

2.1	Preamble	2.1
2.2	The Works & Phasing	2.1
2.3	The Team	2.2
2.4	Design Team Deliverables	2.2

2.1 Preamble

This RIBA Stage E Report (the Report) is presented in support of the visual documentation, CAD drawings, specialist reports and specifications produced for the regeneration of the South West Corner of the Aylesbury Estate, London SE17.

The Report is submitted on behalf of the Corporate Client, which comprises:

- Aylesbury New Deal for Communities Board (ANDC)
- LB Southwark Housing
- LB Southwark Regeneration

It has been prepared in two volumes:

- Volume 1 – The written report
- Volume 2 – Supplementary supporting data

2.2 The Works & Phasing

The proposed regeneration strategy for the SW corner is developed as a phased masterplan and comprises the following phases:

Phase 1a

Phase 1a covers:

- the refurbishment, renewal and extension of the common areas of the two high rise blocks in the SW Corner – 42-256 Bradenham & 1-172 Chiltern
- Decent Homes works and Planned Preventative Maintenance works to common areas and to a limited extent within dwellings.
- A detailed planning application was submitted for each these two blocks. Approval has been granted.

Phase 1b

Phase 1b includes:

- The refurbishment, re-configuration and renewal of the common areas of the low rise blocks – typical and non-typical.
- Environmental improvements via the upgrading of external areas inclusive of public, semi-private, and private areas to provide an improved, high quality environment.
- Demolition of high-level bridges throughout to create secure stand alone blocks throughout the SW Corner.
- Infill Blocks: the addition of 25 new dwellings in two infill sites around Chartridge Square.

- Decent Homes works and Planned Preventative Maintenance works to common areas and to a limited extent with dwellings.
- Works to 4 and 5 storey ‘Jespersen’ blocks to achieve structural robustness in the event that is considered to be required.

A detailed planning application was due for submission on April 2005 for the refurbishment works. Following client instruction, this was held back pending a strategic review on completion of this Stage E Report.

First Stage Tender

Tenders went out in October 2004 and were returned in January 2005 at budget estimate.

Second Stage Tender

Initiation of the tender procedure for Phases 1a and 1b was instructed in November 2004 with May 31st 2005 as the date to go ahead. However an instruction to suspend the project and tender preparation was issued by the Client on 1st April 2005, pending resolution of estate-wide funding matters. This report therefore reflects the extent of work undertaken in relation to the point of suspension.

Phase 1c

Phase 1c covers:

- the new build development sites of Boyson Road and the Aylesbury Day Centre.

Outline planning applications are due to be submitted in May 2005

Phase 0

Phase 0 includes a number of exemplar schemes to test the design proposals for phases 1a and 1b.

2.3 The Team

Levitt Bernstein, the lead consultant for the regeneration of the SW corner, assembled the following professional team to ensure that the design proposals were effectively translated into high quality development solutions:

Levitt Bernstein	(LBA)	Lead Consultant / Urban Design / Masterplanners / Architects / Community Consultation / Landscape Design
Pollard Thomas Edwards Architects	(PTEa)	Architects / Community Consultation
BPTW Partnership	(BPTW)	Quantity Surveyors / Architects
Alan Conisbee & Associates	(ACA)	Structural Engineers
David Miles & Partners	(DMP)	Services Engineers (electrics, ventilation & cold water)
Orchard Partners	(OP)	Services Engineers (heating & hot water)
Kingsland Surveyors		Topographical & Services Survey
Landers & Associates		Decent Homes Survey
Southwark Building Design Services	(SBDS)	Planning Supervisor

2.4 Design Team Deliverables

In order to demonstrate the extent of work undertaken to date by the Design Team the matrices which follow:

- Are based on the RIBA Plan of Work
- Have been developed from SBDS's Summary of Design Team Responsibilities
- Are presented for each of Phases 1a and 1b
- Show the extent of contributions by consultant members of the Design Team to overall delivery for Stage E and beyond for Stages F/G and H as appropriate.

The matrices summarise the current position bearing in mind that the project was suspended with effect from 1 April 2005 and that prior to this (August 2004) it was agreed that the procurement of tenders should be on a two stage basis.

In this regard, with only the return of the First Stage Tender for Phases 1a and 1b achieved at the point of suspension, the benefit to have been gained by having a contractor on board as part of the overall partnering team has been lost. The work element comments reflect this variation on an indicative basis.

The achievements indicated by the way of stage compliance therefore also need to be considered accordingly when reading this report.

These are presented phase by phase as:

- Phase 1a – High rise
 - Stage E
 - Stage F/G
 - Stage H
 - including the exemplar pilot flat at 152 Bradenham.
- Phase 1b – Low rise
 - Stage G
 - Stage F/G
 - Stage H
 - including the exemplar pilot flat of 65 Chartridge.

Note: Awaiting SBDS – Planning Supervisor responses

Design Team Compliance with RIBA Stage E – Final Proposals for Phase 1a (High Rise)

This schedule sets out against each of the Work Stages and key events, the responsibilities to be completed by the respective professional skills (having regard to the responsibilities being performed by others). The services to be provided must be carried out in compliance with the SBDS procedures. Where the service is being provided by SBDS, the Schedule should be read in conjunction with the SLA service specification where applicable. If external consultants are engaged to fulfil any of the roles, the Schedule must be read in conjunction with their specific terms of appointment.

