**APPENDIX 1 – ARCHITECTS SERVICES**

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| ADS1 Architect Design ServicesScope of Architects ServicesThis Scope of Services is common to all Lots within the framework. Please note variations *in italics*  that apply to specific Lot 1 Master Planning and Feasibility, Lot 3 Housing and Lot 6 Public Realm, Urban Design and Landscape |
| **1.0**  | **Generally** |
| 1.1  | The scheme must be designed, specified, drawn and administered to ensure compliance with the following guidance and you should be familiar with all documents and must regularly check for updates. These include, as appropriate. * *(****In respect of Lot 3 Housing only*** *- Current GLA London Housing Design Guide including other standards referenced to in those documents)*
* The Employer current standard Design Guides and Contract Procedure Requirements.
* The site specific brief and any site master plan (if applicable).
* Briefing requirements that will emerge through discussions.
* Statutory and local authority requirements.
* *(****In respect of Lot 3 Housing only*** *– NHBC requirements or other insurance where appropriate to the scheme)*
* LABC requirements or other insurance where appropriate to the scheme
* CDM Regulations 2015.
* Secured by Design Requirements.
* You must confirm in writing that all of the above requirements have been met.

The Consultant shall ensure that their services and those of all sub-consultants incorporate all subsequent changes in the requirements, including adoption of alternative requirements where existing requirements are superceded. At the end of each Design stage, create a RIBA Stage report to be signed off by the client  |
| 1.2  | Act as the lead designer on the development scheme.  |
| 1.3  | Ensure that designs meet the requirements of the Council’s brief and the relevant Planning Authority and that any variations to this are approved by The Employer.  |
| 1.4  | Proactively seek the latest required standards and details of any scheme specific funding requirements from The Employer.  |
| 1.5  | Attend meetings with The Employer as required.  |
| 1.6  | Assume responsibility for the structural integrity of the construction, where the Architect assumes a design role for the building structure.  |
| 1.7  | Participate pro-actively in any collaborative design / project management system that The Employer deem appropriate from time to time such as BIM.  |

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| **2.0**  | **Preparation and Brief (RIBA Stages 0 and 1)**  |
| 2.1  | Receive the Client’s instructions and initial brief, including attendance at briefing meetings. Identify the client’s requirements, including budget, timetable and possible constraints on development. Agree an outline timetable for the completion of the Architectural services.  |
| 2.2  | Appoint the structural engineer and building services engineer on a sub-consultancy basis.  |
| 2.3  | Carry out a measured survey of the site, to include topographical, boundary and elevational survey (of existing building(s) and surrounding buildings) and services trace.  |

