

**MULTI-DISCIPLINARY DESIGN TEAM  
JOHN INNES CENTRE – NEXT GENERATION INFRASTRUCTURE**

**DUTIES OF THE LEAD CONSULTANT**

**GC/WORKS/5 GENERAL CONDITIONS FOR THE APPOINTMENT OF CONSULTANTS (1998)**

- All duties indicated with a '\*' below are additional services over and above the standard GC Works 5 consultant services.
- All duties in blue text with double underline indicate amendments to the standard GC Works 5 consultant services.
- All duties with a ~~strike through~~ indicate standard GC Works 5 consultant services not applicable to this Appointment.

**GENERAL MATTERS:**

1. When the Consultant's Appointment includes the duties of a Lead Consultant in addition to those duties covering his own particular discipline, then the following duties will apply to that Appointment ~~except to the extent indicated in paragraph 16 (Services to be undertaken by the Consultant) of the Appointment Particulars.~~
2. In the following duties reference to 'Consultants' or 'other Consultants' shall include all Consultants other than the Project Manager who have been appointed for the Project by the Employer.
3. The Lead Consultant will undertake his duties under the general direction of the Project Manager who will act on behalf of the Employer in all matters concerning the duties of the Lead Consultant. The Lead Consultant's primary duty will be to lead the team of other Consultants appointed by the Employer for the Project and to ensure satisfactory co-ordination of their designs, recommendations and reports and, where required in the following duties and at other times necessary to ensure the satisfactory outcome of the project, communicate these matters to the Project Manager.
4. The Lead Consultant shall give the Project Manager sufficient notice of all meetings held in connection with the Project which the Lead Consultant may arrange with the other Consultants in the Project Team or others in order to give the Project Manager the opportunity of attending. The Lead Consultant shall provide the Project Manager with copies of the minutes of all such meetings within a maximum of two working days.
5. Where in the following duties, the Lead Consultant is required to advise or assist the Project Manager in any way, then such advice or assistance shall include the co-ordinated advice or assistance obtained from other Consultants.
6. Provide a design team coordination role on the project, ensuring common processes clear role definition and interface management.

**MULTI-DISCIPLINARY DESIGN TEAM**  
**JOHN INNES CENTRE – NEXT GENERATION INFRASTRUCTURE**

**STAGE 1: Inception [RIBA Plan of Work Stages 0 - 2]**

- A8.1.1 Receive the Employer's initial brief from the Project Manager and provide such assistance as is necessary to identify possible options and expenditure limits.
- A8.1.2 Assist the Project Manager to develop a project procurement strategy and, following approval by the Employer, ensure that the other Consultants assume the duties and obligations necessary to achieve the satisfactory completion of the Project at or below the approved cost limit which duties and obligation shall include, but not be limited to, the duties and obligations set out in the Annexes applicable to their disciplines.
- ~~A8.1.3 If necessary, assist the Project Manager to select and procure the site on behalf of the Employer and assist the Project Manager to assess the implications of any constraints which may be attached to the site.~~
- A8.1.4 During the course of the Consultant's Appointment, attend meetings with the Project Manager and others as may be necessary to deal with matters appertaining to the Project and in order to ensure its satisfactory completion.
- A8.1.5 Make recommendations to the Project Manager on the need to appoint Consultants and on the scope of their duties. Subsequently assist the Project Manager in all matters leading to their appointment and assist in preparing briefs covering the scope of the services for which they will be responsible.
- A8.1.6 Establish contact with Consultants following their appointment and arrange and chair regular meetings with them throughout the Project in order to review their input to the design process. Establish formal communication procedures and hierarchy of responsibility between the Consultants and introduce procedures to ~~ensure that they~~ allow them to work closely together as a team.
- A8.1.7 Following the review of all existing relevant site survey information and in consultation with the Project Manager, arrange for any necessary surveys to be undertaken as required.
- A8.1.8 Co-ordinate the views of Consultants in order to submit a detailed report to the Project Manager on the recommended scope of the Works together with a recommended programme and anticipated costs including reviewing alternative design and construction solutions within the constraints of the approved budget and provide estimates of the costs of those options as required, and assist the Project Manager in reporting these matters to the Employer.
- A8.1.9 Undertake a review of all existing site investigation surveys and make recommendations to the Project Manager on the need for any additional site investigations or tests to be undertaken and implement any decision taken. Provide to the Cost Manager sufficient information to enable the production of an approximate costing of the design options.
- A8.1.10 Obtain the Employer's final brief from the Project Manager which includes a detailed programme for completion of the Project and an agreed cost limit.
- A8.1.11 Communicate the details of the agreed brief to all Consultants and ensure that the Consultants confirm in writing their commitment to that brief. If this highlights the possibility of difficulty in implementing the brief, inform the Project Manager and take the necessary action to ensure that the difficulties are resolved.
- A8.1.12 Assess the need to take action to protect the interests of the Employer in respect of neighbouring properties and accordingly make recommendations to the Project Manager.
- A8.1.13 Obtain the Project Manager's approval to proceed to the next stage.
- A8.1.14\* Construction (Design and Management) Regulations 2015:
- i. Review with the Employer the requirements of the project and advise the Employer of his obligations as an Employer under the Construction (Design and Management) Regulations 2015.
  - ii. Comply with the Construction (Design and Management) Regulations 2015 for the duration of the project.

