



MJ Engineering Projects Pty Ltd ABN (34123818511)
4/174 Willoughby Road
Crows Nest NSW 2065
Phone: 1800 953 935 Email: info@mjengineeringprojects.com.au

11 July 2023

Your Quote Number: Nil

The Owners of Strata Plan 67851/DP1040255
c/o Ascend Corp Strata
PO Box 419,
NORTH SYDNEY NSW 2059

Attention: Ms. Sarah Walmsley

Dear Sarah,

Re: 200 William Street, Woolloomooloo (SP67851) - Fee Proposal

Thank you for inviting us to provide a fee proposal for the consulting services to inspect, prepare technical specification and to manage rectification works to be carried out at the above property in the following areas:

- Inspection of façade elements from ground floor relating to cosmetic upgrades

We are writing to provide details of the role our company would take during the rectification work.

Phase 1: Site Inspection and Report

Stage 1:

- Initially, a reasonably detailed visual inspection of the reported concern as detailed above would be carried out at the above property. This will be carried out to list and record any deterioration and defects. We have only allowed one (1) site visit to carry out the inspection.
- We have only allowed for visual site inspection to record visible deteriorations and defects within the above-mentioned area. No allowance has been made for access equipment (access to all areas are to be provided to us by others if required), any rope access, any destructive testing, non-destructive testing and/or collection of samples for the purpose of laboratory testing. Additional charges will be applied if this is required.

Phase 1: Site Inspection & Report

Service Provided	Price
Site Inspection	\$1,200+GST
Inspection report	\$600+GST
Total \$1,800+GST	

Phase 2: Initial Consulting Services (if required by client)

- We would provide initial assistance with material selection, answer technical questions, discuss tender process, and provide technical support and information on various available options to provide the best outcome for the owners corporation.

Phase 2: Consulting Services

Service Provided	Site Attendance	Price (Per Hour)
Consulting Services	Monday To Friday Between 7AM-5PM	\$300+GST
	Monday To Friday Over 5PM	\$450+GST
	Weekend	\$600+GST

Phase 3, Stage 1: Technical Specification

- We would prepare a detailed technical specification for the rectification works. This will be sent to the owners corporation for their review and records.

Phase 3- Stage 1: Technical Specification

Service Provided	Price
Technical Specification	TBA After Site Inspection

*Copyright of the technical specification resides with MJ Engineering Projects Pty Ltd. No part may be used for any purposes including the undertaking of remedial works without the supervision of MJ Engineering Projects and/or prior to written permission which may incur a fee.

Phase 3, Stage 2: Design Compliance Documentation

- Preparation of regulated designs by a registered design practitioner in compliance with the Design and Building Practitioners Act (DBPA) 2020 for relevant works.
- Coordination of initial design compliance declaration, varied designs, and variations (where required) to NSW Fair Trading planning portal.



Phase 3- Stage 2 Design Compliance Documentation

Service Provided	Price
Regulated Designs	TBA After Site Inspection
Coordination of Fair-Trading Portal	\$1,200+GST

Phase 3, Stage 3: Tender Processing and Contract Administration

- We would prepare a set of tender documents, utilising the detailed technical specification for the rectification works.
- This document would be sent to a number of specialist contractors experienced in this type of work, along with an invitation to tender for the work.
- During the tender period, we would attend site and hold a meeting with all of the invited tenderers. This would allow us to go over the specification and other tender documents and field questions from the contractors about the project and/or the documentation. All issues raised at the meeting would be documented, and where appropriate, would be incorporated into the contract for the work.
- At the end of the tender period, the tenders would be submitted to us, and we would review them and then prepare a report outlining the merits (and shortcomings if any) of the various bids. This report would then be forwarded to the Owners Corporation for review.
- Once a decision had been made as to the preferred contractor, we would then prepare a contract between the Owners Corporation and the contractor.

Phase 3- Stage 3: Tender Appraisal & Preparation of Contract

Service Provided	Price
Tender Appraisal	\$2,000+GST
Preparation of Contract	\$1,500+GST

Phase 4: Superintendency/Site supervision

MJ Engineering projects would conduct contract administration and site supervision to ensure that the project is delivered in a timely and quality manner. In general, this would be inclusive of:

- Site inspections at critical points (A frequency of twice a week) and provide practical completion to the client.
- Validation of progress payments prior to remittance.
- Contract administration and correspondence.
- Liaise with necessary parties and provide technical support when required



Phase 4: Superintendency/Site supervision

	Service Provided	Price
Case 1	Superintendency	10%+GST of Contract Value*
Case 2	Superintendency	8.0%+GST of Contract Value**

*The rate of 10%+GST of contract value only applicable for contract values less than \$100,000 (on the GST Excluded Contract)

**The rate of 8.0%+GST of contract value only applicable for contract values above \$100,000 (on the GST Excluded Contract)

Important Note:

Please note that MJ Engineering Projects Pty Ltd is a registered Design Practitioner in accordance with the new Design and Building Practitioners Act 2020. This is now a compulsory government requirement to carry out this type of works on class 2 buildings. Please click [here](#) for more information

Exclusions

- Our supervision fee would be based on the contractor completing the work in the time for practical completion nominated in the contract. Should they exceed this period, liquidated damages would apply on the remedial works contractor. This would cover any additional supervision fees that resulted from the failure of the contractor
- If an hourly rate is opted for site supervision, any additional office works, documents review, additional communications additional site meetings and additional works (if required) will be charged based on hourly rate of \$300+GST

In addition, we have not included in our fee proposal the following:

- Council and other authorities fees and charges
- Dealing with heritage council
- Submitting and handling of any application to council, and other authorities
- Dilapidation reports to any council and private property
- Structural design or any other structural engineering documentation and works
- Structural plans review and provide opinion on BCA compliance
- Structural analysis and structural calculation
- Structural certification

Our hourly rate for additional office works, additional site meetings and additional works (if required) is \$300+GST (per hour).

This fee proposal is only valid for 30 days from issuing.