
PARAGON GROUP

SERVICES

All Paragon Group businesses offer the full range of services in their respective professional disciplines. We deliver design, project documentation, and contract administration services across a range of project types. The directors of the company share a wide range of architectural project experience, both local and international. In addition, our property finance, risk assessment and management background extend our range of client services beyond that of the conventional architectural practice.

The dominant contractual basis for many of our appointments is the PROCSA Client-Consultant Agreement. This Agreement describes the duties and responsibilities of both client and architect and forms a solid basis for a mutually beneficial relationship.

The generally defined sequence of architectural services is:

Briefing
Sketch Design
Design Development
Approvals
Construction Drawings and Tendering
Contract Administration
Handover and Close-out

Additional services may include:

Project Definition
Design and Marketing
Post-occupancy surveys
Assistance in arbitrations and conflict resolution

You can download our full range of services [here](#) or contact us to discuss further.

Additional services may include:

Project Definition

- Defining the project, brief and/or the schedule of accommodation
- Site selection and due diligence on comparable site locations, based on commercial and strategic parameters
- Site selection in ecologically sensitive areas, by on-site inspections and direct observation
- Participation in Environmental Impact Assessments (EIA's)
- Master planning of sites
- Limited urban design studies
- Enquiries at Local Authority level to establish planning law parameters applicable to a site
- Site Assembly or Land parcel Assembly processes.
- Precedent studies relevant to the brief, based on similar successful projects

- Order-of-magnitude financial feasibility studies to determine base parameters for planning
- Due diligence investigations on existing buildings
- Measuring up of existing buildings and investigations into existing plans
- Space planning for strategic decision making on churn and growth of companies
- Assistance and advice to clients about the requirements for Green Star rating through the Green Building Council of South Africa (GBCSA)
- Participation in consultations and meetings with local interest groups as part of Public Participation Processes
- Briefing and management of the work of geotechnical engineers, traffic engineers, and land surveyors
- Motivating for, writing, managing, launching, running, assessing, and awarding architectural competitions
- Engagement and negotiations with the SA Heritage Resources Agency (SAHRA)
- Advice on building techniques and procurement models for buildings in remote locations.

Design and Marketing

- Artwork projects and the handling of competitions for artists to contribute site-specific installations in or around buildings we design
- Once-off designs such as furniture, built-in items of specific complexity such as wine cellars and their installations
- Brand Integration and Brand Development studies
- Internal graphics and brand specific graphics generation
- Interior Design
- Space Planning
- Design activities and management of processes relating to the Green Star rating through the Green Building Council of South Africa (GBCSA)
- Workshops for professional teams and contractor stakeholders to build team cohesion around the GBCSA Green Star rating processes
- Physical model building
- Electronic model building, flythroughs and animations
- Marketing materials, brochures, sales pavilions, sales installations, project websites
- Live webcam camera systems on sites during construction
- Exhibition design and content creation
- Publications, lectures and workshops
- Project Completion and Close-Out

Post-occupancy Surveys

- Global Best Practice studies and handbooks
- Handover manuals and workshops for building operators / facilities managers for post-occupancy operation of the building

Assistance in arbitrations and conflict resolution