

## **MECHANICAL ELECTRICAL & PUBLIC HEALTH TEAM JIC - NGI TEAM STRUCTURE**

### **STAGE OUTPUTS AND DELIVERABLES**

The expected Multi-Disciplinary Design Team outputs for the project are detailed below.

**The following outputs are repeated for all stages:**

- Stage programme with WBS.
- Progress and KPI performance reports (monthly).
- Contribution to Risk Register, Risk Management and Mitigation
- Contribution to Value Management plan.
- Contribution to Cost Plan.
- All relevant information / drawings uploaded to the Employer's Electronic Document and Record Management System/ Project Extranet (this will be in place from RIBA Stage 3 onwards)
- End of Stage Report.
- Design Meeting Schedule (regularly reviewed and updated).
- Employer Meeting Schedule (regularly reviewed and updated).
- Agendas and Minutes for Design Meetings (issue within 2 working days of meeting).
- Contribution to Agendas for Employer Meetings.

A summary of the Design Stage Specific Outputs is summarised below for reference.

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GC Works Stage	RIBA Stage	Expected Outputs / Deliverables
Stage 1 – Covering Inception of the Project	1	<p><b>Appraisal / Preparation:</b></p> <ul style="list-style-type: none"> <li>• Draft Options Report (5 options to be provided with initial design concepts as defined in RFP).</li> <li>• Review of existing brief and report.</li> <li>• Contribution to / agreement of KPIs.</li> <li>• BIM Specification.</li> <li>• BIM Inputs and Outputs</li> </ul> <p><b>Design Brief:</b></p> <ul style="list-style-type: none"> <li>• Final Options Report (with developed design concepts and recommended Option).</li> <li>• Contribution to Procurement Strategy.</li> <li>• Review report of existing Ground Investigation survey information – to include identification of gaps / recommended additional surveys.</li> <li>• Initial Logistics/ Circulation Strategy for the site and facility.</li> <li>• Initial Phasing Plan.</li> <li>• Initial Bio-security and Biosafety Report.</li> <li>• Initial Sustainability Strategy.</li> <li>• Initial Security Strategy.</li> <li>• Initial Facilities Management Strategy.</li> <li>• Initial Landscape Strategy.</li> <li>• Initial Site Waste Disposal Report.</li> <li>• Initial Building Control Report.</li> <li>• Draft Fire Strategy.</li> <li>• Draft DDA Report.</li> <li>• BIM data drop 1.</li> <li>• End Stage Report.</li> </ul>
	2	<p><b>Concept Design:</b></p> <ul style="list-style-type: none"> <li>• Concept Design of chosen Option – to include design team drawings and report for Employer sign-off.</li> <li>• Outline proposals for structural and building services systems and outline specifications.</li> <li>• Draft of Planning Permission Application.</li> <li>• BIM data for environmental performance and area analysis.</li> <li>• Key BIM model elements and concept level parametric objects.</li> <li>• Initial BREEAM assessment.</li> <li>• Initial Room Data Sheets.</li> <li>• Draft Logistics/ Circulation Strategy for the site and facility.</li> <li>• Draft Phasing Plan.</li> <li>• Draft Bio-Security and Biosafety Report.</li> <li>• Draft Sustainability Strategy.</li> <li>• Draft Security Strategy.</li> <li>• Draft Facilities Management Strategy.</li> <li>• Draft Landscape Strategy.</li> <li>• Draft Site Waste Disposal Report.</li> <li>• Draft Building Control Report.</li> <li>• Revised Fire Strategy.</li> <li>• Revised DDA Report.</li> <li>• BIM data drop 2.</li> </ul>
Stage 2 & 3 – Covering the	3	<p><b>Developed Design:</b></p> <ul style="list-style-type: none"> <li>• Detailed Concept Design of chosen Option – Report and coordinated drawings to include structural and building services systems and</li> </ul>

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development of the design, preparation of tender documents		<p>updated outline specifications for development into robust set of Employers Requirements.</p> <ul style="list-style-type: none"> <li>• Detailed Planning Permission Application.</li> <li>• Contribution to Whole Life Cost information</li> <li>• BIM data for Detailed Planning Permission Application.</li> <li>• 4D or 5D BIM Assessment</li> <li>• Revised BREEAM assessment.</li> <li>• Revised Room Data Sheets.</li> <li>• Revised Logistics/ Circulation Strategy for the site and facility.</li> <li>• Revised Phasing Plan.</li> <li>• Revised Bio-Security and Biosafety Report.</li> <li>• Revised Sustainability Strategy.</li> <li>• Revised Security Strategy.</li> <li>• Revised Facilities Management Strategy.</li> <li>• Revised Landscape Strategy.</li> <li>• Revised Site Waste Disposal Report.</li> <li>• Revised Building Control Report.</li> <li>• Final Fire Strategy.</li> <li>• Final DDA Report.</li> </ul>
	4	<p><b>Technical Design:</b></p> <ul style="list-style-type: none"> <li>• Technical design(s) and performance specifications, sufficient to co-ordinate components and elements of the project.</li> <li>• Information for statutory standards and construction safety.</li> <li>• Contribution to Whole Life Cost information.</li> <li>• Revised BREEAM assessment.</li> <li>• Final Room Data Sheets.</li> <li>• Final Logistics/ Circulation Strategy for the site and facility.</li> <li>• Final Phasing Plan.</li> <li>• Final Bio-Security and Biosafety Report.</li> <li>• Final Sustainability Strategy.</li> <li>• Final Security Strategy.</li> <li>• Final Facilities Management Strategy.</li> <li>• Final Landscape Strategy.</li> <li>• Final Site Waste Disposal Report.</li> <li>• Final Building Control Report.</li> <li>• BIM data drop 3.</li> </ul>
	Tender	<p><b>Tender Documentation:</b></p> <ul style="list-style-type: none"> <li>• Preparation of Employers Requirements in sufficient detail to enable a tender or tenders to be obtained.</li> <li>• Application for statutory approvals.</li> <li>• Preparation of further information for construction required under the building contract.</li> <li>• Contribution to Whole Life Cost information.</li> <li>• BIM data drop 4.</li> </ul>
		<p><b>Tender Action:</b></p> <ul style="list-style-type: none"> <li>• Contribution to identification and evaluation of potential contractors and/or specialists for the project.</li> <li>• Contribution to submission of recommendations to the Employer.</li> <li>• Contribution to appraising tenders.</li> <li>• Technical appraisal of contractor's tender proposals.</li> </ul>
Stage 4 & 5 – Covering the construction	5 - 7	<p><b>Construction:</b></p> <ul style="list-style-type: none"> <li>• Contribution to issuing of information to the contractor.</li> <li>• End of Construction BIM record model data.</li> </ul>

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and operations on site, and completion		<ul style="list-style-type: none"><li>• BIM data drop 5.</li><li>• Contribution to Agendas for Employer Meetings.</li><li>• Contribution to Lessons Learned Workshop and Report.</li></ul>
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