MINIMUM DELIVERABLES SCHEDULE

Little Seeds Crèche Extension and Masterplan

Project Code 26013 | Tender Issue | November 2026

1. Purpose and Status

This Schedule identifies the minimum information and outputs to be prepared and submitted by the Architect-led IDT at each authorised Stage or Sub-Stage. It shall be read with the PIM/PEP, Scope of Services, Minimum BIM and Information Requirements and Fee and Resource Schedule.

A deliverable may comprise a drawing, model, schedule, register, report, assessment or other coordinated information included within a wider Stage submission. **A separate standalone document is required only where the table identifies a specific document or where a separate document is necessary for the intended purpose.**

The listed deliverables do not limit the professional Services required under the Scope of Services or Contract. All normal working information, calculations, coordination, consultation, review, revision, inspection and certification reasonably necessary to prepare and complete the deliverables remain included, **whether or not individually stated in this Schedule**.

Each submission shall be proportionate to the relevant Stage, coordinated across the IDT, internally reviewed before issue and suitable for its stated purpose.

Abbreviations: C&S - Civil and Structural Engineer; M&E - Mechanical and Electrical Building Services Engineer; QS - Quantity Surveyor; PSDP - Project Supervisor Design Process; IDT - Integrated Design Team.

2. Submission and Stage Approval Requirements

Commencement of each Stage or Sub-Stage shall be subject to formal instruction from LCCC, or the Client appointed for the relevant Services, in accordance with the Contract.

The Lead Consultant shall coordinate the complete Stage submission and ensure that each deliverable identifies its author, checker, approver, revision, status and issue date.

Each Stage submission shall identify outstanding assumptions, decisions, risks and dependencies affecting the Project Brief, cost, programme, statutory approval, funding or delivery.

Any material departure from the approved Project Brief, validated Schedule of Existing and Proposed Accommodation, masterplan, budget or programme shall require LCCC approval.

Acceptance of a Stage submission shall not constitute authority to commence the following Stage or Sub-Stage.

3. Information Required with each Stage Submission

The following information shall form part of the coordinated Stage submission. The items may be issued together as a single submission package and do not require separate transmittals or covering reports unless expressly required. Existing documents and registers shall be updated only where there has been a material change, new information has become available or a decision is required from LCCC.

Information required	Lead	Minimum content
Stage Summary	Lead Consultant	Brief compliance, design position, decisions, risks, approvals and readiness to progress.
Project Programme	Lead Consultant	Milestones, statutory process, separately procured surveys, funding dependencies and mitigation.
Cost Plan	Quantity Surveyor	Phase 1 cost, future-phase allowances where relevant, risk, contingency and funding position.
Project Registers	Lead Consultant	Current risk, action, decision and change records, including owners, target dates and status.
BIM and Information-Management	Lead Consultant	BEP, Information Responsibility Matrix, MIDP and Project Information Standard, updated where required for the Stage.

Information required	Lead	Minimum content
Stage Recommendation	Lead Consultant	Recommendation to accept the Stage submission, qualifications, outstanding matters and formal instruction sought.

4. Stage (i): Brief, Options and Masterplanning

Purpose: Validate the Project Brief, assess the wider-site masterplan options, define Phase 1 and future phases and recommend a preferred masterplan and phased delivery strategy.

Ref.	Minimum information or output	Lead	LCCC review or decision
i-01	**Stage (i) Report and recommendation** Options considered, appraisal, preferred masterplan, phased delivery strategy, qualifications and decisions required.	Lead Consultant	Approval of preferred masterplan and progression to Stage (ii)a.
i-02	**Validated Project Brief and Schedule of Existing and Proposed Accommodation** Project Brief, accommodation, capacity and operational requirements reviewed and validated in consultation with Little Seeds Crèche.	Architect / Lead Consultant	Approval of brief and material assumptions.
i-03	**Coordinated masterplan options** Phase 1 crèche extension, future Youth Centre provision, access, parking, movement, outdoor play, external spaces, infrastructure and phasing.	Architect / Lead Consultant	Review and selection of preferred option.
i-04	**Survey, investigation and specialist-input requirements schedule** Scopes, priorities, procurement programme and estimated costs.	Lead Consultant / relevant IDT members	Approval to proceed with separate procurements.
i-05	**Coordinated technical feasibility information** Combined IDT input covering structure, levels, access, drainage, SuDS, utilities, M&E, energy, fire safety, accessibility and design risk.	Relevant IDT members	Acceptance of technical basis for preferred option.
i-06	**Masterplan option cost advice and initial Phase 1 cost plan** Risk, contingency, shared infrastructure and future-phase allowances.	Quantity Surveyor	Confirmation of affordability and funding basis.
i-07	**Post-appointment BIM and information-management documentation** BEP, Information Responsibility Matrix, MIDP and Project Information Standard.	Lead Consultant as BIM and Information Manager	Acceptance of information-management arrangements.
i-08	**Initial Design Risk Register and preliminary health and safety information** Material design and operational-interface risks.	PSDP	Acceptance of design-risk basis for preferred option.

