



# imagine

A guide to the design and construction process

PAUA









# imagine

Imagine your new home, your new environment, your new future.

At PAUA Architects, we're driven to make environments and lives better. By listening and exploring, we'll partner with you to do something that's never been done before.

We'll make your needs, wants, values and desires a reality.







# listen

We are great listeners, and we are devoted to achieving the right results for our clients.

We believe dialogue, consultation and collaboration leads to good design solutions.



# Concept Design

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The first step is to define the requirements for your project, to clarify what you would like to achieve and what you want your architect to do for you.

We recommend producing an initial written list of your requirements, budget, and time frame which we can then talk through with you.

The Concept Design is a creative architectural response to your set of requirements, and the site conditions and opportunities. It's a 'first-cut' exploration of the possibilities.

We develop our ideas in rough form and explore the general nature of the building and its relationship with the site and environment.

We like to provoke plenty of discussion, because it's imperative we understand the people whom the space is intended for.

We collect information about your site through site visits, obtaining a topographical survey, geotechnical and council information, and engineer's reports if needed. You may already have some of these, as well as other information such as a copy of the Certificate of Title, a Land Information Memorandum report, or legal information about design or other covenants in the property.

Any knowledge you have of existing resource consents applying to your site will help as we explore the relevant planning development rules, objectives and requirements.

We can also produce a masterplan for your project, considering your long-term requirements and staging the work to suit the finance or time you have available.

Simple sketches, siting options and functional diagrams are all part of our exploration process.

You might want us to report on the feasibility of your project brief by working out a preliminary costing for your initial requirements and investigating local authority planning constraints. The Concept Design is the first stage in that feasibility study consideration.

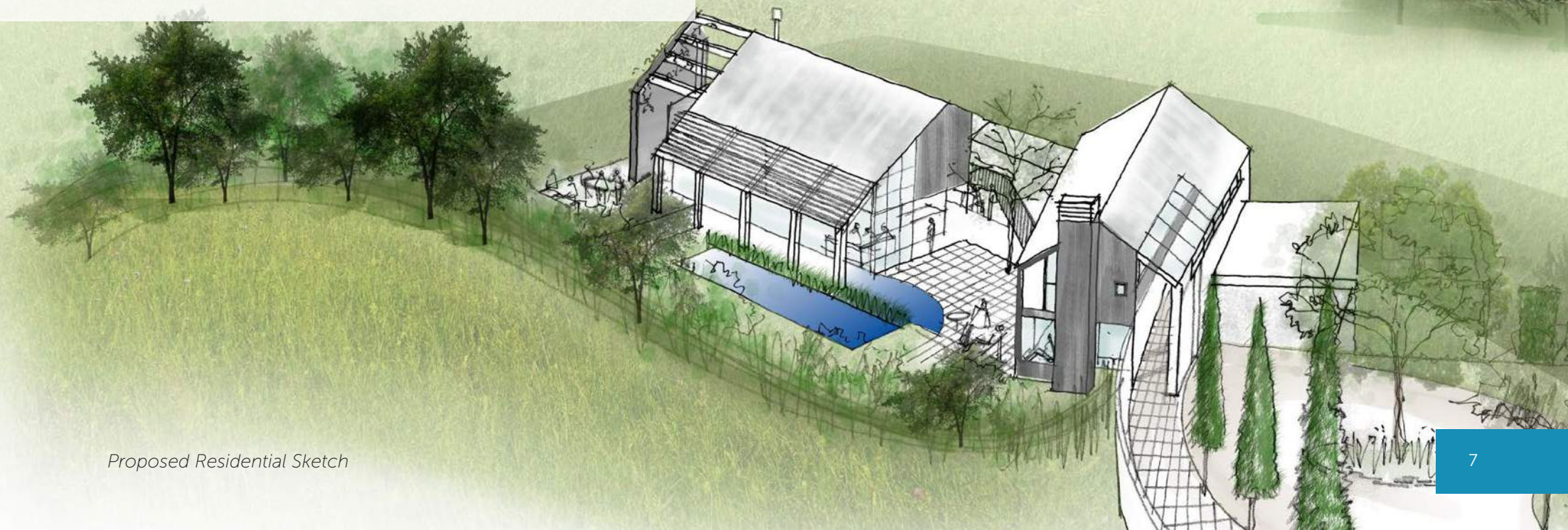
Concept Design also acts as a "double-check" to ensure our understanding of the brief is what you intended. It also enables you to be sure that you're happy with the extent of the project.



