

	<h2 style="text-align: center;">Design Services Contract Task Brief</h2>	Ref: Area 4 Interim DSC Task Brief Issue 5 Revision 0	Template
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This Task Brief is subject to all the terms and the conditions set out in the Design Services Contract between the *Client* and the *Consultant*. The details specific to this Task (Scheme) are defined below. The *Consultant* is required to submit a Task Quotation to the *Service Manager* based on the requirements defined in this Task Brief prior to possible issue of the Task Order.

Note - The Task Brief is not an instruction to undertake any works or services.

CONTRACT / TASK DETAILS				
Scheme Portfolio				
Scheme Title				
Task Title				
Principal Designer		Highways England or Consultant Name		
Task Type () Reference to Scope and Task Schedule	Core Service		Optional Service	
	DESIGN VALIDATION (3)		INSPECT ASSET (5)	
	• Survey Review	✓	5.1 Highway	<input type="checkbox"/>
	• Existing Design Review.	<input type="checkbox"/>	5.2 Structures	<input type="checkbox"/>
	COMMUNITY (4)	<input type="checkbox"/>	5.3 Drainage	<input type="checkbox"/>
	DESIGN SCHEMES (8)		5.4 Geotechnical	
	8.1 CDM Principal Designer	<input type="checkbox"/>	5.5 Soft Estate	<input type="checkbox"/>
	8.2 New scheme design (Feasibility/Preliminary/Detailed)	✓	5.6 Trees	<input type="checkbox"/>
	8.3 Reviews / completes scheme design by Others,	<input type="checkbox"/>	5.7 Other	<input type="checkbox"/>
	8.4 Design support to contractors engaged by the Client.	<input type="checkbox"/>	IDENTIFY NETWORK NEEDS (6) 6.1 ECI – Technical Advice	<input type="checkbox"/>
8.5 Prepares specifications for technical surveys and testing.	<input type="checkbox"/>	DEVELOP NETWORK NEEDS (7) 7.1 ECI – Technical Advice	<input type="checkbox"/>	



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	8.6 Surveys, studies and other works to support the design.	<input type="checkbox"/>	DELIVER SCHEMES (10) 10.1 Site supervision / Inspection	<input type="checkbox"/>
	8.7 Reviews designs from third parties including developers.	<input type="checkbox"/>		
	8.8 Prepares tender and contract documentation.	<input type="checkbox"/>		
	DELIVER SCHEMES (9)	<input type="checkbox"/>		
	9.1 CDM Principal Designer	✓		
	9.2 Construction Design support. (clarification of designs, re-design of the works)	<input type="checkbox"/>		
	9.3 Construction Design support. (Support Client's site supervisors and inspectors)	<input type="checkbox"/>		
	9.4 Prepares as constructed drawings	✓		
	9.5 Prepares Health and Safety file.	<input type="checkbox"/>		
	9.6 Ancillary. Attends arbitration, dispute resolution, consultation, inquiries and legal proceedings	<input type="checkbox"/>		
	INCIDENT (RAPID) RESPONSE (11) 11.1 Technical advice /design	<input type="checkbox"/>		

LOCATION DETAILS

Chart Sections		Grid Reference	<ul style="list-style-type: none"> Latitude XXX Longitude YYY
Structure Key No.		Marker Posts	
Direction	Insert carriageway e.g S/B	Location plan No	Insert Number (if attached)



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SCHEME / TASK DETAILS

Description of Scheme.

Insert brief description of scheme

Scope of Task

Description of task

Task Deliverables

General

- **Insert**

Scheme Development

- **Insert**

Scheme Design

- **Insert**

Health & Safety / CDM

- Pre-Construction Information (if this task includes 8.1 Principal Designer)
- Health & Safety File (if this task includes 9.1 Principal Designer)
- **Insert (any other)**

Network / Road space

- **Insert**

Environmental

- **Insert**

Post Construction

- **Insert**

BIM required for Task (Clause X10 applies if states YES.

Choose YES / NO, with any conditions

Unless stated in this Task Brief, X10 Information Modelling (BIM) is not required.

Insert Others

- **Insert**

Insert Others

- **Insert**

Scheme / Task Background

What is the aim of the scheme? What is the scheme trying to achieve?

Design Requirements, Specifications and Standards

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General			
Design			
Previous Options and Designs (if applicable)			
Any previous schemes for project location including ones which were not implemented (and why), history of existing scheme,			
Known constraints, critical success factors, agreements, key risks (threats and opportunities)			
CDM Notifiable?	YES/NO	Estimated construction cost.	£ insert

KEY TASK DELIVERABLES AND MILESTONES			
Deliverable / Milestone	Date	Deliverable / Milestone	Date
Task Quotation return date	Insert		Insert
Task commencement date	Insert	Task completion date	Insert
Planned construction start	Insert	Planned construction end	Insert
Task Programme	Insert	H&S file submission	Insert
Risk Register submission	Insert		Insert
Other key milestones	Insert	Other key milestones	Insert
Other key milestones	Insert	Other key milestones	Insert

INFORMATION or PRODUCTS (PROVIDED BY HIGHWAYS ENGLAND)		
Risk Register	Insert document details / Not Applicable (as required)	Appendix A or other
SAR		



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VM Report		
Photographs		
Location plan		
Drawings		
Specifications		
EIA		
Asbestos Plan		
Technical Surveys		
Efficiency Register		
Cost Estimates		
RSA		
WCHAR		
TTM		
Other Information		
Other Information		

SCHEME AND TASK RISKS (THREATS AND OPPORTUNITIES)

Risk Category	Risk Event	Risk Treatment (mitigation or enhancement)
1. Health & Safety and Environmental	1.1 Insert risk event	Insert
	1.2 Insert risk event	Insert
2. Customer / Reputational	2.1 Insert risk event	Insert
	2.2 Insert risk event	Insert


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3. Financial		
4. Time / Programme		
5. Operational		
6. Land Acquisition		
7. Other category		
8. Other category		

APPROVALS				
Action	Name	Position Title	Signature	Date
Proposed by				
Approved by				
Authorised by				

Delete this version control box when issuing the Task Brief

VERSION CONTROL			
Amend No	Rev No	Amendments	Date

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Appendix A: Additional Supportive Information

Insert / hyperlink to document