



NOVUS ENGINEERING  
DESIGNING TOMORROW, TODAY.



# ENGINEERING PROPOSAL

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ABN 52 675 056 014  
CONTACT  
admin@novusengineering.com.au  
OFFICES  
Brisbane

**Attention:** Katherine Koulizakis (Gaxa Group)

7 July 2025

By Email

**Novus Proposal 250001**

Rev -

## Proposal for Engineering Services

### Commerical Services

2 Caxton Street, Petrie Terrace

South East Queensland

Thank you for inviting Novus Group to submit this competitive proposal to support your operational goals through tailored engineering integration. We are pleased to present our detailed proposal for the above project and location, which outlines anticipated costs for standard service components required to deliver your project efficiently and to specification.

## 1 NOVUS ENGINEERING GROUP

Novus Engineering Group is an Australian employee-owned consultancy firm specialising in structural engineering services. We are in a position to be able to provide all of the above services if required.

## 2 PROJECT TEAM

Key Staff Member	Brief Description
<b>GARETH BRADLEY</b>  Principal Structural Engineer	Gareth is an experienced RPEQ engineer with experience spanning the globe, from offshore mining facilities to high-rise developments. He has been working in the Structural construction field for in excess of 25 years. His key areas of skill include design Management and value engineering.

## 3 PROPOSAL SCOPE

### 3.1 Structural Engineering Design and Documentation

#### Project Scope & Structural Services Proposal

Based on the provided documentation (DA00 (A) to DA13 (A) by ITN Architects International Pty Ltd) and our discussions, we understand the development involves:

- Converting **Level 1** to a bar/café with seating.
- Converting the **existing carpark level** into offices, storage, and communal areas.
- Installing a **new lift and floor extension** on the east elevation.
- Adding a **terrace extension** to the north.
- Constructing **new retaining walls** and designing underpinning solutions on the west.
- Building a **new lightweight roof structure**.

To deliver this project, Novus proposes the following structural engineering services:

- Detailed Structural Design: **Developed from the provided architectural documentation.**
- Construction Documentation: **Comprehensive drawings and specifications.**
- Structural Certification: **Provision of Form 15 (F15) certification.**
- Construction Support: **Including site inspections and RFI responses.**

Our Methodology:

- Structural analysis will utilize **Finite Element Analysis (FEA)** and industry-standard **structural design software**.

Proposal Assumptions & Dependencies:

- Existing structural documentation (e.g., DWG, Revit models) will be provided in workable formats.
- Allowance includes **up to 3 hours** for RFI responses during construction documentation.
- **Excludes** coordination with other engineering disciplines (MEP, etc.).

Post-Construction Services (Priced Separately):

- Novus can provide the mandatory **Construction Inspection** services required by legislation. These fees are detailed in **Table 3**.

TABLE 1: ENGINEERING SCHEDULE OF RATES  
**(EXCLUSIVE OF GST / REPRESENTATIVE COST STRUCTURE FOR STANDARD PROJECT REQUIREMENTS)**

Item or Service	Unit	Rate	Quantity	Cost
<b>STRUCTURAL DESIGN</b>				
Design of New Structure and Verification of Existing Structure	Sum	\$15,720	1	\$15,720
Documentation	Sum	\$13,200	1	\$13,200
<b>Total Estimated Fee (exclusive of GST)</b>				<b>\$28,920</b>



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TABLE 2: SPECIFIC REQUIREMENTS FOR SERVICES IF REQUIRED.  
**(EXCLUSIVE OF GST / REPRESENTATIVE COST STRUCTURE FOR STANDARD PROJECT REQUIREMENTS)**

Item or Service	Unit	Rate	Quantity	Cost
Senior Structural Engineer	Hour	\$210		
Principal Structural Engineer	Hour	\$350		
Structural Draftsperson	Hour	\$140		
Induction Costs	Cost	110%		

TABLE 3: SPECIFIC REQUIREMENTS FOR SERVICES IF REQUIRED.  
**(EXCLUSIVE OF GST / REPRESENTATIVE COST STRUCTURE FOR STANDARD PROJECT REQUIREMENTS)**

Item or Service	Unit	Rate	Quantity	Cost
Structural Engineer (<1hr on site)	Sum	\$500	8	\$4,000
Construction Support, including checking of 3 <sup>rd</sup> steelwork drawings (allowance of	Hrly/Rate	\$280		
<b>Total Estimated Fee (exclusive of GST)</b>				<b>\$4,000</b>

Our fees for delivering the project will be calculated in accordance with the transparent Schedule of Rates provided, ensuring alignment with the scope and complexity of your requirements. All services will be executed under the framework of our standard terms and conditions of engagement, which we've included with this proposal for your review.