# explore

We explore design deeply. We like to do different things for each client. We believe in digging deeper and being open to opportunities.

By listening and exploring, we create new design solutions to meet our clients' needs.



*Proposed Residential Sketch*



# Preliminary Design

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Through the Preliminary Design phase of the project, we work with feedback and discussion ideas in response to the original concept and refine the design to provide greater resolution of the architectural layout and form.

We like to provide sufficient drawn form and material detail early in the design and documentation process for a quantity surveyor to provide a 'preliminary cost estimate' of the construction cost.

This is an appropriate point at which the design brief, the resulting design, and the cost estimate can be considered together and – if need be – the brief, the design response and the budget adjusted to align.

We recommend the use of a professional quantity surveyor as they have up-to-date data knowledge and experience to measure the material and labour work required, and associated costs to provide an estimate with a reasonable degree of accuracy.

The quantity surveyor provides an independence and skill to bring an objective view that neither an architect nor a building contractor can give at this early stage in the project.

It is important to keep an open mind about the design possibilities: the best solutions often come from an unexpected direction.

We prepare a Preliminary Design concept and discuss any alternative options with you. To help you visualise the design and consider things like sun shading effects, we can produce a model and sketches. These also give you something to show to friends and family, to see what they think.





# partner

PAUA Architects partner with clients to learn, create and achieve. As a trusted partner, we guide clients through the triumphs and pitfalls of the design and build process.

We always put our clients' interests first, and we are open and honest throughout the process.



# Developed Design

Once you are happy with the Preliminary Design, we develop the design and drawings and help you collaborate with you on layout, look, and materials.

We also consult local authorities, integrate the services of consultants – such as structural engineers, quantity surveyors, building services engineers and landscape architects – and apply for resource consent where appropriate.

By the end of the design stage, your building is sufficiently defined to give a clear picture of the scope of the project – how the building looks and how the environment will feel.

