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# **Project Roadmap**

#### **KEY WORK STAGES 1-8**

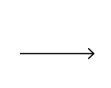


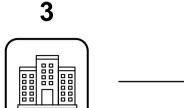
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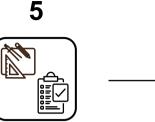














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## PRE-DESIGN DIAGNOSIS

### NEEDS & OPTIONS REVIEW This service comprises: • Sit

- Meet client on site
- Listen, to understand client's practical & emotional wants, needs & Return(s) on Investment
- Clarify and develop the above into brief
- · Gather site information
- Identify constraints & opportunities
- Discuss (non-design) conceptual ideas & options
- Identify planning requirements & options
- Confirm likely involvement of other consultants
- Confirm level of architectural service required for project
- Provide architectural fee quotation for project
- Final written report

For further info click here

#### **CONCEPT DESIGN**

- Site/building surveys undertaken
- Design begins, evolving through sketch drawings often by hand
- Explore any options as design evolves
- Agree preferred option to client's satisfaction
- Design amendments become more expensive after this stage

#### **DETAILED DESIGN**

- Check/research key factors/legislation that may affect this, and subsequent work stages
- Make planning preapplication enquiry if applicable
- Final design option drawn up on CAD for planning purposes
- Design is now finalised i.e. amendments after this stage will be expensive & disruptive

#### **PLANNING**

- Liaise with independent planning consultant where necessary
- Prepare additional documentation and statements to accompanying drawings
- Compile additional detailed drawings for a listed building consent application if listed buildings involved
- Submit online planning application form(s) and upload documentation
- Liaise with planners and make amendments if necessary
- On successful approval discharge any planning conditions

### BUILDING REGULATIONS

- Application required to ensure compliance with the Building Regulations
- Subjects include structural stability, sound transmittance, fire/means of escape, thermal performance
- Create larger scale detailed drawings demonstrating compliance
- Liaise with relevant third party consultants e.g. structural engineer, acoustician, energy assessor
- Application administered by either local authority Building Control or independent Approved Inspector
- Address any queries arising, resulting in full plans check approval

## TENDERING PROCESS

- Seek references and suitable contractors for tender list
- Compile tender documentation including detailed production drawings, schedules, specification etc.
- Co-ordinate input from other consultants etc.
- Research appropriate contract & insurances
- Issue tender pack
- On receipt of returned tenders tender analysis
- Prepare contract documents
- Appoint contractor

## CONSTRUCTION PHASE

#### Architect administers contract:

- Organise pre-contract meeting with contractor
- Contractor mobilises site
- Attend fortnightly or monthly site meetings to inspect work
- Issue Architect's Instructions for variations as necessary
- Assess contractor's monthly claims (unless undertaken by QS) and issue payment certificates
- Generally ensure the project is being delivered on time, to budget and to the requisite quality standards
- Issue Practical Completion Certificate and partial release of retention

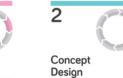
#### COMPLETION

- Provide as-built information for CDM Health & Safety File
- Prepare list of defects at the end of 6 or 12 month defects liability period
- Issue Final Certificate on completion of defects
- Final retention release

### **EQUIVALENT RIBA PLAN OF WORK STAGES 0-7**

















Handover

Us

Jse