

**\*ADDITIONAL DUTY: ACOUSTIC CONSULTANT**

**Inception**

1. Discuss the requirement of the services, including budget and programme. Liaise with the Employer and the other consultants to obtain drawings, specifications and other design information relevant to your services.
2. Visit the Site.
3. Submit an initial feasibility report for consideration.

**Site measurements**

4. Liaise with local authority and agree a method statement for site noise level measurements.
5. Measure daytime, evening and night-time background noise levels in the area of the Site. Establish appropriate noise limits, and set standards for potential noise break-out and break-in.
6. Measure daytime ambient noise at locations representative of the building facade to determine the sound insulation requirements of the external envelope.

**Preliminary design and planning**

7. Identify the acoustic standards to be achieved by the Project taking into account any relevant requirements of the planning permission and appropriate guidance, including (if relevant) that available from British Council for Offices and the BRE, and provide initial proposals to meet those standards.
8. Confirm the acoustic standards to be achieved by the internal layouts and sub-divisions of the Works and make proposals to meet those standards.
9. Review the designs and specifications for the Works prepared by the design team or supplied by others relating to acoustic performance. Comment, and recommend alternatives, where appropriate, to achieve the required acoustic standards.
10. 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.
11. 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. Reference the attached Initial Scoping Brief and additional services as applicable.

**Detailed design**

12. Confirm the acoustic design standards to be achieved in the Works. Brief the design team as to acoustically important aspects of the design.
13. Provide advice and assistance to the design team and any relevant specialist Contractors with regard to the architectural design for both the building envelope and the internal sub-divisions.
14. Develop the outline acoustic design requirements for the mechanical services systems, including allowable noise levels for plant, sound attenuation requirements and vibration control.

**Construction phase**

15. Visit Site at appropriate times during construction to check on standards of construction and detailing relevant to the acoustic performance of the Works. Submit a report as to your findings on each visit.
16. Perform acoustic measurements on a sample basis, to check whether acoustic standards have been met. If necessary, make recommendations for remedial action.

**General services**

**MULTI-DISCIPLINARY DESIGN TEAM  
STRUCTURE**

**JIC - NGI TEAM**

17. Attend design team meetings and project or progress meetings as necessary.