



imagine

A guide to the design and construction process

PA
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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 work with you to create your dream.

Together, we'll make your needs, desires and values a reality.

PAUA DESIGN PHILOSOPHY

Great architecture is the result of a strong, collaborative process underpinned by open, robust communication throughout the journey.

The PAUA design process begins by discussing your ambitions, values and vision. We take time to **listen** to you and to consider the key issues and design principles before we start to **explore** the creative possibilities.

Throughout the process, we pride ourselves on using our understanding of your lifestyle to explore more deeply, **partnering** with you to **create** a unique design that best meets your needs.

We encourage the people we work with to keep an open mind and never assume the perceived constraints of a project or site are negative. There is always a design solution . . . it may just not be what you were expecting.

Our work is shaped by an enduring commitment to craftsmanship and sustainability.

As well as the NZIA we are members of the New Zealand Green Building Council and the Sustainable Business Network. We advocate environmental responsibility and wise resource use, both in our work and in the wider community.



A photograph of two men, one younger and one older, sitting at a table and looking at architectural plans. The younger man is on the left, wearing a light-colored button-down shirt, and the older man is on the right, wearing a dark sweater and glasses. They are both focused on the documents in front of them. The background shows a large window with a view of greenery outside.

listen

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

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

BRIEFING & PROJECT ESTABLISHMENT

Project Establishment is like finding all the edge pieces when you do a puzzle - it frames the project and sets the scene for successful design.

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 want to listen to any ideas that you have, and to get to know you and the way that you live.

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

After the initial briefing meeting we'll prepare a proposal for you outlining the services we recommend for your specific needs.

We collect information about your site through site visits, obtaining a topographical survey, geotechnical testing, 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.





explore

We explore design thoroughly. We like to do different things for each client and stay open to opportunities.

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

CONCEPT DESIGN

The concept design is our creative response to your brief. This is when your ideas start coming to life.

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 for whom the space is intended.

We can also produce a master plan 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.

Concept Design also acts as a double-check to ensure our understanding of the brief is what you intended.

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



partner

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

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



PRELIMINARY DESIGN

Through the Preliminary Design phase of the project, we work with your feedback to refine the design.

We prepare Preliminary Design drawings and discuss any alternative options with you. To reach a design you are completely comfortable with we may need several rounds of discussion and feedback.

To help you visualise the design and consider ideas 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.

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

Preliminary Cost Estimate

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 strongly recommend the use of a professional quantity surveyor as they have up-to-date knowledge and experience to measure the material and labour work required 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.





DEVELOPED DESIGN

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

We also consult local authorities, integrate the services of consultants – such as structural engineers, 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, gives you a better indication of how the design fits with your budget and, if required, 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.





DETAILED DESIGN & DOCUMENTATION

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

From the Developed Design we produce all the 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 are 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

With the contract documentation complete, we compile the tender documents and invite several local contractors to price the job for you.

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 review 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 the ability to separate out areas for individual pricing. This ensures you are comparing apples with apples, and allows for the inclusion (or exclusion) of individual items once the full price is known.





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FIND US ON FACEBOOK
MACOTE.CO.NZ

360
SITE FENCING
Email: andrea.deano@outlook.co.nz
Mobile: 021 888 511

DANGER
KEEP OUT
Construction Site
NO UNAUTHORISED ACCESS
ALL VISITORS MUST REPORT TO NAME.
NOTICE
THIS IS A MULTIPLE HAZARD AREA
HEALTH AND SAFETY AT WORK ACT 2015
DO NOT ENTER

PAUA

PROJECT MANAGEMENT

(CONTRACT ADMINISTRATION & OBSERVATION)

After we've helped you reach an agreement with a tenderer, we manage 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 queries, regular site inspections, and assisting you with fine-tuning design decisions such as colours, landscaping and lighting.

We review the contractor's payment claims, checking that the amount of money being claimed matches the progress made.

If changes are made to the contract during the building process, we issue formal contract variations. This involves evaluating and certifying any differences in costs and workload.

Having designed the building and prepared all the contract documentation, the architect is the person who knows your project most intimately. The contractor and their trades, by contrast, come onto a new job under pressure to get stuck in and complete their work.

Continuing our partnership throughout the construction process can add significant value. As your architect, we can assist your contractors in their understanding of design decisions and the reasons why things have been done the way they have.





PROJECT COMPLETION

PRACTICAL COMPLETION

When the construction work has been completed, we certify its Practical Completion and you can move in.

At this stage, the remainder of the monies owing, less retentions, are released to the contractor. You also take over responsibility for insurance.

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

DEFECTS LIABILITY PERIOD

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

The building contract will specify the length of this time period. Once any identified defective work has been fixed and verified by us, the retentions owing on the project are certified for payment to the contractor.



BUILDING SUSTAINABLY

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 environmental design strategies are :

1. Long term thinking

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 can require relatively few new resources.

2. Size matters

Pleasing home design hinges on character and craft – how the architecture enhances our relationships and provides identity. Pleasing design 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 beautiful smaller one would provide a more satisfying lifestyle.

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 smaller environmental footprint.



4. Natural resources

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 (for example, thermal mass 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.

5. Long life, loose fit

In our design work we look 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 designing for increased rainfall are some of the concerns we design for.

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.



AWARDS

NZIA

YEAR	PROJECT/CLIENT	CATEGORY
2020	St Mary's Chapel, Hamilton East	Heritage
2020	Pencarrow House, Tamahere	Residential
2019	Aotea Harbour Holiday Home, Aotea Harbour	Residential
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-Guttung Residence, Waihi Beach	Residential



GETTING STARTED

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 to do this we partner with clients throughout the process, from concept to delivery.

We like to do different things for each client to suit their particular situation and requirements. We dig deeper and explore the values, culture and ambition of the people who will be inhabiting the environment (that's you!).

To begin the process, why not start forming your outline brief? Collect images of ideas and homes that you love. Think about what you enjoy (and what you

don't!) about your current home.

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

Once you have started forming your outline brief, contact the office to make an appointment to brief one of our architects. Following the initial meeting we will prepare a proposal document further outlining our understanding of your brief, our initial process and our fees for the first few stages.

We use an industry standard contract provided by Te Kāhui Whaihanga - the New Zealand Institute of Architects - which outlines detailed scope and responsibilities throughout the design process.





DISCLAIMER

This guide is produced for illustrative purposes only. The material contained in this publication is general comment and is not intended as advice on any particular matter. No reader should act on the basis of any material contained herein without consulting professional advisers. PAUA Architects expressly disclaims all and any liability to any person whatsoever in respect of anything done or omitted to be done by any such person in reliance whether in whole or in part upon any of the content of this publication.

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