

The top-left corner of the page features a series of thin, dark blue lines that create a complex geometric pattern. These lines intersect to form various triangles and quadrilaterals, extending from the top-left towards the center of the page.

**KWA**

ARCHITECTS

**It's nice to meet you.**

This booklet will unpack the design process  
and tell you more about how we do things.



The result: high quality, elegant yet unpretentious, user-friendly buildings that sit well in their environment.

## Thank you for your interest in KWA Architects

This document will tell you a bit more about us, our approach and the services we offer. It will also provide you with an overview of the design and construction process and highlight some of the things you will need to consider before embarking on your project.

## ABOUT US

KWA was formed as a collaborative architecture practice, in 2007 by Karen Wygers, who tragically passed away in 2015.

The practice is now run by her partner, Lorin Burgoyne who together with a curated team of architects, technicians and interior designers, bring a wealth of local and international experience to the practice's projects - which range from private residences to lodges and leisure buildings around Southern Africa.

KWA is renowned for sensitive, bespoke new-builds and for remodelling heritage buildings to accommodate modern lifestyles.

From private homes to cultural, hospitality or commercial projects, what our buildings have in common is an approach, rather than a stylistic signature.

The result: high quality, elegant yet unpretentious, user-friendly buildings that sit well in their environment.

## OUR APPROACH

KWA will work with you to maximise your property's potential. This could mean re-modelling floorplans, reconfiguring rooms, considered addition(s), total demolition and new build, or simply fixing a building's 'fatal flaw'.

The way we work is different to many architects, in that our process is upfront. We produce comprehensive technical drawing packs and robust deliverables that aim to reduce site decisions and variation orders to a minimum. This process is intensive, for architect and client, but generates tangible financial and time efficiencies during the tender and construction stages.

Our personalised design and build process, has successfully delivered over 200 projects around southern Africa and aims to provide clients with the best possible end product. Each project's professional team is built around focused project management and financial control services, with appropriate building contractors who have experience with KWA's process and deliverables.

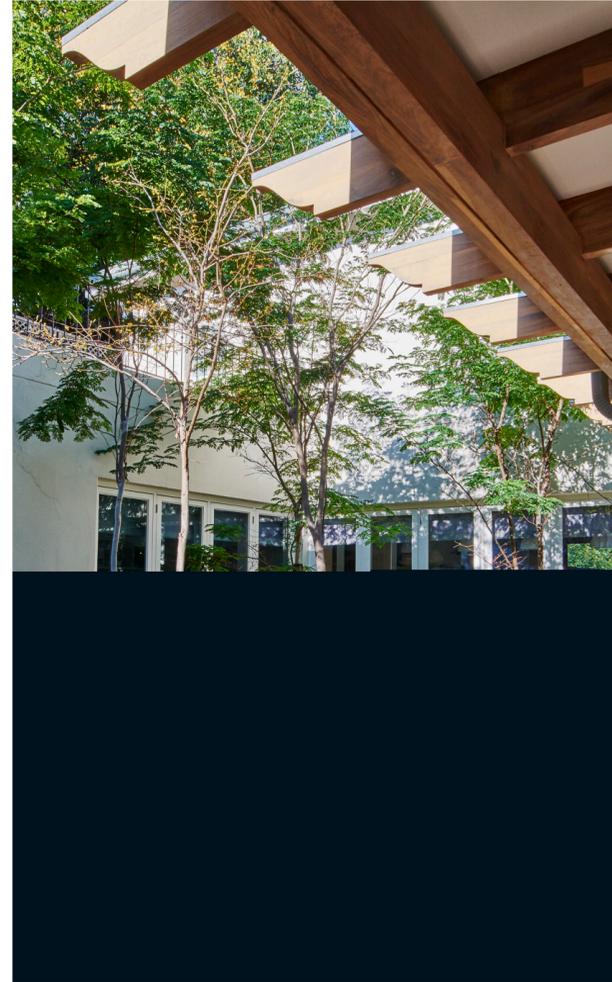
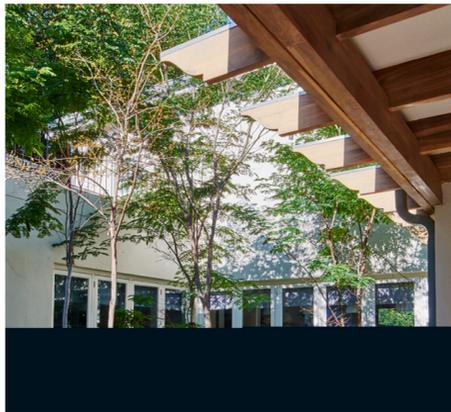
## OUR SERVICE

