



DESIGN TEAM

UK PAVILION | ASTANA EXPO 2017

Scope

UKSBS Sourcing reference number PR160035

NEC3 PSC

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## Definitions

**Contract** is the NEC3 Professional Services Contract (2013 Version) with Option X10 invoked.

**Contractor** is the company to be engaged under a NEC3 Engineering & Construction Contract (2013 Version) on a Design & Build basis to carry out the Technical Design and execute the *Works*.

**Developed Design** is the development of the Project design to allow procurement of the Contractor (approximately RIBA Stage 3).

**Employer** is UK Trade & Investment.

**Employer's Agent** is the agent who acts on behalf of the *Employer* with the authority set out in the Contract Data when Option X10 of the NEC3 PSC is invoked. The *Employer's Agent* shall be the Project Delivery Partner, WNY.

**Employer's Design Team (EDT)** is the multi-disciplinary team appointed to conceptualise and develop a comprehensive interpretive solution for the Project. The EDT is referred to throughout as the *Consultant* as this is the term used in the Contract.

**Initial Brief** is the brief provided to the Employer's Design Team as part of this RFP (Appendix E, Annex 1).

**OJEU** is the Official Journal of the European Union.

**Pavilion Design** is the development of the Project design to obtain EXPO 2017 approval (approximately RIBA Stage 2).

**Preliminary Design** is the Project design that is included in the Employer Design Team's tender.

**Project** is the design & construction of the UK Pavilion at Astana EXPO 2017.

**Project Delivery Partner** is the Project Delivery Partner who fulfils the function of the *Employer's Agent*. The Project Delivery Partner is WNY.

**Services** are the professional services to be provided by the *Consultant* and as described within this document.

**Technical Design** is the development of the Project design to be carried out in the delivery phase of the Project (approximately RIBA Stage 4).

**Technical Stakeholders** are those third parties from whom approval is required for the designs. This includes Astana EXPO 2017 as organiser.



## 1. Introduction

- 1.1. This document sets out the scope of *Services* for the Employer's Design Team (EDT), hereinafter referred to as the "Consultant", in delivering the design for the Project. The overarching responsibility of the *Consultant* is to provide a comprehensive interpretive design solution for the Project.
- 1.2. The *Consultant* will be required to provide an outstanding solution for the Project. In doing this the *Consultant* will play a pivotal role in delivering on the *Employer's* objectives for the Project.
- 1.3. The *Consultant* will be required to take due cognisance of the political, economic, social and cultural significance of the Project and its status as part of the UK's wider aims and objectives for Astana EXPO 2017.
- 1.4. The *Employer* has procured the *Services* of a Project Delivery Partner who shall work with the *Employer* and *Consultant* to form an integrated delivery team. The *Consultant* will be required to work in a supportive and collaborative manner with the Project Delivery Partner, as it will with the *Employer*.
- 1.5. The Project Delivery Partner shall act as the *Employer's Agent* and is referred to as such hereafter. The Project Delivery Partner will not carry out any design activities.
- 1.6. The *Consultant* shall be responsible for Concept Design and Developed Design as referenced in the RIBA Plan of Work 2013 and undertake the design of content & 2d development, exhibition design, architecture, structural design, services design (mechanical, electrical, lighting, IT&T, plumbing etc.) and creative media development & delivery. Ad-hoc support on a 'call off' basis may be required through RIBA Stages 4 & 5.
- 1.7. A multi-disciplinary team will be required to deliver the *Services*; however the *Employer* requires a single point of contact or lead organisation to take primary organisational responsibility for the delivery of the contract.
- 1.8. This is a challenging project with a large, multi-stakeholder process, multiple procurement interfaces and constraints and a compressed period for design development. The *Consultant* will be expected to develop a highly professional, motivated and pragmatic design team, which is capable of mitigating these challenges.
- 1.9. Astana EXPO 2017's approval of the Pavilion Design, and the procurement of the *Contractor* are contingent on the successful completion of portions of the *Consultant's* scope.
- 1.10. In developing the Project to the current position the *Employer* has established some organisational arrangements, strategies, systems and processes to support the ongoing delivery of the Project. Where the existing arrangements and



relationships will be continuing, the *Consultant* will be required to provide a fully supportive and committed approach in taking them forward.

