SCOPE OF SERVICES

Little Seeds Crèche Extension and Masterplan

Project Code 26013 | Tender Issue | November 2026

1. Purpose and Fee Basis

This document defines the project-specific Services required **of** the Consultant and Integrated Design Team by CWMF Stage. It supplements the applicable CWMF Schedule of Stage Services and shall be read with FTS9, COE1 Schedules A and B, the Project Information Memorandum, Project Execution Plan, Minimum Deliverables Schedule, Minimum BIM and Information Requirements and Fee and Resource Schedule.

- The Architect shall act as Lead Consultant under one COE1 consultancy contract and shall provide, manage and coordinate the complete Integrated Design Team.
- The tenderer may provide the Services through its own personnel and named sub-consultants. The Lead Consultant remains responsible for complete and coordinated delivery.
- The core Services stated in this document, including the IDT's professional time for identifying, scoping, procuring, coordinating and reviewing separately appointed surveys, investigations and specialist assessments, shall be included in the total tender fee. The fees and direct costs of separately appointed providers are excluded unless expressly stated otherwise.
- The Stage descriptions identify the principal Services and are not exhaustive. The tendered fee shall include all professional activities, coordination and inputs reasonably necessary and ordinarily incidental to the proper completion of the stated Services and required deliverables, whether or not individually listed. This does not include the fees or direct costs of separately appointed surveyors, investigation contractors or specialist providers, or Services arising from a material change to the approved Project Brief or formally instructed as additional Services under the Contract.
- Normal meetings, coordination, reporting, calculations, BIM inputs, tender support, inspections, ancillary certification and handover duties within each appointed Service are included in the relevant fee.
- The discipline requirements in **Section 4 identify project-specific Services** and shall be read with the **general Stage requirements** in **Section 3**. Routine coordination, reporting, consultation, review and supporting information required to complete those Services are included and are not repeated under every discipline.
- Supporting calculations, models and assessments may be grouped within the parent deliverables identified in the Minimum Deliverables Schedule unless a separate document is required for statutory, contractual or certification purposes.
- Any exclusion, qualification or assumption affecting the completeness of the Services shall be expressly identified in the Tender.

The initially authorised Services shall extend to completion of Stage (ii)b. Services from Stage (ii)c onward shall relate to Phase 1 only and shall commence solely following confirmation of funding, confirmation of the subsequent Client arrangements and formal instruction under the Contract. Inclusion of those Services in the tendered fee shall not constitute authority to proceed.

2. Integrated Design Team Members

IDT member or required role	Relationship to appointment	Additional roles or specialist Services
Architect and Lead Consultant	Lead Consultant	Employer's Representative; Design Certifier; Disability Access Consultant; and BIM and information-management function
Civil and Structural Engineer	IDT member/Subconsultant	
Mechanical and Electrical Building Services Engineer	IDT member/Subconsultant	
Quantity Surveyor	IDT member/Subconsultant	Life-Cycle Costing
Fire Safety Consultant	IDT member/Subconsultant	
Project Supervisor Design Process	IDT member/Subconsultant	
Assigned Certifier	IDT member/Subconsultant	

The Lead Consultant shall provide the BIM and information-management function through a suitably competent person within the Architect's team or another competent member of the IDT.
The Architect shall coordinate the landscape, outdoor-play, external-space, planting and amenity proposals.
The Civil and Structural Engineer shall lead the drainage and SuDS strategy.

The Lead Consultant shall identify, scope and manage the separate procurement of any additional survey, investigation or specialist assessment required. The appointed provider's fees and costs shall be separately funded by LCCC.

3. General Stage Requirements

At each authorised Stage or Sub-Stage, the Lead Consultant shall coordinate and submit the information and outputs identified in the Minimum Deliverables Schedule. Each submission shall identify compliance with the Project Brief, the current cost and programme position, principal decisions and approvals, material risks, departures, unresolved matters and readiness to progress.

The IDT shall provide the coordinated design, area, cost, programme, risk, technical, planning and phasing information reasonably required to support funding and capital-approval submissions. The Lead Consultant shall coordinate the information, with each IDT member responsible for matters relevant to its Services. Responsibility for funding decisions and approvals shall remain with LCCC.

Stage	Project-specific Services
Stage (i)	**Stage Mobilisation and Options Appraisal** • Review the PIM/PEP and available information. • Validate the Draft Schedule of Existing and Proposed Accommodation in consultation with Little Seeds Crèche; • Assess the Phase 1 site and wider masterplan study area; • Manage the procurement requirements for surveys and investigations; • Prepare and assess site-masterplan options; • Define Phase 1 and identify later phases; • Assess technical, planning, operational, cost and programme feasibility; • Recommend the preferred masterplan and phased delivery strategy.
Stage (ii)a	**Preferred Option Development** • Develop the approved masterplan; • Develop the preferred Phase 1 option; • Validate the accommodation schedule; • Coordinate access, play, drainage, services, energy, cost and phasing; • Consult with Little Seeds Crèche on childcare operations; • Submit the preferred design to LCCC for approval.
Stage (ii)b	**Developed Design and Planning Submission** • Develop and coordinate the Phase 1 design for the applicable planning and statutory approval process. • Prepare and coordinate the required IDT information and the outputs of separately appointed survey and specialist providers. • Support LCCC through the statutory and stakeholder process and coordinate responses to requests for clarification or further information. • Provide a coordinated record of the planning-stage proposal and the design, technical and cost information required to support subsequent funding applications.
Stage (ii)c	**Detailed Design and Works Requirements** • Complete coordinated detailed design and works-tender information; resolve material design interfaces before tender. • Define contractor design, evidence, BIM, GPP, testing, commissioning, certification and handover requirements.
Stage (iii)	**Tender Support and Assessment** • Support the works-tender process. • Respond to tender queries and assess technical submissions, qualifications and departures. • Contribute to the Tender Report, award recommendation and pre-contract checks.