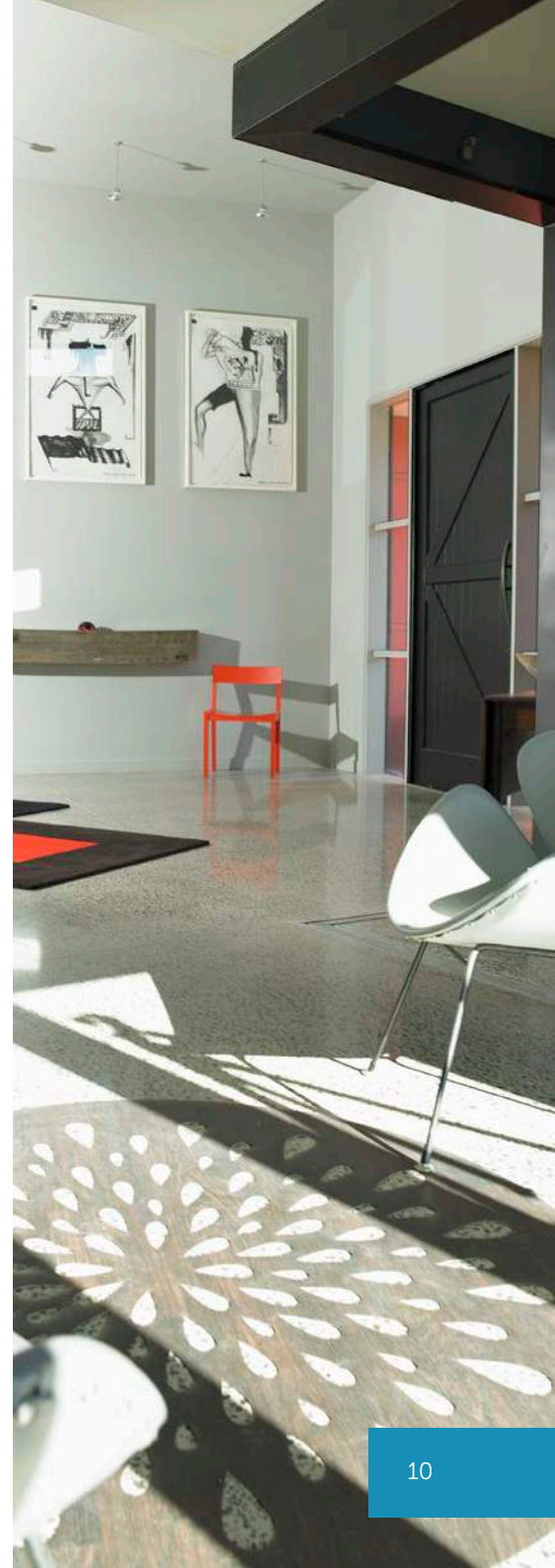
## Developed design costing

With the design having progressed and evolved, we may suggest a second costing from the Quantity Surveyor be obtained.

This review provides a further check on the design process, and gives you a better indication of how the design fits with your budget and, if require, allows revision and fine-tuning of the design to suit the budget.

With your approval, the design stage is now complete, and your project is ready to run.

We will consult local authorities and other specialists, and apply for resource consent if needed.







Grigg Bach Aotea Harbour Winner Master Builders CARTERS New Home \$1 million - \$2 million Category  
Winner Master Builders Gold Award 2018 Winner Regional Lifestyle Awards (Interiors)

[pauaarchitects.co.nz](http://pauaarchitects.co.nz)



# Detailed Design & Contract Documentation

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The next step is to document exactly how your project is to be constructed.

From the Developed Design we produce all detailed drawings needed to build your project. We also produce written specifications and schedules.

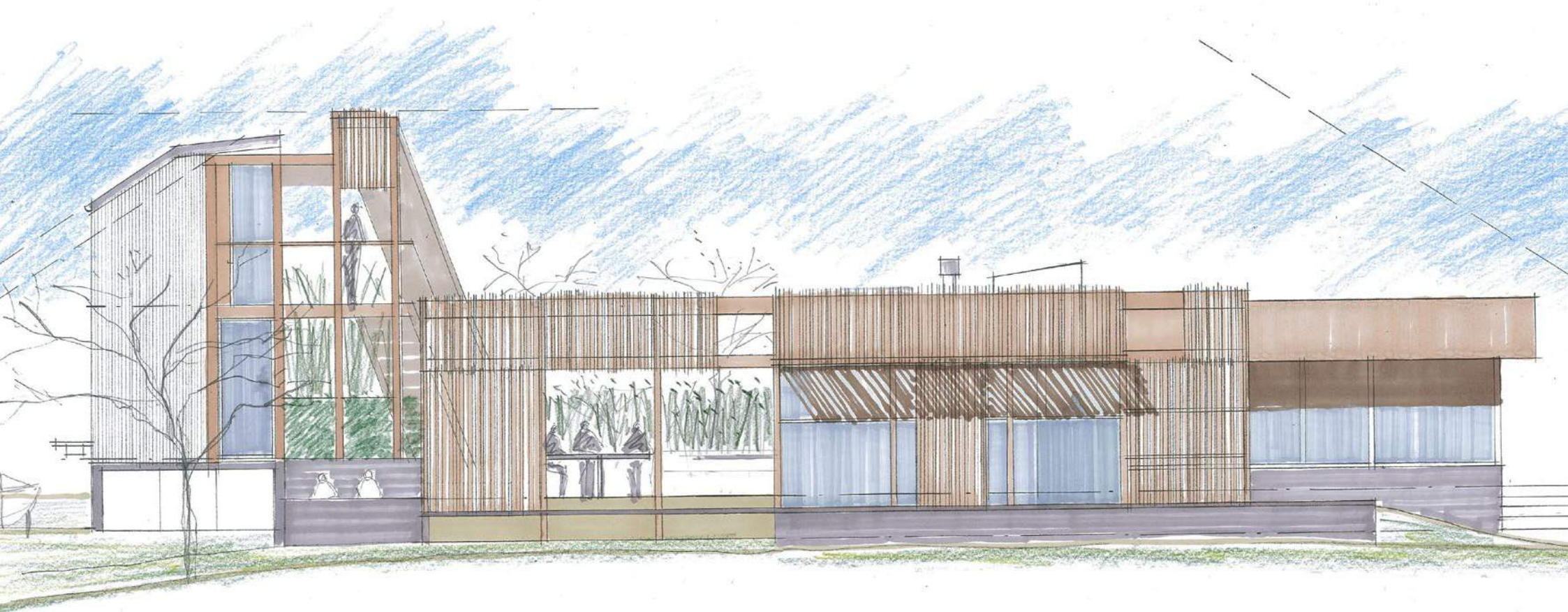
This amount of detail is essential as the contract documents are used in three ways. They are:

