19 September 2018 Our Ref: SYD2018050.F1

**Attention: Felix Ye**

Dear Felix,

Thank you for the opportunity to submit our fee for the project at

**175A-179 Burns Bay Rd, Lane Cove NSW**. Please find a fixed fee proposal for the **Electrical Services** as per following:

|  |  |
| --- | --- |
| Scope of work | Fee |
| Schematic design | $400 |
| Desgin development | $1,600 |
| tedner documentation | $1,200 |
| 100% cc design and documentation | $800 |
| Total | $4,000+GST |

Please find proposed scope of works within next page. We believe that our proposal fully complies with your requests but would be pleased to provide further information or clarification of any content should it be required.

Thank you for the opportunity again to submit our fee proposal and we look forward to the possibility of working with you on this project.

Yours faithfully,

**Gary Pan**

Director

B ELEC ENG (Hons)

MIEAust 4041969

### Electrical services

INCLUSIONS

General

* Coordinate with all other services and architectural drawings
* 100% Electrical CC design and documentation in AutoCAD format and pdf’s
* Design certificate for CC
* 2 off design meetings

Power

* Maximum demand calculation;
* Liaison with supplier authority regarding application for connection
* Single line diagram
* Main switch board and Unit distribution boards design
* as per AS3000-2018
* Submains selection as per AS3008-2009
* General power distribution and outlets
* Power supply to all other services
* Power supply to dry fire system;
* Carpark power cable reticulation containment;

Communications

* Lead-in cable pathway;
* NBN schematic and design
* Communications and outlets;
* Carpark Communication cable reticulation containment

Lighitng

* Internal & external lighting
* Basement carpark lighting
* Lighting control system throughout;
* Exit signages and Emergency spit fire as per AS2293-2005;

photovoltaic SYSTEM (if required)

* Solar PV system schematic
* Inverter and panel selection
* Single line diagram

Security

* Security and CCTV schematic
* Access control, CCTV cameras and associated power and data provisions

Intercom

* Intercom schematic
* Master and slave video panel

MAtv

* MATV and PayTV outlets

Exclusions

* Supply Authority’s fees;
* NBN application;
* Communications rack design;
* Demolition works;
* Audio Visual services;
* Roof design;
* ASP Level 3 design, all new substation information shall be provided by client;
* Lead-in Communications carrier;
* UPS
* Stand-by and emergency generator systems;
* Public address and background music;
* WAP heat map;
* Landscape lighting design;
* Inter cabinet communications design;
* IT hardware and software;
* Services budget estimation report;
* Transportation, Environmental, Acoustics, Audio Visual, and Security Services;
* Reissue and update of documentation due to Requests for Information, contractor’s alternatives, etc;
* Production of as constructed drawings;
* Construction administration; (Fee option provided)
* Review of contractors’ alternatives;
* Travel and accommodation costs;
* Intrusive surveys and inspections; (Non-intrusive inspections have been included).
* Preparation of engineering assessments and reports for performance based alternate solutions to Building Code of Australia;

# APPENDIX A SCHEDULE OF VARIATION & DISBURSEMENT RATES

Hourly Rates

|  |  |
| --- | --- |
| ROLE | HOURLY RATE (EXCLUSIVE OF GST) |
| Director | $300.00 |
| Associate | $250.00 |
| Senior Project Engineer | $195.00 |
| Project Engineer | $180.00 |
| Senior Design Engineer | $180.00 |
| Design Engineer | $160.00 |
| CAD operator | $100.00 |

Disbursement Rates

|  |  |
| --- | --- |
| DISBURSEMENT ITEM | COST PER ITEM (EXCLUSIVE OF GST) |
| Printing |  |
| A0 | $3.00 |
| A1 | $2.50 |
| A2 | $2.00 |
| A3 | $1.00 |
| A4 | $.50 |
| Couriers | Cost + 10% |
| Travel |  |
| Air Travel | Cost + 10% and travel time |
| Car Hire | Cost + 10% and travel time |
| Own Vehicle | 0.63 cents per kilometre |
| Local Authority Fees and Charges | Cost + 10% administration fee |

# APPENDIX B SIGNED ACCEPTANCE OF PROPOSAL

PROJECT NAME – 175A-179 Burns Bay Rd, Lane Cove NSW

Please find following G&A Consulting Group’s invoicing schedule and business terms in relation to the project named above. We request that you and/or our client read through these terms and agree to them *or* provide an alternative contract agreement prior to the commencement of works.

*Thank you, in anticipation of your reply.*

CONFIRMATION OF BILLING DETAILS:

|  |  |
| --- | --- |
| Company Entity Name\*: |  |
| ABN number\*: |  |
| Billing Contact Name\*: |  |
| Billing Email Address\*: |  |
| Billing Postal Address: |  |
|  |  |

Please note all payments for issued invoices to be received within 10 days.