Stage	Project-specific Services
Stage (iv)	**Construction-Stage Services** • Provide construction-stage design and contract support within the appointed Services. • Review contractor and specialist information, substitutions and changes. • Undertake appropriate inspections and support testing, commissioning, BIM, certification and cost control.
Stage (v)	**Completion and Close-Out Services** • Complete inspections, certification, record and O&M review; coordinate the Completion and Handover Package. • Support defects review, final account and project close-out.

4. Discipline and Service Requirements by Stage

4.1 Architect and Lead Consultant

Role: Lead, manage and coordinate the complete IDT; provide the architectural, masterplanning and Lead Consultant Services; undertake the Employer's Representative, Design Certifier, Disability Access Consultant and BIM and information-management functions; and coordinate the procurement and integration of separately appointed surveys and specialist inputs.

Stage	Project-specific Services
Stage (i)	**Brief, Options and Masterplanning Services** • Validate the Project Brief, Draft Schedule of Existing and Proposed Accommodation, operator requirements, assumptions and information available at appointment in consultation with Little Seeds Crèche and subject to approval by LCCC. • Prepare and assess coordinated masterplan options for the wider site, incorporating the Phase 1 crèche expansion, provision for a future Youth Centre and appropriate improvements to access, movement, parking, external spaces and supporting infrastructure. • Coordinate the IDT feasibility assessment and recommend a preferred masterplan and phased delivery strategy for approval by LCCC. • Identify information gaps and the separately procured surveys, investigations and specialist advice required to support the options appraisal and preferred option. • As Disability Access Consultant, review the Project Brief, site levels, existing buildings and options against Part M and inclusive-design requirements, including accessible approaches, parking, entrances, circulation, sanitary accommodation, vertical circulation and external interfaces, having regard to the sloping site. • As Design Certifier, establish the preliminary Building Regulations compliance strategy, identify ancillary design certifiers and certification responsibilities, and advise on material compliance risks affecting the preferred option. • As BIM and Information Manager, establish the BIM and information-management arrangements required under the Minimum BIM and Information Requirements, including preparation of the post-appointment BEP, Information Responsibility Matrix, MIDP and Project Information Standard.
Stage (ii)a	**Preferred Option and Coordinated Design Services** • Develop the approved masterplan and preferred Phase 1 design, including the validated accommodation, operational, safeguarding, outdoor-play, access, external-space and phasing requirements. • Coordinate the IDT design and incorporate the relevant findings of separately procured surveys, investigations and specialist advice. • Undertake the required operator, stakeholder and pre-planning consultation and advise LCCC on the applicable planning and statutory approval route. • Present the coordinated design to Little Seeds Crèche for operational review and submit the preferred option to LCCC for approval. • As Disability Access Consultant, develop the coordinated Part M and inclusive-design strategy, including accessible approaches, parking, entrances, circulation, sanitary accommodation, vertical circulation and external interfaces. • As Design Certifier, coordinate the preliminary Building Regulations compliance review, identify ancillary design certification responsibilities and evidence requirements, and report material compliance gaps to LCCC. • As BIM and Information Manager, maintain the BEP, Information Responsibility Matrix, MIDP and Project Information Standard and coordinate the IDT models, information exchanges and Stage deliverables in accordance with the Minimum BIM and Information Requirements.

