



SERVICE BRIEF – LOT C4b ARCHITECTURAL SERVICES

Specific Requirements

Please note that the services outlined below broadly correspond to the RIBA work stages as follows:

Stage One covers RIBA stages 0-4

Stage Two covers RIBA stages 5-7

Contracts will be drafted generally on a Design & Build basis, but other forms of contract may apply, e.g., JCT Minor Works,

ICN is committed to Equal Opportunities, and you will be expected to uphold the spirit of this commitment in all your dealings on behalf of each ICN member.

The appointed practice shall demonstrate reasonable skill and care as is expected of a person deemed competent to undertake the role. The Architect will provide all of, but not be limited to, the following services:

Stage One – Pre-Construction Phase Services (without Planning Consultant)

	Description of Services
1.	Produce sketch proposals from initial site visit/ client brief; survey of the property/site; brief check of dimensions and visible constraints only to assess feasibility of the project. Agree potential numbers and sizes of units. Feedback which proposal best meets the initial client brief.
2.	Advise on the appointment of other consultants, as necessary. Discuss and agree the extent of Dimensional, Topographic, Structural, Environmental, and other Specialist Surveys and obtain quotes for the above. Instruct and liaise with the surveyors once approved by the Client.
3.	Procure Digital Ordnance Survey Plans and overlay with gas, electric, water, drainage, digital, fibre optic, drainage, and highway adoption information from statutory undertakers. Produce a combined constraints plan and mitigation strategy, as required.
4.	Carry out a comparison of site boundaries on the proposed layout with the red edged legal plan and advise on any discrepancies.
5.	Using the Employer's Requirements and Quality Design Guide, work with the Client to agree scheme aspirations and objectives. Record outcomes in the Client briefing documents.

	Description of Services
6.	Produce outline proposals with alternative options and narrative to explain the different plans and how they meet or fail to meet the client brief. The use of standardised ICN house types should be maximised; subject to client requirements. Option drawings to include sufficient annotation to allow the production of feasibility cost estimates.
7.	Agree the most effective strategy for achieving the Employer's Requirements, paying specific attention to energy use, overheating, ventilation, daylighting, air tightness, thermal continuity, and sound insulation under Building Regulations as a minimum, as determined by the scheme brief. Consideration made to efficiency of layout and space form factors to reduce costs and maximise density.
8.	Undertake and use outcomes from the detailed Building for a Healthy Life 2020 assessment and provide a copy of the assessment to the client.
9.	Undertake "Designer's Duties" as defined in the Construction (Design and Management) Regulations 2015; advise the Client on matters or obligations that arise under the regulations from the Architectural design work.
10.	Demonstrate a duty of competence for anyone carrying out design work and show persons have the relevant skills, knowledge, experience, and behaviours for their role in accordance with the Building Safety Act. Carry out all duties as required of the Principal Designer for Building Regulations, in accordance with Building Regulations etc. (Amendment) (England) Regulations 2023, Regulation 6. These duties include (but are not limited to) coordinating design work so that all reasonable steps are taken to ensure that the design is such that if built, the building works to which the design relates are in accordance with all relevant requirements and compliant with regulations.
11.	Review alternative design and construction approaches with the Client team and regularly review the design evolution as it is being developed. Liaise with all statutory bodies and the Client's Fire Safety Consultant to reach an agreed position on the most appropriate design and cost solution for the site.
12.	Prepare a stakeholder consultation strategy to meet the needs and aspirations of the local community, local councillors, and the Local Planning Authority. Attend and summarise feedback from stakeholder liaison meetings to discuss the scheme proposals and incorporate amendments as required.
13.	Prepare for and attend pre-planning application meetings with the Local Planning Authority. Review all consultation and pre-application feedback and ensure changes are incorporated into the scheme as agreed with the Project Team.
14.	Produce all relevant Architectural planning drawings in electronic format for wider distribution to the Project Team. Hard copies to be provided on request.
15.	Prepare 3-dimensional, coloured Computer-Generated Images, capable of adequately describing the nature of the scheme in terms of size, character, spatial arrangements, materials, and appearance for Client review.
16.	Prepare a Design and Access Statement for submission with the planning application.
17.	Drawings should be suitably annotated to enable a detailed budget cost estimate to be prepared.

