

Appendix 2 Core Design Team and Sub Contractors

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

RIBA STAGES	Lead Contractor	Interior / Exhibition Designer	Project Manager	Quantity Surveyor
General		<p>The interior / exhibition designer shall be appointed as lead contractor who will be the contract administrator and responsible for managing the design and interpretation as well as coordinating the build phase of this project to include the engagement and management of the necessary sub-contractors.</p> <p>Act as contract administrator for the installation/ construction contract. Chair and minute Pre-Start Meeting and monthly Progress Meetings during the contract allowing for inspections on site. Meetings may be held in Museum premises.</p> <p>Allow for contract administration, resolving site queries and additional site visits for urgent resolutions.</p> <p>Assume no re-design work included.</p> <p>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.</p> <p>Assume the project is delivered under a single main contractor with sub-contractor nominated for the specialist works e.g. M&E fit out (e.g. lighting, audio, AV), carpentry.</p>	<p>The Project Manager will provide the required project management relevant to RIBA Stages 1-6 and in doing so will:</p> <ul style="list-style-type: none"> • 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 installation/ 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, as a minimum, through minutes of progress meetings or separate reports. • Advise on the tender process for the installation 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 installation/ construction tender process and selection of contractors. • Liaise with the client and provide information on progress as required for public relations, community consultation, public access 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. 	<p>Provide expert advice on project costs, from both design through to installation/construction stages. Help ensure that project remains affordable, on budget and offers 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"> • Helping determine the client requirements • Benchmarking / assessing and comparing options • Helping define the budget • Assessing value for money • Checking designs meet legal and quality standards. • Value engineering and preparing cost plans / estimates / projections. • Preparing bills of quantities / tender pricing documents. • Advising on tender returns • Preparing valuation statements for interim certificates. • Assisting with the valuation of claims. • Preparing regular cost reports, including out-turn cost and cash flow. • Completing the final account.

RIBA STAGES	Mechanical & Electrical Services	Lighting services	Carpentry / Joinery	Audio / Visual Services	Flooring, fixtures and fittings
Construction phase	<p>General electrical services within connection to power, sockets and cabling to support audio-visual and sound associated with the design outcomes.</p> <p>Mechanical / ventilation services as required by final design.</p>	<p>Provision of lighting within cabinets and displays.</p> <p>Design and install ambient lighting within the gallery.</p>	<p>Joinery work in connection to repurposing of display cabinets as per agreed design.</p> <p>General carpentry to support the delivery of the design work, for example staging and platforms.</p>	<p>Supply, install and enable audio-visual equipment to support the overall design outcomes.</p>	<p>Where applicable in line with agreed final design.</p>