Stage	Project-specific Services
Stage (ii)b	**Developed Design and Planning Services** • Develop and coordinate the approved Phase 1 design to the level required for the applicable planning and statutory approval process. • Prepare and coordinate the architectural, IDT and separately appointed specialist information required for the planning submission, ensuring consistency with the approved masterplan, phased delivery strategy and validated Schedule of Accommodation. • Coordinate the required operator, stakeholder and statutory consultation, including responses to requests for clarification or further information arising from the application process. • Identify any planning conditions, infrastructure requirements, outstanding surveys, approvals or other matters affecting the subsequent delivery of Phase 1 and coordinate the design and technical information required to support further funding applications. • As Disability Access Consultant, develop the Part M and inclusive-design strategy and identify the accessibility requirements affecting the planning-stage design and subsequent Disability Access Certificate application. • As Design Certifier, review the developed design for material Building Regulations compliance matters, coordinate the compliance input of the IDT and identify the ancillary design certification requirements for the subsequent Stage. • As BIM and Information Manager, coordinate the models, drawings, schedules and digital information required for the planning and statutory submissions in accordance with the Minimum BIM and Information Requirements. • As Employer's Representative, advise on the proposed Works Contract, procurement approach and any planning-stage matters that may affect the subsequent packaging, tendering or administration of the Works.
Stage (ii)c	**Detailed Design, Statutory Approval and Works Tender Services** • Complete and coordinate the architectural and IDT detailed design, specifications, schedules and Works Requirements for Phase 1, incorporating the planning approval, validated Project Brief, approved cost plan and Project Programme. • Coordinate the technical design interfaces between the existing crèche, proposed extension, structure, building services, drainage, access, external works and continued operation of the facility. • Coordinate the preparation of the complete Works tender package, including contractor-design responsibilities, submissions, samples, testing, certification, record-information and handover requirements. • Coordinate the incorporation of information arising from separately procured surveys, investigations and specialist advice and identify any outstanding matter affecting procurement or construction. • As Disability Access Consultant, prepare and coordinate the Disability Access Certificate application, respond to Building Control Authority queries and incorporate the approved requirements into the detailed design and Works tender documents. • As Design Certifier, coordinate the Building Regulations compliance information, ancillary design certification and documentation required for commencement and execute the Design Certificate, where applicable. • As BIM and Information Manager, coordinate the IDT models, drawings, schedules, tender information and information exchanges required under the Minimum BIM and Information Requirements. • As Employer's Representative, advise on the Works Contract, procurement and tender strategy and coordinate the pre-contract information required for the subsequent administration of the Works.
Stage (iii)	**Works Tender and Contract Award Services** • Manage and coordinate the issue of the Works tender documents and the IDT's responses to tender queries, clarifications and addenda. • Coordinate the review of Works tender submissions, including technical proposals, qualifications, alternatives, exclusions and departures from the tender requirements. • Coordinate the IDT's technical input to the tender assessment, Tender Report and recommendation for award, and confirm any design, statutory, certification or information matters requiring resolution before execution of the Works Contract. • As Employer's Representative, manage the pre-contract procedures, coordinate preparation and completion of the Works Contract documents and support LCCC in the award and execution of the Works Contract. • As Disability Access Consultant, review tender qualifications, alternatives and contractor proposals that may affect accessibility, Part M compliance or the Disability Access Certificate. • As Design Certifier, review tender qualifications and proposals that may affect Building Regulations compliance, the Design Certificate or ancillary design certification requirements. • As BIM and Information Manager, coordinate the issue of the tender information and review the tender submissions against the applicable BIM, digital-information and contractor information requirements.

Stage	Project-specific Services
Stage (iv)	**Construction, Contract Administration and Design-Compliance Services** • Provide the architectural construction-stage Services and lead and coordinate the IDT's contract-administration, inspection, design-support and information activities. • Review contractor design information, technical submissions, samples, mock-ups, proposed substitutions and requests for information, and coordinate any resulting design changes or statutory implications. • Coordinate the interface between the Works and the continued safe operation of the existing crèche, including construction access, phasing, safeguarding and separation from occupied areas. • Coordinate the progressive preparation and review of testing, certification, commissioning, record and handover information. • As Employer's Representative, administer the Works Contract, including contractual communications, instructions, assessments, change control, payment recommendations, programme matters and completion procedures. • As Disability Access Consultant, review accessibility-related contractor submissions and design changes, undertake inspections at appropriate stages and coordinate compliance with the Disability Access Certificate and applicable Part M requirements. • As Design Certifier, review design changes affecting Building Regulations compliance and coordinate the design and ancillary certification requirements with the Assigned Certifier and relevant IDT members. • As BIM and Information Manager, manage the construction-stage information exchanges and coordinate the progressive development of record models, drawings, schedules and handover information in accordance with the Minimum BIM and Information Requirements.
Stage (v)	**Completion, Handover and Close-Out Services** • Coordinate completion inspections, outstanding works, defects and unresolved design, statutory or certification matters. • Coordinate the Completion and Handover Package, including final record information, operating and maintenance information, statutory approvals and certification. • Support the final-account, defects and project close-out processes and coordinate the IDT input required during the defects period. • As Architect, coordinate the final planning-compliance review and provide the opinion on compliance with the applicable planning approval required under the Contract. • As Employer's Representative, administer the completion, handover, defects and contractual close-out procedures required under the Works Contract. • As Disability Access Consultant, undertake the final accessibility review and coordinate the resolution of outstanding matters relating to Part M and the Disability Access Certificate. • As Design Certifier, complete and coordinate the design and ancillary certification information required for completion and support the Assigned Certifier in closing outstanding compliance matters. • As BIM and Information Manager, coordinate and validate the final record models, drawings, schedules, information index and archive transfer required under the Minimum BIM and Information Requirements.

Principal Outputs: Validated Project Brief and Schedule of Accommodation; masterplan options and preferred masterplan; phased delivery strategy; coordinated Phase 1 design; planning and applicable statutory submissions; detailed design and Works tender package; construction-stage information and records; Completion and Handover Package; design and ancillary certification; and final BIM and project information.

4.2 Civil and Structural Engineer

Role: Design and coordinate structure, roads, access, levels, utilities, drainage, SuDS and associated civil works.