	Description of Services
18.	<p>Submit the planning application inclusive of the relevant validation requirements (planning fee to be paid by the client). Work proactively with the project team and Local Planning Authority to achieve a successful planning process, seeking to receive planning approval with minimum planning conditions attached. As part of this process, the architect will:</p> <ul style="list-style-type: none"> • Liaise with Planning Officers to ensure that the application is validated promptly. • Liaise with Planning Officers regularly by phone, e-mail and face to face to review progress and identify any matters of concern in respect of the planning application. • Closely monitor the planning application and highlight any issues raised within statutory / consultation responses that are submitted. • Co-ordinate and / or prepare responses to issues raised by statutory / consultation responses. • Review and comment upon draft planning conditions and ensure that they are acceptable to the Client. • Any required technical responses will be dealt with by the relevant technical consultant appointed as part of the project team. Liaison with the wider project team is expected to achieve an acceptable resolution. • Attend Planning Committee to speak for the application. • Chase release of planning decision notice following Planning Committee.
19.	Undertake all necessary measures to discharge all architectural pre-commencement planning conditions and coordinate specialist information as required to discharge all other pre-commencement planning conditions to facilitate a compliant start on site.
20.	Prepare any additional construction detail drawings required to enable the Client to undertake a construction tender process and support appointed engineers in securing technical approvals of highways and drainage works, if required. Ensure any non-standard architectural details are provided to tender stage level
21.	Discuss and agree with the Client team a forward programme of information to enable post contract detailed design work to align with the anticipated programme of works.
22.	Prepare images for use in sales and marketing brochures, and liaise with the Sales team to determine the brief, as required.
23.	Produce a red line estate plan and individual plot plans for Land Registry/conveyancing purposes.
24.	Input to design development in relation to overheating analysis and Energy Statement and incorporate amendments as required
25.	Produce an access, maintenance and window cleaning strategy for client approval.

Stage One – Pre-Construction Phase Services (with Planning Consultant)

	Description of Services
1-17	Services to be as per Stage One – Pre-Construction Phase Services (without Planning Consultant).
18.	Work proactively with the project team and Local Planning Authority throughout the planning process to achieve a successful planning outcome, seeking to receive planning approval with minimum planning conditions attached. Attend Planning Committee.
19.	Undertake all necessary measures to discharge all architectural pre-commencement planning conditions in conjunction with the Planning Consultant.
20-25	Services to be as per Stage One – Pre-Construction Phase Services (without Planning Consultant).

Stage two – Construction Phase Services

NB. Typically, the Client requires the Principal Contractor to engage an Architect to provide the following services.

The Client may decide to novate the Architect to the Principal Contractor and in this instance the Stage 2 services may be re-negotiated directly between the Architect and the Principal Contractor.

	Description of Services
1.	Advise at the outset a design programme for the construction phase that includes all design activities and transfer of information between parties.
2.	Ensure that there is full and proper coordination of all elements of design, including but not limited to Architectural, Structural and M&E elements.
3.	Produce all necessary architectural Building Regulation drawings, liaise with all relevant parties and coordinate specialist information where required.
4.	Submit the Building Regulation application (fees to be paid by others). Negotiate any technicalities, review any resulting production information and manage the relevant stakeholders to achieve a timely resolution. Any waivers/relaxations are to be agreed in writing with Building Control and shared with the client.
5.	Provide SAP calculations in-house or via an external sub-consultant.
6.	Produce all necessary architectural drawings and construction details as required by the Principal Contractor and liaise with other consultants (e.g., Structural Engineer) to advise upon and determine the required details. This should include non-standard architectural details including external works, landscaping, and levels, showing the full extent of the works and boundary treatments.
7.	Monitor alignment with the Employer's Requirements and Design Guide and inform the Client of any areas of non-compliance / any elements likely to materially affect the cost of the Works, as a duty of care.

8.	Visit site on a regular basis (including attendance at site meetings as required) to assess whether works are achieving the required standards, ensure additional details are provided, resolve any design issues and advise on materials and site works as required. Maintain on going communication with the site team with reference to adherence to Employer's Requirements, Building Regulations and approved planning drawings. Attend on-site mock-ups as and when required by the client or contractor.
9.	Create and manage a planning conditions tracker to actively lead the project team in the discharge of all planning conditions and any corresponding communication with the Local Planning Authority relating to this. Advise of any risks associated with condition discharge and the risk impact on the project. Update monthly for review at site meetings.
10.	Advise on selection of components and materials and solely or in conjunction with an appointed contractor provide a materials schedule for client sign off
11.	Undertake 'Designer's Duties' as defined in the Construction Design and Management Regulations 2015; advise the Client on matters or obligations that arise under the regulations from the Architectural design work.
12.	Demonstrate a duty of competence for anyone carrying out design work and show persons have the relevant skills, knowledge, experience, and behaviours for their role in accordance with the Building Safety Act.
13.	Provide a full suite of 'As Built' drawings. Provide all available architectural information and drawings to the Principal Designer/Health and Safety Advisor to prepare an 'As Built' Health and Safety Manual. This includes information on specified architectural materials and their long-term operation and maintenance.
14.	Assist the client and/or appointed contractor in producing a 'home user guide' for all property types.
15.	<p>Carry out Post Occupancy Evaluation (POE) to ensure the Client is obtaining feedback on a building's performance in use after it has been built and occupied. Provide a POE report which covers information on building and energy use and user satisfaction. To ensure continuous improvement of housing delivery the report must consider the following by identifying scheme achievements and lessons learned.</p> <ol style="list-style-type: none"> 1. Sustainability 2. Functionality 3. Operational costs 4. Missed and future opportunities for improvement 5. Value for money 6. Customer satisfaction

This appointment is being executed as a deed. Documentation and guidance relating to matters arising from the Building Contract may be sought for the full term of the deed.