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| 2.4  | Advise the client on the need for any additional consultants, specialists or pre-contract work. Arrange for appointment of additional consultants or specialists on a sub-consultancy basis.  |
| 2.5  | Undertake the role of Lead Designer *(****but in respect of Lot 1 Master Planning and Feasibility, Lot 3 Housing and Lot 6 Public Realm and Landscape****, excluding the Principal Designer role, as set out in the CDM Regulations 2015)* and coordinate with the Employers Agent and with other members of the design team throughout the Project in order to ensure an integrated design process.  |
| 2.6  | Carry out an inspection of the site and subsequently consult as necessary with any local or other authority on matters relating to the proposed Works. Submit an initial outline feasibility report to the Employer setting out initial options, constraints, contextual analysis and recommendations for further investigation.  |
| 2.8  | Arrange with the other members of the Project Team to undertake preliminary feasibility studies based on the Employer’s brief (in respect of Lot 3 Housing, this should include the provision of a unit schedule showing total internal floor area and room areas for each unit) Update as the scheme design develops |
| 2.9  | Undertake consultations with all stakeholders, including residents who will be affected by the development, including presentations, meetings, newsletters, etc. Tabulate the feedback from these sessions and incorporate these into the design going forward.  |
| 2.10  | Review alternative design and construction approaches with the Client and obtain sign off for the preferred option.  |
| 2.11  | Assist the Employers Agent in the preparation of a cost estimate for the initial feasibility design.  |
| 2.12  | Present an initial appraisal, liaising with the Client’s Employer’s Agent to co-ordinate feasibility costs and submit, through the Employer’s Agent, a Feasibility Report to the Client.  |
| 2.13  | Actively collaborate with consultants and sub-consultants during Value Engineering exercises, value management and risk management exercises to ensure that the scheme cost-estimate does not exceed the project budget allowance  |
| 2.14  | Liaise with the other members of the Project Team and undertake such further studies as may be necessary in order to submit proposals and options to the Employer including an anticipated programme and costs and undertake all work necessary to obtain the Employer's approval to proceed on the basis of the Employer approved brief.  |
| 2.15  | Make all necessary submissions to Statutory Authorities and obtain approvals, such as Planning Applications, etc.~~.~~  |
| 2.16  | Advise on the options for phasing of the scheme.  |
| 2.17  | Prepare pre-application information (to include a site and area analysis and 3D massing models) to present to the local planning authority and other relevant statutory authorities.  |
| 2.18  | Meet with the local planning authority and other relevant statutory authorities.  |
| 2.19  | Amend design to reflect comments and feedback received.  |
| 2.20  | If necessary, hold further meetings with the local planning authority and other relevant statutory authorities and local communities/stakeholders.  |
| 2.21  | Prepare information for use by the employer’s agent/cost consultant to prepare a cost report.  |

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| **3.0**  | **Planning (RIBA Stages 2 and 3)** |
| 3.1  | Develop scheme designs to planning application stage, through an iterative design process with client direction and sign-off through each iteration. |
| 3.2  | Advise on scope of and requirement for other consultants, necessary for input up to submission of planning application and tender stage. |
| 3.3  | Act as lead designer, managing, monitoring their designs and coordinating the input of other design consultants and surveys.  |

