

# **Replacement leisure centre**

## **Design team scope of services**

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## Executive summary

This Scope of services document is written in support of the tender documents issued for design services to support the delivery of the Replacement Sport and Leisure Centre at Bar End for Winchester City Council.

The Scope includes the following key activities:

- RIBA Stage 2 concept design
- RIBA Stage 3 developed design
- RIBA Stage 4 technical design
- RIBA Stage 5-6 construction
- RIBA Stage 7 – handover

Scopes of service have been included for all sub-consultancy works initially expected to be completed by the consultant. WCC reserve the right to amend the scope of service as required to meet the project requirements, any such amendment would be via a request for quotation or an instruction to change the works information with reimbursement determined by compensation event.

The project is intended to be taken to RIBA 4 architectural, civil and structural and building services design. At this point the design will be transferred to a design and build contractor and the design team roles are considered to be as follows:

Architect – retained as client side technical advisor until completion

Civil and structural engineer – novated to the contractor until completion

Building services engineer – – retained as client side technical advisor until completion

It should be noted that initial design works have been undertaken to determine feasibility. The location of the Sport and Leisure Centre is to be determined via the Urban Design Framework set out within the Scope.

## Schedule of services

Scope	Company	Appointment
Project management	Mace	-
Cost consultancy	Mace	-
Programming	Mace	-
Architectural design	Architect	2
Lead designer	Architect	2
Principal designer	Architect	2
Urban design consultation	Architect	2
Document control	Architect	2
BIM management	Architect	2
Structural engineering design	Civil and structural engineer	2
Civil engineering design	Civil and structural engineer	2
Infrastructure engineering design	Civil and structural engineer	2
Mechanical engineering design	Building services engineer	2
Electrical engineering design (inclusive of IT and security)	Building services engineer	2
Public health engineering design	Building services engineer	2
Planning	Other via WCC	2
Fire engineering design	Other via WCC	2
Pool filtration systems	Other via WCC	2
Pool design inc moveable floor	Other via WCC	2
Transport	Other via WCC	3
Flood risk assessment	Other via WCC	2
Soft landscaping	Other via WCC	2

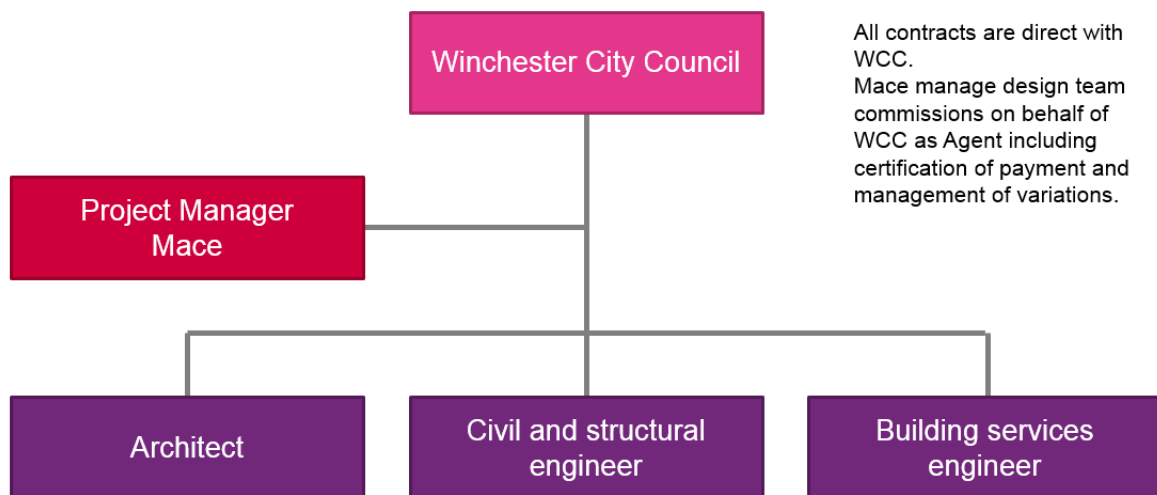
Arboriculture	Other via WCC	2
Utilities	Other via WCC	2
Leisure consultant	Other via WCC	2
BREEAM	Other via WCC	2
Ground investigation	Other via WCC	2
Contamination	Other via WCC	2
Air quality assessment	Other via WCC	3
Noise assessment and acoustician	Other via WCC	3
Light assessment	Other via WCC	3
Archaeology	Other via WCC	3
Accessibility	Other via WCC	2