Each Consultant is responsible for its own delivery of services under CDM Regulations and H&S generally.

	24.05.05 Project Leader		24.05.05 Architect (Stage 1a) PTEa (AR)		23.05.05 Quantity Surveyor		26.05.05 Building Services Engineer DMP (BSE)		27.05.05 Building Services Engineer WOP (BSE)		26.05.05 Structural Engineer		24.05.05 Landscape Architect		? Planning Supervisor	
	LBA (PL)				BPTW (QS)						ACA (STR)		LBAL (LA)		SBDS (PS)	
	Co-ordinate development of detailed design		Develop detailed design in conjunction with other Design Team members and PS		Prepare detailed cost plans		Develop detailed design in conjunction with other Design Team members and PS		Develop detailed design in conjunction with other Design Team members and PS		Develop detailed design in conjunction with other Design Team members and PS		Develop detailed design in conjunction with other Design Team members and PS		Continue to review with Design Team members foreseeable risks, risk assessment	
Comments & % Complete	Completed as continuous need	% 100	Completed via consultation/coordination (inc 152 Bradenham)	% 100	Preparation of estimates & cost plans incorporating various amendments & re-formatting as requested by Design Team/Client	% 100	Completed	% 100	Completed (advice on alternative provisions for future pipe routing, sample flats and outline dwelling upgrading design)	% 100	Main member setting out and sizes coordinated	% 100	Complete with 1b	% 100		%
Comments & % Complete	Review programmes and progress		Review completion of designs with other Design Team members		Ensure cost plans, cost checks, cost advice proceed to programme.		Provide information to QS for cost plans and cost checks		Provide information to QS for cost plans and cost checks		Review completion of designs with other Design Team members		Review completion of designs with other Design Team members		Continue to develop H&S Plan and File	
	Completed via regular progress review cycles	% 100	Completed	% 100	Updated cost plans on a regular basis following cost checks & informed Design Team	% 100	Completed	% 100	Completed (advice on provisions for pipe routing and dwelling upgrading)	%	Completed	% 100	Completed with 1b	% 100		%
Comments & % Complete			Review cost plans with QS and agree and effect changes to keep within budget.		Advise on elements of design liable to give rise to over-expenditure		Prepare pre-tender documents as necessary		Prepare pre-tender documents as necessary						Advise on procurement of contracts	
	Completed in close liaison with QS, Design Team, and Client	% 100	Completed	% 100	Feedback given to Design Team on options considered for incorporation into the design. Discussions held resulting in an agreed, preferred method of proceeding by all	% 100	Completed for 1st Stage Tender; updates needed for 2nd Stage Tender	% 100	Completed (advice on provisions for pipe routing and dwelling upgrading)	%	Reported on structural robustness impacts and cost	% 100	Completed for 1st Stage Tender and as part of site wide overview	% 100		%

	Project Leader		Architect (Stage 1a) PTEa (AR)		Quantity Surveyor		Building Services Engineer DMP (BSE)		Building Services Engineer WOP (BSE)		Structural Engineer		Landscape Architect		Planning Supervisor	
	LBA (PL)				BPTW (QS)						ACA (STR)		LBAL (LA)		SBDS (PS)	
Comments & % Complete	Co-ordinate statutory approvals		Make application regarding statutory requirements.				Advise on statutory requirements and prepare applications.		Advise on statutory requirements and prepare applications.		Advise on statutory requirements and prepare applications.		Advise on statutory requirements and prepare applications.			
	Coordinated via meetings with relevant bodies	% 100	Achieved via coordination meetings; planning approvals granted	% 95	N/A	% 0	Completed	% 100	Completed	% 100	Ongoing	% 50	Coordinated via 1b and meetings with all relevant bodies	% 100		%
Comments & % Complete			Liaise with PS in the development of the H&S Plan and File.				Liaise with PS in the development of the H&S Plan and File.		Liaise with PS in the development of the H&S Plan and File.		Liaise with PS in the development of the H&S Plan and File.		Liaise with PS in the development of the H&S Plan and File.			
	Complete up to 1st Stage Tender	% 100	Completed	% 100	N/A	% 0	Risk Assessments Issued	% 100	Completed for sample dwelling	% 100	Risk Assessment issued	% 100	Completed via 1st Stage Tender and with 1b	% 100		%
Comments & % Complete	Present designs and costs to CLIENT		Prepare presentation material for PL and attend meetings as required										Prepare presentation material for PL and attend meetings as required		Prepare presentation material for PL	
	Completed via Design Board/Client Board meetings et. al.	% 100	Completed	% 100	N/A	% 0	N/A	% 0	Attend meetings as requested	% 100	Reported on structural robustness	% 100	Completed	% 100		%
Comments & % Complete	Prepare and submit Work Stage Report, consider risks and identify any instructions required		Contribute to Work Stage Report, identify any instructions required		Contribute to Work Stage Report, identify any instructions required		Contribute to Work Stage Report, identify any instructions required		Contribute to Work Stage Report, identify any instructions required		Contribute to Work Stage Report, identify any instructions required		Contribute to Work Stage Report, identify any instructions required		Contribute to Work Stage Report, identify any instructions required	
	Stage D report completed; Stage E coordinated and presented	% 100	Completed	% 100	Cost estimates prepared on current design. Updated following any design revisions & possible options costed for Design Team consideration	% 100	Completed	% 100	Subject to clarification on matters related to timing of suspension	% 100	Ongoing	% ?	Completed	% 100		%
Comments & % Complete	Secure approvals from CLIENT		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals from CLIENT/PL	
	Completed up to suspension of project	% 100	Completed up to suspension of project	% 100	Completed as progress demanded	% 100	Completed	% 100	N/A	% 0	Completed	% 100	Agreed as progressed/ongoing	% 100		%