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| 3.4  | Attend and participate at design team meetings.  |
| 3.5  | Attend and participate at consultation events with the community, residents groups, local councillors and other stakeholders in accordance with the councils Charter of Principles. Provide exhibition boards and other materials as required by The Employer for such events. Update proposals to reflect the outcomes. Agree with The Employer the extent of the scope of the works prior to appointment.  |
| 3.6  | Meet and consult with local planning authority and other relevant statutory authorities, as required. Amend design to reflect comments and feedback received.  |
| 3.7  | Advise Client on the extent of Statutory Approvals required, Planning, Building Control etc.  |
| 3.8  | Incorporate the Clients design proposals, to achieve required project quality standards *(i.e.* ***In respect of Lot 3 Housing*** *- Code for Sustainable Homes compliance.)*  |
| 3.9  | Consult with Planning Authorities, Building Control, Fire Authorities, Highways and other relevant organisations to develop the project and co-ordinate presentation(s) if required.  |
| 3.10  | *(****In respect of Lot 3 Housing*** *- Attend and participate at code workshops [with Code for Sustainable Homes assessors/ sustainability/M&E consultants, where appointed], to ensure that the scheme meets the requirements of the relevant level of the Code for Sustainable Homes. Update proposals to reflect the outcomes.)*  |
| 3.11  | Coordinate a viability study, Energy Strategy, development brief and Design and Access statement (where appropriate), with the Employer’s Agent, for the scheme proposals as required by the planning authority.  |
| 3.12  | Consult with the local police authority’s crime prevention officer to ensure the scheme is designed to achieve the principles of Secured by Design. Update proposals to reflect the outcomes.  |
| 3.13  | *(****In respect of Lot 3 Housing*** *- Ensure that the Building for Life assessment is completed in accordance with the requirements of the Homes and Communities Agency/GLA [either by the Architect or the Employers Agent] this may form the basis of the development brief of the schemes Design and Access statement.)* |
| 3.14  | *(****In respect of Lot 3 Housing*** *- Ensure that accessibility and sustainability assessments are completed in accordance with the requirements of the Homes and Communities Agency/ GLA [either by the Architect or the Consultant], to form part of the Design Access Statement)* |
| 3.15  | Attend meetings with neighbouring landowners or other local stakeholders with an interest in the project, as required by The Employer, including consultation meetings with estate residents. Update proposals to reflect the outcomes.  |
| 3.16  | *(****In respect of Lot 3 Housing*** *- Work with the M&E consultant to produce the draft services strategy. Adapt your design to accommodate any necessary changes and add notes to the drawings indicating boiler positions, water cylinder positions, extract systems, SVP locations, riser locations/sizes, cold water tanks, landlord switch rooms, communal heating plant, renewable energy plant, lift plant etc.*  |
| 3.17  | Ensure that your design is compatible with the structural engineer’s proposals amending your proposals where appropriate. Indicate column positions/sizes on the floor plans.  |
| 3.18  | For each scheme design iteration, provide information to the employer’s agent/cost consultant to produce an updated cost plan.  |
| 3.19  | Develop designs from the Project objectives and solutions identified and agreed in the Value Management workshops in conjunction with other members of the design team and in accordance with the Project timetable.  |
| 3.20  | *(****In respect of Lot 3 Housing*** *- Prepare a unit schedule for each scheme design iteration showing the total internal floor area and room areas for each unit and any other design performance criteria requested by The Employer and update the schedule as the scheme design develops.)* |
| 3.21  | Produce or procure visualisations/CGI images for consultation events, pre-application meetings with planners and the planning application, as required.  |
|  ? | Actively collaborate with the other consultants and sub-consultants during VE sessions and help to bring the scheme within the remit of the Cost Plan.  |
| 3.22  | Obtain The Employer’s approval to the design proposals showing spatial arrangements, material and appearance, and landscaping prior to submitting any planning application.  |
| 3.23  | Obtain the design team’s approval of the type of construction, quality of materials and standard of workmanship for subsequent approval by the Client.  |
| 3.25  | Prepare pre-application information (to include a site and area analysis and 3D massing models) to present to the local planning authority and other relevant statutory authorities.  |
| 3.26  | Where requested by The Employer, prepare proposals and make an application for outline planning permission.  |
| 3.27  | On The Employer’s instruction, prepare and submit an application for full planning permission.  |
| 3.28  | Prepare and present for approval a design for the scheme in sufficient detail to enable a full Planning Application to be submitted and for incorporation into Employer’s Requirements. *(****In respect of Lot 3 Housing*** *- Drawing to include furniture layouts, room areas, gross internal areas, net internal areas and cost indicator areas)* In addition to floor plans, site layout and elevations, sections indicating site topography must be provided. *(****In respect of Lot 3 Housing*** *- Note that for Supported Housing projects the intended user group should not be referred to or named on any drawings.)*  |
| 3.29  | Make revisions to design to deal with planning authority requirements and resubmit planning application until such time as planning permission is achieved. Present design changes to the Client for approval prior to resubmission.  |
| 3.30  | Provide general architectural advice relating to stages 0-3 of the Standard Form of Appointment of an Architect (SFA/92).  |