**MULTI-DISCIPLINARY DESIGN TEAM**  
**JOHN INNES CENTRE – NEXT GENERATION INFRASTRUCTURE**

- iii. Fulfil the roles and responsibilities of the Principal Designer for the duration of the project.
- A8.1.15\* Support a full detailed planning permission application made by the Planning Consultant on behalf of the Employer for the future development of JIC - NGI.
- A8.1.16\* Ensure the design includes all mechanical, electrical, public health and other applicable infrastructure from JIC – NGI building to its point of connection to the main site services. Services include but are not limited to: HV, LV, Gas, Water, Fire hydrant, IT/Data, CCTV, Security, SMS/BMS, drainage, Laboratory gasses
- A8.1.17\* The Norwich Research Park has an existing masterplan consent with outline planning permission. This is supported by transport assessments and a masterplanned services infrastructure. The Consultant will develop a mini-masterplan including overall design and transport assessment to coordinate the relationship between proposed and existing developments to enable wider masterplan activity.
- A8.1.18\* Provide the technical drawings, reports and advice in support of a Planning Application and Environmental Impact Assessment which will be collated and submitted by the Planning Consultant and amend the strategic design proposals as directed by the Planning Consultant in order to minimise the environmental impact of the whole site development.
- A8.1.19\* Relevant design codes, guidelines, standards and regulatory requirements: Provide a report identifying the codes, guidelines, British and European standards, regulatory requirements, industry best practice guides and all other relevant published documents which contain information relevant to the design requirements for the proposed facility.
- The report should include all aspects of the design but should be structured to enable the requirements affecting operational health and safety, biological containment, security and other matters affecting the licensing of the facility by the Health and Safety Executive and Environment Agency to be clearly understood by all parties involved in the briefing, management, design, construction, operation and licensing of the proposed facility.
- The report should clearly state the categorisation of each element of the proposed facility and should confirm how this categorisation affects the application of these requirements.
- Where these documents require a level of interpretation or other assumption these considerations should be explicitly stated.
- The report should make reference to all known and anticipated changes in the documents or to other changes in law which may come into effect during the period before the proposed facility becomes operational.
- A8.1.20\* Employer's Operational Requirements: Assist the Employer in developing the operational requirements for the proposed facility, collate them into a document and manage changes to that document and version control. The Employer's Operational Requirements Document shall include, but shall not be limited to, the following elements:
- i. Description of all operational procedures to be undertaken within the proposed facility, including maintenance;
  - ii. Standard operating procedures for all procedures within the proposed facility;
  - iii. Hazard identification and operational risk assessments for all procedures to be undertaken within the proposed facility;
  - iv. ACDP categorisation for pathogens to be used within the proposed facility;
  - v. Biological containment level requirements;
  - vi. Requirements for functional operational testing demonstration and proving of the proposed facility;
  - vii. Requirements for witnessing and approval of systems and equipment or other elements of the proposed facility by the Employer.
  - viii. HSE and Defra requirements

**MULTI-DISCIPLINARY DESIGN TEAM**  
**JOHN INNES CENTRE – NEXT GENERATION INFRASTRUCTURE**

A8.1.21\* Validation, Commissioning and Testing Strategy: During the early stages of concept design, Support the CVV ([Commissioning Validation and Verification](#)) Consultant to provide a report describing the overall approach and methodology for commissioning and verification activities during the design, construction / installation and post-construction periods for the project. The report shall include a description of the roles and responsibilities of all parties and the deliverables to be produced. The report shall define the performance acceptance criteria for each element of the proposed facility, subject to the actual elements, products, construction materials and methods of installation chosen.