Design Team Compliance with RIBA Stage F & G – Production Information/Tender Documents for Phase 1a (High Rise)

This schedule sets out against each of the Work Stages and key events, the responsibilities to be completed by the respective professional skills (having regard to the responsibilities being performed by others). The services to be provided must be carried out in compliance with the SBDS procedures. Where the service is being provided by SBDS, the Schedule should be read in conjunction with the SLA service specification where applicable. If external consultants are engaged to fulfil any of the roles, the Schedule must be read in conjunction with their specific terms of appointment.

Each Consultant is responsible for its own delivery of services under CDM Regulations and H&S generally.

	24.05.05 Project Leader		24.05.05 Architect (Stage 1a) PTEa (AR)		23.05.05 Quantity Surveyor		26.05.05 Building Services Engineer DMP (BSE)		27.05.05 Building Services Engineer WOP (BSE)		26.05.05 Structural Engineer		24.05.05 Landscape Architect		? Planning Supervisor	
	LBA (PL)				BPTW (QS)						ACA (STR)		LBAL (LA)		SBDS (PS)	
	Convene Design Team meeting		Attend Design Team meeting		Attend Design Team meeting		Attend Design Team meeting		Attend Design Team meeting		Attend Design Team meeting		Attend Design Team meeting			
Comments & % Complete	Completed up to suspension	% 100	Completed at point of suspension	% 100	All Design Team meetings attended by Robert Silcock, Quantity Surveyor Partner	% 100	Completed (subject to updates on 1st Stage Tender)	% 80	As requested	% 100	Completed up to suspension	% 100	Completed for 1st Stage Tender	% 100		%
Comments & % Complete	Agree detailed programmes		Agree detailed programmes		Agree detailed programmes		Agree detailed programmes		Agree detailed programmes		Agree detailed programmes		Agree detailed programmes		Review with Design Team members foreseeable risks, Risk Assessment	
	Work programmes met up to suspension	% 100	Work programmes met up to suspension	% 100	Programme agreed with the Design Team with major milestones highlighted to ensure key dates are met	% 100	Work programmes met	% 100	As requested	% 100	Work programmes met up to suspension	% 100	Work programmes met	% 100		%
Comments & % Complete	Monitor and co-ordinate preparation of production information		Prepare production information		Prepare tender documents. Incorporate contract amendments and insertions into tender documents after consultation with CLIENT		Prepare production information		Prepare production information		Prepare production information		Prepare production information		Liaise with Design Team members in respect of contract, preliminaries, employer's requirements and specification clauses in the tender document	
	1st Stage Tender	% 100	1st Stage Tender	% 100	Completion of tender documents for Phase 1a and 'Quick wins' incorporating contract amendments	% 100	1st Stage Tender	% 100	As requested as TOR modified	% 100	1 st Stage Tender	% 100	Complete with 1b 1st Stage Tender and for ASE project	% 100		%
	2nd Stage Tender	70	2nd Stage Tender	50			2nd Stage Tender	90			2 nd Stage Tender	70				

	24.05.05 Project Leader		24.05.05 Architect (Stage 1a) PTEa (AR)		23.05.05 Quantity Surveyor		26.05.05 Building Services Engineer DMP (BSE)		27.05.05 Building Services Engineer WOP (BSE)		26.05.05 Structural Engineer		24.05.05 Landscape Architect		? Planning Supervisor	
	LBA (PL)				BPTW (QS)						ACA (STR)		LBAL (LA)		SBDS (PS)	
Comments & % Complete	Co-ordinate sub-contract tender documentation		Prepare sub-contract tender documentation as necessary		Prepare sub-contract tender documentation as necessary		Prepare sub-contract tender documentation as necessary		Prepare sub-contract tender documentation as necessary		Prepare sub-contract tender documentation as necessary		Prepare sub-contract tender documentation as necessary			
	Completed in liaison with sub-consultants	% 100	Advice given	% 100	N/A	% 0	1st Stage Tender	% 100	As requested as TOR modified	% 100	Advice given up to suspension	% 100	N/A	% 100		%
Comments & % Complete	Confirm to CLIENT statutory approvals obtained		Provide information to and liaise with other team members and PS				Provide information to and liaise with other team members and PS		Provide information to and liaise with other team members and PS		Provide information to and liaise with other team members and PS		Provide information to and liaise with other team members and PS			
	Completed progressively	% 100	1st Stage Tender	% 100	N/A	%	1st Stage Tender	% 100	1st Stage Tender	% 100	Completed progressively	% 100	Completed with 1b 1st Stage Tender & ASE project	% 100		%
Comments & % Complete	Monitor and co-ordinate cost checks.		Provide information to QS for cost checks		Check production information against cost plan and deal with variations		Provide information to QS for cost checks		Provide information to QS for cost checks		Provide information to QS for cost checks		Provide information to QS for cost checks			
	Coordinated	% 100	Completed to date	% 100	Analysis carried out with any revisions costed to provide accurate cost advice	% 100	Completed	% 100	Costings as requested	% 80	Completed to date	% 100	Completed	% 100		%
Comments & % Complete			Liaise with PS in the preparation of the H&S Plan and File		Liaise with PS in the preparation of the H&S Plan and File		Liaise with PS in the preparation of the H&S Plan and File		Liaise with PS in the preparation of the H&S Plan and File		Liaise with PS in the preparation of the H&S Plan and File		Liaise with PS in the preparation of the H&S Plan and File		Prepare pre-tender H&S Documents for inclusion with tender documents and agree with design team	
	Coordinated	% 100	Completed to date	% 100	Completed	% 100	Completed for 1st Stage Tender	% 100	Completed as requested	% 100	Completed for 1 st Stage Tender	% 100	Completed 1st Stage Tender	% 100		%

