



## Professional Services Schedule



**Bark Design Architects**

Architectural Design & Project Management Services





## **Bark** Design Architects

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Front Cover -

### **Bark Design Studio**

Bark Design, Photographer;  
Bark Design Architects



**Bark Design Studio**, Bark, Photographer; Christopher Frederick Jones

## Bark Experience

Our design process is undertaken over five stages. Below is a summary of the work performed and milestones achieved in each stage.

### **Sketch Design**

We gather as much information as we can about you and your project. We visit, explore and research your site conditions. We organise a detail survey to be undertaken and we assess site specific town planning regulations. This information, the 'Design Brief' guides the design of the project.

We then develop design concepts, strategies and design layout options based on your brief. The preferred design arrangement is developed in a Sketch Design presentation containing floor plans, elevations, sections as well as 3D views and material palette ideas. We also prepare drawings for Town Planning application process, if required.

### **Design Development**

We seek your input to add a layer of detail to further refine the approved sketch design. The Design Development stage explores materials, windows, doors and finishes in detail. We also seek and manage structural engineering input and liaise with other professionals and consultants, as required.

### **Contract Documentation**

By the commencement of this stage, many of the design decisions have been agreed. It is now time to produce technical construction documentation that allows the project to be approved by a certifier, tendered to builders and be constructed.

We prepare detailed construction drawings, specifications and schedules. In consultation, we prepare schedules of materials and finishes, plumbing fittings and fixtures, appliances, lighting and electrical fittings, door hardware, and joinery.

### **Tendering & Negotiating**

We research and invite builders to tender on the project. We meet them on site, respond to queries and assess tender results, at end of tender period. At completion of tender result analysis, we provide you with our recommendation and if agreed, we proceed to prepare the building Contract documentation and conditions for signing.

### **Contract Administration**

In addition to ensuring the building contract is administered in accordance with the documentation and expected quality outcome, we also certify progress payments, respond to queries and issue instructions following our strict Quality Management Systems.

We continue refining and improving your project, regularly visit site and resolve detailed construction questions as presented. We can provide furniture selection and procurement services if requested. At practical completion, we compile a list of defects and omissions and ensure the builder corrects these prior to authorising security release.

We undertake post occupancy evaluation with you and we are available to provide ongoing advice and professional assistance, long after you take possession of your new project.





**Red Rock Beach House**, Bark, Photographer; Christopher Frederick Jones

<b>Design and Project Management Professional Services Schedule 1</b>	
The professional services detailed below should be read in conjunction with the attached Project Scope of Works and Fee Proposals. Scope of work items highlighted in the adjacent area are included in our proposals.	* Items are included
<b>1 Concept Design</b> - scope would include:	
• Client meeting at Bark Studio	*
• Formulation of Client Design Brief	*
• Site meeting	*
• Site analysis and constraints / opportunities research	*
• Preliminary Council site investigations	*
• Client Brief Review	*
• Concept options & Staging options	*
• Review concept design options with client	*
• Liaison with Building Certifier / Town Planner / Quantity Surveyor	*
• Provide recommendations for appointment of other specialist consultants	*
• Review project budget	*
<b>Deliverables:</b> Site Masterplan Analysis	*
<b>2 Sketch Design</b> - scope would include:	
• Undertake preliminary assessment of authority regulations and requirements	*
• Coordinate Surveyor for levels survey	*
• Prepare sketches, diagrams and other information to explain design	*
• Prepare design briefs for other consultants	*
• Undertake preliminary selection of materials and finishes	*
• Coordinate Quantity Surveyor to prepare a preliminary estimate of construction costs (Quantity Surveyor Fee additional)	*
• Meet with client to present design	*
• Obtain clients approval of the design concept	*
• Obtain clients approval to proceed to Design Development	*
<b>Deliverables:</b> Preliminary sketch design drawing package including floor plans, sections, internal and external 2D & 3D perspective views showing elevations and indicative palette of materials.	*
<b>3 Design Development</b> - Scope would include:	
• Develop the sketch design to incorporate additional / revised requirements	*
• Provide documentation to explain it to the client	*
• Liaison and coordinate the work of specialist consultants	*
• Provide a schedule of proposed finishes	*
• Review the developed design against budget and time	*
• Coordinate QS to provide revised estimate of cost of the works (QS Fee additional)	*
• Develop Safe Design report	*
• Development Application (DA) documentation (DA report by Town Planning Consultant)	*
• Meet with client to present design	*
• Obtain clients approval of the developed design	*
• Obtain clients approval to proceed to Construction (Full) Documentation	*
• Response to Council Information Request (undertaken on hourly rates, excluded)	
<b>Deliverables</b> - Design Development drawing package including floor plans, sections, internal and external 2D & 3D perspective views showing elevations and palette of materials.	*