- 1.11. The resource requirements of the Project will vary over the project duration. The *Consultant* shall be flexible in its management of resources to ensure that appropriate resources will be available at the right time to deliver the required services in line with agreed project timelines and key milestones. These dates to be defined and agreed.

## 2. General Obligations

- 2.1. The *Consultant* shall comply with all relevant and appropriate *Employer* and *Employer's Agent* policies, processes and procedures for the delivery of the Project including the maintenance of thorough records to provide a comprehensive audit trail.

## 3. Description of the Services

- 3.1. The *Consultant* provides a Pavilion Design and Developed Design for the UK Pavilion at Astana EXPO 2017 in response to the Initial Brief (Appendix E, Annex 1).
- 3.2. The *Consultant* may be instructed to provide certain Technical Design deliverables and Services if instructed. Such instructions shall be on an ad-hoc 'call-off' basis chargeable at the rates included in price schedule AW 5.2.
- 3.3. Completion of this Package is in accordance with the Completion Strategy included as Appendix A.
- 3.4. The *Consultant* takes into account, inter alia, the following requirements in providing the Services:
- The key date requirements (included as Appendix C);
  - The maximum capped budget;
  - Certain aspects of the design may involve significant elements of *Contractor* design, which shall be included in the Engineering & Construction Contract.

## 4. Design Inputs

- 4.1. The *Consultant* provides the designs in accordance with the following input data documents:
- Astana EXPO 2017 UKTI Initial Brief (Appendix E, Annex 1)
  - Astana EXPO 2017 UKTI Pavilion Design Deliverables (included as Appendix D)



- Astana EXPO 2017 2<sup>nd</sup> Edition Participation Guide
- Instructions and Appendices referred to within this Scope Document

4.2. The *Consultant* reviews the supporting information listed at Appendix E and incorporates all requirements.

4.3. The *Consultant's* design shall incorporate all current and relevant national standards and codes of practice.

4.4. The *Consultant's* Developed Design shall be in compliance with the current, at the time of contract, relevant codes of practice, standards, fire regulations building regulations and local Building Codes, Safety Regulations and any other regulations together with relevant statutory rules, regulations, by-laws and other applicable instruments applicable to the both the design and execution of the Project.

## 5. Design Execution Plan

5.1. The *Consultant* develops and maintains a Design Execution Plan that describes how the *Consultant* produces the design in accordance with the scope of services. The plan includes the following:

- Key roles and responsibilities of the *Consultant's* team in relation to the Project.
- Development and approval process by Design Stage for all aspects of Content & 2D development, exhibition design, creative media development.
- Stage by Stage Design Programme
- Communication protocols
- Workshop and meeting requirements
- Progress reporting framework

5.2. The *Consultant* submits the Design Execution Plan to the *Employer's Agent* in accordance with the time period outlined in the Design Deliverables Matrix at Appendix B.

## 6. Design Deliverables

6.1. The *Consultant* submits for acceptance Design Deliverables listed in the table in Design Deliverables Matrix at Appendix B.

6.2. The *Consultant* provides the Design Deliverables in the following phases:

- Initial Phase – design development sufficient to inform the Pavilion Design EXPO 2017 approval process.
- Interim Phase – design development sufficient to allow procurement of the Contractor and any related AV/Interactive software/hardware required.



- Final Phase – all design responsibility assigned to the *Consultant* completed.
- 6.3. The *Consultant* agrees the grouping and sequencing of the submission of Design Deliverables with the *Employer's Agent* as part of the Design Execution Plan.
- 6.4. The *Consultant* submits for acceptance the Key Deliverables in accordance with the schedule of Key Dates.
- 6.5. The *Consultant* advises the *Employer's Agent* on any other design deliverables required to deliver the Project.