Stage	Project-specific Services
Stage (i)	**Early Feasibility Services** • Review the available site, building, drainage and utility information and advise on the civil and structural constraints affecting the masterplan options and Phase 1. • Assess the feasibility of the masterplan options, including site levels, structural interfaces with the existing crèche, access, parking, servicing, drainage, utilities, SuDS and supporting infrastructure. • Identify the civil and structural surveys, investigations and specialist information required to support the options appraisal and preferred masterplan, including topographical, drainage, utility, ground and structural investigations. • Define the technical scope of the required surveys and investigations and support the Lead Consultant in managing their separate procurement on behalf of LCCC. • Develop preliminary civil, structural, drainage and infrastructure strategies for the masterplan options and advise on phasing, enabling works, shared infrastructure and potential abnormal costs. • Provide civil and structural input to the assessment of the masterplan options and the recommendation of the preferred masterplan and phased delivery strategy. • Advise whether the proposed access arrangements require a Traffic and Transport Assessment, Road Safety Audit or other specialist roads input and define the scope of any separately procured service required.
Stage (ii)a	**Preliminary Civil and Structural Design Services** • Develop the civil and structural design for the approved masterplan and preferred Phase 1 option, including the structural concept, site levels, access, parking, servicing, drainage, utilities and SuDS strategy. • Coordinate the proposed extension and alteration works with the existing crèche structure and identify any enabling, temporary or strengthening works required to support the preferred design. • Review and incorporate the relevant findings of separately procured surveys and investigations and identify any further technical information required before the planning-stage design is completed. • Coordinate the civil and structural proposals with the Architect, M&E Engineer and other IDT members, including interfaces with outdoor play, landscape, accessibility, safeguarding, external works and future phases. • Provide preliminary calculations, drawings and technical input sufficient to support the coordinated design, cost plan, pre-planning consultation and approval of the preferred Phase 1 proposal by LCCC.
Stage (ii)b	**Developed Civil and Structural Design and Planning Services** • Develop and coordinate the civil and structural design for Phase 1 to the level required for the applicable planning and statutory approval process. • Prepare the civil and structural drawings, calculations, reports and technical information required for the planning submission, including site levels, access, parking, servicing, drainage, utilities and the proposed SuDS strategy. • Develop the structural approach to the proposed extension and its interfaces with the existing crèche, including any necessary alteration, strengthening, enabling or temporary works. • Review and incorporate the relevant findings of separately procured surveys and investigations and identify any outstanding information or further investigation required before detailed design. • Coordinate the civil and structural proposals with the Architect, M&E Engineer and other IDT members and provide the information required for the planning-stage cost plan, programme and further funding applications. • Support the Lead Consultant in responding to planning-authority queries or requests for further information relating to civil, structural, drainage, access or infrastructure matters.
Stage (ii)c	**Detailed Civil and Structural Design and Works Tender Services** • Complete and coordinate the civil and structural detailed design, calculations, drawings, specifications, schedules and Works Requirements for Phase 1. • Develop the structural design of the extension and its interfaces with the existing crèche, including any alteration, strengthening, temporary or enabling works required. • Complete the detailed design of site levels, access, parking, servicing, drainage, utilities, SuDS and associated external infrastructure. • Prepare and coordinate the civil engineering utility connection, diversion, discharge and related infrastructure applications required for Phase 1. • Incorporate the planning permission, statutory requirements and relevant findings of separately procured surveys and investigations into the detailed design. • Coordinate the civil and structural design with the Architect, M&E Engineer and other IDT members, including contractor-design interfaces, construction sequencing and the continued operation of the existing crèche. • Identify and coordinate the ancillary design certification requirements applicable to the Civil and Structural Engineer's Services. • Define the civil and structural contractor submissions, testing, inspection, certification, record-information and handover requirements for inclusion in the Works tender documents.

Stage	Project-specific Services
Stage (iii)	**Works Tender and Contract Award Services** • Support the Lead Consultant in responding to Works tender queries relating to civil, structural, drainage, utilities, access and site-infrastructure matters. • Review tender submissions, qualifications, alternatives and proposed departures affecting the civil and structural design or Works Requirements. • Provide civil and structural input to the technical tender assessment, Tender Report and recommendation for award. • Confirm the pre-contract civil and structural design position and identify any outstanding surveys, statutory requirements, contractor-design elements or technical matters requiring resolution before commencement of the Works. • Review proposed contractor-design responsibilities, technical submissions, testing and certification requirements to confirm that they are appropriately defined before execution of the Works Contract.
Stage (iv)	**Construction and Engineering Compliance Services** • Provide the civil and structural construction-stage Services, including appropriate inspections, design support and coordination with the Lead Consultant, contractor and other IDT members. • Review contractor design information, technical submissions, temporary-works interfaces, proposed materials, testing proposals, substitutions and requests for information relating to the civil and structural Works. • Review and coordinate civil and structural design changes, including their implications for statutory compliance, cost, programme, construction sequencing and the continued operation of the existing crèche. • Monitor the implementation of the structural, drainage, utilities, SuDS, access and external-infrastructure Works and report material defects, departures or non-compliance to the Lead Consultant. • Coordinate the required testing, inspection, ancillary certification, record information and handover documentation relating to the Civil and Structural Engineer's Services. • Provide the Design Certifier and Assigned Certifier with the civil and structural compliance information and ancillary certificates required for completion.
Stage (v)	**Completion and Engineering Close-Out Services** • Undertake final civil and structural inspections and coordinate the resolution of outstanding works, defects and non-compliant items relating to the Engineer's Services. • Review and coordinate the final testing, commissioning, record drawings, drainage and utility information, operation and maintenance information and other engineering handover documentation. • Provide the ancillary certificates, inspection records and civil and structural compliance information required by the Design Certifier and Assigned Certifier for completion. • Support the Lead Consultant and Employer's Representative in resolving outstanding technical matters during handover and the defects period. • Review defects relating to the structure, drainage, SuDS, utilities, access and external infrastructure and confirm the satisfactory completion of remedial works within the Engineer's scope. • Provide the final civil and structural record information and project close-out documentation required under the Contract and Minimum Deliverables Schedule.

Principal Outputs: Civil and structural feasibility input; preliminary and developed engineering design; planning-stage reports and drawings; detailed calculations, specifications and Works tender information; construction-stage inspections and compliance records; ancillary certification; final record information; and engineering close-out documentation.

