

# Design Development

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# Design Development

## Broad Topics to cover

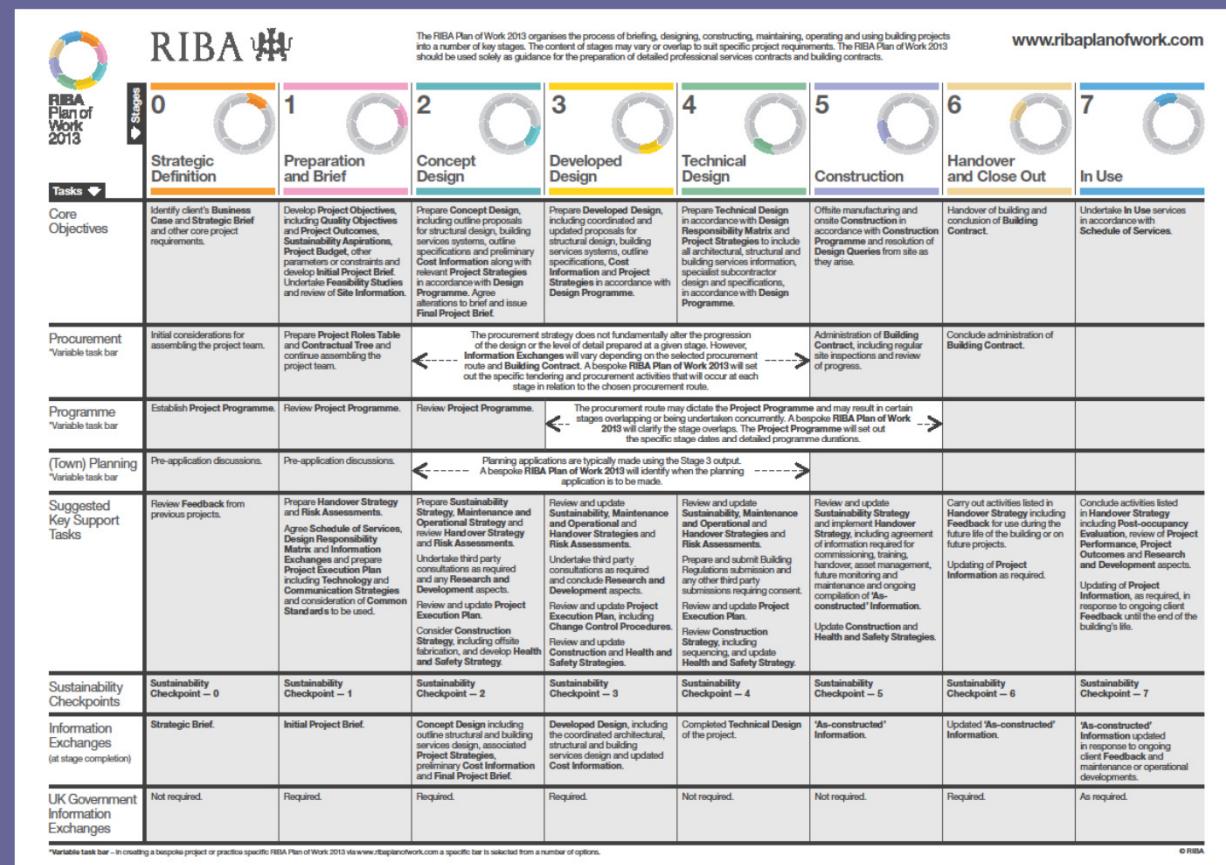
- The Architectural Process (RIBA Plan of Work)
  - Briefing
  - Design team
  - Contracts
- Contract Administration & Cost Control

# Architectural Process

## RIBA PLAN OF WORK 2013

### Structured process from start to finish

- Organises process
- Briefing
- Design
- Construction
- Maintaining
- Operation
- Includes Milestones
- Stages can overlap



