	DUCKBUILD'S CONSULTANTS	DUCKBUILD FOR ADDITIONAL FEES	BY CLIENT	CLIENT'S CONSULTANTS	NOT REQUIRED
4.01	ARCHITECTURAL DOCUMENTATION SERVICES - SCHEDULES & SPECIFICATION						
4.01.01	SPECIFICATIONS						
4.01.02	EXTERNAL MATERIALS SCHEDULE						
4.01.03	INSULATION SCHEDULE						
4.01.04	EXTERNAL WINDOW SCHEDULE						
4.01.05	EXTERNAL DOOR SCHEDULE						
4.01.06	EXTERNAL SCREEN & LOUVRE SCHEDULE						
4.01.07	EXTERNAL HARDWARE SCHEDULE. Including door and window furniture.						
4.01.08	BASE BUILDING PLUMBING FIXTURES SCHEDULE.						
4.01.09	BASE BUILDING EQUIPMENT SCHEDULE.						
4.01.10	BASE BUILDING ELECTRICAL SCHEDULE.						
4.02	ARCHITECTURAL DOCUMENTATION SERVICES - DRAWINGS						
4.02.01	EXISTING SITE PLAN						
4.02.02	DEMOLITION PLANS						
4.02.03	SITE PLAN						
4.02.04	SUBDIVISION PLAN						
4.02.05	STRUCTURAL SETOUT PLANS						
4.02.06	GENERAL FLOOR PLANS						
4.02.07	GENERAL REFLECTED CEILING PLANS						
4.02.08	GENERAL ELECTRICAL PLANS. Including lighting, switches, powerpoints, etc.						
4.02.09	ROOF PLAN. Including downpipes, sumps, drainage pipes, pergolas, etc.						
4.02.10	EXTERNAL ELEVATIONS						
4.02.11	BUILDING SECTIONS. Limited amount.						
4.02.12	BASE BUILDING PARTS DRAWINGS. Including stairs, special elements, etc.						
4.02.13	BASE BUILDING CONSTRUCTION DETAILS. Limited amount.						
4.02.14	EXTERNAL 3D VIEWS / PHOTOMONTAGES (MODERATE DETAIL). Limited amount.						
4.03	INTERIORS DOCUMENTATION SERVICES - SCHEDULES & SPECIFICATION						
4.03.01	INTERNAL MATERIALS SCHEDULE						
4.03.02	INTERNAL WINDOW SCHEDULE						
4.03.03	INTERNAL DOOR SCHEDULE						
4.03.04	INTERNAL SCREEN & LOUVRE SCHEDULE						
4.03.05	INTERNAL HARDWARE SCHEDULE. Including door and window furniture.						
4.03.06	INTERNAL PLUMBING FIXTURES SCHEDULE. Including plumbing supplies.						
4.03.07	INTERNAL ACCESSORIES SCHEDULE. Including bathroom fittings, etc.						
4.03.08	INTERNAL EQUIPMENT SCHEDULE. Including kitchen appliances, HVAC, audio, visual, blinds, etc.						
4.03.09	INTERNAL ELECTRICAL SCHEDULE. Including lighting, switches, powerpoints, etc.						
4.04	INTERIORS DOCUMENTATION SERVICES - DRAWINGS						
4.04.01	DETAIL FLOOR PLANS						
4.04.02	DETAIL REFLECTED CEILING PLANS						
4.04.03	DETAIL ELECTRICAL PLANS						
4.04.04	INTERNAL ELEVATIONS						
4.04.05	JOINERY DRAWINGS						
4.04.06	INTERNAL PARTS DRAWINGS.						
4.04.07	INTERNAL CONSTRUCTION DETAILS. Limited amount.						

4.04.08	INTERNAL 3D VIEWS / PHOTOMONTAGES (MODERATE DETAIL)						
4.05	LANDSCAPE DOCUMENTATION						
4.05.01	LANDSCAPE DRAWINGS						
4.05.02	LANDSCAPE SCHEDULES						
4.06	STRUCTURAL DOCUMENTATION						
4.06.01	STRUCTURAL SPECIFICATIONS						
4.06.02	STRUCTURAL DRAWINGS						
4.06.03	STRUCTURAL COMPUTATIONS						
4.06.04	STRUCTURAL CERTIFICATE OF COMPLIANCE						
4.06.05	CIVIL SPECIFICATIONS						
4.06.06	CIVIL DRAWINGS						
4.07	SERVICES DOCUMENTATION						
4.07.01	MECHANICAL SPECIFICATIONS						
4.07.02	MECHANICAL DRAWINGS						
4.07.03	ELECTRICAL SPECIFICATIONS						
4.07.04	ELECTRICAL DRAWINGS						
4.07.05	HYDRAULIC SPECIFICATIONS						
4.07.06	HYDRAULIC DRAWINGS						
4.08	SPECIALIST CONSULTANT DOCUMENTATION						
4.08.01	FIRE PROTECTION REPORT						
4.08.02	FIRE PROTECTION DRAWINGS						
4.08.03	ACOUSTIC DRAWINGS						
4.08.04	ACOUSTIC REPORT						
4.08.05	SPECIALIST KITCHEN SCHEDULE						
4.08.06	SPECIALIST KITCHEN DRAWINGS						
4.09	COST CONSULTATION SERVICES						
4.09.01	DETAILED TRADE COST REPORT						
4.10	COORDINATION						
4.10.01	DOCUMENTATION MEETING MINUTES						
4.11	BUILDING PERMIT APPLICATION						
4.11.01	COMPILE BUILDING PERMIT APPLICATION. Including title, planning permit, architectural, structural, energy rating, etc.						
4.11.02	PROTECTION WORKS NOTICES						
4.11.03	LEGAL POINT OF DISCHARGE APPLICATION						
4.12	BUILDING PERMIT						
4.12.01	COMPLIANCE INSTRUCTIONS						
4.12.02	BUILDING PERMIT						
4.13	TENDER PROCESS & NEGOTIATIONS						
4.13.01	COMPILE TENDER DOCUMENTS. Including all drawings, specifications, schedules, invitation to tender, etc.						
4.13.02	INVITATION TO TENDER. Including all instructions for tendering						
4.13.03	ADDENDA. Including updates during the tender period						
4.13.04	TENDER INTERVIEW MINUTES						
4.13.05	TENDER ASSESSMENT REPORT						
4.14	BUILDING CONTRACT						
4.14.01	COMPILE BUILDING CONTRACT DOCUMENTS. Including building contract, all drawings, specifications, schedules, etc.						
4.14.02	SIGN BUILDING CONTRACT. Is between builder and client. Architect is referenced in the building contract.						

