

As members of the RIBA we offer a variety of recommended work-stages which enable any project to be controlled and, professional fee-expenditure to be monitored progressively.

Each stage is quoted separately and it is recommended that each stage is completed before moving on to subsequent stages

Project Plan of Work Stages (Usually combined)

Work Stages 0, 1 & 2

- **Feasibility Study**

(Determines whether the project is viable, functional and suited to client-requirements / expectations. This process establishes a 'comprehensive design-brief'.)

- **Sketch Design to Planning Pre-Application Submission and Negotiations**

(Describes and illustrates the opportunities presented by the design to satisfy the brief and realise the best potential of the project.)

- **Design Freeze stage 1**

(Establishes a threshold for the client to objectively assess the extent of the project and sets the information 'in-place' so that all parties know the scope of subsequent work required.)

Work Stage 3

- **Design Development of sketch design scheme leading to:-**

(Defines the scale, exact scope and plans of the design with material finishes described; rooms-layouts; circulation elements; doors, windows and major equipment along with the proposed finished appearance of the project)

- **Submission of a Full Planning Application.**

(Satisfies the statutory requirements of the Town and Country Planning Act as periodically up-dated and revised. Full planning permission cannot be guaranteed but, previous negotiations should have determined the likely outcome.)

- **At full planning approval of the scheme under the Town and Country Planning Act; Design Freeze stage 2 is achieved.**

(Another threshold at which the project can be 'stock-taken' to ensure that all details are being addressed so that time or money will not be wasted in any future development-stages)

Work Stage 4

- The project is prepared as a set of construction drawings and specifications sufficient for submission to Building Control (Conditional Approval), Budget Tendering by a range of construction contractors and to enable further project planning including construction programming.
- Drawings are further issued to other sub-consultants for them to bring their work up-to-date and contribute their information to the Building Control assessment process.
 - At this stage, Location drawings (referred to as General Arrangement Drawings) are agreed and statutorily approved.

(Probably the most extensive work stage where regulations-compliant construction details are set forth and the works of other contributors to the project are gathered and co-ordinated by us)

- The Construction Contract can be established as an 'intent to enter into' document between the employer and the contractor. This will be subject to cost and time parameters which will be broadly established between the client and contractor.

(This can involve competitive-tendering by several contractors or, negotiating with one or two selected contractors.)

- This determines Design Freeze stage 3.

(The primary technical designs, specifications, time-frame and costs of the project are broadly established at this stage. Final review, by all parties is invited at this stage to ensure that the project is going to be satisfactory for the anticipated life of the building)

Work Stage 5

- Final detailed tendering can take place, based upon the full set of Location, Component and Assembly drawings and specifications. Declaration of intent is terminated by signing of construction contract between client and the selected contractor. Works on-site commence.
- We will periodically inspect the works on site to determine quality and progress. Regular reports will be issued to the client.
- We will attend and chair any site meetings with key members of the contractual and construction team. Minutes will be prepared to record decisions taken and agreements made.

(This is the construction and production stage of the project. It often appears chaotic, difficult to un-ravel and confusing. We are used to this and tend to see the finished article We focus our attention at reconciling order from chaos during this stage.)

- **Provide additional details to accommodate any uncovered conditions at the site and/or in any existing building (to be retained) so that works on-site are delayed by the minimum amount.**

(Often unknown items will arise or be discovered. We can intercept any delays or cost increases and keep these to a minimum by either tweaking the details of the project or, taking an alternative approach on our client's behalf and, with their prior approval.)

Work Stage 6

- **Attend the site at practical completion with any statutory inspectors to achieve 'beneficial occupancy' sign-off.**
- **Prepare Operations and Maintenance Manuals for the project utilising the final issue of project information and issue this document in hard copy and electronic format to the client.**
- **Undertake 'efficiency-in-use' calculations and assist in setting the building up for the most efficient and cost-effective life of the property.**
- **If required, we can maintain an on-going relationship with the property to ensure that operational-efficiencies do not fall-off and, suggest periodic maintenance and up-grading of systems and equipment.**

(These are the completion and commissioning stages through to operation in-use. We can attend the property and stay involved for as long as required to ensure a completely functional and efficient building.)