	24.05.05 Project Leader		24.05.05 Architect (Stage 1a) PTEa (AR)		23.05.05 Quantity Surveyor BPTW (QS)		26.05.05 Building Services Engineer DMP (BSE)		27.05.05 Building Services Engineer WOP (BSE)		26.05.05 Structural Engineer ACA (STR)		24.05.05 Landscape Architect LBAL (LA)		? Planning Supervisor SBDS (PS)	
	LBA (PL)															
	Consult CLIENT on any advance actions required		Advise PL on any advance actions required		Report to CLIENT on any unforeseen over- expenditure		Advise PL on any advance actions required		Advise PL on any advance actions required		Advise PL on any advance actions required		Advise PL on any advance actions required			
	Completed up to point of suspension		Completed		Client advised of any potential events/design changes that might have cost implications		Completed		Completed		Completed		Completed and via estate-wide advice			
Comments & % Complete	1st Stage Tender															
	2nd Stage Tender															
Comments & % Complete	Secure approvals from CLIENT		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals from CLIENT/PL		Secure approvals from CLIENT/PL	
	Completed to date		Completed to date				Completed		Completed as requested		Completed to date		Completed to date			

Design Team Compliance with RIBA Stage H – Tender Action for Phase 1a (High Rise)

This schedule sets out against each of the Work Stages and key events, the responsibilities to be completed by the respective professional skills (having regard to the responsibilities being performed by others). The services to be provided must be carried out in compliance with the SBDS procedures. Where the service is being provided by SBDS, the Schedule should be read in conjunction with the SLA service specification where applicable. If external consultants are engaged to fulfil any of the roles, the Schedule must be read in conjunction with their specific terms of appointment.

Each Consultant is responsible for its own delivery of services under CDM Regulations and H&S generally.

	24.05.05 Project Leader		24.05.05 Architect (Stage 1a) PTEa (AR)		23.05.05 Quantity Surveyor		26.05.05 Building Services Engineer DMP (BSE)		27.05.05 Building Services Engineer WOP (BSE)		26.05.05 Structural Engineer		24.05.05 Landscape Architect		? Planning Supervisor	
	LBA (PL)				BPTW (QS)						ACA (STR)		LBAL (LA)		SBDS (PS)	
Comments & % Complete	Arrange for other contracts to be let co-incident to main contracts				Advise on tender procedures										Advise CLIENT on H&S aspects of tender procedures	
	None	% 0	N/A	% 0	Possible alternatives for Tender process explained to the Client with benefits/drawbacks highlighted to allow for an informed, accurate decision	% 100	N/A	% 0	Advice in relation to principle contractor and link with possible CHP	% 100	N/A	% 0	N/A	% 0		%
Comments & % Complete	Advise CLIENT on firms selected to tender		Advise PL on firms selected on tender		Advise PL on firms selected on tender		Advise PL on firms selected on tender		Advise PL on firms selected on tender		Advise PL on firms selected on tender		Advise PL on firms selected on tender		Advise CLIENT on competence and resources of selected tenderers	
	Completed	% 100	Completed	% 100	Previous knowledge and experience of contractors on Tender list relayed to Client and Design Team	% 100	Advice given	% 100	Advice given when requested	% 100	Advice given	% 100	Advice given	% 100		%
Comments & % Complete					Advise CLIENT on bonds											
	N/A	% 0	N/A	% 0	Advise given	% 100	N/A	% 0	N/A	% 0	N/A	% 0	N/A	% 0		%

	24.05.05 Project Leader		24.05.05 Architect (Stage 1a) PTEa (AR)		23.05.05 Quantity Surveyor		26.05.05 Building Services Engineer DMP (BSE)		27.05.05 Building Services Engineer WOP (BSE)		26.05.05 Structural Engineer		24.05.05 Landscape Architect		? Planning Supervisor	
	LBA (PL)				BPTW (QS)						ACA (STR)		LBAL (LA)		SBDS (PS)	
Comments & % Complete	Co-ordinate invitations to tenders		Provide tender documentation and assist in invitations to tender		Compile invitations and send tender documents to selected contracts where required		Provide tender documentation and assist in invitations to tender		Provide tender documentation and assist in invitations to tender		Provide tender documentation and assist in invitations to tender		Provide tender documentation and assist in invitations to tender		Review and update H&S Plan and File	
	Completed 1 st Stage Tender & Quick Wins	% 100	Completed 1st Stage Tender 2nd Stage Tender	% 100 50	Tender documents sent out to contractors as agreed programme	% 100	1st Stage Tender 2nd Stage Tender	% 100 90	For sample dwelling	% 100	1st Stage Tender 2 nd Stage Tender	% 100 70	1st Stage Tender	% 100		%
	Co-ordinate tender reports		Contribute to tender reports		Carry out tender checks and correction/ adjustments. Examine and analyse tenders. Prepare and submit tender reports to CLIENT in conjunction with PL, other Design Team members & PS		Prepare tender analysis and liaise with QS		Prepare tender analysis and liaise with QS		Prepare tender analysis and liaise with QS		Prepare tender analysis and liaise with QS		Appraise tenders, H&S Plan, method statements from preferred tenderer for PC	
Comments & % Complete	Finalised for 1 st Stage Tender	% 100	As requested	% 100	Detailed analysis carried out on returned 1 st Stage Tenders inc full breakdown of all tenders & comments/feedback provided for tender report	% 100	N/A	% 0	N/A	% 0	N/A	% 0	N/A	% 0		%
							Contribute to tender reports		Contribute to tender reports		Contribute to tender reports		Contribute to tender reports			
Comments & % Complete		%		%	N/A (author)	% 100	N/A	% 0	N/A	% 0	N/A	% 0	N/A	% 0		%

