

Services 2010

This is Appendix B referred to in the Agreement relating to the works to Grenfell Tower

The Project, namely:	Grenfell Tower Upgrade	
between		
The Client, namely:	Kensington and Chelsea Tenant Management Organisation	TMO initials
and		
The Architect, namely:	Studio E LLP	SE initials

Part 1: Role Specifications

The **Services** are set out in the parts of this schedule identified below

Role Specifications

Design Services

Other Services

and additional schedule(s)

The **Services** shall be performed in the specified Stages [as defined in the RIBA Outline Plan of Work 2007 as amended November 2008] and include performance of any specified roles in the list below

Specified Roles	Stages
Project Manager	<input type="text"/>
<i>If no Project Manager is appointed then the Client or Client's Representative performs the role.</i>	
Lead Consultant	A-L
<i>Lead Consultant services are always required, whether or not other consultants are appointed.</i>	
CDM Co-ordinator	<input type="text"/>
Cost Consultant	<input type="text"/>
Contract Administrator/Employer's Agent	<input type="text"/>
Lead Designer	A-L
Architect as Designer	A-L
Landscape Designer	A-E
Civil and Structural Engineer as Designer	<input type="text"/>
Building Services Engineer as Designer	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

RIBA Outline Plan of Work 2007 as amended November 2008

The Outline Plan of Work divides the process of managing and designing building projects and administering building contracts into a number of Work Stages. The sequence or content of Work Stages may vary or they may overlap to suit the procurement method.

PREPARATION	A Appraisal	Identification of client's needs and objectives, business case and possible constraints on development. Preparation of feasibility studies and assessment of options to enable the client to decide whether to proceed.	0GC Gateways
	B Design Brief	Development of Client's initial statement of requirements into the Design Brief by or on behalf of the client confirming key requirements and constraints. Identification of procurement method, procedures, organisational structure and range of consultants and others to be engaged for the project.	1 Business justification 2 Procurement strategy
DESIGN	C Concept	Implementation of Design Brief and input to Project Brief. Preparation of Concept Design including outline proposals for structural and building services systems, outline specifications and preliminary cost plan. Review of procurement route.	3A Design brief and concept approval
	D Design Development	Preparation of Developed Design to include structural and building services systems, updated outline specifications and cost plan. Completion of Project Brief. <i>Application for detailed planning permission.</i>	3B Detailed design approval
	E Technical Design	Preparation of technical design(s) and specifications, sufficient to co-ordinate components and elements of the project and <i>information for statutory standards and construction safety.</i>	3C Investment decision
PRE-CONSTRUCTION	F Production Information	F1 Preparation of production information in sufficient detail to enable a tender or tenders to be obtained. <i>Application for statutory approvals.</i> F2 <i>Preparation of further information for construction required under the building contract.</i>	
	G Tender Documentation	<i>Preparation and/or collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained for the project.</i>	
	H Tender Action	<i>Identification and evaluation of potential contractors and/or specialists for the project.</i> <i>Obtaining and appraising tenders; submission of recommendations to the client.</i>	
CONSTRUCTION	J Mobilisation	Letting the building contract, appointing the contractor. Issuing of information to the contractor. Arranging site hand over to the contractor.	
	K Construction to Practical Completion	Administration of the building contract to Practical Completion. Provision to the contractor of further information as and when reasonably required. Review of information provided by contractors and specialists.	4 Readiness for service
USE	L Post Practical Completion	L1 Administration of the building contract after Practical Completion and making final inspections. L2 Assisting building user during initial occupation period. L3 Post-occupation evaluation – review of project performance in use.	5 Benefits evaluation

The activities in italics may be moved to suit project requirements, ie:
 D Application for detailed planning approval;
 E Information for statutory standards and construction safety;
 F1 Application for statutory approvals;
 F2 Further information for construction;
 G+H Invitation and appraisal of tenders.

The person appointed to the specified Roles is authorised to perform and shall be responsible for performance of the activities in all relevant stages.

Project Manager

Preparing the Client's initial statement of project objectives, taking into account the Client's core operations and identifying constraints

Establishing the requirement for professional skills, including development of the Brief, procedure and programme management, and legal, insurance and financial services

Identifying the roles of client representatives and stakeholders

Managing the appointment of consultants and specialists

Issuing information, decisions, approvals and instructions to the Lead Consultant

Implementing of any feasibility studies and/or options appraisals required

Developing and maintaining a project strategy

Developing and maintaining a management structure and communications environment in which all consultants, contractors and other persons can perform effectively

Managing development of the Brief and overseeing its implementation

Identifying project procedures including:

- any relevant existing procedures of the Client;
- administrative actions such as contributions to and frequency of progress reports, etc.;
- change control procedures for programme and cost matters and contingency expenditure;
- risk management; and
- performance and design quality reviews

Preparing and maintaining a master cost plan, in co-ordination with any cost estimates and cash flow projections prepared by others

Monitoring performance and activity, cost planning and control, programme and progress, and reporting to the Client. In consultation with consultants and/or contractors, authorises or applies for authorisation to take any corrective action required.