- Reviewed and approved by the territorial authority when issuing building consent
- Used by tenderers for competitive pricing – so you can compare like with like
- Used for the construction of your project.

There is a range of Building Contracts available to document the responsibilities of the project and we will discuss the best options for you, with you.

The drawings, specifications and schedules, together with the Building Contract, form a comprehensive package which precisely and accurately describes your project. This way, everyone involved knows exactly what you want to achieve and the part they have to play.







# Tendering and Negotiation

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With the contract documentation complete, we compile the tender documents with the building contract and call tenders. All tenderers need to have the same information, so we answer their questions and provide any clarification required during the tender period to all those tendering. The tenders are returned to us for analysis and to ensure compliance with the tender documents.

We may undertake independent negotiations between the builder and you on the basis of the contract documents and provide recommendations to you, making document revisions as required.

We always recommend projects be tendered out, as part of our work for you. We have the clout to ensure tenders are actually received, that they are on time and in a format allowing accurate comparison. With tender variations of as much as 20%, the equivalent of our fee can often be saved between the range of tenders received.

A useful aspect of the way we tender is our ability to separate out areas for individual pricing, allowing for the inclusion (or exclusion) of these items once the full price is known and also allowing us to compare the tender prices of the different trades.







*Grigg Bach Aotea Harbour Winner Master Builders CARTERS New Home \$1 million - \$2 million Category Winner  
Master Builders Gold Award 2018 Winner Regional Lifestyle Awards (Interiors)*



# Contract Administration

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After we've helped you reach an agreement with a tenderer and established a contract for your project, we administer the contract to make sure the work is carried out in accordance with the design and instructions we have all agreed.

This involves answering the contractor's / sub-contractors' queries, regular site inspections, and assisting you with any design decisions you may still have to make, such as colours, landscaping and lighting.

We review the contractor's payment claims, checking the amount of money being claimed is appropriate for the amount of work actually completed. If changes are made to the original contract documents during the building process, we issue formal contract variations so the contractor doesn't inappropriately claim additional money.

Having designed the building and prepared all the contract documentation, the architect is the person who knows your project most intimately. Continuing our partnership throughout the construction process can save you considerable future heartache.

When designing your project, we have made myriad decisions that will impact what follows. The contractor and their trades, by contrast, come onto a new job under pressure to get stuck in and complete their work, often with too little time to become familiar with your project before commencement and with little understanding of design decisions and the reasons why things have been done the way they have.









