

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	✓	✓	✓
1:00 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

- 🍌 🍌

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

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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

-	-	✓
-	-	✓
-	-	✓
-	-	✓
-	-	✓
-	-	🔧

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

-	-	🔧
-	-	✓
-	-	✓
-	-	✓
-	-	✓
-	-	✓

Notes:

- 🔧 Certified Passive House Projects