4.3 Mechanical and Electrical Building Services Engineer

Role: Design and coordinate mechanical, electrical, utilities, renewable energy, controls, testing and commissioning requirements. The Services shall include the Part L compliance assessment and BER-related design, calculation and certification input required for Phase 1. Where a separate registered BER Assessor is required, the Tenderer shall provide that service within the M&E appointment or identify the proposed provider.

Stage	Project-specific Services
Stage (i)	**Building Services Feasibility and Masterplanning Services** • Review the available building-services, energy and utility information and advise on the constraints, capacity and opportunities affecting the masterplan options and Phase 1. • Assess the feasibility of the masterplan options, including incoming utilities, energy demand, heating, hot water, ventilation, electrical capacity, lighting, life-safety systems, security and potential renewable-energy measures. • Identify the building-services surveys, investigations and specialist information required to support the options appraisal and preferred masterplan, and support the Lead Consultant in defining and managing their separate procurement. • Develop preliminary building-services and energy strategies for the masterplan options, including the infrastructure required for Phase 1 and any capacity or provision to be reserved for future phases. • Provide M&E input to the assessment of the masterplan options, phased delivery strategy, preliminary cost plan and recommendation of the preferred masterplan.
Stage (ii)a	**Preliminary Building Services Design** • Develop the preliminary mechanical, electrical, energy and utility strategies for the approved masterplan and preferred Phase 1 option. • Coordinate the building-services requirements with the Schedule of Accommodation, childcare operations, safeguarding, accessibility, fire safety, outdoor play, existing building and proposed extension. • Review and incorporate the relevant findings of separately procured surveys and investigations and identify any further information required before completion of the planning-stage design. • Assess the Phase 1 energy demand, fabric and services interfaces, ventilation, overheating risk and appropriate renewable-energy opportunities. • Provide preliminary designs, calculations and technical information sufficient to support the coordinated design, cost plan, pre-planning consultation and approval of the preferred Phase 1 proposal by LCCC.
Stage (ii)b	**Developed Building Services Design and Planning Services** • Develop and coordinate the mechanical, electrical, energy and utility design for Phase 1 to the level required for the applicable planning and statutory approval process. • Prepare the building-services drawings, calculations, reports and technical information required for the planning submission, including the proposed energy, ventilation, overheating, servicing and renewable-energy strategies. • Coordinate the proposed building services with the existing crèche installations, utility capacity, fire strategy, structural design, external works and the continued operation of the facility. • Review and incorporate relevant findings from separately procured surveys and investigations and identify any outstanding information or further investigation required before detailed design. • Provide the technical information required for the planning-stage cost plan, programme and further funding applications. • Support the Lead Consultant in responding to planning-authority queries or requests for further information relating to building services, energy or utilities.
Stage (ii)c	**Detailed Building Services Design and Works Tender Services** • Complete and coordinate the mechanical and electrical detailed design, calculations, drawings, specifications, schedules and Works Requirements for Phase 1. • Complete the design of the heating, hot-water, ventilation, electrical, lighting, controls, fire-alarm, emergency-lighting, security, access-control, communications and renewable-energy systems applicable to the Project. • Coordinate the new installations with the existing crèche services, incoming utilities, architectural and structural design, fire strategy, accessibility requirements and continued operation of the facility. • Prepare and coordinate the building-services utility connection, alteration and diversion applications required for Phase 1. • Incorporate the planning permission, statutory requirements and relevant findings of separately procured surveys and investigations into the detailed design. • Define contractor-design responsibilities and the required technical submissions, samples, testing, commissioning, certification, record-information and handover requirements. • Coordinate the M&E design with the Architect, Civil and Structural Engineer, Fire Safety Consultant and other IDT members and provide the complete building-services information required for the Works tender package. • Identify and coordinate the ancillary design certification requirements applicable to the M&E Engineer's Services. • Complete the Part L compliance assessment and design-stage BER calculations required for the Works tender and commencement-stage design.

Stage	Project-specific Services
Stage (iii)	**Tender Support Services** • Support the Lead Consultant in responding to Works tender queries relating to mechanical, electrical, energy, utility and building-services matters. • Review tender submissions, technical proposals, qualifications, alternatives, proposed equipment and departures affecting the building-services design or Works Requirements. • Provide M&E input to the technical tender assessment, Tender Report and recommendation for award. • Review proposed contractor-design responsibilities, specialist systems, technical submissions, testing, commissioning and certification requirements. • Confirm the pre-contract building-services design position and identify any outstanding utility, statutory, contractor-design or technical matters requiring resolution before commencement of the Works.
Stage (iv)	**Construction and Building Services Compliance** • Provide the M&E construction-stage Services, including appropriate inspections, design support and coordination with the Lead Consultant, contractor and other IDT members. • Review contractor design information, technical submissions, equipment selections, samples, proposed substitutions, controls, specialist systems and requests for information relating to the building-services Works. • Review and coordinate building-services design changes, including their implications for statutory compliance, energy performance, cost, programme and the continued operation of the existing crèche. • Monitor the installation, testing and commissioning of the mechanical, electrical, life-safety, security and control systems and report material defects, departures or non-compliance to the Lead Consultant. • Coordinate the required inspection records, test results, balancing reports, commissioning information, ancillary certification and progressive record information. • Provide the Design Certifier and Assigned Certifier with the M&E compliance information and ancillary certificates required for completion.
Stage (v)	**Completion and Building Services Close-Out** • Undertake final M&E inspections and coordinate the resolution of outstanding works, defects and non-compliant items relating to the Engineer's Services. • Review the final testing, commissioning, demonstration and seasonal-commissioning information for the building-services installations. • Review and coordinate the final record drawings, equipment schedules, controls information, warranties, operation and maintenance manuals and other M&E handover documentation. • Provide the ancillary certificates, inspection records and building-services compliance information required by the Design Certifier and Assigned Certifier for completion. • Support the Lead Consultant and Employer's Representative in resolving outstanding M&E matters during handover and the defects period. • Provide the final M&E record information and close-out documentation required under the Contract and Minimum Deliverables Schedule. • Provide the final Part L compliance information and BER certification required for completion and handover.