# Architectural Process

## RIBA PLAN OF WORK

### Assemble Project Team

#### Who do you need?

- Need to appoint competent design team
- Can be individual appointments or a “One Stop Shop”
- Define scope of the appointment
- Make written formal appointment
- Usually Expected Disciplines

Architect/Lead Consultant

CDM Coordinator (Where Notifiable)

Services Engineer

Structural Engineer

Quantity Surveyor

Others ? EG Clerk of Works

# Architectural Process

## RIBA PLAN OF WORK

- Early documenting of briefing, permits the main tasks to go ahead with minimised potential for misunderstanding, to assist greatly in achieving the ultimate objective

### The Brief

A short, but not exhaustive checklist of issues to consider

- The people (you) who will use the space, your dreams, resources, concerns.
- Priorities, **must haves**, **would be nice to have**, what **isn't important**.
- **What works** in your building, but also **what does not work**.
- The site / building, its attributes, orientation, size, slope etc.
- Where the building might go, its relation to access, services, views, sun.
- What the building might contain and **interrelated links**.
- What things are you considering at a later date and what can usefully be allowed for now in the strategic planning.
- What 'feel' is expected, building style, material preferences.
- Budget realities.

# Contracts

## QUESTIONS

Some questions for you

# Contracts

## QUESTIONS

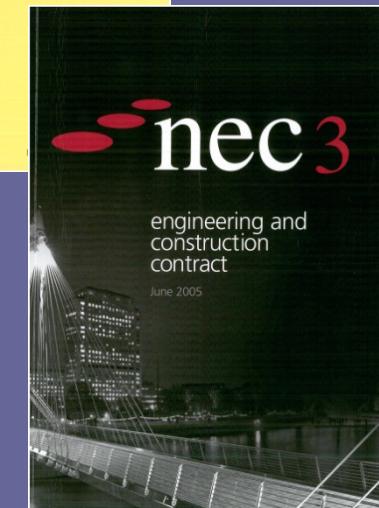
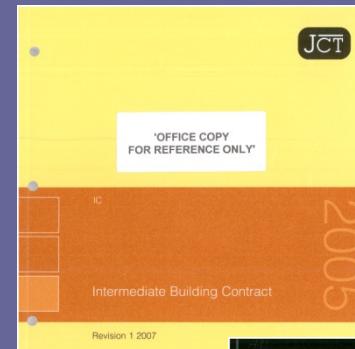
- What are Contracts?
- Why have Contracts?
- Who enters into Contracts?

# Contracts

- What are Contracts – In simplest form Exchange of Promises
- Why have Contracts - Each party knows what expected
- Who enters into contracts – Usually only 2 parties
- Contract Requirement
  - Simple contract
  - Offer and acceptance
  - Parties to a contract
  - Breach of Contract

# Contracts

- Building Contracts
- Types of Building Contract
  - Traditional
  - Design & Build
  - Other
- Main Contract Forms
  - JCT Standard Form (SBC 11)  
Intermediate Form (IC 11)  
Minor Works (MW 11)
  - NEC site of Contracts
  - Others