24.05.05 Project Leader			24.05.05 Architect (Stage 1a) PTEa (AR)		23.05.05 Quantity Surveyor		26.05.05 Building Services Engineer DMP (BSE)		27.05.05 Building Services Engineer WOP (BSE)		26.05.05 Structural Engineer		24.05.05 Landscape Architect		? Planning Supervisor	
LBA (PL)					BPTW (QS)						ACA (STR)		LBAL (LA)		SBDS (PS)	
Comments & % Complete	Co-ordinate savings, revisions and negotiations when reductions are necessary, and report to CLIENT		Contribute to achieving reductions as necessary		Contribute to achieving reductions if necessary and report to CLIENT		Contribute to achieving reductions as necessary		Contribute to achieving reductions as necessary		Contribute to achieving reductions as necessary		Contribute to achieving reductions as necessary		Advise on appointment of PC including confirming adequacy of H&S Plan to CLIENT in writing prior to start on site	
	Advice given	% 100	Advice given	% 100	Design changed considered should value engineering exercise be required in order to ensure that contract sum is within the budget	% 100	None to date	% 0	Advice in relation to heating options	% 100	None to date	% 0	None to date	% 0		%
					Undertake BCIS cost analyses										Monitor changes in production information	
Comments & % Complete	N/A	% 0	N/A	% 0	As Client format	% 100	N/A	% 0		% 0	N/A	% 0	N/A	% 0		%
Comments & % Complete	Secure approvals from CLIENT		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals from CLIENT/PL	
	Ongoing	% 100	Ongoing	% 100	Ongoing	% 100	Ongoing	% 100	Pipe routings and upgrade options analysed	% 100	Ongoing	% 100	Ongoing	% 100		%

Design Team Compliance with RIBA Stage E – Final Proposals for Phase 1b (Low Rise)

This schedule sets out against each of the Work Stages and key events, the responsibilities to be completed by the respective professional skills (having regard to the responsibilities being performed by others). The services to be provided must be carried out in compliance with the SBDS procedures. Where the service is being provided by SBDS, the Schedule should be read in conjunction with the SLA service specification where applicable. If external consultants are engaged to fulfil any of the roles, the Schedule must be read in conjunction with their specific terms of appointment.

Each Consultant is responsible for its own delivery of services under CDM Regulations and H&S generally.

	24.05.05 Project Leader		24.05.05 Architect (Stage 1b) LBA (AR)		23.05.05 Quantity Surveyor BPTW (QS)		26.05.05 Building Services Engineer DMP (BSE)		27.05.05 Building Services Engineer WOP (BSE)		26.05.05 Structural Engineer ACA (STR)		24.05.05 Landscape Architect LBAL (LA)		? Planning Supervisor SBDS (PS)	
	LBA (PL)															
Comments & % Complete	Co-ordinate development of detailed design		Develop detailed design in conjunction with other Design Team members and PS		Prepare detailed cost plans		Develop detailed design in conjunction with other Design Team members and PS		Develop detailed design in conjunction with other Design Team members and PS		Develop detailed design in conjunction with other Design Team members and PS		Develop detailed design in conjunction with other Design Team members and PS		Continue to review with Design Team members foreseeable risks, risk assessment	
	Completed as continuous need	% 100	Completed in consultation/ coordination	% 100	As Phase 1a estimated prepared/formatted progressively	% 100	Completed	% 100	Completed, documents being prepared against current information	% 80	Main member setting out and sizes	% 100	Completed with 1a	% 100		%
Comments & % Complete	Review programmes and progress		Review completion of designs with other Design Team members		Ensure cost plans, cost checks, cost advice proceed to programme.		Provide information to QS for cost plans and cost checks		Provide information to QS for cost plans and cost checks		Review completion of designs with other Design Team members		Review completion of designs with other Design Team members		Continue to develop H&S Plan and File	
	Completed via regular progress review cycles	% 100	Completed	% 100	As Phase 1a updated regularly and Design Team briefed	% 100	Completed	% 100	Ongoing	% 75	Completed	% 100	Completed with 1a	% 100		%
Comments & % Complete			Review cost plans with QS and agree and effect changes to keep within budget.		Advise on elements of design liable to give rise to over-expenditure		Prepare pre-tender documents as necessary		Prepare pre-tender documents as necessary						Advise on procurement of contracts	
	Completed in close liaison with QS, Design Team, and Client	% 100	Completed	% 100	As Phase 1a – feedback cycle in place	% 100	Completed	% 100	Ongoing	% 90	Advice on structural robustness	% 100	Completed for 1st Stage Tender and as part of site wide review	% 100		%
Comments & % Complete	Co-ordinate statutory approvals		Make application regarding statutory requirements.				Advise on statutory requirements and prepare applications.		Advise on statutory requirements and prepare applications.		Advise on statutory requirements and prepare applications.		Advise on statutory requirements and prepare applications.			
	Coordinated via meetings with relevant bodies	% 100	Achieved via coordination meetings; planning approvals prepared prior to suspension	% 95	N/A	% 0	Completed	% 100	At detailed work stage	% 75	Ongoing	% 50	Coordinated via 1a and meetings with all relevant bodies	% 100		%