This list of “Other via WCC” appointments is not considered to be exhaustive. Should the consultant have any queries regarding scope of these appointments then they are to raise these queries with the Project Manager via the tender query process.

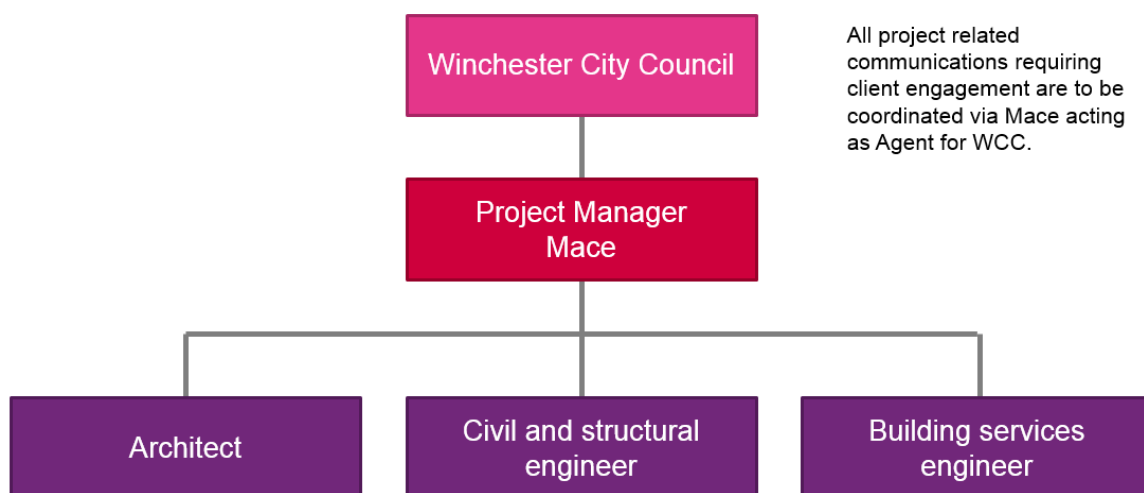
## Project organisation chart

The Organisation Chart for the project is shown as follows:

### Contract



### Project communications



## Core design services

### General scope of services – core activities

All consultants working on the project are required to work to the following scope of service:

1. At all times to comply with the Council's Policies, procedures and design standards that are published on the following internet page:
2. Where there are no appropriate Council policies, procedures and standards noted; the Consultant shall comply with the most up to date British / European standards, guidance and best practice.
3. To comply with any policies that are specific to the Project and/or Works that they are required to carry out and complete the Scope for. This may, without limitation, include specific:
  - a. Safeguarding requirements;
  - b. Health and Safety requirements
  - c. parking requirements
  - d. Opening hours
  - e. Restrictions on visiting times
  - f. Clothing or other attire
  - g. Confidentiality agreements
  - h. Telecommunications or data restrictions
4. If the Consultant is required to have access to the Council's IT network or other information sharing portals to comply with the current and in-force policy at the time of requiring access and shall then continue to comply with any updates or new policies that come into force during the time which access has been granted.
5. To ensure their employees (and anybody under their control) have been provided with suitable health and safety training and guidance prior to allowing them to carry out any activities relating to their appointment
6. Not to communicate with any WCC elected members and Council officers without first obtaining the written consent of the Project Manager.
7. Not to publically publish any project documentation without first obtaining the written consent of the Project Manager.
8. Provide support to the Employer's communications team as required.
9. If the Consultant requires the use of meeting rooms, office space or other areas within any Council buildings then the Consultant is to permission from the Project Manager before approaching any party responsible for managing such space. The Employer is provide meeting rooms for design team, client, and stakeholder engagement meetings.
10. To arrange all the necessary facilities to carry out the Works and the payment of any charges necessary to rent or purchase space or facilities for the completion of the Services shall be the Consultant's responsibility. This does not include the use of contractor cabins during construction which are to be arranged as per 10 above. The Employer will not provide any physical or electronic storage space for the storage of Consultant's documents.