A8.1.22\* Review the Employer's initial feasibility information and advise of any comments.

**MULTI-DISCIPLINARY DESIGN TEAM**  
**JOHN INNES CENTRE – NEXT GENERATION INFRASTRUCTURE**

**STAGE 2: Development of the design and the preparation of tender documentation**  
**[RIBA Plan of Work Stages 3 – 4 and including Procurement]**

- A8.2.1 Provide such assistance as the Project Manager may require in order to ~~ensure~~ [procure](#) that a cost plan is prepared for the Project based on the approved cost limit and distribute copies of the cost plan to all Consultants.
- ~~A8.2.2 Submit to the Project Manager a projected cashflow based on the approved cost limit for the Project and the anticipated programme to the Project Manager.~~
- A8.2.3 In co-operation with the Consultants prepare a detailed programme for the production of design information leading up to obtaining tenders for the Works and obtain the Consultants commitment to that programme in writing, and provide a copy of the programme to the Project Manager [with regular updates as the project proceeds as required by NEC Construction Contract that will.](#)
- A8.2.4 Assist the Project Manager to establish rigorous cost control procedures in order that designs are strictly monitored against the agreed cost plan and that any difficulties are rectified and the approved cost limit is maintained.
- A8.2.5 Establish rigorous management procedures to monitor the production of design information produced by Consultants in order that any shortcomings are immediately highlighted and rectified.
- A8.2.6 Establish and chair regular meetings with the Consultants and others in order to monitor progress and to take any action necessary to correct any deficiencies in design information. Circulate minutes of the meetings to the Project Manager and others [within 2 working days of the meeting.](#) The minutes shall record the action to be taken to rectify any deficiencies and shall indicate who is responsible for taking that action.
- A8.2.7 Accept responsibility for ensuring that the exchange of design or other information between the Consultants is satisfactory throughout the course of the Project.
- A8.2.8 Establish regular reporting procedures with the Project Manager, identifying those matters which require approval and where necessary, provide assistance to obtain those approvals.
- A8.2.9 In conjunction with other Consultants, make recommendations to the Project Manager on the need for specialist contractors and suppliers to design and execute any sections of the Works and take any action necessary to implement the Project Manager's instructions.
- A8.2.10 Co-ordinate all design work, ensure that the designs are fully integrated and are tested throughout the design phase against cost targets and planning or other controls and take any action necessary to rectify deficiencies.
- A8.2.11 Prepare a [monthly](#) report showing the progress made against the agreed design programme and confirm in the report that the approved cost limit and programme generally is being maintained and submit the report to the Project Manager at not more than monthly intervals or at such intervals as the Project Manager may instruct. [All statutory requirements are to be indicated.](#)
- A8.2.12 Agree material and construction specifications with the Consultants [and Employer](#) and keep the Project Manager fully informed.
- A8.2.13 Assist the Project Manager to ensure statutory approvals for the Project are obtained and that all utilities and other necessary services are in place both for the construction phase and for permanent operation following completion of the Project.
- A8.2.14 Give the Project Manager sufficient notice of all approvals, decisions or other matters which require action by the Employer and, where appropriate assist the Project Manager by providing information and making recommendations.
- A8.2.15 Where difficulties are highlighted during the design phase which may not be capable of being resolved and which may result in a failure to meet the Employer's brief, submit a report to the Project Manager forthwith giving recommendations and options.
- A8.2.16 Assist the Project Manager to ensure that all notices required under the EU regulations are given at the proper time and that all procedures comply with EU legislation.