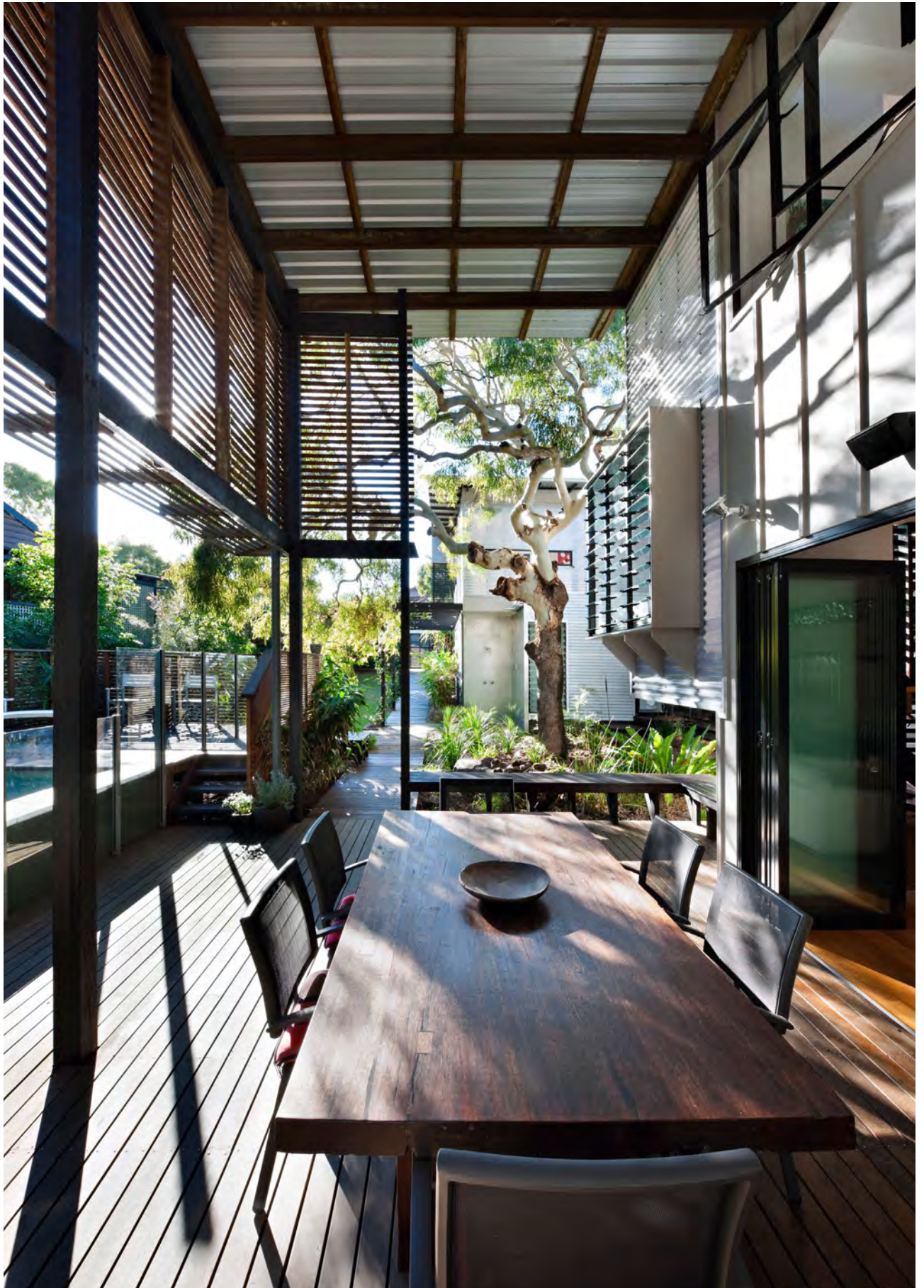




**China Beach House**, Bark, Photographer; Christopher Frederick Jones

<b>Design and Project Management Professional Services Schedule 2</b>	
The professional services detailed below should be read in conjunction with the attached Project Scope of Works and Fee Proposals. Scope of work items highlighted in the adjacent area are included in our proposals.	* Items are included
<b>4 Contract Documentation</b> - scope would include:	
• Coordinate and integrate the work of other specialist consultants including changes from DA Approval (if any)	*
• Building Application (BA) documentation - prepare and submit	*
• Prepare Specifications in accordance with the drawings and clients requirements of quality of materials and finishes	*
• Review, update and issue Safe Design report	*
• Prepare Construction Documentation including full set of working drawings, construction details and scope of works	*
• Provide recommendations to client on the preferred method of building contractor selection, tender or negotiated builder.	*
<b>Deliverables:</b> Full set of working drawings, construction details and scope of works specification suitable for Construction, including joinery detail, electrical, lighting design, light fittings, plumbing fittings, appliances, colours, fittings and finishes selection.	*
<b>5 Contract Tendering &amp; Negotiating</b> - scope would include:	
• Builder research and selection for Tendering	*
• Pre Tender negotiations	*
• Negotiated contract	*
• Tender Administration	*