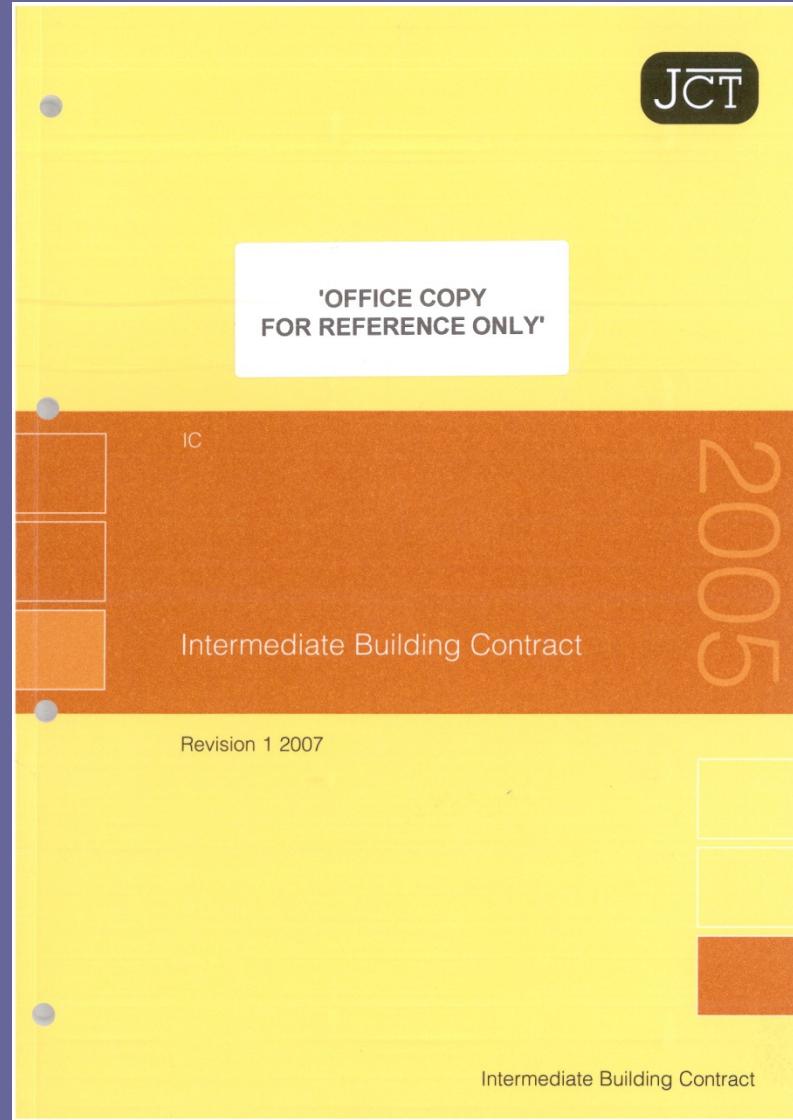


# Contracts

- Roles in the Contract
- **Employer**
  - Duties
  - Obligations
- **Contractor**
  - Duties
  - Obligations
  - Sub-contracting
- **Contract Administrator**
  - Duties
  - Obligations

# Contract Administration

- Who does what and when
  - Contract Administrator
  - Employer
- Certificate Types
  - Payment
  - Practical Completion
  - Making Good defects
  - Final certificate
  - Extension of Time
  - Non Completion
- Time scales
  - Especially note payment terms
  - Failure to comply is breach of contract



# Contract Administration

- Payment Certificates
- Practical Completion
- Making Good Defects
- Final Certificate
- Instructions

