

Schedule of Services

Referred to in the foregoing Memorandum of Agreement between the said Architect and the said Client

Services not required must be struck out

<p>1. All Commissions</p> <p>1.01 Obtain the clients Requirements, Budget and Project Timetable.</p> <p>1.02 Inform the Client of the duties of a client under the CDM Regulations and that guidance is available from the Health & Safety Executive.</p> <p>1.03 Advise on the need for and the scope of consultants' services and the conditions of their appointment.</p> <p>1.04 Arrange for and assist in the selection of consultants.</p> <p>1.05 Prepare Services Timetable for the completion of the Services.</p>	<p>Stage C Outline Proposals</p> <p>2.09 Analyse the Client's Requirements, prepare outline proposals.</p> <p>2.10 Provide information to others for cost planning.</p> <p>2.11 Submit outline proposals and approximation of construction cost for the Client's preliminary approval.</p> <p>2.12 Co-operate with the CDM Co-ordinator.</p> <p>2.13 Prepare proposals and make applications for outline planning permission.</p>	<p>Stage E Detail Design contd</p> <p>2.26 Consult with building control authorities on developed design proposals.</p> <p>2.27 Consult with fire authorities on developed design proposals.</p> <p>2.28 Prepare applications for approvals under building acts and/or regulations and other statutory requirements.</p> <p>2.29 Apply for approvals under building acts and/or regulations and other statutory requirements.</p> <p>2.30 Advise on and recommend form of building contract and explain the Client's obligations there under.</p> <p>2.31 Obtain the Client's approval of construction, quality of materials and standard of workmanship.</p> <p>2.32 Pass relevant information to the CDM Co-ordinator for incorporation in the initial Health & Safety Plan.</p>	<p>Stage J Mobilisation</p> <p>2.41 Advise the Client on the appointment of the Contractor and on the responsibilities of the parties and the Architect under the building contract.</p> <p>2.42 Prepare the building contract and arrange for it to be signed.</p> <p>2.43 Provide production information as required by the building contract.</p>
<p>2. Services specific to Building Projects</p>	<p>Stage D Detailed Proposals</p> <p>2.14 Develop a scheme design from approved outline proposals.</p> <p>2.15 Provide information to other consultants for their preparation of cost estimate.</p> <p>2.16 Consult with planning authorities.</p> <p>2.17 Consult with building control authorities.</p> <p>2.18 Consult with fire authorities.</p> <p>2.19 Consult with environmental health authorities.</p> <p>2.20 Consult with statutory undertakers.</p> <p>2.21 Prepare an application for full planning permission.</p> <p>2.22 Submit a scheme design showing spatial arrangements, materials and appearance, together with a cost estimate, for the Client's approval.</p> <p>2.23 Submit an application for full planning permission.</p>	<p>Stages F-G F Production Information G Tender documentation</p> <p>2.33 Prepare production drawings.</p> <p>2.34 Prepare specification.</p> <p>2.35 Provide information for the preparation of schedules of rates and/or quantities and/or schedules of works for tendering purposes.</p> <p>2.36 Co-ordinate production information.</p> <p>2.37 Provide information to other consultants for their revision of cost estimate.</p>	<p>Stages K-L K Construction to Practical Completion L After Practical Completion</p> <p>2.44 Administer the terms of the building contract.</p> <p>2.45 Conduct meetings with the contractor to review progress.</p> <p>2.46 Present to the client financial reports prepared by others.</p> <p>2.47 Generally inspect materials delivered to the site.</p> <p>2.48 As appropriate instruct sample taking and carrying out tests of materials, components, techniques and workmanship and examine the conduct and results of such tests whether on or off site.</p> <p>2.49 As appropriate instruct the opening up of completed work to determine that it is generally in accordance with the Contract Documents.</p> <p>2.50 At intervals appropriate to the stage of construction visit the site to observe and comment on the contractor's site supervision and examples of his work relevant to the provision of the building contract.</p> <p>2.51 Pass relevant information to the CDM Co-ordinator for incorporation in the Health and Safety File.</p> <p>2.52 Provide drawings showing the building and the main lines of drainage.</p> <p>2.53 Arrange for drawings of building services in stations to be provided.</p> <p>2.54 Give general advice on maintenance.</p>
<p>Stages A-B A Appraisal B Strategic Briefing</p> <p>2.01 Obtain information about the Site from the Client.</p> <p>2.02 Visit the site and carry out an initial appraisal.</p> <p>2.03 Assist the client in preparation of the client's requirements.</p> <p>2.04 Advise the Client on methods of procuring construction.</p> <p>2.05 Advise the Client on the need for specialist contractors, sub-contractors and suppliers to design and execute parts of the Works.</p> <p>2.06 Carry out such studies as may be necessary to determine the feasibility of the Client's Requirements.</p> <p>2.07 Review with the Client alternative design and construction approaches and cost implications.</p> <p>2.08 Advise the client on the need to obtain planning permission, approvals under building acts and/or regulations and other statutory requirements.</p>	<p>Stage E Final Proposals</p> <p>2.24 Develop detail design from approved scheme design.</p> <p>2.25 Provide information to other consultants for their revision of cost estimate.</p>	<p>Stage H Tender Action</p> <p>2.38 Advise on and obtain the Client's approval to a list of tenderers for the building contract.</p> <p>2.39 Invite tenders</p> <p>2.40 Appraise and report on the tenders with other consultants.</p>	

