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# PART 1

This part describes Preliminary and Basic Services which an architect will normally provide. The BIA requires of its members that before making an engagement for professional services they shall define the terms of the engagement including the scope of the service, the allocation of responsibilities and any of liability, the method of calculation of remuneration and the provision for termination.

## 1.0 PRELIMINARY SERVICES

### A WORK STAGE A - INCEPTION

#### A.1 **Brief**

Discuss the client's requirements including time scale and any financial limits; assess these and give general advice on how to proceed; agree the architect's services.

#### A.2 **Information to be provided by the Client**

Obtain from the client information on ownership and any lessors and lessees of the site:

- a) Any existing buildings on the site
- b) Boundary fences and other enclosures
- c) Any known easements
- d) Encroachments
- e) Underground services
- f) Rights of way, rights of support and other relevant matters
- g) Certified plot plan

#### A.3 **Site Appraisal**

Visit the site and carry out an initial appraisal.

#### A.4 **Advise On Other Consultant's Services**

Advise on the need for other consultants' services and on the scope of these services.

#### A.5 **Design Work By Specialist Firms**

Advise on the need for specialist contractors, sub-contractors and suppliers to design and execute part of the works to comply with the architect's requirements.

#### A.6 **Site Staff**

Advise on the need for site staff.

#### A.7 **Timetable and Fee Basis**

Prepare where required, an outline timetable and fee basis for further services for the client's approval.

## **B WORK STAGE B - FEASIBILITY**

### **B.1 Feasibility Studies**

Carry out such studies as may be necessary to determine the feasibility of the client's requirements; review with the client alternative design and construction approaches and cost implications; advise on the need to obtain planning permissions, approvals under building acts or regulations, and other similar statutory requirements.

## **1.1 BASIC SERVICES**

## **C WORK STAGE C - OUTLINE PROPOSALS**

### **C.1 Outline Proposals**

With other consultants where appointed, analyze the client's requirements; prepare outline proposals and an approximation of the construction cost for the client's preliminary approval.

## **D WORK STAGE D - SCHEME DESIGN**

### **D.1 Scheme Design**

With other consultants where appointed, develop a scheme design from the outline proposals taking into account amendments requested by the client; prepare a cost estimate; where applicable give an indication of possible start and completion dates for the building contract. The scheme design will illustrate the size and character of the project in sufficient detail to enable the client to agree to the spatial arrangements, materials and appearance.

### **D.2 Changes In Scheme Design**

With other consultants where appointed, advise the client of the implications of any subsequent changes on the cost of the project and on the overall programmed.

### **D.3 Planning Application**

Make where required application for planning permission. The permission itself is beyond the architect's control and no guarantee that it will be granted can be given.

## **E WORK STAGE E - DETAIL DESIGN**

### **E.1 Detail Design**

With other consultants where appointed, develop the scheme design; obtain the client's approval of the type of construction, quality of materials and standard of workmanship; co-ordinate any design work done by consultants, specialist contractors, sub-contractors and suppliers; obtain quotations and other information in connection with specialist work.

### **E.2 Cost Checks And Changes In Detail Design**

With other consultants where appointed, carry out cost checks as necessary; advise the client of the consequences of any subsequent changes on the cost and programmed.

### **E.3 Statutory Approvals**

Make and negotiate where required application for approvals under building acts, regulations or other statutory requirements.

## **F/G WORK STAGE F & G - PRODUCTION INFORMATION AND BILLS OF QUANTITIES**

### **F.1 Production Information**

With other consultants where appointed, prepare production information including drawings, schedules information and specification of materials and workmanship; provide information for bills of quantities, if any, to be prepared; all information complete in sufficient detail to enable a contractor to prepare a tender.

## **H WORK STAGE H - TENDER ACTION**

### **H.1 Other Contracts**

With other consultants where appointed, arrange for sub-contracts, where relevant, to be let prior to or during the work.

### **H.2 Tender Lists**

Advise on and obtain the client's approval to a list of tenders.

### **H.3 Tender Action And Appraisal**

Invite tenders from approved contractors, appraise and advise on tenders submitted. Alternatively, arrange for a price to be negotiated with a contract.