11. The consultant is responsible for travel expenses as set out within the instruction to tender. The Consultant is also liable for all parking costs and fees they incur as a result of delivering the Works.
12. If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, to immediately give notice to the Employer, the Project Manager and take reasonable endeavours to notify the party that is potentially liable for the loss contacts their Insurers and puts them on notice of a potential claim.
13. Assist the Project Manager in implementing a robust Change Control process throughout the delivery of the project.
14. To provide all necessary information, in a complete and timely fashion, as requested by the Project Manager to allow them to produce the project programme and to update it on a monthly basis within the Project Management Progress Report.
15. The Consultant is to co-ordinate the order and timing of the design works in order to allow the Project Manager to produce a programme that is realistic and practical and in full compliance with this Scope.
16. The Consultant is to inform the Project Manager of any anticipated delays to the programme as soon as they become apparent and to provide information relating to the likely impact to the project.
17. Produce a resource schedule for each work stage for review with the Project Manager. The resource schedule shall show the number of staff the consultant intends to use on the project at which work stage these would be employed.
18. Prepare a design status report and marked up programme on a monthly basis and submit to the Project Manager.
19. All services contained in this schedule are reciprocated for all sub-consultants employed directly by the Consultant
20. Produce a design report at the completion of RIBA Stage 2 and 3 design stage detailing brief, strategy and works completed in a report to be agreed with the Lead Designer.
21. Attend a post design stage review meeting chaired by the Project Manager to review the project performance in each stage reviewing any lessons learned and agree actions for the next stage.
22. At the completion of each Stage the consultant should be mindful of client gateway review process which may result in changes. The Employer is not liable for costs of any abortive works undertaken until the Project Manager has issued explicit written instruction to proceed to the next RIBA design stage.
23. Provide the Principal Designer with all design information necessary to facilitate the preparation of the pre-construction health and safety plan and health and safety file.
24. The Consultant should note that any comment given to the Consultant by the Project Manager in respect of the production of any drawings, schedules or other information, shall not relieve the Designer of his obligations under this agreement.
25. The Consultant shall use all reasonable endeavours to advise Mace of any future changes to existing relevant regulations and the potential implications these may have to the Project.
26. The Consultant is required throughout the duration of the project to manage the design to the agreed project budget, and where required, develop alternative design and

material solutions, in conjunction with the Project Manager and other Designers, that add value, or achieve a prime cost saving.