## **MULTI-DISCIPLINARY DESIGN TEAM**

### **JOHN INNES CENTRE – NEXT GENERATION INFRASTRUCTURE**

- A8.2.17 Ensure that all life cycle costing and environmental assessment techniques are applied to the development of Consultants designs and adopt solutions giving the best overall value for money and, where this may result in the cost limit for the project being exceeded, make recommendations to the Project Manager and obtain instructions.
- A8.2.18 Ensure that the specifications prepared for the Works specifically exclude the use of materials being deleterious and subsequently ensure that such materials are not used in connection with the Works.
- A8.2.19 With the approval of the Project Manager, arrange for any required submissions of designs, drawings, models, calculations or other material to regulatory bodies and expedite any necessary approvals.
- A8.2.20 If instructed by the Project Manager (and subject to the payment of an additional fees in accordance with [the Contract](#) ~~Condition 46 (Payment for changed Services and variations)~~) arrange to act as expert witness at any hearing or planning enquiry and the like or, alternatively, and with the approval of the Project Manager, arrange for other appointed Consultants to do so and manage their activities.
- A8.2.21 Make recommendations and discuss with the Project Manager the preferred method of procuring the construction and completion of the Works in order that the Project Manager can obtain the Employer's approval to the recommendations.
- A8.2.22 Obtain the Project Manager's approval to proceed to Stage 3.
- A8.2.23\* Advise the scope and content of the Design Brief. Advise on information required for the Design Brief incorporating the site wide issues including but not limited to the sustainability policy and energy strategy. Gather and collate data required to carry out relevant design studies and prepare the Design Brief for approval by the Employer.
- A8.2.24\* Provide information in support of an application for detailed planning consent for the proposed facility made by the Planning Consultant on behalf of the Employer.
- A8.2.25\* Production information for mechanical and electrical services shall include, but shall not be limited to, process and instrumentation diagrams, schematic drawings, detailed design drawings, co-ordination drawings, builders work and fixing schedules, plant and equipment schedules, specifications, design criteria and calculations. Production information drawings shall include detailed integrated component drawings of elements forming or penetrating the containment barrier and any other elements critical to biological containment or operational procedures.
- Production information drawings shall include co-ordinated spatial design of all pipework, ductwork containment and plant within spaces which require access for routine maintenance.
- A8.2.26\* Production information of architectural or building work shall include, but shall not be limited to, location drawings, general arrangement drawings, construction details assembly drawings, interface and co-ordination details, schedules, specifications, calculations and integrating information from specialists.
- Production information of architectural building work shall include integrated component drawings including structural design for all elements forming, supporting or otherwise affecting the containment barrier or other elements critical to biological containment.
- Where the containment barrier is formed by or relies upon the integrity of proprietary elements or applied finishes the limiting physical capacities, including strength under the ultimate loading conditions and resistance to cracking under serviceability loading conditions or other physical conditions shall be determined, if necessary from primary investigation, and included within the design calculations.
- A8.2.27\* Production information for all internal areas of the proposed facility shall include detailed layout plans at a scale not less than 1:50 and detailed wall elevations at a scale not less than 1:25. These drawings shall be fully co-ordinated to include all physical features within the internal space including mechanical and electrical fittings; Employer supplied loose and fixed equipment to accurately represent all surface features visible to the Employer when the facility is occupied.

**MULTI-DISCIPLINARY DESIGN TEAM**  
**JOHN INNES CENTRE – NEXT GENERATION INFRASTRUCTURE**

- A8.2.28\* Provide rendered BIM data model and three-dimensional visualisations (BIM Level 2) of all internal areas of the proposed facility include all physical features within the internal space including mechanical and electrical fittings, Employer supplied loose and fixed equipment to accurately represent all surface features visible to the Employer when the facility is occupied.
- A8.2.29\* Provide information in support of SWIFT and HAZOP studies undertaken by the Employer. Attend workshops and actively participate in the SWIFT and HAZOP exercises. Respond to the output recommendations of the SWIFT and HAZOP studies providing additional information or making amendments to the design as appropriate and as required.
- A8.2.30\* Provide information in support of the Design Qualification, Installation Qualification and Operation Qualification to be undertaken by the CVV Consultant.
- A8.2.31\* During the detailed design stage, develop the Commissioning and Testing Plan in consultation with the Employer and the CVV Consultant. The plan shall identify the following:
- i. Each element of the systems or equipment which is to be commissioned and/or tested,
  - ii. A detailed description of the commissioning and/or testing activity required.
  - iii. The performance acceptance criteria and the method by which the parameters shall be measured,
  - iv. Requirements for specialist instrumentation including accuracy.
  - v. Requirements for witnessing by the Employer's CVV Consultant and the Employer's staff.
  - vi. Requirements for documentation defining the commissioning activities in further detail.
- A8.2.32\* Contribute to the Change Control Procedure, obtaining input from other members of the Project Team as required
- A8.2.33\* Support the Cost Manager in the production of a pre-tender estimate, based on the tender documentation.