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| **4.0**  | **Tender (RIBA Stage 4)** *This will NOT apply to Lot 1 Master Planning and Feasibility* |
| 4.1  | Develop sufficient architectural designs and specifications from the approved design to enable the Employers Agent to compile an Employer’s Requirement document and assist the Employers Agent in the preparation of documents required for tendering purposes.  |
| 4.2  | Investigate the potential for cost savings and added value that can be achieved against contract sum or agreed maximum price and review any volume supply agreements relating to architectural aspects.  |
| 4.3  | Work with the M&E consultant to finalise the services strategy. Adapt your design to accommodate any necessary changes and add notes to the drawings indicating boiler positions, water cylinder positions, extract systems, SVP locations, riser locations/sizes, cold water tanks, landlord switch rooms, communal heating plant, renewable energy plant, lift plant etc.  |
| 4.4  | Ensure that your design is compatible with the structural engineer’s proposals amending your proposals where appropriate. Indicate column positions/sizes on the floor plans.  |
| 4.5  | (**In respect of Lot 3 Housing** *- Produce indicative section drawing with typical external wall build-up, balcony details, eaves detail and roof structure etc.)* |
| 4.6  | Provide design information to the Principal Designer and other team members as required.  |
| 4.7  | Ensure the scheme meets the requirements of the Building Regulations.  |
| 4.8  | Prepare suitable information, submit and obtain discharge of such planning and/or s106 and/or s278 conditions as an architect would be expected to prepare and submit.  |
| 4.9  | Produce a materials schedule, to include external materials and treatments required for tender pricing. Indicate external materials on plans and elevations.  |
| 4.10  | Produce an overall rainwater drainage strategy including balcony drainage, and waste water strategy. Co-ordinate design between above and below ground drainage.  |
| 4.11  | Produce a fire strategy compliant with current legislation and add notes to drawings.  |
| 4.12  | Produce a site layout plan with indicative external landscaping and indicative lighting proposal (Use on smaller schemes where a landscape architect has not been appointed).  |
| 4.13  | *(****In respect of Lot 3 Housing*** *- Produce a generic bathroom plan and elevation drawing for each tenure.*  |
| 4.14  | *(****In respect of Lot 3 Housing*** *- Produce a generic kitchen layout for each tenure.*  |
| 4.15  | *(****In respect of Lot 3 Housing*** *- Prepare a detailed accommodation schedule (including room sizes etc).*  |

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| **5.0**  | **Contract (RIBA Stage 5)** *This will NOT apply to Lot 1 Master Planning and Feasibility* |
|  5.1 | Making visits to construction works as Lead Designer  |
|  5.2 | Responding to site queries as reasonably required for construction.  |
|  5.3 | 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 Built Information".  |
|  5.4 | In liaison with the other members of the Project Team, provide the Lead Consultant Employer with a set of record drawings and guidance on the operation and maintenance of the Project and its services.  |
|  5.5 | Liaise with the other members of the Project Team regarding final valuation of the Works and report the final cost of the Works to the Lead Consultant Employer.  |
|  5.6 | In the event of any arbitration or litigation resulting from the Project prepare any necessary documentation and reports and, if required by the Lead Consultant Employer, attend any hearing acting as witness (and subject to the payment of an additional fee in accordance with Condition 46 (Payment for changed Services and variations).  |
|  5.7 | Assisting with the updating of the Construction and Health & Safety Strategies.  |
|  5.8 | Providing record drawings showing the building and main lines of drainage and other information, where applicable, for the Health and Safety File and the building log book (Building Regulations Approved Document Part L2).  |
|  5.9 | Reviewing compliance with statutory and contract requirements.  |

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| **6.0**  | **Handover and Close out (RIBA Stage 6)** *This will NOT apply to Lot 1 Master Planning and Feasibility* |
| 6.1 | Issue a list of defects to the Contractor at the appropriate time in accordance with the terms of the Works contract.  |
| 6.2 | Ensure that the Contractor rectifies the defects within a reasonable time and issue a Certificate to the Contractor when all defects have been made good.  |
| 6.3**.0**  | Provide information for agreeing final account.  |
| 6.4 | *(****In respect of Lot 3 Housing*** *– Assist building user during initial occupation period)* |

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| **7.0**  | **In Use (RIBA Stage 7)** *This will NOT apply to Lot 1 Master Planning and Feasibility* |
| 7.1 | Carry out Post-occupation evaluation, if applicable  |
| 7.2 | Conclude activities listed out in handover strategy  |