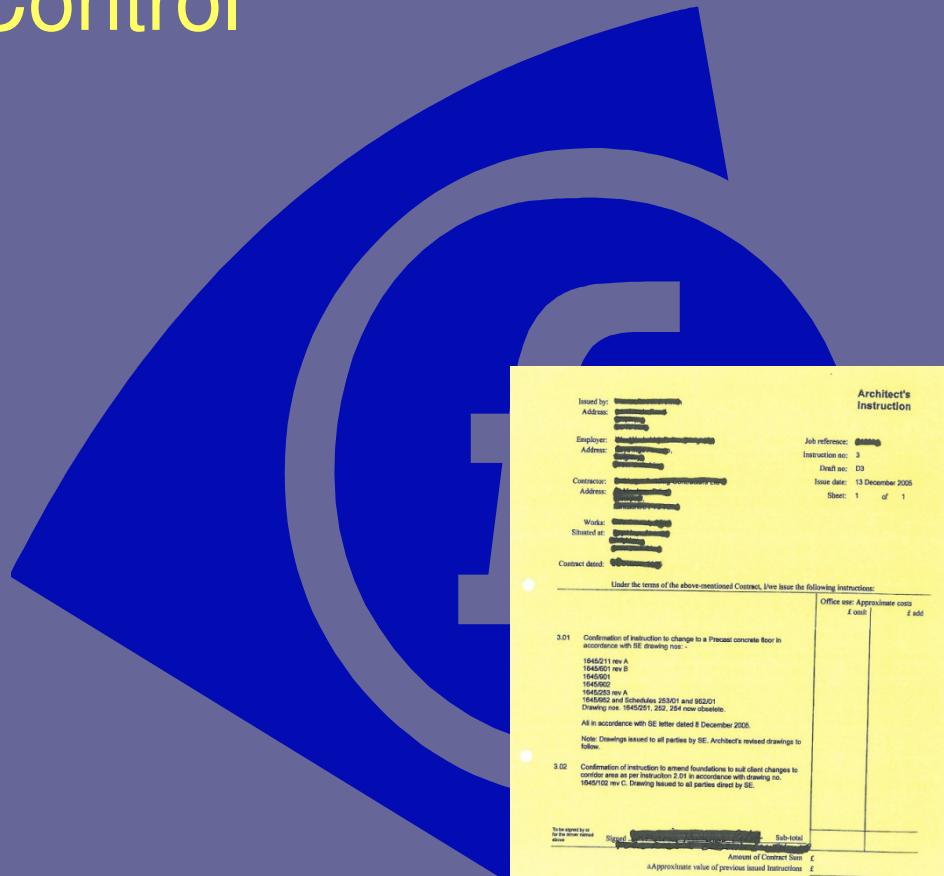
The image displays five distinct documents used in contract administration:

- Interim Certificate and Directions:** A document with fields for Issued by, Address, Employer, Address, Contractor, Address, Works, Situated at, Contract date (24 October), and a detailed breakdown of costs (Gross £, Less £, Less £, Less £, Net £). It includes a statement of payment due and a signature section.
- Certificate of Practical Completion:** A document with fields for Issued by, Address, Employer, Address, Contractor, Address, Works, Situated at, Contract date, and a statement of completion.
- Certificate of Making Good Defects:** A document with fields for Issued by, Address, Employer, Address, Contractor, Address, Works, Situated at, Contract date, and a statement of making good defects.
- Final Certificate:** A document with fields for Serial no., Job reference, Date of issue, Final date for payment, and a detailed breakdown of costs (Gross £, Less £, Less £, Less £, Net £). It includes a statement of final payment and a signature section.
- Architect's Instruction:** A document with fields for Issued by, Address, Employer, Address, Contractor, Address, Works, Situated at, Contract date, and a section for instructions. It includes a signature section and a table for office fees.

# Contract Administration

- Variations & Cost Control

- What are variations?
- Why are they needed?
- How are they documented?
- How are they dealt with?
- What are the implications?



Architect's Instruction

Job reference: 123456  
Instruction no: 3  
Draft no: 03  
Issue date: 13 December 2006  
Sheet: 1 of 1

Under the terms of the above-mentioned Contract, I/we issue the following instructions:

Office no.	Approximate cost
£ call	£ add

3.01 Confirmation of instruction to change to a Precast concrete floor in accordance with SE drawing nos.:

1645/01 rev A  
1645/01 rev B  
1645/01 rev C  
1645/01 rev D  
1645/01 rev E  
1645/01 rev F  
1645/01 rev G  
1645/01 rev H  
1645/01 rev I  
1645/01 rev J  
1645/01 rev K  
1645/01 rev L  
1645/01 rev M  
1645/01 rev N  
1645/01 rev O  
1645/01 rev P  
1645/01 rev Q  
1645/01 rev R  
1645/01 rev S  
1645/01 rev T  
1645/01 rev U  
1645/01 rev V  
1645/01 rev W  
1645/01 rev X  
1645/01 rev Y  
1645/01 rev Z

All in accordance with SE letter dated 8 December 2006.

Note: Drawings issued to all parties by SE. Architect's revised drawings to follow.