# practical completion

When the construction work has been completed in accordance with the contract documents, we certify its Practical Completion.

At this stage, the remainder of the monies owing, less retentions, are released to the contractor.

It is important the contractor isn't fully paid before the work has achieved practical completion, as this provides you with some leverage to ensure any defects are put right.



# defects liability period

Once Practical Completion is achieved, we (and you) have the opportunity over a specified time period to check the workmanship is up to standard, and to require the contractor to make good any defective work.

Once the identified defective work has been fixed and verified by us, the retentions owing on the project are certified by us for payment to the contractor.





*Pipi Beach House Whangamata - NZIA Residential Award*

# Building Sustainably

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IMAGINE – not just a beautiful home but one that just keeps on working. As designers, our objective is to provide you with a home that is comfortable, healthy, cost-effective to build, economic to run and maintain, beautiful and enduring.

## Our six key design qualities:

### 1. With age comes wisdom (and grace)

The longer a building lasts, the lower its overall impact on the environment. Refurbishing an existing house has the advantage of retaining urban continuity in terms of social community and physical appearance, and requires relatively few new resources.

### 2. Admire the petite and elegant

Pleasing home design hinges on character – how it enhances our relationships and provides identity. It doesn't hinge on size. Smaller buildings use fewer resources and cost less, and – for many – limiting the size of their house is an aesthetic choice. They could easily afford a larger

home but consider a smaller one would allow them to live more.

### 3. Tread lightly

A site close to amenities reduces the need for motor vehicle use, encourages walking and cycling and creates a healthier, more liveable environment. Selecting fixtures and fittings that have low energy or water use benefit the environment without compromising performance. Products frugal in the energy required for their manufacture, and made from either renewable materials or constituents that can be continuously cycled in a closed loop, have a small environmental footprint.





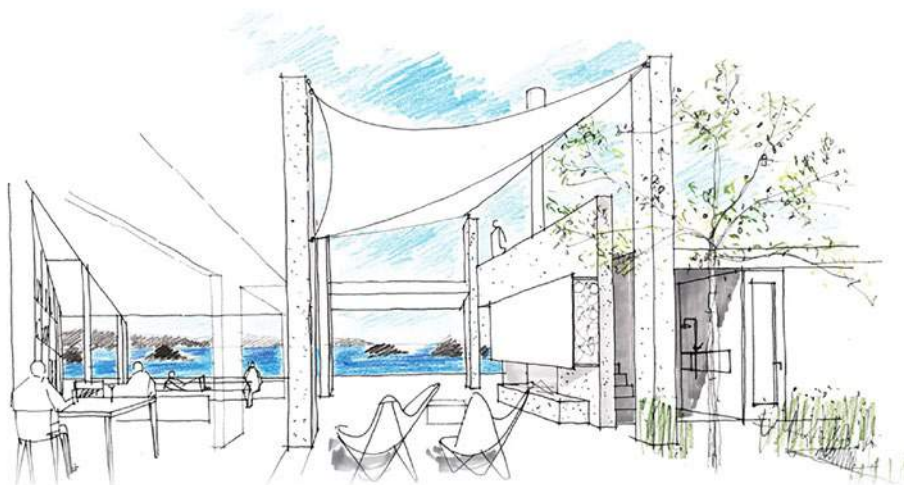




#### 4. Avail the free service

Free natural sources of energy, such as sun, ground-source energy, and wind can provide electricity, heating, cooling and ventilation. Let winter sun in to provide heating and shade summer sun to circumvent overheating.

Cold ambient wintertime temperatures can be moderated with plenty of insulation (to conserve warmth), the right materials (to store solar energy) and thoughtful window design. Collecting and storing rainwater reduces demand on local authority water supplies and stormwater disposal systems can provide an independent source for gardens, toilet flushing, and clothes washing.



