

SCHEDULE OF STANDARD ARCHITECTURAL SERVICES

1 STANDARD WORK STAGES

STAGE 1	Survey
STAGE 2	Architectural design A
STAGE 3	Architectural design B
STAGE 4	Planning application
STAGE 5	General working drawings and specifications
STAGE 6	Building Warrant application
STAGE 7	Tender action
STAGE 8	Contract administration and inspections

2 SERVICES TO BE PROVIDED AT EACH STAGE

Standard stages described follow the normal progression of a project. Occasionally, there may be variations, such as clients submitting their own planning application or making their own arrangements to have building work carried out. In such cases, only the work stages carried out will be charged for.

STAGE 1 Survey

In the case of works to an existing building, it will almost always be necessary to carry out a measured survey of that building, followed by the preparation of plans as existing. These plans will then be used as the basis for plans showing the proposed alterations or extension(s).

In the case of a new building, it will often be necessary to take measurements and levels on site, and to prepare a site layout drawing, so that accurate siting of the new building can be established, as well as floor levels relative to the slope of the site, if any.

NOTE: Because buildings and sites can vary considerably in their complexity, fees for this stage are charged on a time basis. An approximate estimate can however be made, following inspection of the site or building. The time charge will include surveying on site and preparation of survey drawings in the office.

STAGE 2 Architectural design A

Preparation of preliminary drawings showing proposals for the project, based on briefing information provided by the client. These drawings will show dimensions and sufficient visual detail to illustrate the architect's intentions. This stage will include preliminary discussions with the client, and presentation and discussion of the proposals.

STAGE 3 Architectural design B

Following discussion and agreement on the proposals, and development of the design, final design drawings will be prepared. These will be suitable for submission with an application for Planning Consent.

NOTE : Stages 2 and 3 will often be amalgamated, as architectural design is not always a clear cut process, and several alternatives may be prepared and presented during the development and finalisation of the design. Equally, the full scope of these stages may not be necessary in every case, especially if clear cut intentions are presented by the client at the briefing stage. As a result, fees for these stages may vary. Generally, the fee stated in the schedule for stage 2 will be payable in full, whereas the fee for stage 3 may be reduced.

STAGE 4 Planning application

Preparation and submission of application for Planning Consent, including serving notice on neighbours. This stage will also include any necessary discussion with the Planning authority, and making minor amendments to the proposals if requested by the Planning Officer. Major amendments requested by the Planning officer may incur additional work and as a result, additional fees may be due. In such cases, the client will be notified, and the amount of such additional fees agreed.

Fees for this stage will be chargeable in 2 instalments:

- a. At time of making application
- b. On receipt of formal decision from local authority.

Fees payable to the local authority for applications are not included in fees for architectural services.

STAGE 5 Working drawings and specifications

Preparation of plans, sections, elevations, foundation plan, drainage layout and electrical layout, usually at a scale of 1:50 or 1:100, together with appropriate site layout, and any other drawings necessary for Building Warrant or general construction purposes, showing constructional information and dimensions. A written specification will also be prepared, usually in the form a printed document. For smaller projects, the specification may be included in the drawing(s).

NOTE: Depending on the requirements of the building or site, and if stipulated by the Planning or Building Control authority, specialist services may be required for: Soil percolation tests, Structural Design, Energy Conservation calculations (SAP rating), soakaway design (SUDS). Fees for architectural services do not include any allowance for fees to be paid to such specialist consultants.

STAGE 6 Building Warrant application

Preparation and submission of application for Building Warrant (Building Regulations approval). This stage includes liaison with the local authority's Building Control Department whilst the application is being dealt with, and amending drawings to meet their requirements, if necessary.

In the case of a new house, a standard energy rating calculation must be submitted, and a specialist consultant will be appointed to do this. Fees for this service are not included in architectural services.

Fees for this stage will be chargeable in 2 instalments:

- c. At time of making application
- d. On receipt of formal decision from local authority.

Fees payable to the local authority for applications are not included in fees for architectural services.

STAGE 7 Tender action

Preparation of tendering/contract documents, containing conditions of contract, details of items to be included in contract costs, and instructions for contractors submitting tenders, together with specifications for finishes, fittings and components. These documents, together with all working drawings and specifications will be issued to a selected group of contractors, and subsequently tenders received will be examined and a recommendation made as to the appointment of a contractor.