5. Stage (ii)a: Preferred Option and Preliminary Design

Purpose: Develop the approved masterplan and preferred Phase 1 option to preliminary-design level, validate the accommodation and operational requirements and obtain LCCC approval to proceed.

Ref.	Minimum information or output	Lead	LCCC review or decision
iia-01	**Stage (ii)a Report and approval recommendation** Preferred masterplan and Phase 1 design, brief compliance, consultation, cost, programme, risks and recommendation to proceed.	Lead Consultant	Approval of preferred scheme and instruction to proceed to Stage (ii)b.
iia-02	**Coordinated preferred masterplan and preliminary Phase 1 design** Site layout, plans, sections and information covering the crèche extension, future Youth Centre provision, access, parking, movement, external spaces, outdoor play, infrastructure and phasing.	Architect / Lead Consultant	Approval of preferred masterplan and Phase 1 preliminary-design baseline.
iia-03	**Validated Schedule of Existing and Proposed Accommodation and brief-compliance review** Confirmed accommodation, capacity, operational requirements and material departures, developed in consultation with Little Seeds Crèche.	Architect / Lead Consultant	Approval of validated brief and material departures.
iia-04	**Preliminary civil, structural and infrastructure information** Structural concept, existing-building interfaces, site levels, access, parking, servicing, drainage, SuDS, utilities and supporting infrastructure.	Civil and Structural Engineer	Acceptance of coordinated engineering basis.
iia-05	**Preliminary building-services and statutory design information** M&E, energy, ventilation, overheating, renewable energy, fire safety, accessibility and Part M.	M&E Engineer / Fire Safety Consultant / Architect as Disability Access Consultant	Acceptance of coordinated technical and statutory design basis.
iia-06	**Updated Phase 1 cost plan and Project Programme** Cost, risk, contingency, separately procured survey and specialist allowances, programme, funding dependencies and material variances.	Quantity Surveyor / Lead Consultant	Confirmation of affordability, programme and funding basis.
iia-07	**Updated BIM, design-risk and certification information** BEP, Information Responsibility Matrix, MIDP, Project Information Standard, Design Risk Register, preliminary compliance review, inspection strategy and ancillary-certification responsibilities.	Lead Consultant as BIM and Information Manager / PSDP / Architect as Design Certifier / Assigned Certifier	Confirmation of coordinated information, risk and certification arrangements for Stage (ii)b.

6. Stage (ii)b: Developed Design and Planning

Purpose: Complete the coordinated Phase 1 developed design, prepare and submit the applicable planning and statutory approval application and establish the design, cost and funding position at completion of the initially authorised Services.

Ref.	Minimum information or output	Lead	LCCC review or decision
iib-01	**Stage (ii)b Report and recommendation** Brief compliance, developed design, consultation, statutory status, cost, programme, risks and readiness for planning submission.	Lead Consultant	Approval of developed design and authority to submit the application.
iib-02	**Planning application and supporting statutory information** Complete coordinated planning application, including notices, drawings, schedules, statements and supporting IDT information required by the applicable planning process.	Architect / Lead Consultant	Approval before submission on behalf of LCCC, or such other applicant as LCCC may direct.