## **J WORK STAGE J - PROJECT PLANNING**

### **J.1 Project Planning**

Advise the client on the appointment of the contractor and on the responsibilities of the client contractor and architect under the terms of the building contract; where required prepare the building contract and arrange for it to be signed by the client and the contractor; provide production information as required by the building contract.

## **K WORK STAGE K - OPERATIONS ON SITE**

### **K.1 Contract**

Administer the terms of the building contract during operations on site.

### **K.2 Inspections**

Visit the site as appropriate to inspect generally the progress and quality of the work.

### **K.3 Financial Appraisal**

With other consultants where appointed, make where required periodic financial reports to the client including the effect of any variations on the construction cost.

## **L WORK STAGE L - COMPLETION**

### **L.1 Completion**

Administer the terms of the building contract relating to the completion of the works.

### **L.2 Guidance On Maintenance**

Give general guidance on maintenance.

### **L.3 Record Drawings**

Provide the client with a set of drawings showing the building and the main lines of drainage; arrange for drawings of the services installations to be provided.

## PART 2

This part describes services, which may be provided by the architect to augment the Preliminary and Basic Services described in Part 1 or which may be the subject of a separate appointment. The list of services so described is not exhaustive.

### 2.0 OTHER SERVICES

#### 2.1 SURVEYS AND INVESTIGATIONS

- a) **Building Sites**  
Advise on the selection and suitability of sites; conduct negotiations concerned with sites and buildings.
- b) **Measured Surveys**  
Make measured survey, take levels and prepare plans of sites and buildings.
- c) **Soil Investigations**  
Provide services in connection with soil and other similar investigations.
- d) **Conditions Of Premises**  
Make inspections, prepare reports or give general advice on the condition of the premises.
- e) **Schedules Of Dilapidations**  
Prepare schedules of dilapidations; negotiate them on behalf of landlords or tenants.
- f) **Structural Surveys**  
Make structural survey to ascertain whether there are defects on the walls, roof, floors, drains or other parts of a building, which may materially affect its safety, life and value.
- g) **Building Failures**  
Investigate building failures; arrange and supervise exploratory work by contractors or specialists.
- h) **Repairs And Restoration Work**  
Take particulars on site; prepare specifications and/or schedules for repairs and restoration work and inspect their execution.
- i) **Problems In Existing Buildings**  
Investigate and advise on problems in existing buildings such as fire protection, floor loadings and insulation or change of use.
- j) **Energy Surveys**  
Advise on the efficient use of energy in new and existing buildings.
- k) **Cost In Use**  
Carry our life cycle analyses of buildings to determine their cost in use.
- l) **Valuations**  
Make an inspection and valuation for mortgage or other purposes.

## 2.2 DEVELOPMENT SERVICES

a) **Special Drawings And Models**

Prepare special drawings, models or technical information for the use of the client or for applications under planning or other statutory requirements, or negotiations with ground landlords, adjoining owners, mortgagors and other; prepare plans for conveyancing, land registry and other purposes.

b) **Development Plans**

Prepare development plans for a large building or complex of buildings; prepare a layout only, or prepare a layout for a greater area than that which is to be developed immediately.

c) **Estate Plans**

Prepare layouts for housing, industrial or other estates showing the siting of buildings and other works such as roads and drainage.

d) **Roads And Drainage**

Prepare drawings and specification of materials and workmanship for the construction of housing, industrial or other estate roads and drainage

e) **Demolitions**

Provide services in connection with demolition works.

f) **Environmental Studies**

Provide studies in connection with environmental studies.

## 2.3 DESIGN SERVICES

a) **Furniture And Fittings**

Design or advise on the selection of furniture and fittings; inspect the making up of such furnishings.

b) **Shop Fitting And Other Works Of Special Quality**

Advise on and prepare detailed designs for works of special quality such as shop fitting or exhibition design, either independently or within the shell of an existing building.

c) **Works Of Art**

Advise on the commissioning or selection of works of art; supervise their installation.

d) **Acoustical Investigation**

Carry out specialist acoustical investigation

e) **Special Construction Research**

Carry out special constructional research in connection with a scheme design, including the design, construction or testing of prototype buildings or models.

f) **Building Systems Components**

Develop a building system or mass-produced building components; examine and advise on existing building systems; monitor the testing of prototype buildings and models.