27. Provide input into any project related grant applications, providing design information as requested by the Project Manager for the following:-
  - a. Initial funding applications
  - b. Respond to funder queries during application appraisal
  - c. Provide technical briefing for those attending meetings with funders
  - d. Close-out documentation
28. Assist in the preparation and co-ordination of the Strategic Programme, including programmes for procurement, market testing, design production and information release. Assist in seeking to achieve improvements to the design programme.
29. All design consultants are fully responsible for developing and issuing their information in a REVIT compatible format.
30. Work to BIM Level 2, 3D standard including full compliance with the BIM Execution Plan to be fully determined at commencement of RIBA 2.
31. Input into the production and ongoing updating of the project risk register as managed by the Project Manager.
32. Advise the Project Manager of any project design risks in a timely fashion and to provide information relating to the possible mitigation strategies.
33. Act as risk manager for any design risks assigned to the Consultant by the Project Manager
34. Act at all times in the best interests of the Employer in order to minimise the project risk exposure to the Employer.
35. To provide input and data as required by the Project Manager and BREEAM lead in accordance with the project programme, to support the BREEAM requirements of the project
36. To provide input and data as required by the Project Manager in accordance with the project programme, and liaise as required with all project stakeholders to support the Soft Landings process.
37. Attend Value Management workshops to be held upon completion of RIBA Stage 2, 3, and 4.
38. Providing supporting information such as sketches and specification reviews to support the value management workshop.
39. Advise the Project Manager of any opportunities to reduce costs in the design in a timely fashion and to provide information to facilitate timely incorporation into the design.
40. Attend Lessons Learnt workshops to be held upon completion of RIBA Stage 2, 3, and 4.

#### General Scope of services – procurement of Principal Contractor

41. Assist the Project Manager in determining a suitable Procurement Strategy for the project.
42. Assist the Project Manager in the preparation and review of Tender documentation and Employer's Requirements as required.
43. Provide technical review of the completed tender documentation

44. Provide response to technical queries raised during the tender process as coordinated by the Project Manager
45. Provide technical review of the Principal Contractor tender submissions and highlight any areas of concern or noncompliance.
46. Prepare fully coordinated design information for the purposes of inviting tenders from Specialist Sub-Contractors.
47. Respond to any design clarifications raised during the procurement of Specialist Sub-Contractors.
48. Provide technical information to support the Cost Consultant in the preparation of tender pricing documents.
49. Provide technical information to support the Cost Consultant in the preparation of contract documents.
50. Assist the Project Manager in issuing tender documentation on the programmed date and that the documentation is aligned with the Employer's Brief.

## **Architectural design services**

### **Core architectural services – general duties**

1. The Architects Services as described hereto shall be provided in relation to the whole of the Works including but not limited to the following elements or areas of responsibility;
  - a. Setting out of the overall project works including all architectural aspects of the project, which includes co-ordination with all other elements of the project-(both spatial & dimensional coordination)
  - b. Roofing
  - c. Above ground waterproofing systems.
  - d. Flooring systems
  - e. Ceiling systems
  - f. Walling systems
  - g. Doors and Ironmongery
  - h. Plant privacy screens
  - i. Architectural and General Metalwork
  - j. Decorations and finishes
  - k. Inbuilt fixed furniture and equipment
  - l. Shading systems - including fixed or operable blinds, louvers and shutters, external solar shading systems
  - m. Façade and cladding systems including glass balustrades and screens

- n. Toilets and cleaning facilities
  - o. Building management facilities spatial requirements (excluding the services components)
  - p. Statutory and general way-finding and identification signage
  - q. Architectural intent for the design of the building structure including developed design intent for 'feature' elements such as stairs, soffits etc. which are to be expressed.
2. In conjunction with all other Consultants the Architect will develop his element of the design taking due regard of all other design elements that have an impact on his ultimate solution integrating spatially and dimensionally all elemental work items.
  3. The Architect shall be responsible for designing the project to comply with all relevant statutory requirements / codes of practice / guidance (e.g. Building Regulations, Building Bulletins).
  4. The Architect shall also be responsible for identifying any derogations to the above regulations in writing to the Project Manager.
  5. Submit and negotiate, where required, approvals under Building Regulations and other statutory approvals including outstanding planning matters.
  6. Manage all the submissions for applications for Building Control approvals including providing any elemental supporting information (or where such information is to be provided by others) manage the application process on behalf of the Employer and maintain copies of all submissions and approvals and hand over copies of all information for inclusion in operations and maintenance manuals. Mace shall be responsible for pursuing all outstanding information from all other parties which the architect needs to comply with this clause.
  7. Prepare and update a Tracking Schedule for the discharge of Building Regulation and maintain copies of all submissions and approvals and hand over copies of all information in a bound file at the end of the project.
  8. The Architect shall be responsible for defining the requirements and producing design to enable compliance with the requirements of the Equality Act and Approved Document part M for new buildings.
  9. Present the design proposals to an all member briefing upon completion of RIBA 2 and RIBA 3. This is to include a report and presentation forming the basis of this briefing.
  10. Present a design update to the quarterly project board. This is to include supporting the Project Manager in drafting the report for circulation. Timescale and content to be agreed with the Project Manager.

