

## Appendix 1 Core Design Team

Key elements of the design team are as set out in this table.

RIBA STAGES	Principal Designer	Landscape Architect	Conservation Architect	Structural Engineer	Archaeologist	Quantity Surveyor
General	<p>Prepare pre-construction information. Undertake review of tendering contractor's H&amp;S information, review of successful tenderer's Construction Stage H&amp;S Plan, submission of F10 and updates.</p> <p>Preparation of Building Manuals and H&amp;S File at the end of the project not included. This will be the Main Contractor's responsibility.</p>		<p>The conservation architect shall be appointed as lead consultant who will be the contract administrator and responsible for managing the design team. The design team may be part of the same practice or include sub-consultants.</p> <p>The Conservation architect must be accredited as a Conservation Architect on the RIBA Conservation Register, this is a requirement for working on a Historic England grant aided project.</p>	Structural engineer with evidenced conservation experience.	<p>The scope of services is set out in the attached <b>Written Scheme of Investigation</b> attached below : prepared by Cotswold Archaeology in May 2020 for work to be carried out at the Jewish and Congregationalist Cemeteries (a Scheduled Ancient Monument) at Ponsharden in Falmouth.</p>	<p>Provide expert advice on project costs, from both design through to construction stages, and help ensure that project remains affordable and offer good value for money, through helping the client and design team assess different options, and track variations.</p> <p>Tasks will vary but may include:</p> <ul style="list-style-type: none"> <li>Helping determine the client requirements</li> <li>Benchmarking / assessing and comparing options</li> <li>Helping define the budget</li> </ul>
STAGE 4 – Technical design.	Overall Principal Designer responsibilities in line with CDM Regulations	<p>Undertake final detailed drawings and specifications of typical path detail, hedge planting detail, timber decked path.. Adjustment of planting proposals to suit final northern bank treatment. Input into tender review, one round of value engineering (but not redesign/redraw). Prepare and issue construction stage documents, attendance at 2no project team Progress Meetings, and NLHF Interim Meeting.</p>	<p>To review and update all RIBA stage 3 drawings and schedules. Write NBS specification, Schedule of Works, prepare any additional documentation required for completion of tender documentation</p> <p>The architect and team will provide advice on the form of contract and the tender process to the client and QS. Key to this will be deciding if an early tender process is required to nominate a sub-contractor to the main contract as stone conservators. Allow for providing support for a separate pre-tender and include for negotiation on the methods of repair to be adopted and amendments to the specifications and schedules that may result from this.</p> <p>Advise on suitable location for site access and site compound.</p> <p>Review and advise on selection of main contractor. Allow for one round of value engineering either with the main contractor and/or nominated sub-contractors such as monument conservators. Assume no further redesign at this stage. The tender process will be managed by the Quantity Surveyor which is a separate appointment.</p>	<p>Organise and competitively tender the SI work as a matter of priority following appointment, attend during SI work, review results and design retaining wall to Congregationalist Cemetery entrance staircase and mesh reinforcement to north bank, liaising with specialist sub-contractors (proposed fee does not include any sub-contractor design fees). A separate Scheduled Monument Consent Application and MoJ licence has been submitted by the client for the SI work</p> <p>Prepare tender drawings and NBS specification, contribute to tender review, include one round of value engineering (but not redesign/redraw). Take into account recommendations made by Site Investigations and specialist sub-contractors.</p> <p>Prepare and issue construction stage documents for structural engineering work, attend monthly project team Progress Meetings.</p> <p>Liaise with Cornwall Highways over Technical Approval and AIP (Approval in Principal) for work adjacent to highway (fees payable</p>	<p>The required scope of works is set out in the Written Scheme of Investigation (WSI; CA 2020) and comprises:</p> <ol style="list-style-type: none"> <li>archaeological excavation and recording of a profile across the hedge on the western side of the Congregationalist Cemetery;</li> <li>archaeological excavation and recording of two profiles across the extant Congregationalist Cemetery path;</li> <li>removal of rubble from the Congregationalist Mortuary and a brief record of the mortuary structure;</li> <li>a digital photographic record of the part(s) of the Jewish Cemetery wall which may incorporate elements of the former Ohel; and</li> <li>an archaeological watching brief/site attendance during: o site investigation works;</li> </ol> <ul style="list-style-type: none"> <li>the installation of a metal mesh against the face of the north embankment;</li> <li>rebuilding of the retaining wall adjacent to the</li> </ul>	<ul style="list-style-type: none"> <li>Assessing value for money</li> <li>Checking designs meet legal and quality standards.</li> <li>Value engineering and preparing cost plans / estimates / projections.</li> <li>Preparing bills of quantities / tender pricing documents.</li> <li>Advising on tender returns</li> <li>Preparing valuation statements for interim certificates.</li> <li>Assisting with the valuation of claims.</li> <li>Preparing regular cost reports, including out-turn cost and cash flow.</li> <li>Completing the final account.</li> </ul>