## 7. Deliverables Process

- 7.1. The *Consultant* submits the deliverables described in Design Deliverables Matrix at Appendix B and any other deliverables the *Consultant* deems necessary to the *Employer's Agent* for comment and the *Consultant* is responsible for diligently obtaining comments from the *Employer's Agent* and responding to them prior to submitting the deliverable for acceptance.
- 7.2. The *Consultant* submits deliverables that are consistent with the following:
  - Legislation and regulations
  - EXPO 2017 requirements and standards
  - Best current practice
  - And;
  - The Scope
- 7.3. The *Consultant* provides all materials to support any submission to the *Employer* and to any external stakeholder, statutory body or approving authority with whom the *Employer* has an obligation to consult or seek approval.

## 8. Design Approval

- 8.1. The *Consultant* works with the *Employer*, *Employer's Agent*, Technical Stakeholders and others (including a local Architect of Record (if required)) to:
  - Secure and support the achievement of necessary consents
  - Obtain derogation and concessions against standards where appropriate and approved by the *Employer*
  - Obtain formal support for the designs by letter of no objection and/or approval.
  - Provide other reasonable support to the integrated team



## 9. Quality Management

9.1. The *Consultant* develops and maintains a Quality Management Plan that describes how the *Consultant* produces a design to the required standard. The plan includes the following.

- Evidence that it operates a Quality Management System which covers the *Services* to be provided to ISO9001 standards or equivalent;
- Quality and assurance objectives and policies;
- Description of the processes required for managing quality and assurance;
- Criteria and methods to monitor and measure the effectiveness and efficiency of these processes;
- Roles and responsibilities;
- Continual improvement activities;
- Maintenance of the plan.

## 10. Value Management

10.1. The *Consultant* develops and maintains a Value Management Plan that sets out how the *Consultant* will ensure that value management and value engineering will be used in the design process through:

- Review and appraisal of the Preliminary Design that identifies any significant constraints and risks.
- Integration of third party partner VIK solutions.
- Integration of options for modularity, re-use and re-purposing as part of the sustainability and legacy aspirations of the *Employer*.
- Re-working deliverables as a result of value engineering studies.

## 11. Information and Data Management

11.1. The *Consultant* works in collaboration with the *Employer's Agent* and *Employer* to develop and manage simple but effective information systems as a central repository for all data generated on the Project. The *Consultant* shall ensure that both the *Employer's Agent* and *Employer* have unfettered access to all data.

11.2. The *Consultant* develops a information and data management plan to ensure that design information relevant to the Project is not shared outside of the dedicated project team.





## 12. Specifications and Standards

- 12.1. The *Consultant* provides the *Services* to meet the requirements of the RIBA Plan of Work 2013 Stages 2 & 3 and additional option for input to Stages 4 & 5.
- 12.2. The *Employer's Agent* shall issue an instruction if additional services are required during Stages 4 & 5 and these shall be priced in line with the rates included within the Price Schedule AW5.2.

## 13. Constraints on how the *Consultant* is to provide the *Services*

- 13.1. The *Employer* will be developing its Policies progressively and concurrently with the *Consultant* providing the *Services* for this Work Package. The *Consultant* provides the *Services* on the assumption that the Policies will, when authorised for use on the Project, be to Best Current Practice.
- 13.2. The *Employer* will be developing its Project requirements and standards progressively and concurrently with the *Consultant* providing the *Services* for this Work Package. The *Consultant* provides the *Services* on the assumption that the Project standards will, when authorised for use on the Project, be to Best Current Practice.
- 13.3. The *Consultant* shall comply with the document control procedures, standards and systems established by the *Employer* and/or *Employer's Agent* for issue and recording of correspondence, drawings, contract documents, change control documents.