	24.05.05 Project Leader		24.05.05 Architect (Stage 1b)		23.05.05 Quantity Surveyor		26.05.05 Building Services Engineer DMP (BSE)		27.05.05 Building Services Engineer WOP (BSE)		26.05.05 Structural Engineer		24.05.05 Landscape Architect		? Planning Supervisor	
	LBA (PL)		LBA (AR)		BPTW (QS)						ACA (STR)		LBAL (LA)		SBDS (PS)	
			Liaise with PS in the development of the H&S Plan and File.				Liaise with PS in the development of the H&S Plan and File.		Liaise with PS in the development of the H&S Plan and File.		Liaise with PS in the development of the H&S Plan and File.		Liaise with PS in the development of the H&S Plan and File.			
Comments & % Complete	Complete up to 1st Stage Tender	% 100	Will be complete once Chartridge Infill and structural robustness assessed	% 90	N/A	% 0	Risk Assessments completed	% 100	Risk assessment in progress	% 50	Risk Assessment issued; design specific assessment required	% 80	Completed via 1st Stage Tender and with 1b	% 100		%
	Present designs and costs to CLIENT		Prepare presentation material for PL and attend meetings as required										Prepare presentation material for PL and attend meetings as required		Prepare presentation material for PL	
Comments & % Complete	Completed via Design Board/Client Board Meetings et. al.	% 100	Completed	% 100	N/A	% 0	N/A	% 0	N/A	% 0	N/A	% 0	Completed	% 100		%
	Prepare and submit Work Stage Report, consider risks and identify any instructions required		Contribute to Work Stage Report, identify any instructions required		Contribute to Work Stage Report, identify any instructions required		Contribute to Work Stage Report, identify any instructions required		Contribute to Work Stage Report, identify any instructions required		Contribute to Work Stage Report, identify any instructions required		Contribute to Work Stage Report, identify any instructions required		Contribute to Work Stage Report, identify any instructions required	
Comments & % Complete	Stage D report completed; Stage E coordinated and presented	% 100	Completed	% 100	As Phase 1a – cost estimated and Section Report completed	% 100	Completed	% 100	Ongoing	% 100	Completed	% 100	Completed	% 100		%
	Secure approvals from CLIENT		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals from CLIENT/PL	
Comments & % Complete	Completed up to suspension of project	% 100	Completed up to suspension of project	% 100	As Phase 1a – a progress demanded	% 100	Completed	% 100	Agreed as progressed/ongoing	% 80	Completed up to suspension of project	% 100	Agreed as progressed/ongoing	% 100		%

Design Team Compliance with RIBA Stage F & G – Production Information/Tender Documents for Phase 1b (Low Rise)

This schedule sets out against each of the Work Stages and key events, the responsibilities to be completed by the respective professional skills (having regard to the responsibilities being performed by others). The services to be provided must be carried out in compliance with the SBDS procedures. Where the service is being provided by SBDS, the Schedule should be read in conjunction with the SLA service specification where applicable. If external consultants are engaged to fulfil any of the roles, the Schedule must be read in conjunction with their specific terms of appointment.

Each Consultant is responsible for its own delivery of services under CDM Regulations and H&S generally.

	24.05.05 Project Leader		24.05.05 Architect (Stage 1b)		23.05.05 Quantity Surveyor		26.05.05 Building Services Engineer DMP (BSE)		27.05.05 Building Services Engineer WOP (BSE)		26.05.05 Structural Engineer		24.05.05 Landscape Architect		? Planning Supervisor	
	LBA (PL)		LBA (AR)		BPTW (QS)						ACA (STR)		LBAL (LA)		SBDS (PS)	
Comments & % Complete	Convene Design Team meeting		Attend Design Team meeting		Attend Design Team meeting		Attend Design Team meeting		Attend Design Team meeting		Attend Design Team meeting		Attend Design Team meeting			
	Completed up to suspension	% 100	Completed	% 100	As Phase 1a – all Design Team Meetings attended	% 100	1st Stage Tender	% 100	Meetings attended as requested	% 100	Completed up to suspension	% 100	Completed for 1st Stage Tender	% 100		%
							2nd Stage Tender	80								
Comments & % Complete	Agree detailed programmes		Agree detailed programmes		Agree detailed programmes		Agree detailed programmes		Agree detailed programmes		Agree detailed programmes		Agree detailed programmes		Review with Design Team members foreseeable risks, Risk Assessment	
	Work programmes met up to suspension	% 100	Work programmes met up to suspension	% 100	As Phase 1a – programmes agreed and monitored	% 100	Work programmes met	% 100	Ongoing	% 80	Work programmes met up to suspension	% 100	Work programmes meeting	% 100		%
	Monitor and co-ordinate preparation of production information		Prepare production information		Prepare tender documents. Incorporate contract amendments and insertions into tender documents after consultation with CLIENT		Prepare production information		Prepare production information		Prepare production information		Prepare production information		Liaise with Design Team members in respect of contract, preliminaries, employer's requirements and specification clauses in the tender document	
Comments & % Complete	1st Stage Tender	% 100	1st Stage Tender	% 100	As Phase 1a Tender document for 1 st Stage Tender and Quick Wins	% 100	1st Stage Tender	% 100	Tender documents being prepared	% 80	1 st Stage Tender	% 100	Complete with 1b 1st Stage Tender and for ASE project	% 100		%
	2nd Stage Tender	70	2nd Stage Tender	60			2nd Stage Tender	90			2 nd Stage Tender	70				