Principal outputs: Building-services feasibility and energy strategies; preliminary and developed M&E design; planning-stage reports and technical information; detailed calculations, specifications and Works tender information; construction-stage inspections, testing and commissioning records; ancillary certification; final record information; and M&E close-out documentation.

4.4 Quantity Surveyor

Role: Provide cost management, procurement, value, risk, contingency, life-cycle cost and commercial Services for the masterplan and Phase 1, including the cost and procurement input required for the application of Green Public Procurement requirements.

Stage	Project-specific Services
Stage (i)	**Feasibility and Masterplan Cost Services** • Prepare comparative cost advice for the masterplan options, including Phase 1, potential future phases, shared infrastructure and enabling works. • Advise on affordability, cost risk, contingency, phasing and the cost implications of maintaining the existing crèche in operation. • Prepare the initial Phase 1 cost plan and provide cost input to the options appraisal, preferred masterplan and phased delivery strategy. • Maintain a separate estimate of the surveys, investigations and specialist services identified by the IDT for separate procurement and funding by LCCC.

Stage	Project-specific Services
Stage (ii)a	**Preliminary Design Cost Services** • Develop and maintain the Phase 1 cost plan in line with the approved design, validated Schedule of Accommodation, Project Budget and phased delivery strategy. • Provide cost, value, risk, contingency and proportionate life-cycle cost advice to support development of the preferred Phase 1 design. • Advise on the cost implications of design options, phasing, continued operation of the existing crèche and information arising from separately procured surveys and specialist advice. • Report any material variance from the approved Project Budget and provide the cost information required for review and approval by LCCC.
Stage (ii)b	**Developed Design, Planning and Funding Cost Services** • Develop and reconcile the Phase 1 cost plan to reflect the coordinated developed design, planning proposal, Project Programme and current risk position. • Advise on the cost implications of planning requirements, infrastructure and enabling works, phasing, continued crèche operation and information arising from separately procured surveys and specialist advice. • Prepare the cost, cash-flow and budget information required to support the planning-stage approval and further funding applications for Phase 1. • Confirm the anticipated Phase 1 cost position, risk allowance and funding requirement at completion of the initially authorised Services.
Stage (ii)c	**Detailed Design and Works Tender Cost Services** • Develop and maintain the pre-tender cost plan to reflect the coordinated detailed design, approved Project Budget, planning requirements and current risk position. • Prepare the pricing and commercial documents required for the Works tender and coordinate those documents with the Works Requirements and other IDT tender information. • Advise on procurement, packaging, value, contingency and the cost implications of contractor-design elements, construction phasing and continued operation of the existing crèche. • Prepare the pre-tender estimate and confirm the anticipated tender cost against the approved Project Budget before issue of the Works tender documents.
Stage (iii)	**Works Tender and Contract Award Services** • Manage the commercial assessment of Works tenders, including pricing submissions, qualifications, exclusions, alternatives and departures. • Coordinate commercial responses to tender queries and clarifications and provide the cost and procurement input required for the Tender Report and recommendation for award. • Advise LCCC on tender affordability, risk and any adjustment required to align the preferred tender with the approved Project Budget. • Prepare the Contract Sum analysis and commercial documentation required for execution of the Works Contract.
Stage (iv)	**Construction Cost and Commercial Services** • Manage and report on the construction cost, including valuations, approved changes, risk, contingency, forecasts and anticipated final cost. • Assess contractor payment applications, claims, variations and other commercial matters arising under the Works Contract. • Advise the Employer's Representative and LCCC on the cost implications of instructions, design changes, delays, contractor proposals and substitutions. • Maintain the commercial records required for cost reporting, funding oversight and agreement of the final account.
Stage (v)	**Final Account and Commercial Close-Out Services** • Prepare, assess and agree the final account in accordance with the Works Contract. • Complete the final cost report and reconcile the final Project cost against the approved Project Budget and Contract Sum. • Advise on and support the resolution of outstanding commercial matters arising during completion and the defects period. • Provide the final commercial records and cost information required for Project close-out.

Principal Outputs: Masterplan option cost advice; Phase 1 cost plans; value, risk, contingency and life-cycle cost advice; funding cost information; pre-tender estimate; pricing and commercial tender documents; tender assessment and Contract Sum analysis; construction cost reports and valuations; final account; and final cost report.

4.5 Fire Safety Consultant

Role: Provide fire-safety design, statutory approval and compliance Services for Phase 1, including coordination with the existing crèche, proposed extension, evacuation arrangements and continued operation of the facility.