**MULTI-DISCIPLINARY DESIGN TEAM**  
**JOHN INNES CENTRE – NEXT GENERATION INFRASTRUCTURE**

**STAGE 3: Covering tender stage (including both first and second stage tenders under the two stage design and build contract) [RIBA Plan of Work Stages – Procurement]**

- A8.3.1 Discuss with the Project Manager the general arrangements for obtaining tenders, obtain instructions and implement the action approved.
- A8.3.2 In co-operation with the other Consultants submit to the Project Manager the names of the firms who are considered to be suitable to be invited to tender for the Works and specialist works in order to assist the Project Manager to obtain the Employer's instructions.
- A8.3.3 Ensure that all drawings, specifications, bills of quantities, schedules or other documents necessary for the obtaining of tenders are produced in accordance with the agreed programme and that the works included therein are capable of being constructed within the approved cost limit for the Project.
- ~~A8.3.4 Ensure that a pre-tender estimate is prepared based on the tender documentation and check against the cost target for the Project approved by the Employer and report to the Project Manager accordingly.~~
- A8.3.5 Assist the Project Manager to ensure that tenders are invited on the programmed date and that the invitations are in accordance with the Employer's instructions, the tenders to be returned direct to the Employer in accordance the Employer's procedures.
- A8.3.6 Assist the Project Manager to deal with all enquiries from the Contractors during the tendering periods and ensure that any clarification on the content of the documentation given to a tenderer is copies to other firms tendering.
- A8.3.7 ~~Arrange with~~ [Support the Project and Cost Manager with](#) any tender under consideration for acceptance to receive an arithmetical and technical check and ~~ensure~~ [use all reasonable endeavours to procure](#) that any errors are resolved in accordance with the Employer's procedures and inform the Project Manager of the results of those checks.
- A8.3.8 Co-ordinate tender appraisals from the Consultants and submit a report to the Project Manager including recommendations if the lowest compliant tender obtained is higher than the approved cost for the Works and provide whatever assistance the Project Manager may require in order to obtain the Project Manager's instructions.
- A8.3.9 Following discussion with the Project Manager, co-ordinate the collection of documents from Consultants to enable the Employer to enter into Contract and ensure that any adjustments have been made to the documents in order that they conform to the approval given by the Employer.
- A8.3.10 Obtain the Project Manager's approval to proceed to Stage 4.
- A8.3.11\* With the other consultants, negotiate an information release schedule with the Contractor prior to the award of the Building Contract.
- A8.3.12\* Raise with the Project Manager for discussion the inclusion in the Building Contract of appropriate requirements for the Contractor to prevent or minimise inconvenience, danger, disturbance or nuisance to third persons who are likely to be adversely affected by the carrying-out of the Works. Take steps to see that such appropriate requirements are included in the Building Contract.
- A8.3.13\* Once the Employer is ready to enter into the Building Contract, confirm to the Project Manager in writing that so far as matters within your responsibility or knowledge, a state of readiness has been achieved for construction to commence and to proceed in accordance with the proposed construction programme, or notify the Project Manager of any respects in which that is not the case.