	24.05.05 Project Leader		24.05.05 Architect (Stage 1b)		23.05.05 Quantity Surveyor		26.05.05 Building Services Engineer DMP (BSE)		27.05.05 Building Services Engineer WOP (BSE)		26.05.05 Structural Engineer		24.05.05 Landscape Architect		? Planning Supervisor	
	LBA (PL)		LBA (AR)		BPTW (QS)						ACA (STR)		LBAL (LA)		SBDS (PS)	
Comments & % Complete	Co-ordinate sub-contract tender documentation		Prepare sub-contract tender documentation as necessary		Prepare sub-contract tender documentation as necessary		Prepare sub-contract tender documentation as necessary		Prepare sub-contract tender documentation as necessary		Prepare sub-contract tender documentation as necessary		Prepare sub-contract tender documentation as necessary			
	Completed in liaison with sub-consultants	% 100	Advice given	% 100	N/A	% 0	1st Stage Tender	% 100	No sub-contract, liaise with DMP	% 80	Advice given up to suspension	% 100	N/A	% 0		%
Comments & % Complete	Confirm to CLIENT statutory approvals obtained		Provide information to and liaise with other team members and PS				Provide information to and liaise with other team members and PS		Provide information to and liaise with other team members and PS		Provide information to and liaise with other team members and PS		Provide information to and liaise with other team members and PS			
	Completed progressively	% 100	Completed/including Chartridge Infill & structural robustness	%	N/A	% 0	1st Stage Tender	% 100	Tender documents being prepared	% 80	Completed progressively	% 100	Completed with 1b 1st Stage Tender & ASE project	% 100		%
Comments & % Complete	Monitor and co-ordinate cost checks.		Provide information to QS for cost checks		Check production information against cost plan and deal with variations		Provide information to QS for cost checks		Provide information to QS for cost checks		Provide information to QS for cost checks		Provide information to QS for cost checks			
	Completed progressively and on estate-wide issues	% 100	Completed to date	% 100	As Phase 1a – reviews done progressively	% 100	Completed	% 100	Stage 1 pc sums and costing	% 100	Completed to date	% 100	Completed	% 100		%
Comments & % Complete			Liaise with PS in the preparation of the H&S Plan and File		Liaise with PS in the preparation of the H&S Plan and File		Liaise with PS in the preparation of the H&S Plan and File		Liaise with PS in the preparation of the H&S Plan and File		Liaise with PS in the preparation of the H&S Plan and File		Liaise with PS in the preparation of the H&S Plan and File		Prepare pre-tender H&S Documents for inclusion with tender documents and agree with design team	
	Coordinated	% 100	Completed (inc. structural robustness & Chartridge Infill)	% 100	Completed	% 100	Risk Assessments completed	% 100	Risk assessment being prepared	% 50	Ongoing	% 100	Completed 1st Stage Tender	% 100		%

	24.05.05 Project Leader		24.05.05 Architect (Stage 1b)		23.05.05 Quantity Surveyor		26.05.05 Building Services Engineer DMP (BSE)		27.05.05 Building Services Engineer WOP (BSE)		26.05.05 Structural Engineer		24.05.05 Landscape Architect		? Planning Supervisor	
	LBA (PL)		LBA (AR)		BPTW (QS)						ACA (STR)		LBAL (LA)		SBDS (PS)	
	Consult CLIENT on any advance actions required		Advise PL on any advance actions required		Report to CLIENT on any unforeseen over- expenditure		Advise PL on any advance actions required		Advise PL on any advance actions required		Advise PL on any advance actions required		Advise PL on any advance actions required			
Comments & % Complete	Completed up to point of suspension	%	Completed	%	As Phase 1a via regular updates	%	Completed	%	1 st Stage Tender	%	Completed	%	Completed and via estate-wide advice	%		%
	1st Stage Tender	100	1st Stage Tender	100												
	2nd Stage Tender	75	2nd Stage Tender	60												
	Secure approvals from CLIENT		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals from CLIENT/PL		Secure approvals from CLIENT/PL	
Comments & % Complete	Completed to date	% 100	Completed to date	% 100	Completed to date	% 100	Completed to date	% 100	Completed for work to date	% 100	Completed to date	% 100	Completed to date	% 100		%

Design Team Compliance with RIBA Stage H – Tender Action for Phase 1b (Low Rise)

This schedule sets out against each of the Work Stages and key events, the responsibilities to be completed by the respective professional skills (having regard to the responsibilities being performed by others). The services to be provided must be carried out in compliance with the SBDS procedures. Where the service is being provided by SBDS, the Schedule should be read in conjunction with the SLA service specification where applicable. If external consultants are engaged to fulfil any of the roles, the Schedule must be read in conjunction with their specific terms of appointment.