Stage	Project-specific Services
Stage (i)	**Fire Safety Feasibility Services** • Review the existing building, Project Brief and masterplan options and advise on the principal fire-safety constraints affecting Phase 1. • Develop the preliminary fire-safety and evacuation strategy, including the relationship between the existing and proposed accommodation, external escape routes and emergency access. • Identify any surveys, investigations or specialist information required to assess the existing building or support the preferred option. • Provide fire-safety input to the feasibility assessment and preferred masterplan.
Stage (ii)a	**Preliminary Fire Safety Design Services** • Develop the preliminary fire-safety strategy for the preferred Phase 1 design, including means of escape, compartmentation, fire-service access and life-safety systems. • Coordinate the strategy with the Architect, M&E Engineer, Civil and Structural Engineer and other relevant IDT members. • Advise on interfaces with the existing crèche and any measures required to maintain safe operation during construction. • Identify the statutory approval, technical information and supporting evidence required for the subsequent design stages.
Stage (ii)b	**Developed Fire Safety and Planning Services** • Develop and coordinate the fire-safety strategy to support the Phase 1 planning-stage design. • Provide the fire-safety information required for the applicable planning and statutory approval process. • Coordinate fire-service access, evacuation, external escape routes and life-safety requirements with the developed architectural, structural and building-services design. • Identify outstanding fire-safety matters requiring resolution before detailed design and the Fire Safety Certificate application.
Stage (ii)c	**Detailed Fire Safety Design and Statutory Approval Services** • Complete and coordinate the detailed fire-safety design and prepare the Fire Safety Certificate application and supporting documentation at the appropriate point in the Project Programme. • Respond to Building Control Authority queries and coordinate any required amendments with the IDT. • Incorporate the approved Fire Safety Certificate requirements into the detailed design and Works tender documents. • Define the contractor submissions, testing, certification and fire-safety record-information requirements applicable to the Works.
Stage (iii)	**Works Tender and Contract Award Services** • Respond to Works tender queries and review tender submissions, qualifications, alternatives and departures affecting the fire-safety design or Fire Safety Certificate. • Provide fire-safety input to the tender assessment and identify matters requiring resolution before commencement of the Works. • Review contractor-design responsibilities and proposed specialist fire-safety systems insofar as they affect the approved strategy.
Stage (iv)	**Construction Fire Safety Compliance Services** • Review contractor submissions, product information, proposed substitutions and design changes affecting the approved fire-safety strategy. • Undertake inspections at appropriate stages and report material departures or non-compliance to the Lead Consultant. • Coordinate fire-safety testing, commissioning, ancillary certification and record information with the Design Certifier, Assigned Certifier and relevant IDT members. • Advise on fire-safety implications arising from construction phasing and the continued operation of the existing crèche.

Stage	Project-specific Services
Stage (v)	**Completion and Fire Safety Close-Out Services** • Undertake the final fire-safety review and coordinate the resolution of outstanding fire-safety works or defects. • Review final testing, commissioning, certification and record information relating to fire-safety systems and construction. • Provide the ancillary certification and supporting information required for completion. • Support resolution of outstanding Fire Safety Certificate conditions or compliance matters during handover and close-out.

Principal Outputs: Preliminary and developed fire-safety strategies; Fire Safety Certificate application and supporting documentation; fire-safety input to planning and Works tender information; construction-stage reviews and inspections; ancillary certification; and final fire-safety close-out information.

4.6 Project Supervisor Design Process

Role: Provide the Project Supervisor Design Process Services required under applicable health and safety legislation and coordinate the management of design-stage safety and health risks throughout the Project. The PSDP Services shall include preparing the information required for statutory notifications relating to the PSDP appointment and advising LCCC of any required updates.

Stage	Project-specific Services
Stage (i)	**Feasibility and Masterplanning PSDP Services** • Establish the design-risk management arrangements for the Project and coordinate the initial identification of hazards affecting the masterplan options and Phase 1. • Advise on health and safety matters arising from the existing buildings, site conditions, phasing, access, separately procured surveys and continued operation of the crèche. • Coordinate the initial Design Risk Register and provide PSDP input to the options appraisal, preferred masterplan and phased delivery strategy. • Prepare the AF1 notification, where applicable, for execution and submission by LCCC, and advise LCCC of any subsequent update required to the notified information.
Stage (ii)a	**Preliminary Design PSDP Services** • Coordinate the identification, elimination or reduction of foreseeable risks arising from the preferred masterplan and Phase 1 preliminary design. • Review the developing design-risk information provided by the IDT, including risks associated with existing-building interfaces, construction access, phasing, safeguarding and separation from the operational crèche. • Maintain the Design Risk Register and advise the Lead Consultant and LCCC on material residual risks affecting the preferred design.
Stage (ii)b	**Developed Design and Planning PSDP Services** • Coordinate the design-risk management process for the developed Phase 1 design and planning submission. • Review the IDT's design-risk information and identify material residual risks affecting construction, operation, maintenance or subsequent delivery. • Maintain the Design Risk Register and provide the health and safety information required to support the planning-stage design, Project Programme and further funding requirements.
Stage (ii)c	**Detailed Design and Works Tender PSDP Services** • Coordinate the design-risk management process through detailed design and preparation of the Works tender documents. • Review the IDT's design-risk assessments and coordinate the communication of significant residual risks, construction constraints and required control measures within the Works Requirements. • Prepare and coordinate the preliminary Safety and Health Plan and the design-stage information required for the Works tender. • Coordinate the information required for the Safety File and confirm the design-risk responsibilities associated with contractor-designed elements.
Stage (iii)	**Works Tender and Contract Award PSDP Services** • Respond to health and safety queries arising during the Works tender process and review proposed alternatives or departures that may affect the design-risk position. • Provide PSDP input to the tender assessment and identify any health and safety matter requiring resolution before commencement of the Works. • Update the preliminary Safety and Health Plan and Design Risk Register to reflect the accepted tender and pre-contract design position.
Stage (iv)	**Construction-Stage PSDP Services** • Continue the PSDP Services for design development and design changes occurring during construction. • Coordinate the assessment and communication of risks arising from contractor design, substitutions, temporary interfaces and changes to the coordinated design. • Maintain the Design Risk Register and coordinate relevant design information with the Project Supervisor Construction Stage. • Coordinate the receipt and review of information required for the Safety File.