KWA provides a highly personalised service. From our initial meeting, we seek to understand our client's lifestyle, living patterns, tastes and preferences.

Our service is tailored around the specific requirements of each project, and we recommend appropriate consultants to build the right professional team for your job.

Depending on project requirements and budget, KWA can be appointed as architectural consultant, design architect, and/ or provide a full service on site as principal agent. Your main point of contact throughout the project will be your Project Architect, who will have oversight of the architectural team, design, project progress and other consultants.

© KWA Architects 2017



## BUDGET

In order to get the most out of your budget, it is essential to understand how project costs add up.

Horror stories abound of projects that have blown the budget. Often this is because clients have been presented with build costs, rather than the total project budget.

This distinction is crucial. Project budget allows for the cost of the building works plus professional fees, contingencies, provisional sums (finishes, services, specialised components), disbursements and VAT.

KWA only ever presents costs as part of a total project budget figure.

KWA produces the first high level project budget as part of the Masterplan exercise. Producing this information early on means we can work with our clients to set their budget, moderate their aspirations, refine specifications or vary the scope of the project, as necessary.

Further cost estimates are produced by a quantity surveyor and refined through a number of iterations as the design develops, before a Bill of Quantities is produced at Tender Stage.

## PROFESSIONAL FEES

KWA uses the SACAP Schedule of Fees to calculate professional fees. Fees can be time-based or calculated as a percentage of contract sum, depending on project size and scope.

Typically, KWA calculates a time-based fee estimate for the Masterplan stage, based on the size and complexity of the project. We then charge a percentage fee for subsequent project stages, which is structured into monthly payments. KWA fee proposals also include our hourly rates for additional work beyond the agreed scope.

A percentage or time based fee is agreed for the site stages (5&6), depending on the level of service required and whether a project manager is appointed etc.

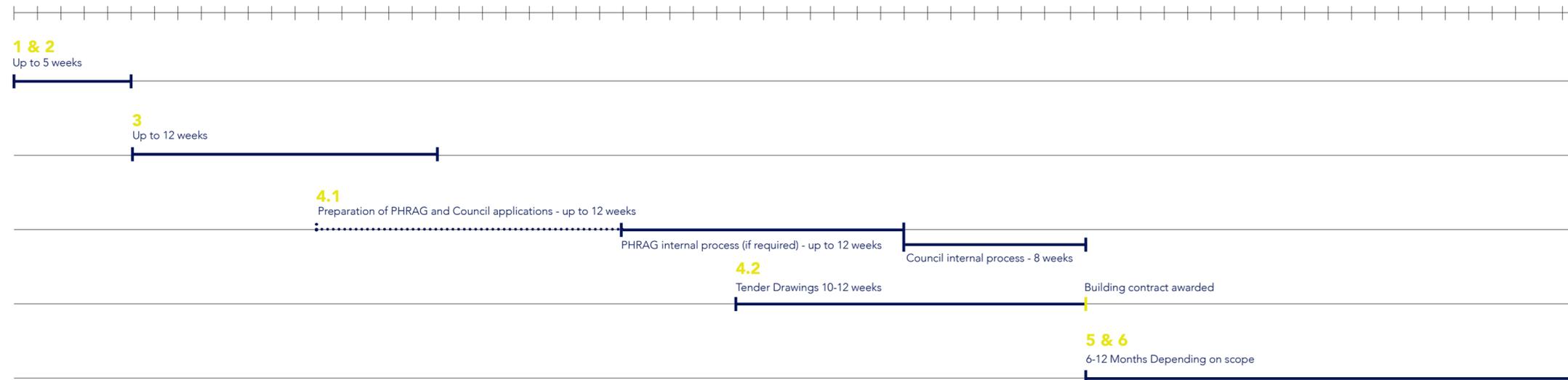
In addition to architectural fees, clients should make provision for other consultants. A structural engineer and quantity surveyor are almost always required. Selected additional services from a council consultant, land surveyor, roof engineer, mechanical and electrical engineer, landscape architect, interior designer, green energy consultants etc. may also be required.