## 14. Coordination and Interface

- 14.1. The *Employer* may appoint External Technical Reviewers (ETRs) for certain disciplines for the purposes of providing technical assurance on behalf of the *Employer* and any Technical Stakeholders. The *Consultant* co-operates with the ETRs and provides any additional information as requested by them. The liability for the technical correctness of the design nevertheless rests with the *Consultant* for those parts of the Project designed by the *Consultant*.
- 14.2. Any amendments to the deliverables that become necessary to comply with the ETRs review are notified by the *Consultant* to the *Employer's Agent* and are subject to the *Employer's Agent's* acceptance prior to implementation.



- 14.3. Without limitation, any such amendments will not be a compensation event for the purposes of the Contract, to the extent that they are required to conform with the requirements which are known prior to the *Consultant* having designed that part of the Project which requires amendment.



## **15. Appendices**



## Appendix A: Completion Strategy

The Completion strategy, as it applies to the *Services*, is as follows:

- Completion of *Section 1* – Completion of “Pavilion Design” Deliverables
- Completion of *Section 2* – Submittal of all design information necessary for the production of the Works Information for the *Contractor* tender.
- Completion of *Section 3* – Completion of all Design Deliverables
- Completion of the whole of the *Services* is achieved at the end of Astana EXPO 2017.

The *Employer’s Agent* decides when Completion has occurred for the whole of the *Services*, or each *section* of the *Services*, in accordance with the Contract, based upon its completeness.



## Appendix B: Design Deliverables Matrix

The table of Design Deliverables shows the proposed contribution required from this package at each design stage, the deliverables are categorised as follows:

Y – Deliverables generated by this package.

C – Deliverables produced by others to which a contribution is required

The *Consultant* and *Employer's Agent* develop this table, and the timing and sequence of submission of Design Deliverables, during the agreement of the Design Execution Plan to optimise a set of suitable, sufficient and timely deliverables.



Design Reference	Design Activity	Description	Initial	Interim	Final	Comments
<b>A000</b>	<b>Design Planning/Concept Refinement</b>					
A100	Design Execution Plan	Overall plan showing deliverables, design programme, interactions, communications etc.	Y			To be updated throughout the lifecycle
A200	Design Programme	Design programme including all deliverables, work phases, workshops, review periods, submittals	Y			To be updated throughout the lifecycle
A300	Design Risk Register	<i>Consultant</i> has is a “Designer” duty-holder under CDM	Y			To be updated throughout the lifecycle
A400	Design Brief	Design brief to provide direction to the multi-disciplinary team for the concept refinement and design development	Y			
A500	Quality Management Plan	Quality management plan for the delivery of this package by the <i>Consultant</i>	Y			
A600	Value Management Plan	VM plan outlining the <i>Consultant's</i> approach to value engineering	Y			



		and management throughout lifecycle				
<b>B000</b>	<b>RIBA Stage 2 – Concept Design</b>					
B100	Architectural / Exhibition Design Drawings		Y			
B200	Structural Design Proposal		Y			
B300	Building Services Design Proposal		Y			
B400	Outline Specifications		Y			
B500	RIBA Stage 2 – Concept Design End Stage Report		Y			
B600	Other deliverables as required for the “Pavilion Design”		Y			Full list of deliverables as Appendix D – certain elements of the deliverables may require iteration to a maturity more aligned with RIBA Stage 3.
<b>C000</b>	<b>RIBA Stage 3 – Developed Design</b>					
C100	Architectural / Exhibition Design Drawings			Y		
C200	Structural Design Proposal			Y		
C300	Building Services Design Proposal			Y		
C400	Outline Specifications			Y		
C500	“Room Book”			Y		
C600	RIBA Stage 3 – Developed Design End Stage Report			Y		
C700	Works Information			C		
C800	Content & Script Outline			Y	Y	To be updated throughout lifecycle
<b>D000</b>	<b>AV / Interactive / Content</b>					
D100	Multimedia Matrix	Outline Media Matrix	Y	Y		To be updated throughout lifecycle
D200	AV/Interactive Brief(s)			Y		
D300	Multimedia Development Plan			Y		
<b>E000</b>	<b>Graphics</b>					
E100	Graphics Outline – Look & Feel			Y	Y	To be updated throughout lifecycle

## Appendix C: Key Date Schedule

The *Consultant* and *Employer's Agent* develop the Key Date Schedule during the agreement of the Design Execution Plan to optimise a set of suitable, sufficient and timely deliverables.

[illegible]



## Appendix D: Key Deliverables for “Pavilion Design” Approval

### IMPORTANT NOTE:

*The below information is provided for ease of reference only. In the event of any conflict or inconsistency with the “Astana EXPO 2017 2<sup>nd</sup> Edition Participation Guide” the requirements outlined within this publication shall prevail over the extract below.*

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Official Participants shall, by their own efforts or by third party's efforts, develop a Pavilion Design. The design operations shall be executed in full compliance with the requirements of local and international standards in force in the Republic of Kazakhstan and with the requirements of the present Manual.

The Pavilion Design must be approved by the state authorities for fire safety, sanitary and epidemiologic and radiologic safety.

To obtain preliminary approval of the Pavilion Design, the minimum required set shall include the following (scale 1:100):

- The Official Participant's Pavilion architectural plan (the plan showing the layout of rooms, entrances and exits including escape exits, process equipment, exhibit, furniture etc.);
- Axonometric;
- Pavilion's ceiling plan with lighting equipment;
- Pavilion's floor plan with explanatory legend of finishing;
- Sketch of Pavilion's interior colour scheme;
- Sketch of Pavilion's exterior colour scheme;
- Pavilion's façade and interior designs;
- List of materials and equipment planned to be used in the Pavilion;
- Data on electric power consumption (load) for the Pavilion with breakdown by consumers;
- Plans, diagrams of water supply, water disposal, power supply, electric lighting and task light, heating, ventilation and air conditioning systems, information telecommunications, security systems etc.;
- Information on planned logistics and spacing of Pavilion's visitors flow;
- Pavilion's construction schedule;
- Timetable of dismantling and removal of Pavilion's materials from the Facility.

## Appendix E. Supporting Information (Annexes)

Annex Number	Filename	File Description
1	Initial Brief	Initial Brief
2	Guidelines 2nd IPM	Astana EXPO 2017 International Participants Manual
3	01 ASTANA infrastructure	Astana EXPO 2017 Presentation on Infrastructure
4	02 architecture and construction	Astana EXPO 2017 Presentation on Architecture
5	03 operational services	Astana EXPO 2017 Presentation on Operational Services
6	04 content presentation	Astana EXPO 2017 Presentation on Content Presentation
7	05 international participants	Astana EXPO 2017 Presentation on International Participants
8	06 commercialisation and sponsorship	Astana EXPO 2017 Presentation on Commercialisation & Sponsorship
9	07 marketing and promotion	Astana EXPO 2017 Presentation on Marketing & Promotion
10	1456136319	Astana EXPO 2017 General Regulations
11	1456136361	Astana EXPO 2017 Special Regulation 1
12	1456136531	Astana EXPO 2017 Special Regulation 2
13	1456136599	Astana EXPO 2017 Special Regulation 3
14	1456136643	Astana EXPO 2017 Special Regulation 6
15	1456136649	Astana EXPO 2017 Special Regulation 9
16	1456136770	Astana EXPO 2017 Special Regulation 5
17	1456136135	Astana EXPO 2017 Special Regulation 10
18	Technical Passport C1.3-3 (UK)	Technical Passport for UK Pavilion
19	C1.3 Drawing Package (folder containing multiple files)	Drawing Package for Core & Shell of UK Pavilion
20	Astana-concepts C1	Astana UK Pavilion Identity
21	GREAT Brand Guidelines SHORT	GREAT Brand Guidelines