Should you have any questions or require further clarification, please don't hesitate to contact the undersigned. We welcome the opportunity to discuss next steps and look forward to partnering with you to ensure a streamlined, successful outcome.

#### Principal Structural Engineer

**Gareth Bradley** BSc (Hons), CEng, MInstE, RPEQ, RPEVic, PRE NSW

garethbradley@novusengineering.com.au

Novus Engineering Group Pty Ltd



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# CONDITIONS OF ENGAGEMENT

## 1. APPLICATION OF TERMS

These Conditions of Engagement govern all services provided by **Novus Engineering Group Pty Ltd (ABN 52 675 056 014)** ("Company") and, together with the accompanying Proposal, constitute the binding agreement between the Company and the Client.

- **Exclusivity:** These Conditions supersede any conflicting terms in the Client's documentation unless expressly agreed in writing.
- **Variations:** Amendments to scope, including verbal agreements or supplementary work, remain subject to these Conditions.
- **Additional Terms:** Acceptance of alternate conditions may incur supplementary fees.

## 2. DEFINITIONS

- **Company:** Novus Engineering Group Pty Ltd and its employees.
- **Client:** The entity commissioning services, responsible for payment. May act through an **Agent** (e.g., Architect, Consulting Engineer) with authority to bind the Client.
- **Proposal:** The Company's written offer detailing services and fees.
- **Services:** Tasks outlined in the Proposal.
- **Interpretation:** Singular includes plural; legislation references include amendments.

## 3. ROLES & RESPONSIBILITIES

### 3.1 Company Obligations

- Exercise skill, care, and diligence consistent with industry standards.
- May engage sub-consultants for part of the Services.

### 3.2 Client Obligations

- Provide:
  - Written acceptance of the Proposal.
  - Site access, contact details, and keys.
  - Survey plans, construction details, and hazard disclosures.
  - Timely notification of inaccuracies in supplied data.
- Reliance on Information:
  - The Company may suspend Services if Client-provided data is incomplete, inaccurate, or unreliable.

### 3.3 Agent Responsibilities

- Agents warrant authority to bind the Client and assume personal liability unless agency status is disclosed in writing at acceptance.

## 4. FEES & PAYMENT

### 4.1 Fee Structure

- Lump Sum/Schedule of Rates: As specified in the Proposal. Estimates are based on assumed scope and sub-surface conditions.
- Unforeseen Conditions: Additional work due to undisclosed site issues will incur extra charges (hourly rates + 10% procurement fee).
- Validity: Rates expire 30 days post-Proposal.

### 4.2 Payment Terms

- Invoices issued monthly/completion; due within 14 days.
- Interest: 25% p.a. on overdue amounts.
- Disputes: Undisputed amounts must be paid promptly; disputes require written itemization within 10 business days.

## 5. LIABILITY & INSURANCE

- Insurance: The Company maintains professional indemnity and public liability insurance.
- Consumer Liability: Limited to re-performance or refund under Australian Consumer Law.
- General Liability: Capped at the lesser of \$50,000, fees paid, or insurance coverage.
- Excludes:
  - Client misuse of recommendations.
  - Claims notified >3 months post-completion.
  - Consequential/economic losses.

## 6. INTELLECTUAL PROPERTY

- Ownership: The Company retains IP rights in all deliverables.
- Licence: Client granted non-exclusive, royalty-free licence for project use. Revocable for payment breaches.
- Restrictions: No alterations or public use without attribution.

## 7. TERMINATION & DISPUTES

- Termination: For material breach, with 10 days' notice. Client liable for Services rendered + termination costs.
- Dispute Resolution: Mediation first, excluding debt recovery actions.
- Governing Law: Jurisdiction of project site or Company office.

## 8. FIELDWORK & LAB TESTING

- Access & Safety: Client ensures safe site access. Standby rates apply for delays (weather, access, etc.).
- Testing: Conducted per Australian Standards. Reports include methodologies and results; interpretive analysis requires separate agreement.

## 9. REPORTS

- Scope: For Client's exclusive use on the specified project. Third-party reliance prohibited without written consent.
- Limitations: Recommendations assume no construction oversight; site variability may affect conclusions.

## 10. CONSTRUCTION SERVICES

- **No Supervision:** The Company assumes no liability for contractor work.
- **Advice Validity:** Only written certifications are binding.