

# AMANDA KATZ ARCHITECTS



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Attention: Client's name

Date:

Dear xx,

## PROPOSED "DESCRIBE PROJECT AND PROJECT ADDRESS" **ARCHITECT'S LETTER OF APPOINTMENT**

Thanks for contacting us. It was great to meet you at your property/home/site to discuss ideas for the proposed project. This letter serves to confirm our work for you and the related fees.

**Our appointment** is based on the Government Gazette [Guideline to architects work and latest fee scales](#). If you click on this link it will take you to the website and relevant gazette. We can look at this together for clarity.

We have attached the following:

- Addendum 1: A list of the **accommodation and other requirements** (i.e. your brief)
- Addendum 2: A table setting out our **work stages, related fees, a guide to time in working days** needed for each stage of work and confirmation of when fees are due.
- Addendum 3: Latest Government Gazetted Tariff of Fees

**Other consultants** may need to be appointed to give their input and complete the project team. We shall advise when and if you need to appoint them and they will need to confirm their work and fees with you directly. They are:

1. **Quantity Surveyor:** In all our projects we recommend that a quantity surveyor be appointed to prepare a 'preliminary estimate' once basic plans are drawn up. This will allow adjustment to the scope of work before continuing with further documentation & committing to building, - a significant precaution against possible overspending. Further possible services from the quantity surveyor would include the setting-up bills of quantities for the tender, and later construction stage involvement in cost management.
2. **Land Surveyor** to confirm boundaries and levels of the site.
3. **Structural, Civil Engineers and Geotechnical Engineers** to advise on the conditions underground for new work, the structural aspects of the work and specific site drainage issues. The Local Authority requires the appointment of a Structural Engineer when submitting the plans for approval.
4. **Mechanical and/or Electrical Engineers** depending on the scale of work and the need to any artificial ventilation.
5. **Landscape Architect**
6. **Interior Designer**
7. **Health and Safety Consultant:** a new legal requirement based on the new construction regulations
8. **Energy consultant** as required by the new energy efficiency National Building Regulations.

**The Project Budget:** You mentioned a budget limit of R xxxxx..and this will need to be tested once we have a design that you are happy with. We will prepare a design showing all ideas discussed and then we can ask a Quantity Surveyor to prepare a cost estimate based on the design. The work may then need to be prioritised to suit either your requirements or a revised budget if the two cannot be met. Some budget items that need to be considered additional to the actual building costs are VAT, Municipality approval fees, professional fees and costs for making good existing structure. (where applicable)



**Architect's Fees:**

Generally we work on a **percentage of the cost of the project** broken down into various stages as clarified in the Government's Guidelines to Architects' Work and Latest fee scales.. Disbursements (e.g. printing etc) as listed by the South African Institute of Architects will be charged separately. VAT is payable on all accounts. Invoices will be issued monthly for work completed.

**Preliminary Investigation:** We will need a copy of the property Title Deeds before we start the design, plus any other information you may have, such as and drawings of the existing building that will give us information that may affect the design. If you let us have your property erf number, we can obtain copies of the Title Deeds for you and get a copy of a site diagram. If needed we shall measure the existing building/s on site and prepare an accurate survey drawing to use as a base for our design and documentation.

We carry **Professional Indemnity Insurance** with an indemnity limit of R..... which hopefully we shall not need to call on! If we are appointed for partial services only, we cannot be held liable for any problems on site as we would not have had the opportunity to prepare proper construction drawings or to inspect work as it proceeds.

Should you wish to **terminate our services** during the course of our work, we shall only charge you for work completed in accordance with the table below.

Our **liability for the completed project** is limited to a period of three years from the date of the issue of the practical completion certificate.

Please can you sign all pages of this letter (including the addenda) and return the signed letter to us to confirm our appointment. We look forward to working with you and aim to increase your property value so that it suits your needs and is a pleasure to live/work in.

Sincerely

AMANDA KATZ ARCHITECTS



Sole Principal Amanda Katz B.Architecture. M.J.A.S.A.C.A  
Practice registration number 3819