• Tender Documentation (prepare documentation for issue to builders)	*
• Respond to inquiries from tenderers and issue Addendum/s	*
• Tender Evaluation (prepare report and make recommendation to client)	*
<b>Deliverables:</b> Research regarding suitable builders, prepare For Tender documentation package suitable negotiated tender with selected builder or select tender. Tender Assessment and Evaluation and post tender negotiations.	*
<b>6 Contract Administration</b> - Scope would include:	
<b>6 (A) Pre Construction</b>	
• Prepare Contract documents	*
• Arrange for signing and execution of the building contract documents by building contractor and owner	*
<b>6 (B) Construction</b>	
• Ongoing site inspections for conformance of the works with building contract documents	*
• Instruct the builder regarding design quality control, materials selection and performance	*
• Explanatory details and interpretations to builder during construction	*
• Report regularly to the client regarding time, cost and progress of the project	*
• Assess & determine variations and obtain client approvals (input from QS as required)	*
• Assess builder's progress claims and issue progress certificates (input from QS as required)	*
• Assess builder's claims for extension of time	*
• Carry out defects review and instruct builder of incomplete work and rectification required.	*
• Assess practical completion and issue notice of practical completion	*
<b>6 (C) Post Construction</b>	
• During defects liability period, instruct builder of incomplete work and rectification	*
• Assess and determine final completion	*