Note: the core design services have been divided into the stages of the current RIBA plan of work. Such division is not intended to, and shall not, limited or adversely affect the consultant's obligations to provide services set out in this document for the proper and timely delivery of this project.

### Core Architectural Services – RIBA 2 concept design

1. Prepare concept design proposals for the works this shall include, but not be limited to, production of the following drawings:
  - a. General arrangements
  - b. Site plan
  - c. Elevations
  - d. Sections
  - e. 3D renders for presentation as required
2. Provide technical information in a timely manner to support the delivery of works identified in “Urban Design Frameworks” outlined later in this document.
3. Identify implications from “Urban Design Frameworks” works on the design and advise the Project Manager accordingly.

### Core Architectural Services – RIBA 3 developed design

1. Develop detailed proposals for the design from the RIBA 2 Concept proposals as approved by the Employer.
2. Review RIBA 2 comments and attend review workshop with the Employer to best incorporate these into the design.
3. Production of RIBA 3 deliverable is considered to include but not be limited to the following:
  - a) General arrangements
  - b) Site plan
  - c) Elevations
  - d) Sections
  - e) Outline specification
  - f) Room data sheets
  - g) Ceiling plans
  - h) Floor finishes plans
  - i) Wall finishes plans
  - j) Fire strategy report
  - k) 3D renders for presentation as required

### Core Architectural Services – RIBA Stage 4 technical design

1. Develop detailed proposals for the design from the RIBA 3 developed design proposals as approved by the Employer.
2. Review RIBA 3 comments and attend review workshop with the Employer to best incorporate these into the design.
3. Production of RIBA 4 deliverables is considered to include but not be limited to the following:
  - a) General arrangements inc setting out
  - b) Site plan
  - c) Elevations

- d) Sections
  - e) Full NBS specification
  - f) Room data sheets
  - g) Ceiling plans and details inc bulkheads
  - h) Roofing details
  - i) Rainwater system details
  - j) Stair details
  - k) Wall and cladding details
  - l) Parapet details
  - m) Canopy details
  - n) Lintel details
  - o) Man safe details
  - p) Floor slab and insulation details
  - q) Floor systems
  - r) Window schedules
  - s) Locker setting out and details
  - t) Dry lining and partition details (inc acoustics and fire stopping)
  - u) Doors and joinery details
  - v) Signage
  - w) Finishes schedule
  - x) IPS and sanitarywear specification
  - y) Kitchen and cafeteria layouts
  - z) Spectator Seating
  - aa) Lift specification and finishes
  - bb) 3D renders for presentation as required
4. Review comments arising from the Planning Application with the Project Manager and advise the Employer accordingly.
  5. Incorporate any changes resulting from the Planning Application feedback in a timely manner where possible.
  6. Review contractor team comments with the Project Manager and advise the Employer accordingly.
  7. Incorporate any changes resulting from the Principal Contractor team feedback in a timely manner where possible.