3. Other Services for which additional fees are included in the fee agreement

Services not required must be struck out

Cost Advice		Design Skills		Buildings/Sites	
3.01 Prepare an approximation of construction cost of the approved Outline Proposals.	3.11 Negotiate if necessary over building acts and/or regulations and other statutory requirements and revise documentation.	3.13 Provide interior design services.	3.20 Conduct negotiations for local authority, government and other grants.	3.30 Inspect and prepare report and schedule of condition of existing buildings.	
3.02 Prepare cost estimate of approved Scheme Design.	3.12 Submit plans for proposed building work for approval of landlords, funders, freeholders, tenants or others as requested by the client.	3.14 Advise on the selection of furniture and fittings.	3.21 Provide services in connection with party wall negotiations.	3.31 Inspect and prepare report and schedule of dilapidations.	
3.03 Revise cost estimate of the approved Detail Design		3.15 Design furniture and fittings.	3.22 Advise on the use of energy in new or existing buildings.	3.32 Prepare, submit, negotiate claims following damage by fire and other causes.	
3.04 Prepare schedules of rates and/or quantities and/or schedules of works for tendering purposes		3.16 Provide landscape design services.	3.23 Provide services in connection with environmental studies.	3.33 Investigate and advise on means of escape in existing buildings.	
3.05 Prepare pre-tender cost estimate based on tender documentation.		3.17 Provide model-making and/or photographic services.	3.24 Act as CDM Co-ordinator where so appointed under a separate agreement.	3.34 Investigate and advise on change of use in existing buildings	
3.06 Negotiate a price with contractor.				3.35 Investigate and report on building failures.	
3.07 Prepare financial reports for the Client.				3.36 Arrange for and inspect exploratory work by contractors and specialists in connection with building failures.	
3.08 Prepare valuations of work carried out and completed.				3.37 Make structural surveys and report on the structural elements of buildings.	
Statutory/other parties		Consultancy Services			
3.09 Conduct exceptional negotiations with planning authorities.	3.18 Provide information in connection with local authority, government and other grants.		3.25 Advise on the suitability and selection of sites.	3.38 Investigate and advise on sound insulation in existing buildings.	
3.10 Make revisions to scheme design to meet requirements of planning authorities.	3.19 Make applications for local authority, government and other grants.		3.26 Make measured surveys, take levels and prepare plans of sites.	3.39 Inspect and prepare a valuation report for mortgage or other purposes.	
			3.27 Arrange for the investigations of soil conditions of sites.		
			3.28 Advise on the suitability and selection of buildings.		
			3.29 Make measured surveys and prepare drawings of existing buildings.		

4. Additional Services for which additional fees are included in the fee agreement

Agreement

Both copies to be completed, one copy to the Client, one copy to the Architect

.....(Client).....(Architect)

Project Ref **1002 - Refurbishment of Barrhill Memorial Hall at Ayrshire** Date