Stage	Project-specific Services
Stage (v)	**Completion and Safety File Close-Out Services** • Complete and deliver the Safety File in accordance with applicable legislation and the Contract. • Coordinate outstanding design-risk and health and safety information required for operation, maintenance, alteration or future works. • Confirm that relevant information arising from defects, remedial works or completion-stage changes is incorporated into the Safety File. • Provide the final PSDP records and close-out information required under the appointment.

Principal Outputs: Design Risk Register; preliminary Safety and Health Plan; coordinated residual-risk information; PSDP input to the Works tender documents; Safety File; and final PSDP close-out records.

4.7 Assigned Certifier

Role: Provide the Assigned Certifier Services required under the Building Control Regulations, coordinate the inspection and certification process, and support lodgement of the Commencement Notice and Certificate of Compliance on Completion.

Stage	Project-specific Services
Stage (i)	**Preliminary Certification Advice** • Review the Project Brief and masterplan options and advise on material Building Control, inspection and completion-certification considerations affecting Phase 1. • Identify existing-building interfaces, phasing or operational constraints that may affect the future inspection and certification process. • Provide preliminary advice on the anticipated certification responsibilities and information requirements.
Stage (ii)a	**Preliminary Inspection and Certification Strategy** • Review the preferred Phase 1 design and advise on the proposed inspection and certification strategy. • Identify the principal inspection, testing, ancillary certification and record-information requirements arising from the developing design. • Coordinate with the Design Certifier, Lead Consultant and relevant IDT members on material compliance and certification risks.
Stage (ii)b	**Developed Design Certification Advice** • Review the developed Phase 1 design and advise on matters affecting the future Building Control, inspection and completion-certification process. • Develop the preliminary inspection plan and coordinate the proposed ancillary certification responsibilities with the Design Certifier and relevant IDT members. • Identify any design, survey, phasing or information matter requiring resolution before commencement-stage documentation is prepared.
Stage (ii)c	**Commencement and Inspection Planning Services** • Develop and coordinate the Inspection Plan, ancillary-certification schedule and Building Control documentation required for the Commencement Notice and applicable BCMS lodgements. • Review the plans, calculations, specifications and particulars prepared by the IDT for consistency with the proposed inspection and certification arrangements. • Coordinate with the Design Certifier, builder and relevant IDT members in preparing the information required for lodgement of the Commencement Notice. • Undertake the Assigned Certifier declarations and lodgements applicable to the Stage.
Stage (iii)	**Tender and Pre-Construction Certification Services** • Review tender qualifications, alternatives, contractor-design proposals and certification arrangements that may affect the inspection plan or completion-certification process. • Advise on the builder's proposed inspection, testing, quality-control and ancillary certification arrangements. • Update the inspection plan and certification schedule to reflect the accepted tender and pre-construction arrangements.

Stage	Project-specific Services
Stage (iv)	**Construction Inspection and Certification Services** • Implement and coordinate the inspection plan and maintain the records required to support completion certification. • Coordinate inspections by the IDT, builder and ancillary certifiers and review inspection, testing and certification information arising during construction. • Review material design changes, substitutions and non-compliance matters affecting Building Regulations compliance or completion certification. • Maintain the inspection plan, certification schedule and Building Control records and advise the Lead Consultant and LCCC of material risks to certification. • Coordinate with the Design Certifier and relevant parties in preparing the completion-certification documentation.
Stage (v)	**Completion Certification and Close-Out Services** • Complete the final inspection and certification review and coordinate the resolution of outstanding matters affecting completion. • Review and assemble the inspection records, test results, ancillary certificates and compliance information required for the Certificate of Compliance on Completion. • Coordinate execution and lodgement of the Certificate of Compliance on Completion and respond to Building Control Authority queries. • Provide the final Assigned Certifier records and certification information required for handover and project close-out.

Principal Outputs: Preliminary certification advice; inspection and ancillary certification strategy; inspection plan; Building Control Management System submissions; Commencement Notice certification input; construction inspection records; ancillary certification schedule; and Certificate of Compliance on Completion documentation.

5. Separately Procured Surveys, Investigations and Specialist Services

The Lead Consultant shall identify the surveys, investigations and specialist services required to support the masterplan, feasibility assessment, Phase 1 planning submission and subsequent delivery.

The Lead Consultant shall advise LCCC on the scope, timing, priority and estimated cost of each requirement and shall manage the procurement process on behalf of LCCC, including preparation of technical briefs, evaluation of submissions and appointment recommendations.

The IDT's professional time for identifying, scoping, procuring, coordinating, reviewing and incorporating the resulting information shall be included in the core Services. The direct fees and costs of separately appointed providers shall be funded separately by LCCC and are excluded from the IDT lump-sum fee.

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