#### Core Architectural Services – RIBA Stage 5-6 construction and handover

1. Visit site on a fortnightly basis appropriate to the stage of construction to review the progress and quality of the Works and to determine whether they are being executed generally in accordance with the consultant's designs and specifications. This is considered to be a time allowance for the period of construction i.e. lower during initial stages and higher during latter stages of works.
2. Prepare a site visit report identifying elements of work not in accordance with the consultant's designs and specifications.
3. Prior to completion of the works the Architect is to visit site to verify that construction is in accordance with the Employer's Requirements and issue a final report which confirms this

4. Whilst on site the Designer shall bring to the attention of the Project Manager any works which in his opinion are not being executed generally in accordance with the designs and specifications and good building practice.
5. Review, comment on and provide recommendations as required on the Contractor's programme, proposals and technical submissions.
6. Respond to all technical queries and requests for information in a timely manner and in accordance with the project programme.
7. Produce any additional information including but not limited to sketch option appraisals required for Project Manager's Instructions and Employer Compensation Events.
8. Support the Project Manager in responding to Early Warning Notices and Compensation Event Notifications, attending meetings as requested by the Project Manager.
9. Proactively engage with the Contractor in the resolution of site quality related queries.
10. Provide approvals to the Contractor for samples and quality control works. These should be documented in writing after the approval has been given.
11. Review and comment on the Site Inspection Reports produced by the Project Manager.
12. Record in writing all defects identified during the site visits and issue in writing to the Project Manager and Supervisor.
13. Provide support and input to the Project Manager in the resolution of any contractual claims, extensions of time and loss and expense claims. For avoidance this does not relate to formal dispute resolution unless instructed.
14. Provide support and input to the Project Manager in the agreement of the project Final Account with the Contractor.
15. Review and comment on all design information submitted by the Contractor for acceptance to satisfy the requirements of the Employer, specifically:
  - a. that the Contractor produces a design that meets the quality, operational, durability and performance requirements as set out by the Employer.
  - b. that all design queries and design options are fully appraised, challenged, recorded and replied to in a timely manner.
16. Assist in eliminating unnecessary expenditure on the project, whether this is through alterations to the design or the construction methodology, at all times acting in the best interests of the Employer to enhance the value of the project.
17. Provide input to and comment on Contractor's Risk Assessments and Method Statements (RAMS) relating to the methodology for delivery of technical works packages.
18. Support the Project Manager and provide input to the handover of the project from construction to operation.
19. Support the Project Manager and provide input to the handover of the project from its construction phase into the post-construction phase and its ultimate use and occupation by the Employer.
20. Attend and contribute to the Project Handover Meeting to facilitate the smooth handover of the asset to the Employer's Operator.
21. Agree and sign-off the Handover Checklist and to check that the verified operational documentation and certification is provided in accordance with the contract.

22. Upon project handover, support the Project Manager in the production of the 'Certificate of Completion', with the list of defects and completed and signed Handover Checklist.

#### Core Architectural Services – RIBA 7 Post Completion review

1. Work proactively with all the relevant parties in the resolution of defects during the Defects period.
2. At the end of the Defects Period, in conjunction with the Project Manager, undertake a final inspection of the works and close out the recorded defects.
3. For a period of 12 months after the issuing of the Making Good Defects notice, provide support to the Employer and the Project Manager in resolving any latent defects identified in this period.
4. Attend a post project review meeting chaired by the Project Manager to review the project performance learned and advise the Employer of any lessons learned.

#### Core Architectural Services - Planning

1. The Architect shall facilitate the making of the Planning Application(s) in coordination with the Planning Lead and provide all architectural information necessary to obtain Planning Permission.
2. The Architect shall prepare and update a Tracking Schedule for the discharge of architectural planning submission and maintain copies of all submissions and approvals and hand over copies of all information in a bound file at the end of the project.
3. Provide information in a timely manner to support the submission of the Planning Application as led and co-ordinated by the Planning Lead.
4. Provide information in a timely manner to support the submission and discharge of all conditions and / or reserved matters as led and co-ordinated by the Planning Lead having due regard to the project programme.

