

**FEE PROPOSAL**

**Owners corporation RP2983  
Upgrade amenities  
Part Level 5  
99 Spring Street, Melbourne**

**The following Fee Proposal is based on the following:**

1. Services outlined below.
2. Does not include any fees for specialist consultants such as town planning, structural, mechanical, electrical, kitchen etc.
3. Allows for work to be undertaken within reasonable lead times and during normal office hours only.
4. Application of all permits by others unless otherwise noted
5. Existing conditions Drawings are provided by the Client.
6. The fee proposal excludes the provision of 'as built drawings'.
7. Based on completion of works by June 2024
8. Base Building refers to elements normally expected to be covered in a standard architectural commission.
9. Based on all services outlined below being undertaken by RICE DESIGN PTY LTD and running concurrently.
10. Excludes GST.
11. This fee proposal is to be read in conjunction with the 'Standard Conditions of Engagement' document.

RICE DESIGN

**Fee based on the following scope of services**

**Architectural Submission**

**FEE PROPOSAL – part scope only**

**TENDERING AND NEGOTIATING SERVICES**

**Tender process**

- Preparation of tender documents; *(for reproduction and distribution refer to clause 2.08, "reimbursements")*;
- The preparation and distribution of addenda as may be required during tendering or negotiation and including supplementary drawings, specifications, instructions and notices of changes in the tendering schedule and procedure;
- Checking the tenderer's compliance with the tender documents; analysing and reporting to the client;
- Discussions and meetings to achieve an acceptable contract package with the preferred tenderer.
- Calling of tenders for furniture and furnishings;

**Document revisions**

The revision or modification of tender documents following on from the tender process in order that the documents may be included in the contract documents.

**Negotiated contracts**

- Selecting a builder and negotiating the contract sum

**Contract preparation and execution**

- Notifying the selected builder and unsuccessful tenderers;
- Preparing contract documents for signature by the client and the builder. *(NOTE: This may involve review by each party's legal and insurance advisers.)*



**FEE PROPOSAL (cont)**

**CONTRACT ADMINISTRATION: CONSTRUCTION SERVICES**

**Consultation with authorities**

Preparation of material for and consultation with relevant local, regional, state and federal authorities, regarding:

- Laws, statutes, building codes and regulations affecting the project.

**Supplementary details**

Provision of supplementary details during construction to further explain the contract documents.

**Contract administration**

Provision of all contract administration required for the project, including:

- The maintenance of records on the cost of the construction and all variations and the evaluation of the amounts owed to the builder, including the certification of payments;
- Preparation and issue of documents to describe and value the work to be added, deleted or modified. This will include a review of the builder's quotations, contract completion time, recommendations to the client, securing the client's approval to act and instructing the builder;
- Notification to the client and other parties affected of any change in the contract time;
- The receipt, review and annotation of shop drawings and the return of copies to the builder;
- The review of samples and prototypes and consultations with the client;
- Periodic site (and shop, where applicable) visits to observe the progress of the works;
- Issuing all instructions to the builder under the contract;
- Issuing certificates for payment resulting from the builder's claims and inspections and issuing of notice of practical completion;

RICE DESIGN

**Fee breakdown for this stage - \$5,200.00/mth**

**ESTIMATED TOTAL PROPOSED FEE BASED UPON \$2,500,000.00 PROJECT COST & 42 WEEK BUILDING PROGRAMME (example only)**

**Tendering**

Preparation of documents  
answering RFI  
site visits (3 number)  
1 month

\$ 5,200.00/mth

**administration**

site meetings (1 per fortnight)  
contract admin & answering RFI – 12 hours/fortnight  
42 week construction period  
(21 site meetings & say 12hrs per fortnight in admin etc)

\$54,600.00

Total

\$59,800.00

**Acceptance of fee proposal**

Signed

(PETER HAURZ) FOR 99 SPRING ST., OC. 29.3.2023.

Dated