5 CONTRACT ADMINISTRATION (CA)		BY DUCKBUILD	DUCKBUILD'S CONSULTANTS	DUCKBUILD FOR ADDITIONAL FEES	BY CLIENT	CLIENT'S CONSULTANTS	NOT REQUIRED
5.01	SUPPLEMENTARY ARCHITECTURAL INFORMATION						
5.01.01	ARCHITECTURAL SUPPLEMENTARY DETAILS						
5.01.02	ARCHITECTURAL DOCUMENTATION REVISIONS						
5.02	SUPPLEMENTARY INTERIORS INFORMATION						
5.02.01	ARCHITECTURAL SUPPLEMENTARY DETAILS						
5.02.02	ARCHITECTURAL DOCUMENTATION REVISIONS						
5.03	SUPPLEMENTARY LANDSCAPE INFORMATION						
5.03.01	LANDSCAPE SUPPLEMENTARY DETAILS						
5.03.02	LANDSCAPE DOCUMENTATION REVISIONS						
5.04	SUPPLEMENTARY STRUCTURAL INFORMATION						
5.04.01	STRUCTURAL SUPPLEMENTARY DETAILS						
5.04.02	STRUCTURAL DOCUMENTATION REVISIONS						
5.04.03	CIVIL DOCUMENTATION REVISIONS						
5.04.04	CIVIL SUPPLEMENTARY DETAILS						
5.05	SUPPLEMENTARY SERVICES INFORMATION						
5.05.01	MECHANICAL SUPPLEMENTARY DETAILS						
5.05.02	MECHANICAL DOCUMENTATION REVISIONS						
5.05.03	ELECTRICAL SUPPLEMENTARY DETAILS						
5.05.04	ELECTRICAL DOCUMENTATION REVISIONS						
5.05.05	HYDRAULIC SUPPLEMENTARY DETAILS						
5.05.06	HYDRAULIC DOCUMENTATION REVISIONS						
5.06	SUPPLEMENTARY SPECIALIST CONSULTANT INFORMATION						
5.06.01	FIRE SERVICES SUPPLEMENTARY DETAILS						
5.06.02	FIRE SERVICES DOCUMENTATION REVISIONS						
5.06.03	ACOUSTIC SUPPLEMENTARY DETAILS						
5.06.04	ACOUSTIC DOCUMENTATION REVISIONS						
5.06.05	SPECIALIST KITCHEN DETAILS						
5.06.06	SPECIALIST KITCHEN DOCUMENT REVISIONS						
5.07	COORDINATION						
5.07.01	COORDINATION						
5.08	SITE VISITS						
5.08.01	SITE MEETING AGENDA						
5.08.02	CONVENE SITE MEETINGS						
5.08.03	SITE MEETING MINUTES						
5.08.04	SITE INSPECTION REPORTS						
5.09	ADMINISTRATION OF BUILDING CONTRACT						
5.09.01	ARCHITECTS INSTRUCTIONS						
5.09.02	ASSESS PROGRESS OF WORK. Relates to time.						
5.09.03	CONTRACT TIME ADJUSTMENTS						
5.09.04	TIME TO COMPLETE WORKS ASSESSMENT						
5.09.05	VARIATION QUOTATION REQUESTS						
5.09.06	CONTRACT PRICE ADJUSTMENTS						
5.09.07	ASSESS PROGRESS CLAIMS						
5.09.08	COST TO COMPLETE WORKS ASSESSMENT						

5.09.09	PROGRESS CERTIFICATES. Including the Final Certificate						
5.09.10	DEFECTS ASSESSMENTS						
5.09.11	DEFECTS & INCOMPLETE WORKS REPORT						
5.10	BUILDING COMPLIANCE						
5.10.01	BUILDING INSPECTIONS. Compliance checks during construction						
5.10.02	OCCUPANCY PERMIT						

6 OTHER SERVICES		BY DUCKBUILD	DUCKBUILD'S CONSULTANTS	DUCKBUILD FOR ADDITIONAL FEES	BY CLIENT	CLIENT'S CONSULTANTS	NOT REQUIRED
6.01	INTERIOR DECORATION						
6.01.01	FURNITURE DESIGN						
6.01.02	FURNITURE MANUFACTURE						
6.01.03	HARDWARE DESIGN						
6.01.04	HARDWARE MANUFACTURE						
6.01.03	ART CONSULTANCY						
6.02	MARKETING						
6.02.01	DEVELOPMENT BRANDING						
6.02.02	MARKETING DRAWINGS						
6.02.03	MARKETING EXTERNAL PERSPECTIVE RENDERINGS						
6.02.04	MARKETING INTERNAL PERSPECTIVE RENDERINGS						
6.03	POST-OCCUPANCY EVALUATION						
6.03.01	QUALITATIVE INTERVIEWS & REPORT						
6.03.02	QUANTITATIVE TESTING & REPORT						