## **Additional architectural services**

### **Additional architectural services – Lead Designer**

1. The Lead Designer shall undertake their duties under the general direction of the Project Manager acting on behalf of the Employer in all matters.
2. The Lead Designer's primary duty shall be to lead the team of other design consultants appointed by the Employer and the coordination of their designs, recommendations, and reports.
3. Provide leadership and coordinate the entire project design services team and proactively manage the design activities in association with the Project Manager.
4. Where the Lead Designer is required to assist the Project Manager then such assistance shall be coordinated with the other consultants appointed on the project
5. The Lead Designer shall be responsible for designing the project to comply with all relevant statutory requirements / codes of practice / guidance (e.g. Building Regulations, Building Bulletins).
6. The Lead Designer shall be responsible for checking, verifying and integrating the design, specifications, and all other related documents that may affect the Consultants design.
7. The Lead Designer shall work proactively with the Employer, stakeholders, end users and others to assist in ensuring that project objectives and success criteria are understood, stakeholder expectations are effectively managed and that cost effective efficient solutions are sought.
8. Receive the Employer's initial brief from the Project Manager upon appointment.
9. Assist the Project Manager in developing the brief in coordination with the designer consultants.
10. Review the brief with the Project Manager at the commencement of each design stage and make recommendation to the Project Manager of any requirement amendments.
11. Communicate the details of the brief to the design consultants and ensure that the consultants confirm, in writing, their commitment to the brief.
12. Assist the Project Manager in developing a procurement strategy for the project.
13. Make recommendations to the Project Manager on the need to appoint ancillary services not provided under this scope of service. Subsequently assist the Project Manager in preparing the brief and scope of service for these appointments
14. Make recommendations to the Project Manager on the need to procure surveys required to inform the design and support the Planning application. Subsequently assist the Project Manager in preparing the brief and scope of service for these appointments
15. Assist the Project Manager in ensuring submission of coordinated information for the purposes of preparing the cost plan with the Cost Consultant
16. Establish design approvals procedures with the Project Manager, identifying matters which require approvals and providing assistance in securing approvals.
17. Establish progress reporting procedures with the Project Manager, identifying progress of all consultants against the design programme and providing assistance in determining mitigation actions.

18. Assist the Project Manager in establishing a Design Quality plan.
19. Implement the requirements of the agreed Design Quality plan.
20. To give full consideration to the capital costs, future maintenance requirements, running costs and operational costs for the asset, in order to achieve a cost effective design solution. To be mindful that the assets are for public use and require user friendly operations.
21. Lead the incorporation of the “Soft Landings Principles” as defined by Central Government in the project.
22. Communicate with any funding bodies to achieve compliance with the funding requirements throughout the course of the project.
23. Coordinate and issue of an end of stage design report for RIBA Stages 2 and 3.
24. Produce presentation document for members based on the end of stage design report.

### **Assumptions**

These activities are considered to be undertaken for the Employer during RIBA Stages 2, 3, 4.

It is considered that the Principal Contractor will also assume the Lead Designer role for Construction.

### Additional architectural services – Principal Designer

1. Fully considered the health and safety requirements for all works in accordance with the Principal Designer duties defined by the Construction, Design and Management Regulations 2015.
2. Advise the Employer on his duties under the regulations.
3. Advise the Employer on the suitability of tenderers for design and construction contracts.
4. Notify the schemes to the Health & Safety Executive and the Employer's Health & Safety representative.
5. Give full consideration to future health and safety implications with regards to the ongoing maintenance and operation of the asset in addition to the core requirements.
6. Coordinate the design team works, in association with the lead designer, to achieve 5.
7. Gather relevant information from the Principal Contractor and others, and prepare the Health and Safety File.
8. Issue the Health and Safety File to the Employer at the relevant time.
9. Coordinate and review design risk assessments produced by the consultants.
10. Advise of any amendments required to be made to the design risk assessments by the consultants.
11. Coordinate and chair health and safety review workshop with the design team as appropriate in each design stage.

### Assumptions

These activities are considered to be undertaken for the Employer during RIBA Stages 2, 3, 4.