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			<p>Prepare and issue construction stage documents. Taking account of recommendations made by appointed conservators. Attend monthly project team progress meetings. Attend and report at interim NLHF/HE design team meeting.</p> <p>Liaise directly with HE representatives to resolve manage any design issues arising during the contract and to monitor compliance with grant or SMC conditions.</p> <p>Undertake client reporting, regular liaison with project manager, internal project management and administration.</p>	to Cornwall Council are not to be included in this tender).	<p>Congregationalist entrance staircase;</p> <ul style="list-style-type: none"> <li>rebuilding of the Cornish hedge on the southern side of the site;</li> <li>cutting of a new entranceway through the Cornish hedge which separates the cemeteries;</li> <li>cutting of a new footpath through the earthen mound in the northern part of cemetery; and</li> <li>the erection of new boundary fencing.</li> </ul> <p>Plus supervision of a small group of volunteers provided by the client to undertake the following</p> <ul style="list-style-type: none"> <li>removal/stacking/sorting of the rubble from the Congregationalist Mortuary and the recording of the mortuary floor;</li> <li>the cutting and recording of profiles across the Congregationalist Cemetery path; and</li> <li>the cutting and recording of a profile across the hedge on the western side of the Congregationalist Cemetery</li> </ul>	
STAGE 5 - Construction.		Attend pre-start meeting, 1 progress meeting including site visit, phone calls/email support during contract period. Assume no redesign work during this stage	<p>Act as contract administrator for the construction contract. Chair and minute Pre-Start Meeting and 9 monthly Progress Meetings during the contract allowing for inspections on site. Meetings may be held in Falmouth TC offices.</p> <p>Allow for contract administration, resolving site queries and additional site visits for urgent resolutions. Assume 38 weeks for contract period.</p> <p>Allow for National Lottery Heritage Fund (NLHF) interim visit manage Design Team, discharge of SMC Conditions, internal project management and administration. Assume no re-design work included.</p>	<p>For a single construction contract with a main contractor employing all specialist sub-contractors.</p> <p>Attend pre-start meeting, and 2 Progress Meetings including site visits, phone call/email support during contract period. No alteration or redesign work to be included.</p>		

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STAGE 6 Handover and close out.		Snagging and Defects Liability Period inspections.	Undertake snagging inspections and rectification, issue Certificate of Practical Completion, undertake Defects Liability Period inspection, schedule of defects, carry out rectification inspection, and issue Final Certificate, As Built documentation and discharge of SMC Conditions relating to record documentation.	Undertake Snagging and Defects Liability Period inspections reporting to Conservation Architect.		
7 - In use.			Assume the project is delivered under a single main contractor with sub-contractor nominated for the specialist stone conservator work.			

The Project Manager for the project is to be appointed direct by the Council. The Project Manager will be Tim Kellett, who will be providing the required project management relevant to RIBA Stages 4-6 and in doing so will:

1. Act as client's representative during the course of the project at meetings and in written responses to relevant organisations.
2. Maintain an oversight of the construction process and address and assist with the resolution of any issues that impact on delivery of the outcomes.
3. Monitor progress of the project against an approved programme and to update and modify that programme according to detailed input from Contractors and other consultants within the milestones and conditions of the grants. Reporting is to be made to the client on a monthly basis at the minimum through minutes of progress meetings or separate reports.
4. Advise on the tender process and the identification of the site access and compound.
5. Report on progress regularly to the client representatives on progress of the project against the project programme.
6. Attend monthly site meetings during the contract and key team meetings during the tender stage.
7. Provide accompanied access to the site at any reasonable time for visits by potential consultants or potential contractors as part of the tender process, and to provide advice and input to the construction tender process and selection of contractors.
8. Liaise with the client and provide information on progress as required for public relations, community consultation, website blogs or the Friends of Ponsharden Cemeteries.
9. Assist with the evaluation of the project and reporting to the funders at required stages through the contract.
10. Review projects risks and report to the client with recommendations for mitigation.
11. Provide input into negotiations to acquire extra land prepare the way for a phase 2 project.