## ADDENDUM 1: LIST OF REQUIREMENTS (BRIEF)

### ADDENDUM 2: TABLE OF WORK AND FEES

STAGE	FEES %	TIME NEEDED IN WORKING DAYS	PAYMENT DUE
<p><b>1. SURVEY</b> Measure existing premises and prepare an accurate computer drawing and relate to site diagram</p>	<p>Hourly rate applies. Expect cost of around R..... (Ex VAT) <b>NOT PART OF PERCENTAGE FEE</b></p>	<p>.....days on site. .....days drawing</p>	<p>On issue of survey drawings</p>
<p><b>2. DESIGN DRAWINGS</b> Check Council regulations and Title Deed restrictions. Prepare design drawings in accordance with your brief. Confirm need for appointment of other consultants. Ask a Quantity Surveyor to prepare an initial cost estimate to check the feasibility of project.</p>	<p><b>22% of the gazetted fee</b> e.g. if actual costs are R2 million, the fee will be 25% x R40500 plus 7.25% of R2 million = R 46 375.00** (see latest fee scale) Fees are adjusted as actual costs become clearer. We can also work on an hourly rate for this stage until you know how you would like to proceed and then convert to percentage rate for the next stage of work</p>	<p>10 days for design Q.S. will also need about 10 days to prepare the cost estimate.</p>	<p>Monthly equal fee payments over the duration of the project based on the projected total fee divided by the number of months until Practical Completion</p>
<p><b>3. COUNCIL DRAWINGS</b> Develop the design. Prepare and submit drawings to Local Authority for approval. Deal with any special consents required from Council. Ask consultants to give their required input.</p>	<p><b>25% of the gazetted fee</b> Additional hourly costs may apply if special consents are required. The Municipality require a separate submission fee assessed when we submit. Other consultants fees for this input also need to be confirmed</p>	<p>15 days-prepare and submit the Municipal designs. that take a minimum of 8 weeks to approve if they comply with all regulations.</p>	<p>As for stage 2 OR 60% of the stage fee on submission and remainder on approval</p>
<p><b>4. CONSTRUCTION DRAWINGS AND SPECIFICATION</b> Preparation of drawings, details and specifications as required for builder to quote from and then updated to be built off.</p>	<p><b>25% of the gazetted fee</b></p>	<p>20 days</p>	<p>As for stage 2</p>
<p><b>5. APPOINTMENT OF A BUILDER, SITE INSPECTIONS AND BUILDING CONTRACT ADMINISTRATION</b> Explanation and signing of the Building Contract Issue of construction drawings, Weekly inspection of the work as needed, up to and including final completion.</p>	<p><b>25% of the gazetted fee</b> (fee for previous stages updated to reflect actual costs)</p>	<p>Depends on the scale of Building work. Suggest allow .... months based on the requirements.</p>	<p>As for stage 2</p>
<p><b>6. RESOLUTION OF FINAL ACCOUNT OF CONTRACT</b></p>	<p><b>3% of the gazetted fee</b> Calculation of final fees based on actual final cost of building and finishing work less any previous payments</p>	<p>3 days</p>	<p>On final completion of the project</p>

Note: fees are due on receipt of invoices please or within maximum 7 days of receipt.



ADDENDUM 3: LATEST GOVERNMENT GAZETTED TARIFF OF FEES  
(see link in letter and below this notice for latest update)

**BOARD NOTICE**

**NOTICE 73 OF 2015**

**SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION**

Annual Update of the Professional Fees Guideline  
Issued in terms of section 34(2) of the  
Architectural Profession Act, 2000 (Act No. 44 of 2000)

The Professional Fees Guideline provided in Tables 1 and 2 below and the guideline for reimbursement of expenses in Table 3 below must be read in the context of the Framework for the Professional Fees Guideline published by the Council in Board Notice 72 of 2015. This Board Notice replaces the Professional Fees Guideline published in Board Notice 194 of 2011 and is applicable from 01 April 2015.

**TABLE 1: PROJECT COST-BASED FEE**

COST BRACKET	VALUE OF WORKS		PRIMARY FEE	PLUS SECONDARY FEE	
	FROM	TO		ADD %	ON BALANCE OVER
	A	B	C	D	E
1	R 1	R 200 000	R 18 000	14,00%	R 1
2	R 200 001	R 650 000	R 46 000	13,50%	R 200 001
3	R 650 001	R 2 000 000	R 106 750	12,00%	R 650 001
4	R 2 000 001	R 4 000 000	R 268 750	10,50%	R 2 000 001
5	R 4 000 001	R 6 500 000	R 478 750	10,00%	R 4 000 001
6	R 6 500 001	R 13 000 000	R 728 749	9,50%	R 6 500 001
7	R 13 000 001	R 40 000 000	R 1 346 249	9,00%	R 13 000 001
8	R 40 000 001	R 130 000 000	R 3 776 249	8,50%	R 40 000 001
9	R 130 000 001	R 260 000 000	R 11 426 249	8,25%	R 130 000 001
10	R 260 000 001	R 520 000 000	R 22 151 249	8,00%	R 260 000 001
11	R 520 000 001	R 1 040 000 000	R 42 951 249	7,75%	R 520 000 001
12	R 1 040 000 001		R 83 251 249	7,50%	R 1 040 000 001

Formula:

$$\text{Professional Fee} = \frac{\text{Primary Fee (C) for applicable Cost Bracket of Value of Works}}{\text{Value of Works}} + \frac{\text{Secondary Fee for applicable Cost Bracket of Value of Works}}{\text{Value of Works}} \times 100$$

calculated as (Applicable Value of Works minus Column E) x % in terms of Column D

Example:

For Value of Works of		R 3 000 000
Primary Fee	is	R 268 750
Secondary Fee	is	(R 3 000 000 – R 2 000 001) x 10.50% R 999 999 x 10.50% R 104 999.90
Professional Fee	=	Primary Fee + Secondary Fee R 268 750 + R 104 999.90 R 373 749.90

This gazette is also available free online at [www.gpwonline.co.za](http://www.gpwonline.co.za)

