**WORK STAGE SERVICES - DUTIES OF THE ARCHITECT**

Stage 4 Technical Design

Preparing technical designs, calculations and specifications sufficient to construct the project in accordance with the Architect Scope of Service and agreed Information Exchanges.

In co-operation with Other Consultants, complete the design of the Project up to tender stage.

Consulting statutory authorities on developing design.

Providing information for updating estimate of Construction Cost.

Reviewing the Project Execution Plan and Risk Assessments and the Sustainability, Maintenance and Operational, Handover, Construction and Health and Safety Strategies.

Undertaking Third Party Consultations as required including preparing and making submissions under building acts and/or regulations or other statutory requirements.

Reviewing design information provided by contractors or specialists to establish whether that information can be co-ordinated and integrated with other project information.

Giving general advice on operation and maintenance of the building.

Obtain the Employer’s approval to proceed to next stage.

**Stage 4a Tender Stage**

Consider the most suitable options for the procurement of the Works and following discussion with the Other Consultants, make recommendations to the Project Manager and Employer.

In liaison with the Other Consultants, make recommendations to the Employer/Project Manager on the suitability of firms who may be invited to submit a tender for the main Works and any specialist Works.

In liaison with the other members of the Project Team, ensure that all drawings, specifications, schedules, bills of quantities or other documents necessary for the placing of contracts are completed and are fully co-ordinated, are in accordance with the brief approved by the Employer and are available on the programmed date.

In liaison with the Project Manager and Other Consultants, assist with the tender process.

Examine tenders received and, in liaison with the Project Manager and Other Consultants, make recommendations to the Employer and advise on any corrective action which may be required if the lowest tender is higher than approved cost for the Works and obtain Employer’s instructions.

In liaison with the Other Consultants, provide the Employer with drawings or other documents necessary for entering into contract.

Undertake risk assessments.

Undertake value management exercises where required.

Obtain the Employer’s approval to proceed to next stage.

Stage 5 Construction

In collaboration with the Other Consultants, assist the project manager in administering the terms of the Works contract during operations on site and relating to the completion of the Works including (but not limited to) all activities in connection with the adjudication of disputes between the Employer and the Contractor.

Visit the Site at regular intervals during the construction of the Works in order to inspect the quality of the work and to monitor progress and ensure that the Works are completed fully accordance with the contract documents. Until completion of the project report to the Project Manager at monthly intervals on the progress of the Works.Responding to site queries as reasonably required for construction.

Respond to Request For Information (RFIs) from the contractor where necessary.

Ensure that rigorous safety policies are in place and are implemented by the Contractor and sub-contractors working on the site and that there is adequate protection for the public and others and that health and safety Statutory Requirements are fully observed.

Ensure that rigorous quality management procedures are in place throughout the construction phase.

Inform the project manager of any contractual difficulties which may arise during the course of the contract and obtain the project manager’s instructions.

In liaison with the Other Consultants, comply with the post-contract cost control procedures in order to ensure financial control covering the issue of instructions which vary the Works and the issue of costs reports to the project manager.

Complying with the requirements of the Handover Strategy including agreement of information required for commissioning, training, handover, asset management, future monitoring and maintenance and on-going compilation of "As Constructed Information".

Assisting with the updating of the Construction and Health & Safety Strategies.

Providing record drawings showing the building and main lines of drainage and other information, where applicable, for the Health and Safety File (CDM 2007) and the building logbook (Building Regulations Approved Document Part L2).

Reviewing compliance with statutory and contract requirements.

Obtain the Employer’s approval to proceed to next stage.

Stage 6 Handover and Close Out

Assisting building user during initial occupation period, if applicable as attached schedule.

In liaison with the Other Consultants, provide the Employer, with a set of record drawings and guidance on the operation and maintenance of the Project and its services.

In the event of any dispute resulting from the Project prepare any necessary documentation and report and, if required by the Employer, attend any hearing acting as witness (and subject to the payment of a reasonable additional fee).

Obtain the Employer’s approval to proceed to next stage.

Stage 7 In Use

Carrying out Post-occupation Evaluation, if applicable as attached schedule.

To address any latent defects identified and provide advice to the client as to how such needs to be resolved.

Procurement Activities Identify extent of design work by contractor and/or specialist sub-contractors.

Prepare documents required for tendering purposes.

NB: Activities in *italics* may be moved to suit project requirements.

NB: Activities underlined will vary to suit project requirements.

###### Sites, buildings and related services

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| --- | --- | --- | --- | --- |
| 1 |  | Selection of project team members | | |
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| 2 |  | Options appraisal | | |
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| 3a |  | Initial Project Brief |  |  |
|  |  |  |  |  |
| 3b |  | Final Project Brief |  | Compiling, revising and editing |
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| 3c |  | Room data sheets |  |  |
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| 4 |  | Selection of sites and/or buildings | | |
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| 5 |  | Surveys, inspections or specialist investigations | | |
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| 6 |  | Accessibility audit | | |
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| 7 |  | Environmental studies | | |
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| 8 |  | Services in connection with party wall matters | | |
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| 9 |  | Community architecture services | | |
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| 10 |  | Outline planning submissions and/or pre-application planning consultations | | |
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| 11 |  | Negotiations in connection with statutory approvals | | |
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| 12 |  | Submissions to and negotiations with landlords, freeholders, etc | | |
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| 13 |  | Applications or negotiations for statutory and other grants | | |
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| 14 |  | Prescribed software for data transfer | | |
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| 15 |  | Services in connection with value engineering | | |
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| 16 |  | Services in connection with risk management | | |
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| 17 |  | Electronic document control system | | |
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| 18 |  | Services in connection with a site waste management plan | | |
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| 19 |  | Two-stage tendering | | |

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| 20 |  | Briefing and/or tender documentation for specialist services |

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| 23 |  | Interim and final valuations |
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| 24 |  | Compiling maintenance and operational manuals |
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| 25 |  | Specially prepared drawings of building as built, models, photographs, etc |
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**Special Services**

*Special Services only required if the need arises during the commission, which may be instructed as additional Services:*

* Revision of or preparation of additional documents to:
  + comply with requirements of planning or statutory authorities, landlords, etc;
  + comply with changes in interpretation or enactment or revisions to laws or statutory regulations;
  + make changes or corrections not arising from any failure of the Architect/Consultant.
* Investigations and instructions relating to work not in accordance with the building contract.
* Assessment of alternative designs, materials or products proposed by a contractor or sub-contractor.
* Assistance to the Contract Administrator dealing with extensions of time and contractor’s claims.
* Services on behalf of the Client in connection with any dispute between the Client and another party.
* Services following damage to, or destruction of, a building in construction or existing buildings.
* Services following suspension or termination of any contract or agreement with or the insolvency of any other party providing services to the project.
* Services in connection with easements or other legal agreements.