

DESIGN + DIPLOMACY

### 1. Initial Consultation & Property Assessment

An initial site visit at the property to understand the property's features, benefits, and challenges and importantly to understand the clients plans and ideas. D+D then make an initial assessment of what can and can't be done within reason and against any expected budget. Following this meeting D+D will supply a "working with D+D document" and a style-guide for the client to review, fill out and send back to D+D.

+ FREE OF CHARGE

### 2. Site Analysis & Space Planning

Follow up meeting to undertake a site analysis – includes laser measure of the space, initial visual inspection of services, structures and access and first discussions about potential layouts. "Drafting standard" floor-plan drawings supplied to client.

+ FIXED FEE SERVICE – DRAWINGS ARE THE PROPERTY OF THE CLIENT. A REGISTERED BUILDER CAN ALSO BE ARRANGED FOR THIS SITE VISIT. ADDITIONAL FEE TBC.

### 3. Concept Board Development

Concept Board drafted and based on the client brief, style guide and the existing floor plan. This stage is client-orientated. It consists of research and exploration of ideas for the project, translated into a document with inspirational images for the areas we are working on, with materials, colour scheme, layouts and finishes, creating a consistent concept for the project. This stage guides all decisions on further design and detail steps.

+ FIXED FEE SERVICE – PRICING DEPENDS ON THE SCALE OF THE PROPOSED WORKS. CONCEPT BOARDS ARE THE PROPERTY OF THE CLIENT.

### 4. Design Board & Development

Design Board drafted and based on the Concept Board and existing floor plan. Following confirmation and further consultation along with D+D recommendations. The Design Board shows an outline of the proposed floorplan and use of space under the proposed new layout, design inspiration images, specific fixtures, fittings, equipment, colours and finishes, etc (FF&E). This process includes meetings in our office, on the property, at suppliers' premises, and phone discussions with the client to arrive at an agreed plan and overall look.

+ FIXED FEE SERVICE – PRICING DEPENDS ON THE SCALE OF THE PROPOSED WORKS. DESIGN BOARDS ARE THE PROPERTY OF THE CLIENT.





## 5. Scope of Works & Contractor Recommendations

D+D draft a Scope of Works (SOW) that includes works to deliver the finished product and estimates for each area of work. The SOW includes build costs and FF&E as discussed and agreed with the client. The SOW also includes D+D's Project Design Coordination Fee (PDC) which covers D+D's management of the design delivery with the tradespeople undertaking the works. SOW FREE OF CHARGE.

Once the steps on the previous page are complete and if the client chooses to proceed, then D+D will recommend qualified builders or trades/contractors to undertake the works, arrange builder, trades/contractors to visit the property to go through drawings and design plans and then refine the SOW to include all details for the works and deliver a final quotation and a timing schedule for works to be done.

+ FIXED FEE SERVICE – PRICING DEPENDS ON THE SCALE OF THE PROPOSED WORKS. FEES FOR THIS STAGE CAN BE DEFINED AS A DEPOSIT TO SECURE TRADES AND TIMING.

## 6. Project Design Coordination & Legal Consideration

D+D's PDC Fee – The Project Design Coordination fee is set at between 20 and 25% of the overall build cost inclusive of labour and materials – or a minimum of \$1,500 + GST, whichever is the greater. This fee can vary depending on the size of the project. The PDC fee entails regular site visits and working with the chosen builder or recommended tradespeople as works are being undertaken on the property to ensure the design brief is met. And in some cases, reviewing and updating design details if and where needed and providing design solutions during the works process. D+D's service includes recommending various qualified builders and tradespeople they believe by experience of their performance are worthy of recommendation. These builders and trades have been vetted by D+D based on previous work quality delivered on D+D projects. You as the client can decide on the builder, trade/contractor to be used and you may select another builder or trade if you believe they are suitable. D+D will happily work with them accordingly.

D+D's generally recommended scope of works are cosmetic in nature and do not necessarily extend to additions, changes to the property footprint or other changes that may require planning or building permits and approvals. D+D can, however, undertake project design that does include extensions and changes to the footprint. We can assist with introductions to our preferred building surveyors and technical specialists who can work with you, the client, to obtain necessary permits and approvals. **You as the client acknowledge and understand that D+D as your agent is not qualified or allowed to give you any legal or planning regulatory advice and you as the owner must seek your own independent advice as to these areas by suitably qualified professionals and in law it is ultimately the responsibility of an owner to ensure it has all lawful permits and permissions obtained before any work commences.** Where practical, D+D will assist you or help facilitate you as an owner to source such advice if you request us to do so. In addition, you acknowledge as an owner that we are not holding ourselves as registered builders and **it is the owner's responsibility to obtain permits or other approvals and insurances that may be required under the agreed or extended scope of works. (D+D can assist with this under a fee for service arrangement).**

D+D has no legal or formal commercial relationship with builders or tradespeople we recommend. These builders and tradespeople agree – where appropriate, to take direction from D+D on your behalf as an owner, for project design coordination, day to day direction and clarification of design aspects. D+D's recommended tradespeople warrant to D+D as your agent that they carry their own insurance, certifications, and other required professional workplace obligations. **This may not apply** when a builder is engaged to undertake the entire project under a separate building contract.



Got a project? Get in touch.

[info@designanddiplomacy.com](mailto:info@designanddiplomacy.com)

03 9077 5175

The Commons

Level 4, 54 Wellington Street

Collingwood, VIC 3066

DESIGN + DIPLOMACY