

Green Point Design: How Our Packages Work

Package A	Package B	Package C
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A.1 CONCEPT DESIGN

Pre-design stage

Meet to discuss project brief
 Inspect site
 Review site information
 Review planning zones and overlays
 Review ResCode issues
 Preliminary BAL assessment (bushfire)
 Prepare area-based cost spreadsheet
 Project design brief

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Design stage

Prepare range of concept designs
 Prepare cost range spreadsheets

✓	✓	✓
✓	✓	✓

A.2 DESIGN DEVELOPMENT

3D hyper-model (viewable on iPad or similar tablet)
 1:100 scale plans, sections, elevations to describe the scope of the project
 1:20 scale concepts of detailed areas like kitchens, bath rooms and cabinetry items
 Preliminary structural system
 Preliminary heating and cooling strategies
 Preliminary energy modelling analysis
 Statement of ResCode compliance
 Preliminary design specification (approx. 15 pages)
 Preliminary energy modelling.
 Preliminary thermal bridge check.

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A.3 TOWN PLANNING*

Generally address planning scheme issues and building regulation issues (part 4 - Siting, also known as ResCode)
 Liaise with municipal town planner or private town planner
 Liaise with building surveyor regarding ResCode issues
 Provide additional information as required like compliance statements, overshadow plans and overlooking diagrams
 Drawings and written documentation

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Notes:

* Planning activities charged at hourly rates.

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A.4 CONSTRUCTION DOCUMENTATION (a) Documents as required to obtain a building permit

Notes and schedules

General project notes	✓	✓	✓
Energy efficiency notes	✓	✓	✓
Bushfire notes	✓	✓	✓
Wet area notes	✓	✓	✓
Planning notes	✓	✓	✓
Building regulation notes	✓	✓	✓
External window and door schedule	✓	✓	✓
Energy modelling report**	** ✓	** ✓	** ✓

Package A note: project specification as required for building permit not included (generally provided by builder or by owner as an "off the shelf" specification booklet).

Drawings:

1:200 or 1:500 scale site plan	✓	✓	✓
1:100 scale floor plans, setout plans, ceiling plans and roof plans	✓	✓	✓
1:100 scale external elevations	✓	✓	✓
1:100 scale building sections	✓	✓	✓
1:20 scale typical wall section	✓	✓	✓
Lighting plan (to comply with BCA section 3.12.5)	✓	✓	✓
Drawings required for planning conditions or ResCode compliance	*	*	*
Publish documents (hard copy / pdf / 3D hyper model)	✓	✓	✓

Notes:

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** The energy modelling report provided is a detailed analysis of seasonal heating and cooling performance. However, it is not a star rating report often required for a building permit. A star rating report, if required, can be arranged by a secondary consultant.

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A.4 CONSTRUCTION DOCUMENTATION (b)

Full documentation

Discuss intended look and feel of fixtures, finishes, fittings and equipment

- ✓ ✓

Preliminary fixtures and finishes selections:

Paint types and colours

- ✓ ✓

Floor coverings

- ✓ ✓

Floor and wall tiling

- ✓ ✓

Cabinet finishes, bench tops hardware, handles etc.

- ✓ ✓

Sanitaryware, tapware and plumbing equipment

- ✓ ✓

Appliances

- ✓ ✓

Light fittings and electrical equipment

- ✓ ✓

Internal window coverings and external sun shades

- ✓ ✓

Windows and doors, handles, locks and hardware

- ✓ ✓

Skylights

- ✓ ✓

Paving and decking

- ✓ ✓

External cladding

- ✓ ✓

Internal finishes, trims etc.

- ✓ ✓

Roofing and skylights

- ✓ ✓

Fences and retaining walls

- ✓ ✓

Heating, cooling and ventilation systems

- ✓ ✓

Thermal insulation

- ✓ ✓

Construction details:

Internal details like stair details, trim details and other special internal details

- ✓ ✓

External details like verandah details, retaining wall details and other special external details

- ✓ ✓

Window and door installation details

- ✓ ✓

1:20 scale plans and elevations of wet area rooms showing cabinetry details, tile setouts, fixture positions and other details

- ✓ ✓

Cabinetry details including bench top nosing details and other cabinetry details

- ✓ ✓

Electrical services plan including lighting and switching, power points, electrical services, data and communication services and security system

- ✓ ✓

Mechanical services plan including heating, cooling and ventilation equipment positions (some element sizing like ducts, registers and heating panels may be provided later by mechanical contractor)

- ✓ ✓

Energy modelling in Passive House Planning Package

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Thermal bridging check and resolve

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Select building components that satisfy Passive House requirements

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Written documents

Project specification. Incorporates selected fixtures and finishes. Approximately 35 technical trade sections customised to project requirements describing general requirements, products and installation. (Approximately 100 pages)

- ✓ ✓

Summary of provision sum and prime cost allowances

- ✓ ✓

Relevant specification sections like air tightness, blower door testing, and mechanical calibration

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Prepare documents for certification application

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A.5 CONTRACTOR SELECTION

- Prepare tender documents and issue to tenderers
- Respond to enquiries from tenderers
- Receive and open tenders
- Prepare report to client outlining tenders
- Negotiate with the preferred tenderer if required

-	-	✓
-	-	✓
-	-	✓
-	-	✓
-	-	✓

A.6 CONTRACT ADMINISTRATION

Pre-construction stage

- Amend documents based on final negotiations between client and contractor
- Prepare document revision list
- Obtain final price agreed to by client and contractor
- Prepare contract documents
- Arrange for signing and execution of the building contract documents
- Consult with builder about Passive House related construction issues like services installations and air tightness

-	-	✓
-	-	✓
-	-	✓
-	-	✓
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Construction stage

- Liaise with contractor regarding queries and provide instructions, clarifications and supplementary details as required
- Attend site meetings
- Record meeting minutes and distribute to client and contractor
- Report regularly to the client regarding time, cost and progress of the project
- Assess progress payment claims and issue payment certificates as required
- Assess variation claims and issue contract price adjustments as required
- Assess extension of time claims and issue certificates as required
- Assess adjustments to prime cost and provisional sum allowances and issue certificates as required
- Obtain photo records required for Passive House certification
- Obtain blower door air tightness testing certificate
- Instruct the contractor regarding incomplete work and rectification of defects
- Assess and determine practical completion and issue the notice of practical completion

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-	-	✓
-	-	✓

Post-construction stage

- Lodge documents for Passive House certification
- Review and assess list of issues supplied by client
- Determine which issues are appropriate for defects list
- Maintain defects list and distribute to client and contractor
- Instruct the contractor regarding incomplete work and rectification of defects
- Assess and determine final completion and issue the final certificate

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-	-	✓
-	-	✓
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-	-	✓
-	-	✓

Notes:

- 🔧 Certified Passive House Projects