SIGNED ACCEPTANCE OF FEE PROPOSAL

We confirm the fee for the above project as:

**100% electrical cc design and documentation - $4,000.00**

**OPTIONAL FEES** (please tick those you wish to accept)

❑ Construction Administration $195/Per Hour

*(Including RFI’s, site inspection and defects report)*

***Please note that the above fees do not include 10% Goods and Services Tax.***

Please sign in the appropriate section to authorise G&A Consulting Group’ commencement of the project.

**Your completed approval form may be returned to gary.pan@gacg.com.au**

|  |  |  |
| --- | --- | --- |
| PROJECT MANAGER /  PRINCIPAL ARCHITECT ACCEPTANCE |  | CLIENT ACCEPTANCE |
| Name |  | Name |
| Signature |  | Signature |
| Date |  | Date |

**BUSINESS TERMS**

GENERAL

1. In performing the services previously described for the project G&A Consulting Group shall exercise the degree of skill, care and diligence normally exercised by members of the engineering profession performing services of a similar nature, in accordance with the ethics of the engineering profession.
2. If G&A Consulting Group considers that the information, documents and other particulars made available to him by the Client are not sufficient to enable G&A Consulting Group to provide the Services in accordance with this agreement, G&A Consulting Group may advise the Client who shall then provide such further assistance, information, or other particulars as necessary in the circumstances.
3. The Client shall as soon as practicable make available to G&A Consulting Group all information, documents and other particulars relating to the Client’s requirements for the Project.

PERFORMANCE OF SERVICES

1. The Client shall as soon as practicable make arrangements to enable G&A Consulting Group to enter upon the site and other lands as necessary to enable G&A Consulting Group to perform the Services.
2. The Client shall co-operate with G&A Consulting Group and shall not interfere with or obstruct the proper performance of the Services.

OTHER SERVICES

1. The Client agrees that the Services do not include any services which are properly carried out by other professions such as legal or accounting and if other such professional services are required the Client shall obtain these services at his own cost.

WRITTEN NOTICE

1. The Client shall appoint a person to act as his representative and give written notice to G&A Consulting Group of the name of the person so appointed. The Client agrees that the person appointed shall have authority to act on behalf of the Client for all purposes in connection with this agreement.
2. If G&A Consulting Group becomes aware of any matter which will change or which has changed the scope or timing of the Services then he will give notice to the Client and the notice will contain, as far as practicable in the circumstances, particulars of the change. If the Client becomes aware of any matter which may change the scope or timing of the Services, or the Project then the Client will give written notice to G&A Consulting Group.

PROGRESS CLAIMS AND PAYMENT TERMS

1. In consideration of the promise made by G&A Consulting Group to perform the Services the Client promises to pay to G&A Consulting Group the fee and the reimbursable expenses in accordance with the fee proposal. Invoices for services and reimbursable expenses shall be forwarded by a date which allows the client to pay the invoice within the required 10 day period. The penalty for non-payment within the specified period is indicated in item 19 of these terms.
2. Where a claim is required to be approved by the Project manager / Principal Architect, the Project Manager / Principal Architect agrees to forward the claim to the Client within forty-eight hours of receipt.
3. Any disputes with invoices sent by G&A Consulting Group to the client shall be brought to the attention of G&A Consulting Group within a forty eight hour period.
4. G&A Consulting Group agrees to provide credit to the client given that the client agrees to points 11, 12 and 13. Should the client not agree to these terms the client may be requested to provide a 20% deposit prior to the commencement of works.

COPYRIGHT AND ACKNOWLEDGEMENT

1. Copyright of all drawings, reports, specifications, bill of quantities, calculations and other documents provided by G&A Consulting Group in connection with the Project shall remain vested in G&A Consulting Group.
2. The Client alone shall have a license to use the documents for the purpose of completing the Project, however, the Client shall not use nor make copies of such documents in connection with any work other than work comprised in the Project unless express approval is given in advance by G&A Consulting Group.
3. It is understood that all publicity regarding the project where design team credits are given shall include the name of G&A Consulting Group as the Services Consultants.

TERMINATION OF CONTRACT

1. The client may terminate their obligations under this agreement in the event of a substantial breach by G&A Consulting Group of their obligations, which has not been remedied within 30 days of written notice by the client, or in the event of providing G&A Consulting Group 60 days written notice to do so. Termination of the contract does not relieve the client of their obligation to reimburse G&A Consulting Group for expenses incurred in respect of the works completed to the date of the termination of the contract.
2. G&A Consulting Group may suspend or terminate their obligations under this agreement in the event of monies payable to G&A Consulting Group being outstanding for more than 45 days, or in the event of a substantial breach by the Client of their obligations, which has not been remedied within 30 days of written notice by G&A Consulting Group, or upon giving the Client 60 days written notice of their intention to do so.
3. All disputes between G&A Consulting Group and the Client shall be resolved by a mutually agreed third party.