Lead Consultant

Advising on the need for and the scope of services by consultants, specialists, sub-contractors or suppliers

Facilitating communications between the Client and consultants except that communications on significant design matters are dealt with by the Lead Designer and/or the CDM Co-ordinator

Leading and co-ordination preparation of a project quality plan, and work stage programmes, including work outstanding from previous stages

Advising on methods of procuring construction

Monitoring the work of the consultants

Reviewing the progress of design work with the Lead Designer and CDM Co-ordinator

Developing and managing change control procedures, and making or obtaining decisions necessary for time and cost control

Receiving regular status reports from each consultant including the Lead Designer, CDM Co-ordinator and Contract Administrator/Employer's Agent

With the Contract Administrator/Employer's Agent, Lead Designer and CDM Co-ordinator, co-ordinating and reviewing the work of consultants and site inspectors after Stage G

Issuing instructions reasonably necessary for the purpose of time and cost control or co-ordination of design work within the scope of the Project subject to obtaining prior approval of the Client

Reporting to the Client at regular intervals on progress, or as necessary applying for further instructions or approval to proceed

CDM Co-ordinator

Exercising the powers and duties of and associated with the statutory function of Co-ordinator under the Construction (Design and Management) Regulations 2007

Providing, as and when requested, information on health and safety issues to the Lead Consultant, the Contract Administrator/Employer's Agent, Designers and any Other Persons providing work or services reasonably necessary for such persons to carry out their duties

Facilitating communications on health and safety issues between the Client and such Other Persons

Cost Consultant

Providing estimates, advice, valuations and other information concerning the cost of construction works

Co-ordinating and integrating estimates, advice, valuations and information provided by any Other Person

Contract Administrator (stages H-L) or **Employer's Agent/ Representative** (stages H-L)

Inviting and appraising a tender or tenders, including:

- considering with the Client a tenderer or a list of tenderers for construction works;
- considering with the Client appointment of a contractor, and advising on the powers and duties of the parties and the Contract Administrator under the building contract;
- preparing the building contract and arranging for signatures

Administering the building contract, including:

- reviewing the contractor's programme and the progress of construction works;
- issuing of information, instructions, etc;
- reviewing with relevant consultants of information provided by the contractor;
- providing information required for preparation of valuations of work carried out or completed or validating contractor's applications for payment;
- giving notice of any adjustment to the Completion Date;
- ascertaining or instructing ascertainment of loss and expense due to the contractor;
- certifying payments due;
- presenting financial reports to Client;
- collating record information in conjunction with the CDM Co-ordinator; and
- exercising impartial and independent judgement when dealing between Client and the contractor (not applicable to Employer's Agent)

With Lead Consultant and the CDM Co-ordinator, co-ordinating and reviewing the work of all consultants and site inspectors, if any, to the extent required for the administration of the building contract, including:

- providing information required by consultants and site inspectors for their services during the construction period
- receiving reports from such consultants and site inspectors to enable decisions to be made in respect of the administration of the building contract;
- consulting any Other Person whose design or specification may be affected by a Client instruction relating to the building contract, obtaining any information required and issuing any necessary instructions to the contractor;
- managing change control procedures and making or obtaining decisions as necessary for time and cost control during the construction period

Reporting to the Client

Lead Designer

Co-ordinating preparation of work stage programme[s] for the design process

Co-ordinating design of all constructional elements, including work by consultants, specialists or suppliers and for health and safety matters in conjunction with the CDM Co-ordinator

Establishing the form and content of design outputs, their interfaces and a verification procedure

Communicating with the Client on significant design issues

Designers

(including Lead Designer)

Preparing and maintaining for each work stage a programme for performance of the Services, including any Services not completed in a previous stage

Providing designs, specifications, advice and information concerning the design for which the designer is responsible ('the Relevant Design') with due regard to cost, functionality, build quality and impact, buildability, construction safety, operation and maintenance

Determining materials, elements and components, standards of workmanship, type of construction and performance in use for the Relevant Design

Preparing drawings, sketches, schedules, specifications, calculations and production and tender information for the Relevant Design as appropriate

Giving due regard to the guidelines contained in the current publication *Good practice in selection of construction materials* (Ove Arup and Partners British Council of Offices 1997) unless authorised by the Client in writing to specify or authorise products or materials generally known within the Designer's profession at the time of specification or authorisation to be deleterious or hazardous to health or safety or to affect the durability of construction works

(Where engaged to provide services during the construction stage other than any duties in connection with administration of the building contract), making the appropriate number of visits to the site for:

- inspection generally of the progress and quality of the Relevant Design as built;
- approval of such elements of the works as may be specified to be to the reasonable satisfaction of the Designer;
- obtaining information necessary for the issue of any notice, certificate or instruction by the administrator of the building contract