Each Consultant is responsible for its own delivery of services under CDM Regulations and H&S generally.

	24.05.05 Project Leader		24.05.05 Architect (Stage 1b)		23.05.05 Quantity Surveyor		26.05.05 Building Services Engineer DMP (BSE)		27.05.05 Building Services Engineer WOP (BSE)		26.05.05 Structural Engineer		24.05.05 Landscape Architect		? Planning Supervisor	
	LBA (PL)		LBA (AR)		BPTW (QS)						ACA (STR)		LBAL (LA)		SBDS (PS)	
Comments & % Complete	Arrange for other contracts to be let co-incident to main contracts				Advise on tender procedures										Advise CLIENT on H&S aspects of tender procedures	
	Quick Wins up to point of suspension	% 100	N/A	% 0	As Phase 1a – alternatives/benefits/drawbacks explained	% 100	N/A	% 0	N/A	% 0	N/A	% 0	N/A	% 0		%
Comments & % Complete	Advise CLIENT on firms selected to tender		Advise PL on firms selected on tender		Advise PL on firms selected on tender		Advise PL on firms selected on tender		Advise PL on firms selected on tender		Advise PL on firms selected on tender		Advise PL on firms selected on tender		Advise CLIENT on competence and resources of selected tenderers	
	Completed	% 100	Completed	% 100	As Phase 1a – previous knowledge/views relayed	% 100	Advice given	% 100	Advice given	%	N/A	% 0	Advice given	% 100		%
Comments & % Complete					Advise CLIENT on bonds											
	N/A	% 0	N/A	% 0		%	N/A	% 0	N/A	%	N/A	% 0	N/A	% 0	N/A	% 0
Comments & % Complete	Co-ordinate invitations to tenders		Provide tender documentation and assist in invitations to tender		Compile invitations and send tender documents to selected contracts where required		Provide tender documentation and assist in invitations to tender		Provide tender documentation and assist in invitations to tender		Provide tender documentation and assist in invitations to tender		Provide tender documentation and assist in invitations to tender		Review and update H&S Plan and File	
	Completed 1 st Stage Tender & Quick Wins	% 100	1st Stage Tender	% 100	As Phase 1a – tender docs prepared and despatched to programme	% 100	1st Stage Tender	% 100	1 st Stage N/A	% 0	1st Stage Tender (including robustness advice)	% 100	1st Stage Tender	% 100		%
			2nd Stage Tender	60			2nd Stage Tender	90	2 nd Stage ongoing	80	2 nd Stage Tender	70				

	24.05.05 Project Leader		24.05.05 Architect (Stage 1b)		23.05.05 Quantity Surveyor		26.05.05 Building Services Engineer DMP (BSE)		27.05.05 Building Services Engineer WOP (BSE)		26.05.05 Structural Engineer		24.05.05 Landscape Architect		? Planning Supervisor	
	LBA (PL)		LBA (AR)		BPTW (QS)						ACA (STR)		LBAL (LA)		SBDS (PS)	
	Co-ordinate tender reports		Contribute to tender reports		Carry out tender checks and correction/ adjustments. Examine and analyse tenders. Prepare and submit tender reports to CLIENT in conjunction with PL, other Design Team members & PS		Prepare tender analysis and liaise with QS		Prepare tender analysis and liaise with QS		Prepare tender analysis and liaise with QS		Prepare tender analysis and liaise with QS		Appraise tenders, H&S Plan, method statements from preferred tenderer for PC	
Comments & % Complete	In preparation	% 95	As requested	% 100	As Phase 1a – 1st Stage Tenders analysed; report prepared	% 100	N/A	% 0	N/A	% 0	N/A	% 0	N/A	% 0		%
							Contribute to tender reports		Contribute to tender reports		Contribute to tender reports		Contribute to tender reports			
Comments & % Complete	Completed for 1 st Stage Tender	% 100	As requested	% 100	N/A (author)	%	None to date	% 0	None to date	% 0	None to date	% 0	Note to date	% 0		%
	Co-ordinate savings, revisions and negotiations when reductions are necessary, and report to CLIENT		Contribute to achieving reductions as necessary		Contribute to achieving reductions if necessary and report to CLIENT		Contribute to achieving reductions as necessary		Contribute to achieving reductions as necessary		Contribute to achieving reductions as necessary		Contribute to achieving reductions as necessary		Advise on appointment of PC including confirming adequacy of H&S Plan to CLIENT in writing prior to start on site	
Comments & % Complete	Advice given	% 100	Advice given	% 100	As Phase 1a – options mooted as fallback	% 100	None to date	% 0	None to date	% 0	None to date	% 0	None to date	% 0		%
					Undertake BCIS cost analyses										Monitor changes in production information	
Comments & % Complete	N/A	% 0	N/A	% 0	As Phase 1a (Client format)	% 100	N/A	% 0	N/A	%	N/A	% 0	N/A	% 0		%
	Secure approvals from CLIENT		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals through PL		Secure approvals from CLIENT/PL	
Comments & % Complete	Ongoing	% 100	Ongoing	% 100	Ongoing	% 100	Ongoing	% 100	Ongoing	% ?	Ongoing	% 100	Ongoing	% 100		%

