

Why Use Arc 3 as your Architects:

- Arc 3's technical staff are trained to take your brief and can see the big picture.
- Arc 3's technical staff will look beyond your immediate requirements to design flexible buildings that will adapt with the changing needs of your residence or your business.
- Arc 3 solve problems creatively
- Arc 3, when they are involved at the earliest planning stage, they gain more opportunities to understand your project requirements whether it is residential or business, Arc 3 will develop creative solutions, and propose ways to reduce costs.
- Arc 3 can save you money by maximising your investment.
- A well-designed building can reduce your bills now and increase its long-term value.
- Arc 3 can manage your project from site selection to completion.
- In many building projects the role of the Arc 3 includes co-ordinating a team of specialist consultants such as landscape architects, engineers, quantity surveyors, interior designers, builders and subcontractors.
- Arc 3 can save you time.
- By managing and co-ordinating key project elements Arc 3 allow you to focus on your organisation's activities.
- Arc 3 can help your business.
- Arc 3 can create total environments, interior and exterior, which are pleasing and functional for the people who live and work and do business within them or enjoy their home.

Other benefits of Employing Arc 3 as your Chartered Architects and Chartered Surveyors:

- **Instructing Arc 3 and the benefits you as a client will achieve by employing 'Arc 3'.**
- Whether you intend to construct a new building, expand your current home or facility, or adapt an existing residence or structure, it makes sense to consult a professional firm like Arc 3.
- **How much does it cost?**
- Arc 3's fees can be based on a percentage of the total construction cost, on time expended, or a lump sum. You can select all or part of an architect's service, from an initial design discussion through to the final delivery of the project on site.
- **Why Arc 3 is right for you and the selection process.**
- Clients often appoint an architect who is known to them or who has been recommended, or whose work they admire. This can be a sound initial response, but a more structured process of selection is desirable where matching requirements with the range of skills and services available has to be more precise. You can invite Arc 3 for an initial appraisal prior to appointing them. They will evaluate your project and intentions. Give you a working document including sketches if required and programme and costs for each stage.

- Call Arc 3, describe your project and ask if they are available to accommodate it. If they are review the firm's qualifications and experience and previous projects on the Web site www.arc3-architects.co.uk Visit Arc 3's offices. Above all talk to us. It is important to ensure that you are compatible and comfortable with employing Arc 3. Arc 3 will demonstrate their creativity and their ability to get things done.
- **Writing the brief. Arc 3 always requests a written brief from all clients.**
- The ultimate success of your project depends on the quality of your brief, i.e. your ability to clearly describe to Arc 3, the requirements and functions of your residence or building, and proposed lifestyle or similar matters or methods of operation and management. It is wise to ask your Arc 3 to assist you in preparing a final brief if requested in writing.
- Your aims when employing/instructing Arc 3 Chartered Architects and Chartered Surveyors.
- Your design style: Are you looking for a design in keeping with the existing building? Do you want a contemporary or high tech design? Are you concerned about having a sustainable/ecological design?
- Your reasons for embarking on this building project: What accommodation or lifestyle activities are intended for it?
- Your authority: Who will be making the decisions? About the designs? About costs? About day-today matters when the project is underway?
- Your overall expectations: What do you hope to achieve by this project? A more comfortable place for you to live in?
- At the initial meetings, Arc 3 will listen carefully to your intentions and create a brief, addressing not only design aesthetics but also the function of the building. Timings and budgets for your project will be defined at an early stage and only after you have approved initial sketches will the ideas be developed further and a Planning Application be submitted for a decision.
- **Appointing an Arc 3 Chartered Architects and Chartered Surveyors.**
- A good working relationship between Arc 3 and the client is crucial to the success of any project. You and Arc 3 should discuss and agree on the scope and cost of architectural services before the project is started and ensures the agreement is in writing.
- To help clients who are embarking on smaller building projects, Arc 3 publishes a client care letter explaining the terms of engagement which has a 14 days cooling off period for alterations or to withdraw. Some initial costs like the survey may be deducted at the discretion of the firm from the initial payment.
- **Arc 3 explains the planning process**
- You are obliged to comply with legislation concerning Planning, Building Regulations, Party Wall and Health and Safety. These are all matters on which Arc 3 can advise, often dealing with the various authorities on your behalf.
- On commercial projects, there are often a number of people who need to be involved in decision making and review. Many organisations find it helpful to organise a committee to include all the people who need

to be involved. However, you structure your decision-making process; make sure that one person is designated as the point of contact between your organisation and the Arc 3, who can perform this role.

