

Date: 17 April 2024

REF: Q240415

To: Mr Felix Ye

Company: Premium Consulting Engineers **Email:** felix@pcen.com.au

From: Freeman Jin **Email:** fjin@provee.com.au

RE: TOP TEA, 73 KINGSWAY, GLEN WAVERLEY - FIRE SERVICES DESIGN

Dear Felix,

Thank you for the opportunity for PROVEE to submit a proposal for this project. We have pleasure in submitting this proposal for our engineering consulting services, based on the request for proposal and the accompanying documentation received dated 15 April 2024.

1. PROJECT BRIEF

It is our understanding that the services you have requested for inclusion within our fee proposal for this project are as follows:

- Fire protection services design and documentation.

The project brief is based on the following supplied documentation:

- Request for proposal email from Felix Ye form Premium Consulting Engineers.
- Architectural Drawings - Top Tea, Kingsway-WD.pdf
- Base Building Fire Service Drawing "21001 - FS - Fire Protection IFC.pdf"

Our understanding of this project is it is a retail fit-out works, comprising the following:

- Refurbish an existing tenancy to a 125 sqm indoor space on ground floor of a 6-storey office premise.
- The design service is ready to start immediately once our fee proposal is accepted.

This proposal is based on the above documentation and timeline.

2. SCOPE OF WORK

1.1 Stages and Deliverables

1.1.1 General

- Conduct a pre-design site inspection.
- Attendance at up to 2 project meetings online.
- Review and confirmation of pressure and flow information.
- We assume the existing fire services comply with the code requirements at the time of installation.

1.1.2 Phase A: Preliminary Design

- Review available fire services documents of the base building.
- Preliminary Drawings indicating existing and/or new fire hydrant, fire hose reel, portable fire extinguisher and fire sprinkler systems.
- Preliminary Drawings indicating existing and/or new fire alarm and emergency public addressing systems.
- Preliminary drawings delivered in .PDF.

1.1.3 Phase B: Construction Certificate

- Contract Documentation suitable for building permit issue.
- Building permit documentation including certificates of compliance.
- Final drawings delivered in .PDF.

1.2 Scope of Services

The final scope and configuration of the services and engineering design will be determined during schematic design however it is envisaged that the following systems will be required:

- Fire hydrants.
- Fire hose reels.
- Fire sprinklers.
- Portable fire extinguishers.
- Fire alarm system
- Emergency public address system

3. INFORMATION TO BE PROVIDED

This proposal is based on the following information being provided to PROVEE:

- Client brief.
- Building surveyor's compliance checklist/report.
- Architectural layouts in AutoCAD format including:
 - Site plan
 - General arrangement plan
 - Reflected ceiling plans,
 - Furniture and partition layouts
- Copies of all documentation and correspondence with any utility authorities/distributors.
- Existing building services documentation.
- Fire engineering Report (if applicable)
- Latest fire services test reports.

4. EXCLUSIONS TO SCOPE OF WORK

- Design of any works outside the site boundary (by relevant authorities or separate fee provided if required).
- Demolition plans.
- Performance-based design solutions.
- Alterations to documentation after documents have been issued for tender or building permit.
- Workshop drawings and as-installed documentation (by trade contractors).
- Detailed cost estimates (expected to be undertaken by the quantity surveyor).
- Contract conditions and preliminaries.
- Testing, locating and performance measurement of existing site or utility services/assets.
- All authority/utility fees and charges.
- Change of building classification and building upgrade.
- Regulation 233 upgrade of existing building to current standards (assumed not required)
- Fire Protection services exclusions:
 - Base building fire services systems upgrade
 - Regulation 129 application and liaison with fire brigade (by consulting building surveyor or fire engineer)
 - Existing fire services testing and certification

- Mechanical Service, Electrical Service, Hydraulic Service

5. SERVICE FEE

Our professional fees for the above services are as follows.

The fees have been broken down by engineering discipline, and by the phases

Engineering Discipline	Phase A: Preliminary Design	Phase B: Construction Certificate	Total
Fire Protection Services	\$1,350	\$1,350	\$ 2,700
Total (exc. GST)			\$ 2,700

The nominated fees exclude GST (which is applicable at the rate of 10%), and other statutory authority fees and permit fees.

Any amendments required to documentation which is considered outside the nominated scope of work will be charged on time basis according to the nominated hourly rates (\$150/hr plus GST)

Our fees are based on the time required, documentation and timeline indicated earlier. The project timeline is expected to be as noted, and/or without interruption. We will reserve the right, should the timeline or scope vary significantly, to revise our fee accordingly.

Disbursements will be charged at cost price plus 10% (a minimum \$100 charge will apply). These include but are not limited to:

- Authority application costs and service information charges.
- Title and survey searching information.

6. VALIDITY PERIOD

This fee proposal is valid for a period of 30 days from the date it is submitted and can be accepted during this period by returning the attached acceptance form.

We thank you for this opportunity and trust that this proposal is found to be favourable. We look forward to the opportunity to work with you.

Should you have any questions or require any further clarification, please do not hesitate to contact us.

Yours faithfully,

Freeman Jin



Director
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