© KWA Architects 2017

# OUR PROCESS

Architectural projects follow the SACAP (South African Council for the Architectural Profession) Work Stages 1 - 6, which takes a project from inception to completion on site.



## 1&2

### Getting Started

After an initial meeting on site, we usually recommend producing a Masterplan document.

This is a time and cost efficient exercise, developed by KWA. The objective is to provide clients with all the tools necessary to make informed decisions regarding the development of their property. The document is also used to establish a project budget and to define the brief and scope of works.

The KWA Masterplan document includes a measured survey of existing buildings, all previously approved plans, zoning and constraints information, sketch plan proposals, 'look and feel' images, a high level budget and indicative programme.

## 3

### Moving Forward

The Client Architect Agreement is typically signed before the start of this stage.

Once the brief and scope have been defined, the project moves into the design development stage.

Plans, sections, elevations and key details are drawn up, and the design, construction system and services are refined and co-ordinated with other consultants.

## 4.1

### Getting Permission

With further technical development and the addition of required schedules and specifications, to demonstrate compliance with National Building Regulations and Standards - drawings are submitted for Local Authority approval.

Buildings that are (entirely or in part) over 60 years old, require approval from the Provincial Heritage Resources Authority Gauteng (PHRAG) for any excavation, alteration, subdivision, change to planning status, addition or demolition - before submission to Council.

Almost without exception, all proposals then have to be approved by the City of Johannesburg Planning Development Management Department (Council approval), before work can begin on site.

Building plans must be submitted to Council for "any alteration that adds on to or changes the structure of an existing building...if you... add on a carport, or even just move the front door, you do need permission".<sup>[1]</sup>

## 4.2

Preparation of PHRAG and Council applications - up to 12 weeks

PHRAG internal process (if required) - up to 12 weeks

Council internal process - 8 weeks

## 4.2

Tender Drawings 10-12 weeks

Building contract awarded

## 5 & 6

6-12 Months Depending on scope

## 4.2

### Builders and Pricing

The next step is the Tender Stage.

Construction documentation is produced by KWA and sent out to builders to obtain offers for the execution of the building works.

These are evaluated by the quantity surveyor and KWA and recommendations made to the client before the contract is awarded.

KWA recommends that the quantity surveyor is commissioned to prepare a Bill of Quantities as part of the tender pack. This is a detailed document in which materials, parts, and labour are itemized, as well as the terms and conditions of the construction contract, to enable contractors to prepare accurate bids.

Once the contractor has been selected, the agreed contract sum, Principal Agent, start date and contract period can be written into the building contract, which is then signed by the client and builder.

## 5&6

### Construction

The site is now handed over to the contractor and building work begins.

Depending on the type of service the client has selected, it may be KWA, a project manager or other consultant who is appointed as Principal Agent - responsible for administrating the building contract.

The Principal Agent's duties include inspecting building works for conformity to the architect's drawings, quality of finish and industry standards, issuing the Certificate of Practical Completion and facilitating project close out and handover.

KWA carries out regular design and quality control inspections during construction.