- **Preparing to build**
- With planning approval in place, Arc 3 can recommend an appropriate form of building contract and will prepare drawings with technical specifications which describe your agreed proposals, for selected builders to cost.
- **Project Works in progress**
- Arc 3 can, if you require, monitor the builder's work in terms of meeting the standards required, finishing on time and not exceeding the contract figure.

THIS IS WHAT ARC 3 CAN BRING TO YOUR PROJECT: Arc 3 can help you realise your ambitions and guide you through the design and construction process. Arc 3 can provide a service that extends well beyond producing a set of drawings, they can handle the paperwork, bring value for, money, imagination and peace of mind to your project, whilst keeping it on track and on budget.

VALUE FOR MONEY Arc 3 are professional problem-solvers. Their experience and insight can help stretch what can be achieved within your budget and add value to your project. They can suggest new ways of utilising space and light, enrich the palette of materials, finishes or fittings, find a builder at the right price, and propose design solutions that will reduce your overall running costs whilst maximising the energy efficiency of your home. At a fraction of the cost of your project, Arc 3's fees will prove a sound investment.

IMAGINATION Arc 3 can lift your project out of the ordinary and help you achieve your aspirations and vision. They are trained designers who will explore your needs and desires and find inventive and practical ways of enhancing your living environment.

PEACE OF MIND When you employ Arc 3, you have professionals on your side who knows the construction industry inside out. You are working with someone who has proper architectural training – no other building professional is trained in design and construction to such a high level of expertise as an Architect.

Arc 3 is a mark of excellence as it is an ISO 9000 registered complying with 'Best Practice Protocol', and an assurance of the practice's quality, design excellence and service.

This is what Arc 3 can do for you Arc 3 will provide you with much more than just drawings, they have the experience to see your project successfully through to completion. They can oversee the design, assist with the approvals process, manage the build and keep track of your budget.

PREPARATION Consulting Arc 3 at the earliest stage will allow them to get a real feel for your needs so that together you can establish a clear brief and a realistic budget. This will help reduce the overall design costs and help ensure the project comes in on time and on budget whilst identifying and reducing any potential problems early on.

DEVELOPING THE DESIGN WITH Arc 3 We will work with you to develop designs that will interpret your ideas imaginatively, maximise your investment, ensure your project is cost effective and can help add real

value to your home. An architect will come up with a range of ideas for you to discuss, develop and refine together.

LOCAL AUTHORITY APPLICATION AND DECISION PROCESS Arc 3 can help with the approvals required before your project can go ahead, including preparation of applications to the local authority for a planning decision (where needed) and for Building Regulations plans decision (which covers the functional requirements of buildings to safeguard the health and safety of the people using them, energy conservation and access and convenience for people with disabilities).

CONSTRUCTION PHASE Arc 3 will guide you through the construction phase. Arc 3 can help you select suitable builders, obtain appropriate prices for construction, monitor progress and standards, and assist at contract administration stage with regard to safety on site, liaise with other specialists and oversee the construction through to successful completion.

WHY ARC 3 CHARTERED ARCHITECTS AND CHARTERED SURVEYORS ARE RIGHT FOR YOU.

All building projects are different, every client, every site and therefore every brief is unique. There is no single solution to your project and there is a range of solutions and approach.

- Meet with Arc 3 and discuss the challenges of your project. Arc 3 normally meet you on site or your residence or business and go through the stages in a structured methodology.
- During this meeting Arc 3 will discuss your budget and if necessary assist with some budget figures which is subject to your brief and design.
- Why it is important for you to employ Arc 3, who has local knowledge and based nearby and with several staff making it a medium size practice. This allows good discussions on design and the client will benefit by the support structure and the competent staff employed by the firm. You can walk in from the street front and discuss an update on your project. Someone in the firm will always be ready to assist. The size and experience of the firm and many staff allows good creativity not easily found in Architectural firms. Either they are too big or too small.
- Due to the size of the firm, it will have specific experience or areas of specialisms you will require for your project.
- Your specific approach or philosophy of design (e.g. traditional, contemporary, green etc.) will be catered for by Arc 3 as they are facilitators and will accommodate your style and requirements.

