**BCT Group Pty Ltd – Project Plan**

**Project Address: 19 Forrest Street Spotswood**

**Client: Mr and Mrs A & C Campbell**

**19 Forrest Street**

**Spotswood**

Dear Adam and Christine,

Many thanks for the opportunity to present my submission to you for the alterations and additions to your home. It is a journey that should be an enjoyable and provide wonderful memories for you both as time passes. BCT Group prides itself with our ability to engage with our clients, keep them informed every step of the way and provide honest and transparent information as required.

The following information establishes all information relevant to the project and will form a contract document if we are the successful builder.

Please take some time to read and understand the information and raise any concerns you may have. I look forward to the opportunity to sit down and discuss the project in detail.

**About Us**

BCT Group was established in 2012 to provide best practice construction management for the fast paced building and construction industry. Bevan Uren is the registered building practitioner and business owner. Bevan is hands on through all aspects of the project from initial meetings, estimating, contract preparation and administration and construction.

Bevan has been a registered builder for over 15 years and also worked in the busy project home market in Melbourne and currently trains new up and coming builders with Building and Construction Training Australia. Bevan is past winner of the MBAV best Extension and Renovation $200000 - $300000 in 2004 for 122 Curzon Street North Melbourne.

<https://www.jelliscraig.com.au/property/NORTH-MELBOURNE-122-Curzon-Street/5903455/>

30 years of experience working for you and with you on your project makes for a great working relationship and an award winning finish.

**Scope of Work**

To construct in accordance with plans and specifications provided a two storey extension and alterations to existing home for the construction of bathroom and powder room.

* Working Drawings prepared by Angela Banks Architect A01-A37
* Project Specification prepared by Angela Banks Architect
* Structural Engineering Drawings prepared by A Keng PL S00- S12
* Soil Report prepared by Civil & Soil PL

The following are included in the scope of works:

* Provide all relevant insurances in accordance with Victorian Building Regulations 2006 including the following:

1. Domestic Building Insurance
2. Contract Works & Public Liability Insurance
3. Existing Structure Insurance

* Provide Building Permit from Permits Approvals Plus (David Short).
* Asset protection application and security bond with City of Hobsons Bay.
* Provide temporary fencing during construction period and site amenities.
* Vegetation scrape and removal of material from site prior to commencement of slab construction.
* Construction of concrete slab in accordance with plans and soil report provided. NOTE- Rock has been encountered in the soil report. A $4000 provisional sum will be included in the contract amount for this purpose.
* Boundary wall block work.
* Timber framing in accordance with plans supplied including all structural elements as designed.
* Decking as designed to north boundary. NOTE – Decking allowance $6.50 per L/M.
* Aluminium windows to new works and timber to existing using Energy Tech glazing in lieu of double glazing. The U & R ratings can be met using this glass. This is a more cost effective option with the same outcome.
* Fly screens to all opening windows.
* Supply and install 3 x fixed skylights (1000mm x 500mm) including plaster light shafts.
* Metal roofing, box gutters and sumps in accordance with plans.
* External works as required and in accordance with plans and finishing schedules. NOTE – external cladding works have not been included.
* Provide electrical installation in accordance with lighting plan and allow to wire 23 power points including, dishwasher, dryer, range-hood and gas fire. NOTE – No plan has been supplied for power switches. NOTE – Light fixtures or fittings are not included.
* Plumbing and drainage in accordance with plans provided. NOTE – Plumbing fixtures and fittings have not been included. NOTE – New sewer and stormwater has been included.
* Acoustic, wall and ceiling insulation as per plans.
* Plasterboard including square set cornice, light shafts to skylights and villa board to wet areas.
* Stairs in accordance with plans including steel stringers (paint finish), KDHW 64mm treads, glass balustrade and stainless steel handrail.
* Floor coverings as follows:
  + Carpet to 1st floor @$65/m2
  + Overlay floor boards to existing hall, lounge and link to new @ $125/m2
  + Polished concrete to ground floor @ $75/m2
* Joinery in accordance with plans and finishes schedule.
* Fixing of architraves, skirtings, door jambs and doors in accordance with plans.
* Internal and external painting of new works.
* Water proof membrane to all walls and floors prior to tiling.
* Ceramic wall and floor tiles supplied @ $40/m2 including all installation.
* Frameless shower screens and polished edge mirrors.
* Scaffold and fall protection as required. NOTE – Scaffold for external cladding works has not been included.

