

1. CLIENT

Vuorimiehenkatu 23 taloyhtiö

2. ARCHITECT

HELGATRAKSELARCHITECT / Helga Traksel

3. PROJECT

VUORIMIEHENKATU 23 COURTYARD UPGRADE

4. SCOPE OF WORK

Design of new paving, planting and structures in the thoroughfares, courtyards and outdoor storage areas of Vuorimiehenkatu 23. Focus should be directed to quality paving, low maintenance planting, excellent direct and indirect lighting and minimalist clutter-reducing structures for bicycles, recycling and storage.

After the completion of the preliminary design, definitive offers from landscaping firms and construction firms can be obtained.

5. DESCRIPTION OF WORK

ARK - SKETCH DESIGN

Project concepts (Architectural concept, max. 3 versions/adjustments):

- ☒ CAD sketched conceptual design choices and volumes (plans and sections) 1:100
- ☒ rudimentary 3D visualizations in stills and video in Sketchup, as many images as needed. This 3D model will be updated throughout the design process and always available for viewing new proposals, adjustments and options.

ARK - PRELIMINARY DESIGN

Site plan

- ☒ precise placement of built elements, paving and planting on the site 1:100

Architectural design of individual elements: planter on west wall, bicycle roof, storage, recycling structure

- ☒ dimensioned floorplans, facades and sections of built structures 1:100
- ☒ rudimentary structural engineering plan (further planning by structural engineer)
- ☒ spatial functions and materials noted on floorplans

Lighting plan

- ☒ preliminary lighting plan for direct (thoroughfares, bicycles, storage) and indirect (courtyards) lighting.

RAK - DEFINITIVE PLANS

Detailing of built and landscaped elements

- ☒ Production of dimensioned drawings 1:10/1:5 (plans, sections, elevations)
- ☒ **Supervise and assist** landscaping firms with dimensioned drawings 1:20/1:10
- ☒ **Supervise and assist** light fixture supplier with lighting calculations and definitive plan
- ☒ **Supervise and assist** blacksmith with dimensioned working drawings of gate and staircase railings

Description of all materials (external elevation)

- ☒ written specification (type, brand, color, dimension) and physical samples of all materials used

BUILDING SITE SUPERVISION

Architectural supervision on the building site

- ☒ weekly or two-weekly architectural supervision on construction site, including site meetings with clients, vastavaa työnjohtaja, builders, landscapers, engineers and authorities.

Resolvment of issues occuring during building process

- ☒ resolve architectural issues occuring during building process by provision of additional sketches, drawings, details or work methods

6. ANTICIPATED DATES OF DELIVERY OF DOCUMENTS

Actual delivery dates of documents depend on commencement of contract and approval of described stages by client. Subsequent stages will only commence at the clients' request once the previous stage is for both parties satisfactorily completed.

As an indication, with an uninterrupted design process and without excessive waiting periods due to the building authorities, the process can be as following:

Sketch design	August 2026
Preliminary design	October 2026
Definitive design	December 2026

7. ARCHITECTS' FEES

Fees payable per stage of work after satisfactory completion of the stage.

ARK - SKETCH DESIGN	€ 1.500	incl.VAT 25.5%
ARK - PRELIMINARY DESIGN	€ 4.500	incl.VAT 25.5%
RAK - DEFINITIVE PLANS	€ 4.500	incl.VAT 25.5%
BUILDING SITE SUPERVISION	€ 120/hr	incl.VAT 25.5%
Work outside scope of contract	€ 120/hr	incl.VAT 25.5%

8. REIMBURSABLE EXPENSES

- ☒ Travel and driving expenses (from Lohja) & parking fees
- ☒ Reproduction, publication, communication costs
- ☒ Other project related expenses approved by client prior to expenditure

9. PROFESSIONAL LIABILITY

- ☒ The architect carries professional errors and omissions liability coverage. The policy is available to the client upon request.
- ☒ The client agrees that any and all claims, whether in contract or tort, shall be limited and amount to coverage of liability insurance carried and available to the architect at the time the claim is made.

10. DATE AND SIGNATURE

client

date:


architect

date: 04.05.2026

12. APPENDICES

APPENDICE 1 - General conditions for consulting, KSE 2013