ARC 3 IS A RIBA CHARTERED PRACTICE who have the appropriate accreditation which continually raises the standards in the profession. Through this accreditation initiative we aim to encourage not only the highest levels of design capability, but also better working practices and improved client services. You can be assured that you will receive the quality, design excellence and service you are looking for. That is why; when you come to us for assistance we will use our best endeavours to meet your expectations.

SETTING THE DESIGN BRIEF A brief is your wish-list, it will cover everything Arc 3 needs to know about what you want from your project. A well-written design brief is essential to success. It should be clear and unambiguous, setting out key requirements, outlining the vision and communicating your aims and aspirations. The brief should describe the main function of the finished project; outline motivation and expectation; design direction; establish a single point of contact and set a realistic timeframe. One of Arc 3

most important skills and roles is helping to formulate the brief. They can point out what is possible in terms of design, asking you questions and making suggestions. Arc 3 can be well placed to help identify the best and worst spatial characteristics of your home or business and to offer ideas that will enhance your living space or business premises. Your contribution at this stage is vital and will involve a number of discussions which is essential for the success of a project. The brief will form the basis of the professional contract you sign with Arc 3.

THE CLIENT/Arc 3 CONTRACT Once you have instructed Arc 3, the responsibilities of each party and the services to be provided by Arc 3 should be set down in a formal contract, usually referred to as an agreement. Arc 3 will issue a client care letter which forms this contract and it has 14 days cooling off period after which time it becomes binding. If the client decides to withdraw from the agreement. Arc 3 will charge for the survey and ancillary costs incurred. The agreement will record details of your project and services to be provided; calculation of fees and expenses; confirmation of appointment of any other consultants; Arc 3's insurance cover and period of liability; and dispute resolution procedures. The client should be prepared to:

- advise on the relative priorities of requirements & to provide necessary and accurate information
- take decisions and respond promptly to questions asked by Arc 3.
- pay the fees, expenses and disbursements to Arc 3 within 7 days from date of invoice plus VAT and expenses where applicable

LEGISLATION It is important before you start your project that you are aware of the approvals including approval of conditions that will be needed from the local authority for Planning and Building Regulations, as well as legislation that might affect your plans, such as party wall regulations. Arc 3 can guide you through matters as they develop the design. They will also be able to assist you in making the necessary submission for approvals and handle negotiations with the statutory bodies.

THE BUILDING CONTRACT This is a vital document – the legally binding commitment between your builder and you as the client to deliver your project. Arc 3 can administer this contract on your behalf. It is not uncommon for building projects to contain hidden surprises – structural difficulties such as unexpected ground conditions, for example – that can have an impact on the design and the building cost. The best way of preparing yourself is an adequate written contract, designed to manage such events fairly from each party's point of view.

FEES AND EXPENSES Arc 3 fees are a matter for negotiation; there is no "standard" or "recommended" basis for calculation. The fee will reflect the degree of personal service and bespoke design that your project involves, and will be affected by the complexity of the project. For instance, projects involving house extensions and refurbishment can be significantly more resource intensive than new builds and the repair and conservation of historic buildings even more complex leading to fees being proportionately higher.

FEE OPTIONS Arc 3 may quote their fee as a percentage of the building cost or as a lump sum. In cases where the scope of their work is harder to predict, or for services such as feasibility studies or those not relating to construction work, the quote can consist of an hourly or daily rate together with an estimate of the time required.

EXPENSES These will generally be added to the fee and will be charged for items such as the cost of travel, copying drawings and documents, and for making Planning or Building Regulations Applications.

PAYMENT Arc 3 who is retained for the entire project will typically invoice about 40% of the fee during the design stage, the same at the tender stage, and the balance during and following construction. Variable invoices may be issued monthly, or regular payments can be budgeted over a period.

BEING A GOOD CLIENT Good architecture needs collaboration and dialogue from the outset – you have to be sure that you have chosen Arc 3 whose work you like and that you are able to work with. Be ready to add your own views and banish the misplaced idea that Arc 3 will impose their own tastes and ideas on the project. On the contrary, Arc 3 aim will be to follow your brief closely and reflect the aspirations it contains.