## 2.4 COST ESTIMATING AND FINANCIAL ADVISORY SERVICES

a) **Cost Plans And Cash Flow Requirements**

Carry out cost planning for a building project, including the cost of associated design services, site development, landscaping, furniture and equipment; advise on cash flow requirements for design costs, construction cost and cost in use.

b) **Schedules Of Rates And Quantities**

Prepare schedules of rates or schedules of quantities for tendering purposes; value work executed where no quantity surveyor is appointed. Fees for this work are recommended to be in accordance with the Professional Charges of the relevant professional body.

c) **Cost Of Replacement**

Carry out inspections and surveys; prepare estimates for the replacement and reinstatement of buildings and plant; submit and negotiate claims following damage by fire or other causes.

d) **Loan Funding**

Provide information, make applications for and conduct negotiations in connection with government or other loan funding agency.

## 2.5 NEGOTIATIONS

a) **Planning Applications: Exceptional Negotiations**

Conduct exceptional negotiations with the Town and Country Development Planning Office.

b) **Planning Appeals**

Prepare and submit an appeal under planning acts; advise on other work in connection with planning.

c) **Health Regulations Exceptional Negotiations**

Conduct exceptional negotiations with the Ministry of Health's Environmental Engineering Division.

d) **Non-Statutory Bodies**

Make submission to non-statutory bodies.

e) **Landlords' Approvals**

Submit plans of proposed building works for approval of landlords, mortgages, freeholders or others.

f) **Rights Of Owners And Lessees**

Advise on the rights and responsibilities of owners and lessees including rights of light, rights of support and rights of way; provide information; undertake any negotiations.

g) **Party Walls**

Provide services in connection with party wall negotiations.

h) **Litigation And Arbitration**

Prepare and give evidence, settle proofs, confer with solicitors and counsel; attend court and arbitrations; appear before other tribunals; act as arbitrator.



## 2.6 ADMINISTRATION AND MANAGEMENT OF BUILDING PROJECTS

a) **Site Staff**

Provide site staff for frequent or constant inspection of the works.

b) **Project Management**

2.38 Provide management from inception to completion; prepare briefs; appoint and co-ordinate consultants, construction manager, agents and contractors; monitor time, cost and agreed targets; monitor progress of the works; hand over the building on completion; equip, commission and set up any operational organizations.

c) **Design And Build Contracts**

2.39 Provide services to the client, whether employer or contractor, in carrying out duties under a design and build contract.

d) **Separate Trades Contracts**

2.40 Provide services in connection with separate trades contracts; agree a programme of work; act as co-ordinator for the duration of the contracts.

e) **Direct Labour**

2.41 Provide services in connection with labour employed directly by the client; agree a programme of work; co-ordinate the supply of labour and materials; provide general supervision; agree the final account.

f) **'As Built' Drawings**

2.42 Provide specially prepared drawings of a building 'as built'.

g) **Maintenance Manuals**

2.43 Compile maintenance and operational manuals; incorporate information prepared by other consultants, specialist contractors, sub-contractors and suppliers.

h) **Maintenance**

Prepare a programme for the maintenance of a building; arrange maintenance contracts.

## 2.7 SERVICES NORMALLY PROVIDED BY CONSULTANTS

a) **Consultants' Services**

Provide such services as:

- 1) Quantity Surveying
- 2) Structural Engineering
- 3) Mechanical Engineering
- 4) Electrical Engineering
- 5) Landscape and Garden Design
- 6) Civil Engineering
- 7) Town Planning
- 8) Furniture Design

- 9) Graphic Design
- 10) Industrial Design
- 11) Interior Design

Where consultants' services are provided from within the architect's own office or by Consultants in association with the architect, it is recommended that fees be in accordance with the scales of charges of the relevant professional body.

## **2.8 CONSULTANCY SERVICES**

### a) **Consultant Architect**

Provide services as a consultant architect on a regular or intermittent basis.