3.02 Confirmation of instruction to amend foundations to suit client changes to corner area as per instruction 2.01 in accordance with drawing no. 1645/01 rev C. Drawing issued to all parties direct by SE.

To be signed by me for and on behalf of the client

Sub-total

Amount of Current Sum	£
£ Approximate value of previous issued instructions	£
£ Sub-total	£
£ Approximate value of this instruction	£
£ Approximate adjusted sum	£

Disbursements

Construction (1)  
 Design (1)  
 General (1)  
 Head Office/Head-Contractor (1)  
 Head Office/Head-Contractor (2)  
 Quantity Surveyors (2)  
 Structural Engineers (1)  
 Planning (1)  
 Other (1)  
 VAT (1)

FIDB 1st Oct 2006

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# Contract Administration

- Variations & Cost Control

- What are variations?
- Why are they needed?
- How are they documented?
- How are they dealt with?
- What are the implications?



**Avoid adding in work or changing  
your mind during construction**

**“IT WILL COST YOU”**

# Contract Administration

- Other certificates

- Extension of Time
  - Timescales for issue
  - Effect of certificate
  - What needed before issuing
- Non Completion
  - What is the certificate
  - When is it issued
  - Why is it needed
  - Can they be cancelled

Issued by:	[REDACTED]			Certificate of Non- Completion
Address:				
Employer:	[REDACTED]			Job reference: [REDACTED]
Address:				
Contractor:	[REDACTED]			Certificate no: 1
Address:				
Works:	[REDACTED]			Issue date: 30 June 2006
Shamed at:	[REDACTED]			
Contract dated:	[REDACTED]			
<p>Under clause 24.1 of the above-mentioned Contract,      I/we hereby certify that the Contractor has failed to complete      the Works</p>				
Section no:	[REDACTED]			of the Works
<p>by the Completion Date <u>07 April 2006</u></p>				
<p>To be signed by or for the Employer named above</p>				
<p><i>[Signature]</i></p>				
Signed:				
Distribution:	<input checked="" type="checkbox"/> Employer (11) <input type="checkbox"/> Structural Engineer <input type="checkbox"/> Planning Supervisor <input type="checkbox"/> <input checked="" type="checkbox"/> Contractor (1) <input type="checkbox"/> M&E Consultant <input type="checkbox"/> <input type="checkbox"/> Other <input checked="" type="checkbox"/> Quantity Surveyor <input type="checkbox"/> Clerk of Works <input type="checkbox"/> <input checked="" type="checkbox"/> File			
<p>F154A (Rev JCT 98)</p>				
<p>© KBA Integrates Ltd 2003</p>				

# Construction Act

*The “Construction Act 2009” came into force on the 1 October 2011, and will apply to all construction contracts that are entered into on or after this date*

- What is this
- Originally the Act was established to
  - Designed to maintain cash flow in construction contracts.
  - The “Scheme” for payment
  - Non payment implications
  - Rapid resolution of disputes

# QUESTIONS

A few more questions for you

# QUESTIONS

- How should schools engage in the design process?
- What type of contract would you use for a building project?
- Who should act as Contract Administrator?
- Who should instruct the builder?
- How and when should you pay the Builder?

# Activity 2

- How should schools engage in the design process?

Employ design team /spend time developing the brief at early stages / agree designs

- What type of contract would you use for a building project?

A standard forms of recognised building contract

- Who should act as Contract Administrator?

Your Architect/Lead Consultant

- Who should instruct the builder?

The Contract Administrator

- How and when should you pay the Builder?

In line with the issued certificates & contract terms . Do not pay in advance.

# Summary

- Allow sufficient time in the early stages for clear briefing
- Establish your budget early
- Formally appoint a competent design team
- Ensure all Statutory Approvals and notifications are obtained
- Ensure you sign off/agree designs at set stages
- Fully document the project before issuing for tender
- Have a formal building contract drawn up
- Have the Contract administered correctly
- Understand responsibilities defined within the contract
- Avoid design or scope changes during construction
- Understand the arrangements during the defects period