STAGE 8 Contract administration and inspections

Architectural services during the contract stage will include the following:

- a. Generally acting on behalf of the client in communicating and dealing with the appointed contractor and the local authority, and with the services suppliers, who will arrange supplies of water, electricity and so on
- b. Carrying out regular site inspections in order to monitor progress, workmanship, compliance with plans and specifications, unforeseen matters which may arise on site. The timing and frequency of such inspections will depend on progress and the stage of work reached at any given time. If appropriate formal site meetings will be held, but if not, all relevant decisions will be recorded.
- c. Reporting to client from time to time as required to advise on progress etc, and accompanying client on any site visits requested.
- d. Issuing instructions to the contractor on client's behalf in relation to any variations which may be instructed.
- e. Agreeing interim valuations of work carried out on a monthly basis and issuing certificates for payment.
- f. Carrying out inspection at end of construction stage, issuing list of defects and outstanding works to contractor, monitoring completion of these items, and issuing Certificate of Practical Completion, at the time of handing the completed building over to the client.
- g. Applying to Local Authority for Certificate of Completion.
- h. Carrying out inspection at end of Defects Liability Period, issuing list of defects and outstanding works to contractor, monitoring completion of these items, and issuing Final Certificate to Contractor.

Importantly, the contract will be established between the Client and the Contractor. The Architect will not be a signatory to the contract, but will be the Client's agent in administering it. The word "supervision" is in common usage, but it is not favoured by the architectural professional institutions, and the term "periodic inspections" is used instead, as this more accurately describes the Architect's involvement.

It is the responsibility of the contractor to execute the works in a satisfactory manner, and in accordance with the contract programme. Any failure by the contractor to comply with his contractual requirements is not the responsibility of the Architect, who will of course employ all means at his disposal within the terms of the building contract to ensure that the contractor is aware of his obligations and how they should be met. Any contractual failure by the contractor will be brought to his attention at the earliest opportunity and reported to the client, and he will be required to rectify any defect in accordance with the contract.

Fees for this service will usually be a percentage of actual building cost, and in addition out of pocket expenses will be chargeable. The normal percentage is 2.5%. Smaller contracts (under £40,000 in value) will be charged at a higher percentage.

ALTERNATIVE TO STAGE 8

In the case of new houses, or works for existing domestic properties, where contract arrangements are to be managed by the client, an Architectural Inspection Service, to meet the requirements of mortgage lenders, is available. This is described in a separate schedule.

3 FEES AND EXPENSES

FEES

Fees for architectural services are based on standard scales, and a fixed price for each of stages 2-6 can be calculated.

Stage 1 is charged on a time basis, and stage 8 is calculated as a percentage of actual building cost (minimum 2.5%).

Once the precise details of the project and architectural services required have been established, a fee assessment will be prepared and agreed.

EXPENSES

All out of pocket expenses are charged as incurred, in addition to fees. These will include prints of drawings, photocopying, postage, telephone, facsimile transmissions, travelling and subsistence.

STAGE PAYMENTS

Fee accounts will be submitted on completion of appropriate stages, such as immediately after submitting a planning application or building warrant application, or issue of tender documents, or at intervals not exceeding 2 months.

It is requested that accounts be settled within 21 days. Delays by outside bodies such as the Planning authority are outwith the control of the architect, and will not therefore have any effect on the timing of payment of architectural fees.

ABANDONED PROJECTS

If the client abandons the project at any time, all fees and expenses incurred up to the date the architect is instructed to cease work will be payable. In the event that any stage has been started but not finished, a charge based on the time spent on that stage will be calculated.

VALUE ADDED TAX

Vat at the current rate must be added to all fees and expenses

4 OTHER SERVICES

If applicable, the following services can be provided in addition to the standard work stages described above:

- Preparation of plans for title deeds
- Obtaining quotation and/or making arrangements for electricity service
- Obtaining quotation and/or making arrangements for gas service
- Obtaining quotation and/or making arrangements for water supply
- Preparing and submitting application for improvement grant
- Carrying out soil percolation tests to local authority requirements
- Assisting with the appointment of a 'Planning Supervisor' and advising on the requirements of the Construction (Design and Management) Regulations 1994 (not applicable to domestic projects)