**Appendix 1 Core Design Team**

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

| **RIBA / RICA STAGES** | **Architect / Contact Administrator** | **Structural Engineer** | **Project Manager** | **Quantity Surveyor** |
| --- | --- | --- | --- | --- |
| General | Undertake review of tendering contractor’s H&S information, review of successful tenderer’s Construction Stage H&S Plan, submission of F10 and updates.  Preparation of Building Manuals and H&S File at the end of the project not included. This will be the Main Contractor’s responsibility. | Structural engineer with evidenced conservation experience. | The Project Manager will provide the required project management relevant to RIBA Stages 5-6 / RICS and in doing so will:   * Act as client’s representative during the course of the project at meetings and in written responses to relevant organisations. * Maintain an oversight of the construction process and address and assist with the resolution of any issues that impact on delivery of the outcomes. * 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. * Advise on the tender process and the identification of the site access and compound. * Report on progress regularly to the client representatives on progress of the project against the project programme. * Attend monthly site meetings during the contract and key team meetings during the tender stage. * 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. * Liaise with the client and provide information on progress as required for public relations, community consultation, etc. * Assist with the evaluation of the project and reporting to the funders at required stages through the contract. * Review projects risks and report to the client with recommendations for mitigation. | 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.  Tasks will vary but may include:   * Helping determine the client requirements * Benchmarking / assessing and comparing options * Helping define the [budget](https://www.designingbuildings.co.uk/wiki/Project_budget) * Assessing [value for money](https://www.designingbuildings.co.uk/wiki/Value_for_money) * [Checking designs](https://www.designingbuildings.co.uk/wiki/Checking_design) meet legal and [quality](https://www.designingbuildings.co.uk/wiki/Quality) [standards](https://www.designingbuildings.co.uk/wiki/Standards). * Value engineering and preparing cost plans / estimates / projections. * Preparing [bills of quantities](https://www.designingbuildings.co.uk/wiki/Bills_of_quantities) / [tender pricing documents](https://www.designingbuildings.co.uk/wiki/Tender_pricing_document). * Advising on tender returns * Preparing [valuation](https://www.designingbuildings.co.uk/wiki/Valuation) statements for [interim certificates](https://www.designingbuildings.co.uk/wiki/Interim_certificates). * Assisting with the [valuation](https://www.designingbuildings.co.uk/wiki/Valuation) of [claims](https://www.designingbuildings.co.uk/wiki/Claims). * Preparing regular [cost reports](https://www.designingbuildings.co.uk/wiki/Cost_report), including [out-turn cost](https://www.designingbuildings.co.uk/wiki/Out-turn_cost) and [cash flow](https://www.designingbuildings.co.uk/wiki/Cash_flow). * [Completing](https://www.designingbuildings.co.uk/wiki/Completing) the [final account](https://www.designingbuildings.co.uk/wiki/Final_accounts). |
| STAGE 5 - Construction. |  | For a single construction contract with a main contractor employing all specialist sub-contractors.  Attend pre-start meeting and Progress Meetings including site visits, phone call/email support during contract period. No alteration or redesign work to be included. |
| STAGE 6 Handover and close out. | Undertake Snagging and Defects Liability Period inspections reporting to Conservation Architect. |