All works to be in accordance with the National Construction Code Volume 2 – Housing Provisions, The Victorian Building Authority’s Guide to Standards and Tolerances and all relevant Australian Standards.

**Project Methodology**

BCT Group Pty Ltd will provide the following services throughout the project:

* Will liaise with the nominated Building Surveyor and assist with the issue of the building permit.
* Will arrange all relevant insurances and provide certificates of compliance.
* Will provide site supervision and management incorporating state legislation, best building practice and quality control.
* Will provide project schedules throughout all stages of the project.
* Will manage project Health, Safety and Environmental requirements in accordance with Worksafe Victoria guidance notes for construction projects and Victorian OH&S Legislation.
* Will arrange all mandatory inspections and provide certificates of compliance as required.
* Will maintain weekly updates and site meetings as required.
* Will maintain the “Client Information” drop box folder with all relevant information including:
  + Approved Documents as per the terms and conditions of the Domestic Building Contracts Act 1995.
  + BCT Group invoices rendered.
  + Soft copies of all contract information including variation management.
  + Correspondence.
  + Project insurance information.
  + Photos separated into stages of construction.
  + Project Schedule.
* At the conclusion of the project all information will be provided on a flash drive for your records.

**Project Personnel**

Bevan Uren – Project/Operations Manager and Registered Building Practitioner.

* Scheduling labour and material
* Estimating and ordering materials
* Project quality
* Demolition
* Site cleanliness
* Health and Safety
* Construction

**Sub-Contractors & Suppliers**

BCT Group has a professional team of sub-contractors that has been recruited over a long period of time. All BCT Group Sub-Contractors have all relevant insurances and work with in the BCT Group Environmental Health and Safety Management Plan. A copy of this plan is available on request.

* Building Surveyor – Permits Approvals Plus
* Carpentry – Hylton Constructions- One Six Group- Shane Jones Construction
* Plumbing – RNB Plumbing and Maintenance
* Electrical – Fuze Electrical Solutions
* Concrete – Smith and Olsen
* Plaster – W & M Martin Plasterers
* Painting – PB Coatings
* Ceramic Tiling – K and Sons Tiler
* Floor Polishing – Sand Em and Seal Em
* Metal Roofing – PSR Roofing
* Roof Trusses – Truss Makers
* Structural Engineering – PC Mobile Welding
* Floor Coverings – Choices Flooring Hoppers Crossing
* Brickwork – Tony Bianchini – Kyle Grigg
* Windows and Doors – Canterbury Windows and Doors
* Insulation – ES Insulation
* Heating and Cooling – Specialised Heating & Cooling
* Stairs – Melbourne Stairs
* Joinery – MDK Modern Designer Kitchens
* Building Supplies – Dahlsen’s Building Centres
* Waterproofing and Caulking – Westside Sealants
* Shower Screens and Mirrors – Premium Showers and Robes

**Payments to BCT Group Pty Ltd**

Payment of a $2500 deposit on signing the project agreement. This amount will be deducted from the 5% deposit in accordance with the Domestic Building Contract. (See draft version included)

All payments in accordance with the HIA Building Contract (See draft version included)

**Payments to sub-contractors/suppliers**

All supplier and sub-contractor invoices to be the responsibility of BCT Group Pty Ltd.

All contractors and suppliers performing contract works will be engaged directly by BCT Group Pty Ltd.

**Project Price**

In accordance with all documentation referred to our price for the project is **$373000.00**

Please ensure that all sections of the project plan, budget and agreement are fully understood prior to progressing, if in doubt please ask.

With thanks and regards,



**Bevan Uren**

**Operations/Project Manager BCT Group Pty Ltd**

Enc. Project Plan

Preliminary Agreement

Project Budget

HIA Contract (Draft)

Domestic Building Insurance Certificate of Eligibility

QBE Certificate of Currency Construction Insurance

HIA Membership Card 829951

Registered Building Practitioner Card DBU-16813