**MULTI-DISCIPLINARY DESIGN TEAM**  
**JOHN INNES CENTRE – NEXT GENERATION INFRASTRUCTURE**

**STAGE 4: Covering the construction and operations on site [RIBA Plan of Work Stage 5]**

- A8.4.1 Provide such assistance as the Project Manager may require in order that the Project Manager can agree a detailed programme for the Works with the Contractor which specifies completions by the agreed date.
- A8.4.2 Attend the Project Manager's meetings with the Contractor or with others as required.
- A8.4.3 Establish and chair regular meetings with Consultants to review design information and accept responsibility for monitoring the distribution of that information to the Contractor and to others as may be necessary and circulate minutes of the meeting to the Project Manager and to the other Consultants within 2 working days of the meeting. The minutes shall record the action to be taken to rectify any deficiencies and shall indicate who is to be responsible for taking that action.
- A8.4.4 Until completion of the Project, continue reporting to the Project Manager in accordance with A8.2.8.
- A8.4.5 Assist the Project Manager ~~to ensure~~ and use all reasonable endeavours in line with the relevant standards to procure that rigorous safety policies are in place and are implemented by the Contractor and Sub-Contractors working on the site and that there is adequate protection for the public and others.
- A8.4.6 Assist the Project Manager ~~to ensure~~ and use all reasonable endeavours in line with the relevant standards to procure that rigorous quality management procedures are in place throughout the construction phase.
- A8.4.7 Under the direction of the Project Manager deal with all matters including (but not limited to) all activities in connection with the adjudication of disputes between the Employer and the Contractor, concerning the Works contract as is necessary in order to ensure the satisfactory completion of the Works.
- A8.4.8 Arrange for any special inspections or tests necessary to ensure proper and adequate standards of construction are maintained and that all works are constructed in accordance with the contract documents.
- A8.4.9 Throughout the construction phase and until all construction accounts are settled, inform the Project Manager of any contractual claims which have been received or are likely to arise and provide advice, information or recommendations as is necessary in order that the Project Manager can deal with such claims.
- A8.4.10 Assist the Project Manager to continue to monitor the construction phase and to take any necessary action in order to ensure that the Project will be completed within the cost approved by the Employer and by the programmed completion date.
- A8.4.11 Assist the Project Manager to ensure that adequate records and photographs are available at all times throughout the construction phase to record day-to-day progress of the Works and, particularly highlighting any delays or delays resulting from interaction between Contractors or Sub-Contractors working on the site.
- ~~A8.4.12 Ensure that Consultants observe the provisions of Condition 27 (Variations) of the General Conditions of Appointment regarding cost control procedures and that the procedures for obtaining approval to introduce variations. On behalf of the Project Manager, receive the Consultant's financial statements and submissions in accordance with this Condition and submit to the Project Manager with recommendations.~~
- ~~A8.4.13 Ensure that Payment Certificates are issued in accordance with the terms of the Works contract and make recommendations to the Project Manager regarding payments.~~
- A8.4.14 Co-ordinate site visits of other Consultants and ensure that the frequency of these visits is satisfactory.

