

# ArchiAssist Specification Writing Agreement (Client Supplied Spec Master)

## 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.
3. One (1) PA Architect is to liaise with AA. AA work is done only during business hours.

## 2 The Specification

1. Technical in nature, lump-sum type (not Trade Package), edited from a PA supplied architectural Specification Master. GB takes no responsibility for the quality (and the reporting to the PA of the status of this quality) of this PA supplied Specification Master.
2. The PA supplied Specification Master must be assembled and ready to edit by AA.
3. 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.
4. The delivered (preliminary) issue is to be comprehensive but with "TBC" tags for any unresolved items.
5. The AA service **DOES NOT**: [Repeat: Documentation content; Regulations; Product manufacturer detail], [List other documents or refer to them or their codes], [List work scopes], [Merge other documents], [Include logos/images/cover pages], [Do Warranty/Sample/Submission/Inspection Schedules], [Deal with force majeure event (including pandemics) impacts].

## 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.
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 4.5 – 4.6 / documents not to be in the building contract / Regulations], [Attend meetings], [Travel], [Spec binding], [Review of PA document 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. Design & document compliant with the building Regulations, Authority approvals, AS1428, Reports, Client brief.
2. 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.
3. 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.
4. Reply to AA RFI's (request for info). Be responsible for PA issued information. Check PA document content including drawings containing only specification notes.
5. 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.
6. Document General (& Special) Conditions of Contract Schedules/Annexures and other legal contractual detail.
7. PA can themselves amend any AA produced document without extra fees owing to AA.
8. Organize the use of the Spec with other Parties for documentation & construction.
9. Supply the Specification Master to AA (ready for AA to start editing to produce the Specification).
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, soft & hard landscape details, irrigation.

Other: Commercial Kitchen/Laundry/Bar Fitout, Fuel/Compressed air/Gas supply & storage systems, AS 1428 (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 5 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 36-48 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	1,800	61-80	2,400	121-140	3,600	181-200	4,800
21-40	2,000	81-100	2,800	141-160	4,000	201-220	5,200
41-60	2,200	101-120	3,200	161-180	4,400	221-240	5,600

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 AA issued documents – at the hourly rate of \$180.00/hour (often 2.5 hours work).
- Extra Optional Service: Produce Tender Conditions/Form (using the ArchiAssist version) – \$425.00.
- Extra Optional Service: Produce Tender Conditions/Form (using the PA supplied version) – \$625.00.
- Extra Optional Service: Include ESD (eg Greenstar) detail supplied in Microsoft Word by the PA – \$850.00.
- 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:

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

Date: