



Appendix A

Traditional Design and Technical Advisory Scope of Services

For Building Surveying, Fire Safety, Land Surveying and
Health & Safety Consultancy Services Framework
Competition

1. Framework details

1.1. About Respond

The following document has been prepared to outline the scope of services for both Traditional Design projects and also Technical Advisory projects, required for the following disciplines:

- Building Surveying Consulting
- Fire Safety Consulting
- Land Surveying
- Health & Safety Consulting

This document outlines the high level Deliverables for the various disciplines. In addition, the scope of services is broken down into the following stages aligned with Traditional Design Projects delivered under the Capital Works Management Framework (refer to Sections 3 of this document for more detail);

- STAGE i – Preliminary Design
- STAGE ii – Planning, Developed Sketch and Detailed Design
- STAGE iii – Tendering and Procurement
- STAGE iv – Construction
- STAGE v – Handover

A separate scope of services has also been outlined in respect of Consultancy/Advisory services that may be required in Section 4 of this document.

These scopes of services are comprehensive but are also indicative as they will be subject to review and amendment for framework calls-offs which will reflect the particular requirements of the relevant projects/schemes.

The Terms of Engagement for consultants will generally be the Office of Government Procurement Conditions of Engagement (OGP) – COE1 – prepared on behalf of Department of Public Expenditure, National Development Plan Delivery and Reform and current at the time of appointment - available at www.constructionprocurement.gov.ie. There will likely be instances where bespoke terms of appointment and associated documents such as Collateral Warranties and the like may need to be executed to reflect the particular requirements of funders but they will in any case be substantially based on and similar in nature and terms to the OGP proformas.

The scope of service includes all work required to support the design and construction of the project in a competent and professional manner (whether expressly stated or not); prepare all documentation and reports required by these procedures; obtain all necessary approvals whether Client, Planning or statutory approvals, all in accordance with the above documents or as otherwise modified by the briefing information.

All work required to comply with the relevant current Building Regulations and Building Control (Amendment) Regulations 2014 is included in the scope of service, including the roles of Design Certifier and services to support the Assigned Certifier.

Consultation with Respond is an on-going process during the stages and is included as part of the Service. In particular, the service includes for repeat submissions (where required), meetings and such other communications as may be needed to complete the Project or Stage.

1.2 Design Requirements

All designs prepared must comply with the Local Authority Development Plan and all housing guidelines applicable at the time and issued by the Department of Environment, Community and Local Government, including but not limited to:

1.2.1 All projects:

National and Local Policy Documents (Latest Edition)

Refer to www.gov.ie

Refer to local council website.

National Planning Framework - Ireland 2040 Our Plan (NPF)

<https://www.gov.ie/en/publication/daa56-national-planning-framework-ireland-2040-our-plan-npf-2018/>

Technical Guidance Documents (Latest Edition)

<https://www.gov.ie/en/collection/d9729-technical-guidance-documents/>

Design Manual for Urban Roads and Streets (DMURS) (Latest Edition)

<https://www.gov.ie/en/publication/3360b1-design-manual-for-urban-roads-and-streets/>

Urban Development and Building Height Guidelines (UD) (BHG) (Latest Edition)

<https://www.gov.ie/en/publication/93d22-urban-development-and-building-height-guidelines-ud-bhg-2018/>

Site layout planning for daylight and sunlight: a guide to good practice (BR 209)

<https://www.brebookshop.com/details.jsp?id=326792>

Respond Design Guide (latest edition)

1.2.2 Residential

Guidelines for Planning Authorities on Sustainable Residential Development in Urban Areas (Cities, Towns and Villages) (Latest Edition)

<https://www.gov.ie/en/publication/a9965-sustainable-residential-developments-in-urban-areas-guidelines-for-planning-authorities/>

Quality Housing for Sustainable Communities (Latest Edition)

<https://www.gov.ie/en/publication/60868-quality-housing-for-sustainable-communities/>

Employers Requirements for Detail Design of Quality Housing (Revision 1 September 2020)

<https://www.gov.ie/en/publication/2f78e-employers-requirements-for-detail-design-of-quality-housing/>

Design Manual for Quality Housing (Latest Edition)

<https://www.gov.ie/en/publication/b3e02-design-manual-for-quality-housing/>

Sustainable Residential Developments in Urban Areas (SRDUA) (Latest Edition)

<https://www.gov.ie/en/publication/a9965-sustainable-residential-developments-in-urban-areas-guidelines-for-planning-authorities/>

Design Standards for New Apartments (DSFNA) (Latest Edition)

https://www.housing.old.gov.ie/sites/default/files/publications/files/december_2020_-_design_standards_for_new_apartments.pdf/

Altered Estates 2: How to address changing priorities in estate regeneration

<https://www.levittbernstein.co.uk/research-writing/altered-estates-2/>

1.2.3 Accessibility

Irish Wheelchair Association's 'Best Practice Access Guidelines: Designing Accessible Environments' (Latest Edition)

<https://www.iwa.ie/access-guidelines/best-practice-access-guidelines-4/>

Universal Design Guidelines for Homes in Ireland (Latest Edition)

<https://universaldesign.ie/built-environment/housing/>

1.2.4 Housing for Travellers

Residential Caravan Parks for Travellers (Latest Edition)

<https://www.gov.ie/en/publication/f86ae-residential-caravan-parks-for-travellers/>

Accommodating Transient Traveller Families (Latest Edition)

<https://www.gov.ie/en/publication/423ec-accommodating-transient-traveller-families/>

Group Housing for Travellers (Latest Edition)

<https://www.gov.ie/en/publication/d36af-group-housing-for-travellers/>

1.2.5 Older Peoples Housing & Care Settings

Dementia Friendly Dwellings for People with Dementia, their Families and Carers (Latest Edition)

<https://universaldesign.ie/built-environment/housing/dementia-friendly-dwellings/>

Improving Quality of Life and Enhancing COVID-19 Infection Control in Existing Residential Care Settings for Older People (Latest Edition)

<https://universaldesign.ie/built-environment/residential-long-term-care-settings-for-older-people/>

Dementia Enabling Environment Principles (The Dementia Enabling Environment Virtual Information Centre, Western Australia.)

<https://www.enablingenvironments.com.au/dementia-enabling-environment-principles.html>

LIVING WITH DEMENTIA guide for the conditioning of housing, with a focus inclusive and participatory University of Chile. (Spanish publication)

https://www.viviendocondemencia.cl/wp-content/uploads/2021/11/guia_viviendo_con_demencia_octubre_3-1.pdf

Toolbox for living with Dementia. University of Chile. (Spanish publication)

<https://libros.uchile.cl/files/presses/1/monographs/1201/submission/proof/index.html>

1.2.6 Additional reference material

Homes for Smart Ageing Universal Design Challenge (Latest Edition)

<https://universaldesign.ie/Awards/Homes-for-Smart-Ageing-Universal-Design-Challenge/>

1.2.7 Early Learning settings

Universal design guidelines for early learning and care settings (Latest Edition) (and all key legislation and policy set out therein.)

<https://aim.gov.ie/app/uploads/2021/05/universal-design-guidelines-for-elc-settings-introduction-1.pdf>

Universal Design Self-Audit Tool for Early Learning and Care Settings (Latest Edition)

<https://aim.gov.ie/app/uploads/2021/08/Universal-Design-Guidelines-for-ELC-Settings-%E2%80%93-Self-Audit-Tool-for-ELC-Settings-PDF.pdf>

Early Years Quality and Regulatory Framework (Latest Edition)

<https://www.tusla.ie/services/preschool-services/early-years-quality-and-regulatory-framework/>

2. Design Deliverables

The following are considered minimum requirements and deliverables for the Design Consultants on a traditional employer designed housing/apartment type scheme:

Minimum Requirements	Deliverables (non-exhaustive list)
Building Surveying (BS)	
• Building and measured surveys • Building surveys and building defects management • Asset management services • Programmed maintenance services • Insurance assessments • Advice on grant availability and application • Comply with Stages outlined in the following sections of the report. • Comply with Stage requirements outlined in the following sections of this document. • Attending Design Team Meetings • Attending Site Meetings.	• Building condition surveys • Measured surveys • Planning constraints assessment reports • Defect Inspection Reports • Dilapidation Schedules • Condition Surveys • Planned Maintenance Reports • Design Stage Reports preparation and collation • Specification and Schedules. • Detailed drawings • Works Requirements • Meeting coordination and minutes • BCAR Inspections/Reports relevant to the Discipline • Snag Lists • Opinions on compliance
Fire Safety Consulting (FSC)	
• Fire Safety and Fire Risk management services • Pre-planning and detailed design fire safety • Comply with Stage requirements outlined in the following sections of this document. • Comply with Stage requirements outlined in the following sections of this document. • Attending Design Team Meetings • Attending Site Meetings.	• Fire Risk Assessments • Regulatory Compliance support and advisory services • Fire safety audits and inspections • Emergency Planning and Fire Evacuation strategies • Fire Safety Training and Awareness • Multi-Site fire risk management • Stage Reports preparation and collation • Specification and Schedules. • Detailed drawings • Works Requirements • Risk Assessments • BCAR Inspections/Reports relevant to the Discipline • Snag Lists • Opinions on compliance
Land Surveying (LS)	
• Collection and analysis of geographic information • Site Information capture • Detailed land surveying and interpretive reporting • Site Inspections and Reports. • Comply with Stages outlined in the following	• Topographic surveys • Construction set out • As Built & Validation • Legal Property Mapping • GIS Databasing • Project Management • Air Drone Survey and Mapping

Minimum Requirements	Deliverables (non-exhaustive list)
sections of this document. • Comply with Stage requirements outlined in the following sections of this document. • Attending Design Team Meetings • Attending Site Meetings.	• 3D Laser Scanning • Building Information Modelling • Stage Reports preparation and collation • Specification and Schedules. • Detailed drawings • Works Requirements • Risk Assessments • BCAR Inspections/Reports relevant to the Discipline • Boundary confirmation surveys • Opinions on compliance
Health & Safety Consulting (HSC)	
• Health and Safety advisory and consultancy services • Regulatory compliance advisory • Comply with Stage requirements outlined in the following sections of this document. • Comply with Stage requirements outlined in the following sections of this document. • Attending Design Team Meetings • Attending Site Meetings.	• Safety Statements • Site Health & Safety Audits • Method Statements • Construction Stage Health & Safety Plans • Traffic Management Plans • Safe T Cert • Health and Safety Officer Placement • Risk assessment and auditing • Incident investigation and analysis • Risk Assessments

3. Scope of Services – Traditional Design Services

The following scopes of services relate to Traditional Design projects and whilst comprehensive will be subject to review to reflect the particular project / scheme requirements.

The scopes have been aligned in so far as possible with the Capital Works Management Framework (CWMF) Stages which are summarised as follows:

Stage i: Preliminary Design - This stage involves the design team assisting Respond in finalising the definitive project brief which is the full and completed statement of Respond's functional and operational requirements for the project. At the end of this stage, Respond's requirements will have been tested and a preferred preliminary design developed into a plan, taking cognisance of functional, aesthetic & operational requirements, local authority and public utility requirements, site issues, capital cost constraints, best overall value, delivery schedule and customer occupation.

Stage iiA: Concept Design - This stage involves preparing the concept design including proposals for structural design, building services systems, outline specifications and preliminary Cost Information along with Project Strategies in accordance with Design Programme. Scrutinise the project brief to ensure the final option is indeed the best option and meets the employer's functional and operational requirements accordingly. The submission of a planning application submission to the appropriate local/planning authority is a key activity during this stage.

Stage iiB: Developed Design - The completion of this stage should result in an outline design to meet the requirements set out in the definitive project brief, design brief and preliminary output specification. It involves coordinated and updated proposals for structural design, building services, including the incorporation of any additional specialist design required for statutory approvals. It involves the progression of detailed drawings as approved or amended by statutory appeals etc. The end of this stage will mean the design is complete to the extent that it meets all regulatory requirements.

Stage iiC: Detailed Design - This stage is the completion of the developed design etc. to a point where design is fully complete and no items remain to be designed, or the level of information is provided to enable efficient, effective and value-for-money returns from the tender process. The completion of this stage also involves the preparation and compilation of the various technical documentation, drawings, and specifications and other detailed information.

Stage iii: Tender Action, Evaluation & Award - *Tender Documentation/Pricing Document*: This comprises all the information produced, compiled into an appropriate set of documents suitable to invite tenders in accordance with the procurement route selected – generally Employer Designed contract route. Tender documentation should include all the information about the project to enable contractors to comprehensively price the project. All information must be checked for accuracy and consistency prior to issuing the invitation to tender and all team members must attest to having read the entire set of documents and understood all aspects, checking for errors where appropriate to their skills.

Tender Action, Evaluation, Award: This involves the design team managing, implementing, and advising Respond on the procurement of contractors and specialists work packages to implement the works. This would involve compliance with CWMF and Respond's internal procedures, assessment of suitability of candidates and specialists together with issue of tender documents and review of returned tenders. The completion of this stage should result in the placing of a contract with a suitable contractor within the approved budget. Some or all of these activities may be required to run in parallel to meet the project timeline.

Project Planning: This involves preparing for construction by planning the resources to be deployed during the construction phase and liaising closely with the Assigned Certifier and other parties to provide information required for the lodgment of the commencement notice. It also involves agreeing the format, scope, and intensity of site inspections to allow the Inspection Notification Framework to be produced in accordance with the "Code of Practice for Inspecting and Certifying Buildings and Works".

Stage iv: Construction - This stage involves the contract administration and regular inspection of the works. All of the consultants must continue to be available to support, and certify, where required, the construction activities on an on-going basis through to completion of construction. This comprises query responses for clarification, explanation or further information including the resolution of design issues in a timely manner. Preparation of cost reports to monitor and control costs. Generally, the Architect will be Employers Representative (ER) and will administer the Contract unless a separate appointment for the ER role is implemented.

Stage v: Handover, Close-Out & Post Occupancy - This stage involves the provision of technical/design support to the commissioning and handover through to the end of the defects liability period. Activities will involve input to the preparation of the commissioning and handover strategy and plan; participation in systems walkthrough and snagging; participation in system precommissioning, start-up and testing; system performance testing, sign off and handover. It also involves the preparation and agreement of the Final Account in an agreed format. Activities will also involve the identification of defects, the issue of proposed remedial works, the monitoring of the adequate completion of remedial works and repairs, the monitoring of additional works instructed under the contract and their appropriate execution and completion and the issue of a final certificate.

3.1 General Design Team Stage Requirements

General Requirements across all Disciplines and/or Stages include:

- Advance approval from Respond and/or Project Manager (PM) should be sought before approaching any third party. Third parties may also include, but are not limited to owners of adjoining or nearby properties, tenants or public authorities.
- Obtain permission from Respond to commence each stage.
- Take instructions from Respond and/or the PM and obtain Respond's approvals on all relevant occasions.
- Consultant to take all reasonable Client instructions.
- Exercise reasonable skill and care to see that Respond's broad governance and management requirements are addressed as they apply to the project.
- Liaise with and coordinate activities to assist Respond in applying for and collating documents for submissions to sponsoring, sanctioning and funding bodies across all stages of the project/scheme. This will include completing standard proformas/forms issued by Respond and these bodies during the project life cycle.
- Responsibility for all design decisions will rest entirely with Respond and the appointed design team who are tasked with design of the scheme/project in accordance with the brief and all current applicable guidelines and requirements.
- Facilitate and organise cooperation among designers and other design team members and ensure coordination of their activities. Although all members of the design team have a distinct role to play, they must understand and accept the interdependence of all members of the design team for effectively implementing the objectives, both explicit and implicit, in the briefing documents and all applicable guidelines and requirements.
- Respond and the design team members have a duty to cooperate in a reciprocal manner. This duty is deemed to include reciprocal coordination between the design team members and will include such issues as informed consultation, timing, taking account of parties priorities to minimize problems and delays.
- Responsibility rests with the design team to ensure that the project is fully designed and detailed before going to tender and that all information necessary to complete the construction is adequately defined and detailed in the tender documents.
- Attend client and/or design coordination/review meetings and construction stage meetings as deemed appropriate
- Clarify where necessary the Consultant service elements of the project, the role of the consultant and his/her relationship with the lead and any other consultants or contractors. Where clarification is

- discussed and/ or agreed verbally, confirm in writing to Respond and/or the PM and/or the Architect.
- Provide promptly all advice, consents, reports, comments, approvals, instructions, certificates and other information so as not to delay or disrupt the progress of the project.
- Support, facilitate and attend workshops and reports in respect of:
 - a. Value Engineering
 - b. Risk Management
 - c. Sustainability
 - d. Passive Design
- Such other services:
 - a. as are reasonably:
 - (i) incidental to the services identified above and later in this document in relation to this element of the design services; and/or
 - (ii) required to complete this element of the design such that the Project can be completed in accordance with Respond's requirement; and/or
 - b. as a reasonable Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.

Design Certifier

The Architect and other Design Team members with design responsibility/inputs will be appointed as Design Certifiers by the Employer as required under the Building Control (Amendment) Regulations 2014 and will fulfil the role of the Design Certifier in accordance with the Building Control (Amendment) Regulations 2013-2014 and the Code of Practice for Inspecting and Certifying Buildings and Works, BC(A)R 2014.

The Design Certifiers shall:

- Review the scope of requirements of the Building Regulations that apply to the building work concerned to confirm that the Design is in compliance.
- Sign the Design Certificate that is lodged with the Commencement Notice.
- Ensure that any necessary Ancillary Certificates from members of the design team are scheduled and lodged with the Design Certificate as necessary and appropriate.
- Co-ordinate and compile and schedule the plans, calculations, specifications and particulars that are to be included on the schedule to be lodged at commencement and to which the Design Certificate relates.
- Clearly set out any elements of the Design which have not been completed with an undertaking that when complete, these too will be certified and submitted to the Building Control Authority. Ensure that certification and submission is completed with respect to these elements when complete.

3.2 Building Surveying Stage Services

The services to be provided will be as per Stages (i) – (v) of the Capital Works Management Framework. The scope of services listed below are a non-exhaustive list and we note that the scope of services for Building Surveyors (BS) may vary depending on the project type, status and scale being tendered by Respond as part of a Framework Call-off.

All Stages (i) to (v) inclusive

- Attend Client, Design, Project, Site and other meetings as provided under this appointment
- Attendance at Design Team meetings as requested by the Design Team lead. Complete actions noted in minutes of meetings.
- Agree Project reporting and recording procedures with the Client, the Professional Team and the Contractor. Implement agreed procedures.
- Consultation and co-operation with the Project Supervisor Design Process as required.
- Liaise with the Professional Team and advise the Client of its obligations under the Safety Health and Welfare at Work (Construction) Regulations 2013 Regulations.

- Comply with the Safety, Health and Welfare at Work (Construction) Regulations 2013, insofar as they relate to this Appointment.

Stage (i to ii)

- Liaise with the Client and the Professional Team to determine the Client's initial requirements and to develop the Client's Brief. Establish review, approval, variation and reporting procedures. Prepare recommendations for the Client's approval.
- Liaise with the Professional Team and advise the Client on structural, building, measured and other surveys and Site investigations including condition reports, soil reports, etc
- Develop design from concept to tender stage including providing all necessary/appropriate plans, elevations, details, sections, specifications, schedules, works requirements and the like as required to facilitate the proper efficient design of the project and coordination of other designer inputs.
- Prepare a measured survey and produce dimensioned drawings.
- Prepare a condition survey or other report on the site or any existing buildings on the site.
- Prepare a schedule of condition and other record documents
- Visit the Site and carry out initial inspections. Advise the Client on areas of concern.
- Assess the cause of any defects and prepare a written report for the Client with recommendations for rectification work.
- Carry out, or obtain, specialist investigations into contaminants. Undertake specialist testing and prepare a written report for the Client.
- Carry out, or obtain, specialist investigations into mechanical and electrical, drainage or other building services. Undertake specialist testing and prepare a written report for the Client.
- Inspect and investigate specific problems on the Site and/or the Project, arrange for specialist investigations and tests as may be agreed with the Client, and prepare a written report for the Client.
- Carry out a desktop study of archive material. Prepare a report and advise the Client.
- Visit the Site and/or the Project and review record drawings and/or other information provided by the Client. Prepare a written feasibility report for the Client on the adequacy of the information supplied.
- Provide design inputs and reports to support Statutory Applications; co-ordinate, compile, review, submit & monitor to meet mutual approval timelines and responsibilities.
- Support the QS and other design team members in the development of a scheme and designs that are aligned with the Employers business case and budgetary parameters and approvals.
- Advise the Client on any statutory or other consents that may affect the feasibility proposals including planning, legal, Building Regulations, and ownership and neighbourly matters.
- The level of detail and standard of documentation required for tender will be that required for the GCCC Employer Designed form of contract.
- Coordinate design documentation with all design team members.
- Provide any necessary technical input into designs as they are developed by Respond and ensure the Tender design is fully coordinated with any such contract proposals.

Stage (iii)

- Assist tender process as requested and as relevant to this Discipline.
- Liaise with the Professional Team. Prepare recommendations for the Client's approval. If necessary, advise on alternatives to maintain project within the budget provision for the works.
- Assist QS in preparation of tender report and recommendation.
- Carry out amendments, revisions, or alterations to production design on client's instructions.

Stage (iv)

- Carry out amendments, revisions or alterations to production/tender information on client's instructions.

Stage (v)

- Assist client in establishing their procedures for maintaining, controlling access to and updating Safety File
- Prepare, and agree with the Client, a condition survey and/or sampling strategy for managing the Client's property portfolio on a programmed maintenance basis.

- Conduct post-handover review of design with Client to inform future projects.
- Review the works to confirm that facility is ready for handover and make a recommendation to the Client Department on whether to take possession.
- Assist ER to fulfil responsibilities from Substantial Completion to Final Certificate
- Assist client in establishing their procedures for maintaining, controlling access to and updating Safety File

3.3 Fire Safety Consulting Stage Services

The services to be provided will be as per Stages (i) – (v) of the Capital Works Management Framework. The scope of services listed below are a non-exhaustive list and we note that the scope of services for Fire Safety Consultant (FSC) may vary depending on the project type, status and scale being tendered by Respond as part of a Framework Call-off.

All Stages (i) to (v) inclusive

- Attend Client, Design, Project, Site and other meetings as provided under this appointment
- Agree Project reporting and recording procedures with the Client, the Professional Team and the Contractor. Implement agreed procedures.
- Consultation and co-operation with the Project Supervisor Design Process as required.
- Liaise with the Professional Team and advise the Client of its obligations under the Safety Health and Welfare at Work (Construction) Regulations 2013 Regulations.
- Liaison with all members of the design team as appointed by the Contracting Authority.
- Attendance at Design Team meetings as requested by the Design Team lead. Complete actions noted in minutes of meetings.
- Provide inputs to Progress Reports two working days in advance of progress review meetings. Report to be collated and issued by Architect.
- Comply with the Safety, Health and Welfare at Work (Construction) Regulations 2013, insofar as they relate to this Appointment.

Stage (i to ii)

- Fire Safety Certificate application. Liaison with local Fire Authorities / Building control throughout the application process.
- Risk assessment and mitigation. Risk assessment of existing and/or proposed residential projects including report on completion with recommendations to ensure compliance with Part B (Fire) of the Building Regulations are attained
- Advice and direction on Fire Safety management, maintenance and record keeping
- Fire Safety strategy compliance advisory and reporting to Design Team and Employer.
- Provide fire safety solutions for incorporation in the tender based on first principles fire safety engineering.
- Provide design inputs and reports to support Statutory Applications; co-ordinate, compile, review, submit & monitor to meet mutual approval timelines and responsibilities.
- Support the QS and other design team members in the development of a scheme and designs that are aligned with the Employers business case and budgetary parameters and approvals.
- Advise the Client on any statutory or other consents that may affect the feasibility proposals including planning, legal, Building Regulations, and ownership and neighbourly matters.
- The level of detail and standard of documentation required for tender will be that required for the GCCC Employer Designed form of contract.
- Coordinate design documentation with all design team members.
- Provide any necessary technical input into designs as they are developed by Respond and ensure the Tender design is fully coordinated with any such contract proposals.

Stage (iii)

- Assist tender process as requested and as relevant to this Discipline.
- Liaise with the Professional Team. Prepare recommendations for the Client's approval. If necessary, advise on alternatives to maintain project within the budget provision for the works.
- Assist QS in preparation of tender report and recommendation.

- Carry out amendments, revisions, or alterations to production design on client's instructions.

Stage (iv)

- Carry out amendments, revisions or alterations to production/tender information on client's instructions.

Stage (v)

- Conduct post-handover review of design with Client to inform future projects.
- Review the works to confirm that facility is ready for handover and make a recommendation to the Client Department on whether to take possession.
- Assist ER to fulfil responsibilities from Substantial Completion to Final Certificate

3.4 Land Surveyor Stage Services

The services to be provided will be as per Stages (i) – (v) of the Capital Works Management Framework. The scope of services listed below are a non-exhaustive list and we note that the scope of services for the Land Surveyor (LS) may vary depending on the project type, status and scale being tendered by Respond as part of a Framework Call-off.

All Stages (i) to (v) inclusive

- Attend Client, Design, Project, Site and other meetings as provided under this appointment
- Agree Project reporting and recording procedures with the Client, the Professional Team and the Contractor. Implement agreed procedures.
- Consultation and co-operation with the Project Supervisor Design Process as required.
- Liaise with the Professional Team and advise the Client of its obligations under the Safety Health and Welfare at Work (Construction) Regulations 2013 Regulations.
- Liaison with all members of the design team as appointed by the Contracting Authority.
- Attendance at Design Team meetings as requested by the Design Team lead. Complete actions noted in minutes of meetings.
- Provide inputs to Progress Reports two working days in advance of progress review meetings. Report to be collated and issued by Architect.
- Comply with the Safety, Health and Welfare at Work (Construction) Regulations 2013, insofar as they relate to this Appointment.

Stage (i to ii)

- Produce topographic surveys for precise terrain mapping, contour analysis and site planning.
- Construction Set out information for inclusion in the tender documents
- As built and validation surveys of the existing land and its features.
- Legal property mapping showing comprehensive boundary documentation.
- Liaise with the Professional Team and advise the Client on surveys and Site investigations including condition reports, soil reports, etc
- Inspect and investigate specific problems on the Site and/or the Project, arrange for specialist investigations and tests as may be agreed with the Client, and prepare a written report for the Client.
- Visit the Site and/or the Project and review record drawings and/or other information provided by the Client.
- Provide design inputs and reports to support Statutory Applications; co-ordinate, compile, review, submit & monitor to meet mutual approval timelines and responsibilities.
- Support the QS and other design team members in the development of a scheme and designs that are aligned with the Employers business case and budgetary parameters and approvals.
- Advise the Client on any statutory or other consents that may affect the feasibility proposals including planning, legal, Building Regulations, and ownership and neighbourly matters.
- The level of detail and standard of documentation required for tender will be that required for the GCCC Employer Designed form of contract.
- Coordinate design documentation with all design team members.
- Provide any necessary technical input into designs as they are developed by Respond and ensure the Tender

design is fully coordinated with any such contract proposals.

Stage (iii)

- Assist tender process as requested and as relevant to this Discipline.
- Liaise with the Professional Team. Prepare recommendations for the Client's approval. If necessary, advise on alternatives to maintain project within the budget provision for the works.
- Assist QS in preparation of tender report and recommendation.
- Carry out amendments, revisions, or alterations to production design on client's instructions.

Stage (iv)

- Carry out amendments, revisions or alterations to production/tender information on client's instructions.
- Carry out surveys to validate site boundary conditions and locations
- Provision of confirmations and opinions of compliance.

3.5 Health & Safety Consultant Stage Services

The services to be provided will be as per Stages (i) – (v) of the Capital Works Management Framework. The scope of services listed below are a non-exhaustive list and we note that the scope of services for Health & Safety Consultants (HSC) may vary depending on the project type, status and scale being tendered by Respond as part of a Framework Call-off.

All Stages (i) to (v) inclusive

- Attend Client, Design, Project, Site and other meetings as provided under this appointment
- Agree Project reporting and recording procedures with the Client, the Professional Team and the Contractor. Implement agreed procedures.
- Consultation and co-operation with the Project Supervisor Design Process as required.
- Liaise with the Professional Team and advise the Client of its obligations under the Safety Health and Welfare at Work (Construction) Regulations 2013 Regulations.
- Liaison with all members of the design team as appointed by the Contracting Authority.
- Attendance at Design Team meetings as requested by the Design Team lead. Complete actions noted in minutes of meetings.
- Comply with the Safety, Health and Welfare at Work (Construction) Regulations 2013, insofar as they relate to this Appointment.

Stage (iv)

- Safety Statement preparation
- Site Health and Safety audits
- Method Statements
- Construction stage health and safety plans
- Traffic management plans
- Safe T Cert
- Project Supervisor Construction Stage PSCS
- Health and Safety Officer placement
- Risk assessment and auditing
- Safety management systems
- Regulatory compliance
- Accident investigation and analysis
- Occupational and Environmental Health and Safety

4. Scope of Services – Technical Advisory Services

The following scopes of services relate to Technical Advisory Services that may be undertaken on projects/schemes that are being delivered either as a Turnkey Development or under a Development Agreement and whilst comprehensive will be subject to review to reflect the particular project / scheme requirements.

Respond will in most instances provide templates for dashboard reports and standardised report formats to the successful candidates.

Technical Due Diligence Scope for Individual Consultants

4.1 Building Surveying

Technical Due Diligence Report

- Review of the current design drawings and specification proposals against client requirements, Respond Design Guide and agreed specification.
- Provide assurance from the Developers team, Contractor and other designers that materials, system and design complies with all relevant statutory requirements and considers emerging regulations.
- Provide an overall opinion on the design with regards to statutory requirements and compliance with government guidance documents on housing and design, liability and long term maintenance on housing.
- Prepare a report using a RAG schedule that outlines your findings.
- Examine all surveys, reports, and relevant due diligence conducted on the site to date and identify any significant risks, requiring mitigation or management as part of the planned redevelopment. Identify gaps in reports or due diligence and recommend further where required.
- Deliverables
 - a. Overview of developer design & construction information as it relates to existing structures surveyed
 - b. Review planning or legal drawings as required by the client for comment
 - c. Comment on any surveys or reports available, including measured building surveys provided
 - d. Attend client / team meetings as required by the Contracting Authority

4.2 Fire Safety Consultancy

Technical Due Diligence Report

- Review of the current design drawings and specification proposals against client requirements, Respond Design Guide and agreed specification.
- Provide assurance from the Developers team, Contractor and other designers that materials, system and design complies with all relevant statutory requirements and considers emerging regulations.
- Provide an overall opinion on the design with regards to statutory requirements and compliance with government guidance documents on housing and design, liability and long term maintenance on housing.
- Prepare a report using a RAG schedule that outlines your findings.
- Examine all surveys, reports, and relevant due diligence conducted on the site to date and identify any significant risks, requiring mitigation or management as part of the planned redevelopment. Identify gaps in reports or due diligence and recommend further where required.
- Deliverables
 - e. Overview of developer design & construction information
 - f. Review planning or legal drawings as required by the client for comment
 - g. Review and prepare gap analysis of all development information available to ensure compliance with Respond's requirements and general good design practice
 - h. Review proposed finishes packages related to your discipline specific to the homes/units
 - i. Comment on unit layouts if available
 - j. Comment on any surveys or reports available
 - k. Attend client / team meetings as required by the Contracting Authority

- l. Generation of issue tracker and feeding into Project Monitor Lead to raise and resolve design queries
- m. Assist in the population of Summary Dashboard report and formal TDD Report.
- n. Produce and issue Red Flag Report related to your discipline
- o. Close-out of items raised

Construction Stage support services

- Allow for carrying out minimum monthly inspections whilst the construction works are on site and issue written report to Respond
- Prepare sign off report on completion of construction to confirm that the construction works etc in relation to Fire Safety etc. have been carried out satisfactorily
- Deliverables
 - a. Liaise and cooperate with other TDD team members.
 - b. Background review of the design
 - c. Review of construction progress against the defined Respond Specification
 - e. Attendance at meetings as required by Respond with the TDD Team to discuss issues / findings
 - f. Develop a register of certificates and documentation required for Sectional/Substantial Completions.

4.3 Land Surveying

Technical Due Diligence Report

- Review of the land surveying Developers information against client requirements and agreed specification.
- Provide an overall opinion on the proposals and surveys with regards to statutory requirements and compliance with government guidance documents
- Examine all site investigation surveys, reports, and relevant due diligence conducted on the site to date and identify any significant risks, requiring mitigation or management as part of the planned redevelopment. Identify gaps in reports or due diligence and recommend further where required. The following (but not limited to) should be reviewed:
 - a. Utilities Surveys/Reports
 - b. GPR Survey
 - c. Topographic surveys
 - d. Legal property mapping
 - e. GIS databasing
- Provide an overall opinion on the as built/ as constructed surveys with regards to statutory requirements and compliance with contract and government guidance documents

4.4 Health & Safety Consultancy

Health & Safety Consultancy services are relevant for supporting internal Health & Safety team for projects using an agreed bespoke Development Agreement which could encompass both turnkey and funded development projects. The role will consist of a number of parts.

The role is primarily a supplementary / support role to the internal Respond Development Managers, Construction Managers and Legal teams. Where items are not included below these are understood to be the responsibility of the Respond Team directly.

Generally on projects of a significant scale the Health & Safety consultancy role will be supported by separate appointments for Architectural, Civil/Structural Engineering, Mechanical & Electrical Services Engineering and other appropriate professional appointments; where such appointments have been made then the Health & Safety Consultant will act as the lead and coordinator of the health & safety aspects and outputs of these parties including the preparation of Dashboard Reports and Summary Reports capturing and summarizing the findings and outputs of the exercise(s).