**MULTI-DISCIPLINARY DESIGN TEAM**  
**JOHN INNES CENTRE – NEXT GENERATION INFRASTRUCTURE**

- A8.4.15 Inform the Project Manager four weeks prior to the anticipated date of completion of the Project.
- A8.4.16 Assist the Project Manager to co-ordinate the issue of Certificates relating to the completion of the Works.
- A8.4.17 Ensure that lists of defects are issued at the appropriate time under the Contract.
- A8.4.18\* Attendance at the meetings outlined in the Contract Administration Plan (attached)
- A8.4.19\* Provide support and advice to the Employer with regard to regulatory compliance of the design information developed by the Contractor Team.
- A8.4.20\* Provide support to reconcile comments between the Contractor Team, TPI User Groups and the Project Manager on design information being prepared by the Contractor.
- A8.4.21\* Support the Project Manager in the Change Control Process based on input from the Employer and the Contractor, where appropriate
- A8.4.22\* Provide support to review and advise on issues related to reconciliation of design proposals and contractual requirements via the Request for Project Manager's Instruction (RPMI) process.
- A8.4.23\* Provide support to review information issued by the Contractor.
- A8.4.24\* Conduct sample reviews of record drawings and O&M Manual submittals as prepared by the contractor. Such reviews will be conducted on the basis of a benchmark set of such Record Drawings and O&M Manual submittals prepared by the contractor and approved by the Employer prior to any OEM Manuals and Record Drawing Reviews being conducted. Review such Record Drawings and O&M Manuals for general completeness. Such reviews will not represent a full check of the documents for accuracy (assumption that any such accuracy verification will be performed by others i.e. the Clerk of Works) and the reviews are based on the assumption that it is the contractor's responsibility to provide a complete set of information in the manner specified under the contract.
- A8.4.25\* Visit site as necessary during the course of the main civil, structural, MEP and construction works to conduct site observation of the works in progress, the completed works, and to observe the works for general compliance with the Employer's Requirements and accepted good practice. Such observations are NOT a full quality check – the full responsibility to construct the building to the required, benchmarked and approved level of quality remains with the Contractor. After each site observation prepare and issue within 2 days a site visit and observation report which will highlight any aspects of the works which appear to not comply with the design intent of the Employer's Requirements. The site observation reports will identify the non-compliant items and will suggest a corrective action to be performed by the contractor to bring such items into compliance with the design intent of the Employer's Requirements, or it will identify that further information is provided demonstrating compliance.
- A8.4.26\* Attendance at HAZOP and other containment design related meetings conducted on the project site.
- A8.4.27\* Review of design information prepared by the Contractor Team and related to the containment design of the project.
- A8.4.28\* Review of containment related work package submittals including, but not limited to, the list below. The proposal is based on conducting one such review per work package submittal. The reviews are limited to advising the Employer that the information generally complies with the design intent documented in the Employer's Requirements.
- Autoclave

**MULTI-DISCIPLINARY DESIGN TEAM**  
**JOHN INNES CENTRE – NEXT GENERATION INFRASTRUCTURE**

- Scientific gases
- BMS
- Cold Rooms & Freezers
- Fume Cupboards
- Microbiological Safety Cabinets
- Controlled Environment Rooms
- Air Handling and HEPA filtration in containment laboratories
- ICT fit out
- General laboratory fit out

A8.4.29\* Technical support and technical advice in the form of answers to Request for Information (RFI) as related to containment/ animal room design during the anticipated construction period.

A8.4.30\* Review of contractor design related work package submittals to confirm compliance with the design intent documented in the Employer's Requirements.

A8.4.31\* Co-ordinate and manage production of defects and observations lists following site visits (A8.4.28\*) and assist the Project Manager in monitoring rectification works to areas of non-compliance against the Employers Requirements. [Use all reasonable endeavours to procure that operational-critical defects are rectified prior to operational start to ensure the Employers deadline are not jeopardised.](#)

**MULTI-DISCIPLINARY DESIGN TEAM**  
**JOHN INNES CENTRE – NEXT GENERATION INFRASTRUCTURE**

**STAGE 5: Covering completion [RIBA Plan of Work Stage 6-7]**

- A8.5.1 ~~Ensure~~ Use all reasonable endeavours to procure that all defects are rectified and done so within a timely manner to be agreed by the Employer.
- A8.5.2 ~~Ensure~~ Use all reasonable endeavours to procure that the Works are cleaned, tested and commissioned prior to handover to the Employer and done so within a timely manner to be agreed by the Employer.
- A8.5.3 ~~Ensure~~ Use all reasonable endeavours to procure that all statutory Certificates and Approvals are given to the Project Manager and done so within a timely manner to be agreed by the Employer.
- A8.5.4 Assist the Project Manager to co-ordinate the production of the Final Accounts and the issue of Final Certificates.
- A8.5.5 Assist the Project Manager to prepare a completion report to the Employer showing:
- A comparison between the outturn cost and the approved budget cost.
  - The actual expenditure against sums included in the contract for specialist works and provisionally measured work.
  - The costs included against any Variation or Price clause.
  - The expenditure against approved variations and additional works authorised by the Employer.
  - A comparison of programmed dates against actual dates achieved.
  - Any lessons obtained from the scheme which could be applied to future projects.
  - The performance of project participants.
- A8.5.6 Assist the Project Manager to deal with any outstanding insurance claims.
- A8.5.7 In the event of any arbitration or litigation resulting from the Project prepare any necessary documentation and reports and, if required by the Employer, attend any hearing acting as witness (and subject to the payment of an additional fee in accordance with Condition 46 (Payment for changed Services and variations))