**Marcus Beach House**, Bark, Photographer; Christopher Frederick Jones



<b>Design and Project Management Professional Services Schedule 3</b>	
The professional services detailed below should be read in conjunction with the attached Project Scope of Works and Fee Proposals. Scope of work items highlighted in the adjacent area are included in our proposals.	* Items are included
<b>7 Furniture &amp; Interior Fittings Selection &amp; Procurement</b> - scope would include:	
• Integrate your furniture selection with existing joinery and materials and finishes	
• Liaison with client as required, client brief and budget considerations	
• Identify & Research selection for furniture, fittings and equipment	
• Furniture design and drawing	
• Prepare Schedule of Furniture Images for client approval	
• Obtain quotes and prices – Prepare Schedule of supplier details and quotes	
• Confirm selection of furniture and obtain client approval	
• Proceed to purchasing furniture selection	
• Arrange delivery and installation, setup coordination	
<b>Deliverables:</b> Design, selection, procurement, management and setup of complete interior and exterior space furniture, fittings and equipment package.	
<b>8 Project Management</b> - scope would include:	
• Project Management	*
• Planning and programming	*
• Coordinate Consultant Fee Proposals	*
• Recommend to client on Consultant engagement	*
• Management of architectural project from brief to implementation	*
• Select and coordinate project team including consultants and sub-consultants	*
• Coordinate Consultants	*
• Manage project team to meet quality, schedule, contractual and budget goals	*
• Periodic client reporting re: timeframe, milestones, objectives and recommendations	*
• Mediate construction contracts, Building commissioning	*
• Review and reporting of project delivery and outcomes, public relations agent	*
<b>9 Additional Architectural Services</b> - scope would include:	
<b>9 (A) Inspections</b>	
• Pre-purchase inspection	
• Site Evaluation	
• Dilapidation Report	
• Materials and Equipment	
<b>9 (B) Measured / Record Drawings</b>	
• Undertake detailed photographic survey of existing site and buildings	
• Coordinate survey of existing site & building conditions by specialist consultants	
• Undertake detailed existing building measurement	
• Prepare drawings showing existing buildings, visible services and finishes	
• Prepare record documents showing completed buildings, services & finishes	
<b>9 (C) Post Occupancy Evaluation</b>	
• Identify, Invite and Brief key project stakeholders and end users	
• Arrange and conduct on site and teleconference meetings with key stakeholders	
• Interview and / or conduct surveys with stakeholders and end users to gauge facility performance	





**Maleny House**, Bark, Photographer; Christopher Frederick Jones



<b>Design and Project Management Professional Services Schedule 4</b>	
The professional services detailed below should be read in conjunction with the attached Project Scope of Works and Fee Proposals. Scope of work items highlighted in the adjacent area are included in our proposals.	* Items are included
<b>9 Additional Architectural Services (continued)</b> - scope would include:	
<b>9 (C) Post Occupancy Evaluation (Continued)</b>	
• Conduct walk through inspections and provide photographic evidence of deficiencies in performance and recommendations for maintenance and additional work	
• Review Defects & Omissions Inspection Report	
• Compile a Maintenance Register detailing area strengths, weaknesses and required actions	
• Analyse and interpret collated information	
• Prepare the Post Occupancy Evaluation Report including Maintenance Register	
• Provide Interim Report to client for feedback	
• Present the Final report and Recommendations (incorporating client feedback)	
<b>9 (D) Town Planning / Development Application Negotiation</b>	
• Arrange, attend and record meetings with the client	*
• Negotiate and attend meeting with relevant authorities, adjoining owners or other parties, as directed by client	*
• Prepare additional drawings and documentation and / or amend existing drawings and documentation to comply with additional authority requirements	*
• Submit additional / revised documentation to relevant authority for endorsement	*
• Assist the client in preparing instructions for relevant specialist consultants	*
• Prepare additional documentation or evidence for planning courts or tribunals	
• Attend hearings and give evidence at planning courts / tribunals	
• Liaise with Town Planning Consultant on client behalf (Town Planning Consulting Fee not included)	*
• Liaise with Council Officers on behalf of Client (unless by Town Planning Consultants Scope)	*
<b>9 (E) Expert Witness</b>	
• Preparing expert report	
• Giving expert evidence	
<b>9 (F) Marketing, Branding &amp; Graphics</b>	
<b>Marketing</b>	
• Presentation display boards for Development Approval public notification period	
• Marketing Floor Plans and sections	
• Presentation 3D rendered internal and external images	
<b>Branding</b>	
• Design and develop cohesive company branding to maintain a consistent and professional image in all company communications. Including:	
• Company Logo	
• Specialised stationery	
• Graphic Design and Digital branding	
<b>9 (G) Model Making</b>	
• Preparation of 3D physical scale model (balsa wood, card, plastic)	
• Site overlay presentation incorporating physical scale model	
<b>9 (H) Model Making</b>	
• Specialist Rendered 3D views in addition to 3D views include in fee proposal, as requested	