It is considered that the Principal Contractor will also assume the Principal Designer role for Construction.

## Additional architectural services – Urban Design Framework

1. Develop an Urban Design Framework for the Bar End area which includes the Replacement Sport and Leisure Centre at its central first phase. Future phases are considered as, but not limited to, the following:
  - a. Depot site to North West.
  - b. Hampshire County Council site to South East including the open area to the South of Chilcomb Lane
  - c. Garrison Ground playing fields
  - d. King George V playing fields
  - e. Winchester University sport facilities
  - f. Connection to the Park and Ride
  - g. District Heat Network (subject to feasibility)
2. Lead engagement with stakeholders in:
  - a. the development of an Urban Design Framework for the Bar End area,
  - b. a concept design for a new sport and leisure facility
  - c. the further development of the design up to the submission of a planning application (in addition to the statutory planning consultation. )
3. There are naturally a large number of groups and individuals interested in this project including, but not limited to, the following:
  - a. landowners,
  - b. public sector partners,
  - c. geographically local residents to Bar End,
  - d. current users of the River Park Leisure Centre,
  - e. geographically local residents to the existing facility at River Park,
  - f. all residents of Winchester town,
  - g. potential future users of a new facility,
  - h. residents of the wider Winchester District.
4. Provide timely feedback to participants and the wider public. This will be achieved through an appropriate mix of qualitative and quantitative methods which will provide a reliable and representative view. This methodology shall be submitted to the Employer upon appointment.
5. Consider how groups will be addressed in an engagement strategy, as well as offering other suggestions and options for successful engagement based on best practise for similar projects.
6. Secure the buy in and support of these groups via high quality engagement and consultation exercises, which is intended to build trust within the local community.
7. The framework is considered to be split into four phases which are required to be progressed during the RIBA 2 design phase:
  - a) *Pre-consultation planning*  
Produce a plan stating the methodology and Employer input required to deliver the works
  - b) *Consultation*  
Engage with the local community in a series of meetings to review the masterplan as above, recording all information for review.
  - c) *Review of consultation with design team*

Engage with the design team to best incorporate the results of the consultation where appropriate.

Draft a proposed change list for review with the Project Manager and Employer for implementation

*d) Post consultation engagement*

Engage with the local community to inform them of the output of the consultation exercise including any changes which were made as a result.

Issue a report a to the Employer documenting completion of the above.

### **Assumptions**

The Urban Design Framework consultant scope assumes the following:

1. These activities are considered to be undertaken for the Employer during RIBA Stage 2 only.
2. The consultant is responsible for the design of all consultation media i.e. boards, posters etc. however the cost of production of such media is reimbursable.

### Additional architectural services – BIM manager

1. Hold workshop with the client team to determine BIM requirements.
2. Establish BIM Execution Plan setting out the aspirations of the Client and set the standards and collaboration required to deliver it.
3. Hold BIM Delivery meeting with the design team at the commencement of each RIBA stage to agree delivery of BIM and establishment of protocols and procedures for delivery.
4. Establish Clash Detection process between all members of the design team.
5. Manage Clash Detection process between all members of the design team.
6. Provide clash detection updates at an interval agreed with the Lead Designer and Project Manager.
7. Create a BIM specification for purposes of procurement of a Principal Contractor.
8. Review tender returns from the Principal Contractor for compliance against BIM specification.
9. Handover BIM model to contractor.

### Assumptions

The BIM manager scope assumes the following:

1. All design consultants are fully responsible for developing and issuing their information in a REVIT compatible format.
2. The BIM manager role is not responsible for amending or enhancing the models of any consultants.
3. It is to be assumed that, if required, 4D time planning is by others.
4. These activities are considered to be undertaken for the Employer during RIBA Stage 2, 3 and 4 only.
5. It is to be assumed that the contractor will assume responsibility for the BIM model post Stage 4.