Ref.	Minimum information or output	Lead	LCCC review or decision
iib-03	**Coordinated developed design and accommodation information** Developed Phase 1 plans, sections, elevations, site information and validated Schedule of Existing and Proposed Accommodation.	Architect / Lead Consultant	Approval of planning-stage design baseline.
iib-04	**Engineering and site-infrastructure information** Structural approach, site levels, access, parking, servicing, drainage, SuDS, utilities and supporting infrastructure.	Civil and Structural Engineer	Acceptance of developed engineering basis.
iib-05	**Building-services and statutory design information** M&E, energy, ventilation, overheating, renewable energy, fire safety, accessibility and Part M information.	M&E Engineer / Fire Safety Consultant / Architect as Disability Access Consultant	Acceptance of coordinated technical and statutory design basis.
iib-06	**Planning-stage cost and funding information** Updated Cost Plan, risk, contingency, cash flow and information required for further funding applications.	Quantity Surveyor / Lead Consultant	Confirmation of anticipated Phase 1 cost and funding requirement.
iib-07	**Consultation and statutory-process record** Operator, stakeholder and statutory consultation, clarifications, requests for further information and coordinated responses.	Lead Consultant / relevant IDT members	Approval of material responses or amendments affecting brief, cost or programme.
iib-08	**Updated BIM, design-risk and certification information** Updated models and delivery documents, Design Risk Register, compliance review, preliminary inspection strategy and ancillary-certification responsibilities.	Lead Consultant as BIM and Information Manager / PSDP / Architect as Design Certifier / Assigned Certifier	Confirmation of coordinated information, risk and certification arrangements at Stage completion.

7. Stage (ii)c: Detailed Design and Works Tender

Purpose: Complete and coordinate the Phase 1 detailed design, applicable statutory approval information and Works tender information, and confirm readiness to proceed to Works tender.

Ref.	Minimum information or output	Lead	LCCC review or decision
iic-01	**Stage (ii)c Report and tender-readiness recommendation** Design completion, brief and planning compliance, approvals, cost, programme, risks and readiness to tender.	Lead Consultant	Approval of coordinated design and authority to issue the Works tender.
iic-02	**Coordinated architectural and Works Requirements information** Detailed drawings, schedules, specifications and Works Requirements, including existing-building interface, outdoor play, external spaces, safeguarding, phasing and continued crèche operation.	Architect / Lead Consultant	Acceptance of architectural tender baseline.
iic-03	**Civil, structural and site-infrastructure tender information** Detailed design and requirements for structure, levels, access, parking, servicing, drainage, SuDS, utilities and associated infrastructure.	Civil and Structural Engineer	Acceptance of coordinated engineering tender information.
iic-04	**M&E Works tender information** Detailed calculations, drawings, specifications and schedules for mechanical, electrical, energy, ventilation, lighting, controls, life-safety, security and renewable-energy systems.	M&E Engineer	Acceptance of coordinated building services tender information.

Ref.	Minimum information or output	Lead	LCCC review or decision
iic-05	**Statutory approval and design-compliance information** Fire Safety Certificate and Disability Access Certificate information, Building Regulations compliance, Design Certificate and ancillary-certification responsibilities.	Fire Safety Consultant / Architect as Disability Access Consultant and Design Certifier	Confirmation of statutory approval and design-certification position before tender.
iic-06	**Inspection and certification information** Assigned Certifier Inspection Plan, inspection responsibilities, testing requirements and ancillary-certification schedule.	Assigned Certifier / Architect as Design Certifier / relevant IDT members	Acceptance of inspection and certification arrangements.
iic-07	**Pricing and commercial tender documents** Pricing documents, pre-tender estimate, risk and contingency position and commercial information required for tender.	Quantity Surveyor	Confirmation that anticipated tender cost aligns with approved Project Budget.
iic-08	**PSDP and contractor-information requirements** Preliminary Safety and Health Plan, updated Design Risk Register and contractor-design, testing, commissioning, certification, record-information and handover requirements.	PSDP / Lead Consultant / relevant IDT members	Acceptance of health and safety and contractor-information basis.
iic-09	**Tender BIM and information package** Coordinated tender models, drawings, schedules, information index and contractor information requirements.	Lead Consultant as BIM and Information Manager	Acceptance of controlled digital tender-information baseline.

8. Stage (iii): Works Tender and Award

Purpose: Support a controlled Works tender process, evaluate tenders and establish the recommended pre-contract position.

Ref.	Minimum information or output	Lead	LCCC review or decision
iii-01	**Controlled Works tender issue and information index** Complete approved tender package and issue record.	Lead Consultant	Authority to issue and confirmation of tender baseline.
iii-02	**Tender query, clarification and addendum schedule** Coordinated responses and controlled amendments issued during the tender period.	Lead Consultant / relevant IDT members	Approval of material clarifications or addenda.
iii-03	**Technical and commercial tender assessment** Assessment of submissions, qualifications, alternatives, exclusions and departures.	Lead Consultant / Quantity Surveyor / relevant IDT members	Acceptance of assessment basis and material adjustments.
iii-04	**Tender Report and recommendation for award** Technical and commercial evaluation, risks, qualifications and recommended tenderer.	Lead Consultant / Quantity Surveyor	Decision on award.
iii-05	**Contract Sum analysis and pre-contract information baseline** Agreed pricing position, clarifications, accepted departures and controlled pre-contract design information.	Quantity Surveyor / Lead Consultant	Approval of Contract Sum and pre-contract baseline.

