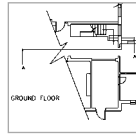
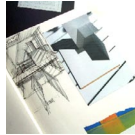


## services

### architecture

(standard form of agreement SFA 99)



### RIBA Outline Plan of Work

Design and construction proceeds through a number of work stages which are summarised below.

FEASIBILITY

#### **A&B Appraisal and Briefing**

Identification of client's requirements and preparation of initial brief confirming key requirements and constraints. Identification of scope of services and range of consultants to be engaged for the Project. Preparation of sketch studies to enable the client to decide whether to proceed and to select the probable procurement method.

#### **C&D Outline Proposals / Detailed Proposals**

Commence development of initial Brief into full Project Brief. Preparation of Outline Proposals, estimate of cost and review of procurement route. Update Project Brief and preparation of Detailed Proposals. Application for full Development Control approval.

PRE-CONSTRUCTION PERIOD

#### **E Final Proposals**

Preparation of final proposals for the Project sufficient for co-ordination of all components and elements of the Project. Application for statutory approvals (Building Regulations).

#### **F Production Information**

**F1** Preparation of Production Information in sufficient detail to enable tenders to be obtained.  
**F2** Preparation of further production information required under the building contract.

#### **G&H Tender Documentation / Tender Action**

Preparation and collation of Tender Documentation in sufficient detail to enable tenders to be obtained for the construction of the Project. Identification and evaluation of potential contractors and/or specialists. Obtaining and appraising tenders and submission of recommendations to the client

CONSTRUCTION PERIOD

#### **J Mobilisation**

Letting the building contract, appointing the contractor. Issuing of production information to the contractor and arranging site hand-over to the contractor.

#### **K Construction to Practical Completion**

Administration of the building contract up to and including practical completion.

#### **L After Practical Completion**

Administration of the building contract after practical completion. Making final inspections and settling the final account.

Stages E,F & G are combined for small works projects.