*Van Os Beach House Hahei*

#### 5. Emulate the cloak – long life, loose fit

In our design work we try to anticipate future circumstances both to seize opportunities and to minimise possible negative consequences.

The provision of multi-use spaces and overall simplicity of form can enhance the flexibility and ultimate long-life utility of a home.

#### 6. The precautionary principle

It is unknown what the impact of a changing climate may be on the frequency and intensity of wind and rainfall in New Zealand. Avoiding siting buildings on flood plains and low-lying coastal areas, and employing exemplary moisture management and weathertightness techniques and optimal structural integrity.

PAUA Architects is a qualified NZ Green Building Council Homestar Practitioner and Homestar Assessor. Regardless of whether projects are intended to be Homestar-rated or not, we partner with our clients to incorporate low-energy and sustainable architecture strategies in their design where practicable.

If you really want to do the best for the environment, let's make your next space an elegant, sustainable, energy-efficient one.







# Getting started

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We hope we've provided a clear explanation of how we can help you to create your environment, and the process involved in making architecture.

At PAUA Architects, we're driven to make environments and lives better and we partner with clients throughout the process, from concept to delivery.



*Van Os Beach House Hahei*

We like to do different things for each client. We dig deeper and explore the values, cultures and ambitions of the people who will be inhabiting the environment (that's you!).

To begin the process, why not start forming your outline brief? You could visit houses and other buildings, such as cafes, theatres, museums, art galleries, shopping malls and even industrial buildings. Try to identify aspects of buildings that fascinate and delight you and think about why they have this affect.

For instance, it may be:

- The way a view or a feature reveals and unfolds
- A surprising or unusual contrast of colours or textures
- The spaces and the way they flow and inter-relate
- The way architectural elements are detailed
- The qualities, texture and colour of materials

Make notes of your responses and bring them with you when you meet us.

What you find inspiring will shape our creativity. And, importantly, we'll be working together from the start.



# Agreement for services

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As part of the process we put in place with you a contract defining the work we are to undertake and the respective responsibilities of the architect and the client. The NZ Institute of Architects (of which PAUA is a practice member, and our architects are individually members) provides a regularly updated Agreement for Architectural Services, and it is this that identifies the scope of the project, your requirements – including timeframe and budget – the services we provide to you, and the tasks to be undertaken.

With this agreement established at the outset, it provides a clear path forward.





# AWARDS

## NZIA

YEAR	PROJECT/CLIENT	CATEGORY
2017	Embassy Park, Hamilton	Urban Design
2015	Southbank Townhouse, Cambridge	Residential
2013	Pipi Beach House, Whangamata	Residential
2012	Waikato University School of Psychology	Small Project
2012	WDSG Sports Education Centre	Education
2010	Hukanui School Enviroclassroom	Sustainability
2009	Jackways-Treacher Residence, Rotokauri	Residential
2009	Cathedral of the Blessed Virgin Mary	Public Architecture
2009	Belay Residence	Residential
2008	The Red Shed	Residential
2007	Surf n Gear, Westfield	Commercial
2005	Weir Residence, Whangamata	Residential
2005	The Monastery. Tamahere	Commercial
2004	Warburton Residence, Te Awamutu	Residential
2002	Savage-Gutting Residence, Waihi Beach	Residential

## Design Institute of New Zealand

2017	Embassy Park, Hamilton	Public Good - Silver Award
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## NZ Timber Design Awards

2009	Jackways-Treacher	Residential
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## Golden Foot Award

2009	Cambridge Park	Residential
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## Commissions awarded through Design Competition

2010	Waikato Diocesan – Sports Education Centre
2009	NZ Clean Energy Centre, Taupo
2008	Lot 60 Taupo
2008	Hampton Downs Control Tower & Race Centre
2007	Kinloch Park, Taupo (Kinloch Homes & Entertaining Design Award)





*Pipi Beach House*

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