9. Stage (iv): Construction

Purpose: Administer and support the Works Contract, maintain design and cost control and coordinate inspection, certification and handover information.

Ref.	Minimum information or output	Lead	LCCC review or decision
iv-01	**Construction progress information** Design, programme, cost, risk, statutory, information and operational-interface status.	Lead Consultant	Review of progress and decisions required.
iv-02	**Employer's Representative records** Contractual communications, instructions, assessments, change and completion records.	Architect as Employer's Representative	Acceptance of material contractual actions.
iv-03	**Contractor-design and technical-submission review records** Coordinated review of submissions, samples, mock-ups, substitutions and requests for information.	Lead Consultant / relevant IDT members	Approval where required under the Works Contract.
iv-04	**Design-change and approval records** Design changes, statutory implications, cost, programme and approval status.	Lead Consultant / relevant IDT members	Approval of material changes.
iv-05	**Inspection, testing and compliance records** IDT, Assigned Certifier, testing and ancillary-certification records.	Assigned Certifier / relevant IDT members	Confirmation of compliance position and outstanding matters.
iv-06	**Testing, commissioning and handover-information tracker** Status of commissioning, certification, O&M, record and training information.	Lead Consultant / M&E Engineer / relevant IDT members	Review of readiness for handover.
iv-07	**Construction cost report and anticipated final account** Valuations, changes, risk, contingency, forecast and anticipated final cost.	Quantity Surveyor	Review of cost position and required decisions.

10. Stage (v): Completion, Handover and Close-Out

Purpose: Complete certification, handover, defects and close-out and provide reliable final record and operational information.

Ref.	Minimum information or output	Lead	LCCC review or decision
v-01	**Completion and close-out summary** Completion status, approvals, defects, certification, cost, programme, risk and outstanding actions.	Lead Consultant	Acceptance of completion and close-out position.
v-02	**Final defects and closure records** Snagging, defects, remedial actions and closure evidence by discipline.	Relevant IDT members	Acceptance of outstanding-action closure.
v-03	**Final record information and information index** Coordinated as-built and record information and controlled digital archive.	Lead Consultant as BIM and Information Manager / relevant IDT members	Acceptance of final record information.
v-04	**O&M manuals, warranties, demonstrations and training records** Complete operational information for the completed facility.	Lead Consultant / relevant IDT members	Acceptance for operation and maintenance.
v-05	**Final testing and commissioning records** Complete system testing, balancing, commissioning and outstanding seasonal actions.	M&E Engineer / relevant IDT members	Acceptance of systems performance and residual actions.

Ref.	Minimum information or output	Lead	LCCC review or decision
v-06	**Safety File and Building Control completion certification** Safety File, inspection records, ancillary certificates and Certificate of Compliance on Completion information.	PSDP / Assigned Certifier / Architect as Design Certifier / relevant IDT members	Confirmation of statutory completion position.
v-07	**Final account and final cost report** Final account, cost reconciliation and final Project cost position.	Quantity Surveyor	Financial close-out.

11. Separately Procured Information

Surveys, investigations and specialist assessments required to support the masterplan, feasibility assessment, planning submission or subsequent delivery shall be identified by the IDT as the Project develops.

The Lead Consultant shall advise LCCC on the required scope, timing and priority of each appointment and shall manage and coordinate the separate procurement process in accordance with the Scope of Services.

Any reports, surveys or other information produced by separately appointed providers shall be reviewed and incorporated into the relevant Stage submission where required. The providers' direct fees and costs are excluded from the IDT fee unless expressly stated otherwise.

No separately procured survey, investigation or specialist assessment shall be commissioned without the prior written approval of LCCC.

12. Tender Confirmation

The tendered fee and resources shall include the preparation, coordination, review, submission and reasonable revision of the minimum IDT deliverables identified in this Schedule.

The tendered fee shall include the IDT's professional time for identifying, scoping, procuring, coordinating, reviewing and incorporating separately procured survey and specialist information. The direct fees and costs of separately appointed providers are excluded unless expressly stated otherwise. Any exclusion, qualification or assumption affecting the required deliverables shall be expressly identified in the Tender.