Architectural Designer's services include siting, spatial arrangement, amenity and appearance of buildings and external works elements

Structural Designer's services include civil engineering elements, structural stability of building sub-structures, super-structures and external works elements

Building Services Designer's services include building services (including mechanical, electrical, public health, transport and/or communications systems) elements

Specialist Designer's services relate to elements allocated to a contractor or sub-contractor who it is intended will construct the specialist work, or to a consultant with special expertise where the specialist work will be constructed by another firm

Part 2: Design Services

WORK STAGE SERVICES

All commissions

Receiving Client's instructions and information about the Site
Visiting the Site and carrying out an initial appraisal
Preparing or contributing to project quality plan
Preparing and maintaining work stage programme[s] for performance of the Services
Preparing Work Stage Reports and submitting to Client

Preparation

A Appraisal

Assisting the Client in defining the Client's requirements
Preparing feasibility studies to confirm the Client's requirements
Reviewing with Client alternative project options
Providing information for a report on cost implications
Advising on the need for services by consultants or specialists

B Design Brief

Contributing to preparation of the Design Brief, which confirms key requirements and constraints and identifies procurement method, procedures, organisational structures, range of consultants and specialists to be engaged for the Project

(Compiling, revising and editing the Design Brief on behalf of the Client is Other Service 3a)

Design

C Concept

Receiving Design Brief; assisting in preparation of additional briefing data (Project Brief)
Preparing Concept Design, also showing outline proposals for structural and building services systems, and including outline specifications
Reviewing procurement method
Providing information for approximate estimate of Construction Cost

D Design Development

Contributing to completion of the Project Brief

Investigating effect of statutory standards and construction safety on Concept Design

Consulting statutory authorities

Developing the approved Concept Design to show spatial arrangements, type of construction, materials, appearance and detailed proposals for structural and building services systems and updated outline specifications

Providing information for estimate of Construction Cost

Preparing and submitting application for detailed planning permission

E Technical Design

Consulting statutory authorities on developing design

Preparing technical designs, calculations and specifications sufficient to co-ordinate components and elements of the project *including information for statutory standards and construction safety*

Providing information for updating estimate of Construction Cost

Pre-construction

F Production Information

F1

Preparing production information including specifications in sufficient detail to enable a tender or tenders to be obtained

Preparing and making submissions (gives building notice (not in Scotland)) under building acts and/or regulations or other statutory requirements

Providing information for updating estimate of Construction Cost

F2 Preparing further information for construction required under the building contract

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

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

G Tender Documentation

*Providing information for preparation of tender pricing documents; or
Preparing schedules of rates/schedules of works for tendering purposes*

Preparing and collating tender documents to enable a tender or tenders to be obtained

Assisting Lead Consultant to identify and evaluate potential tenderers

Providing information for preparation of pre-tender estimate of Construction Cost

H Tender Action

Contributing to appraisal and report on tenders/negotiations

If instructed: If instructed + subject to additional fees, revising construction information to match adjustments in the tender sum

Construction

J Mobilisation

Providing production information as required for and by the building contract

K Construction to practical completion

Making visits to construction works as Designer

Providing further information reasonably required for construction

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

Providing 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 log book (*Building Regulations Approved Document Part L2*)

Reviewing compliance with statutory and contract requirements

Giving general advice on operation and maintenance of the building

Use

L Post Practical Completion

L1 Advising on resolution of defects

Providing information for agreeing final account

L2 Assisting building user during initial occupation period, if applicable as attached schedule

L3 Carrying out Post-occupation Evaluation, if applicable as attached schedule

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

Part 3: Other Services

Sites, buildings and related services

- 1 Selection of Consultants
 - 2 Options appraisal
 - 3a Design Brief
 - 3b Final written brief
 - 3c Room data sheets
- } Compiling, revising and editing
- 4 Selection of sites and/or buildings
 - 5 Outline planning submissions
 - 6 Environmental studies
 - 7 Negotiations in connection with statutory approvals
 - 8 Surveys, inspections or specialist investigations
 - 9 Accessibility audit (new areas only)
 - 10 Community architecture services
 - 11 Party wall matters
 - 12 Services in connection with a Site Waste Management Plan
 - 13 Two-stage tendering
 - 14 Briefing and/or tender documentation for specialist services
 - 15 Negotiating a price with a contractor (in lieu of tendering)
 - 16 Use of energy in new or existing buildings

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- 17 Contribution to value and/or risk management
- 18 Electronic document control system
- 19 Compiling maintenance and operational manuals
- 20 Specially prepared drawings of building as built, models, photographs, etc
- 21 Submissions to and negotiations with landlords, freeholders, etc
- 22 Applications or negotiations for statutory and other grants
- 23 Additional site inspections or provision of resident site staff
- 24 Interim and final valuations
- 25 Landscape Design (A-E)
- 26
- 27
- 28
- 29
- 30

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.