

## **BLACK DESIGN+BUILD PLAN OF WORK STAGES FOR OUR ARCHITECTURE AND CONSTRUCTION SERVICES;**

Dear Client,

This document is BLACK's Plan of Work and describes our activities from appraising your requirements through to post construction. These stages are also used to identify our fee totals by Work Stage.

Your project ideally needs a vision and key performance indicators to be identified up front [in the early project stages], these indicators will then be monitored for the whole of the Prepare, Design, Construct and Use cycle of your project.

	Work Stage (Common name)	People involved	Purpose of work and decisions needed	Tasks to be undertaken
PREPARATION	Stage A Appraisal (Briefing)	All client interests, architect/ lead designer from BLACK	Identification of Client's requirements and any possible constraints on development. Preparation of studies to enable the Client to decide how to proceed.	Set up project steering group or equivalent and identify the vision and key performance indicators (KPIs) for the project. In preparing our contract with client, the following might be discussed: <ul style="list-style-type: none"> <li>• Appoint Design Team</li> <li>• Prepare option appraisals</li> <li>• Fix budget for project</li> <li>• Develop scheme with client so as to determine budget</li> <li>• Set up Client organisation for briefing</li> </ul>
	Stage B Preparing Strategic Brief	Client's representatives, consortium/ BLACK's team members, including architects, engineers and QS according to the nature of the project.	Preparation of general outline of requirements and planning of future action on behalf of, the client with client confirming key requirements and constraints. Identification of procedures, organisational structure and range of consultants and others to be engaged for the project. The strategic brief is a key output from this stage and becomes the clear responsibility of the client.	Studies of user requirements, site conditions, planning, design and cost etc, as necessary to reach decisions Monitor performance against the vision and KPIs for the project: <ul style="list-style-type: none"> <li>• Sketch design proposals</li> <li>• Cost check against budget</li> <li>• Prepare final detailed brief.</li> </ul>
DESIGN	Stage C Outline proposals Stage C begins when the architect's brief has been determined in sufficient detail (Sketch plans)	All client interests, consortium/ BLACK's team members including architects, engineers, QS and specialists are required.	Provide the client with an appraisal and recommendation in order that they may determine the form in which the project is to proceed. Ensure that it is feasible functionally, technically and financially. At this point the development of the strategic brief into the full project brief begins and outline design proposals and cost estimates are prepared.	Develop the brief further. Do studies on user requirements, technical aspects, planning, design and costs as necessary to reach decisions. Monitor performance against the vision and KPIs for the project: <ul style="list-style-type: none"> <li>• Final design developed jointly within budget constraints, most likely to an Agreed Maximum Price (AMP).</li> </ul>
The Brief should not be modified substantially after this point. Changes after this stage can incur additional cost or lengthen the programme.				
DESIGN	Stage D Scheme Design & Planning; Detailed Proposals; Submit Planning Application (Planning drawings)	All client interests, consortium/ BLACK's team members including architects, engineers, QS and specialists are required.	Determines the general approach to the layout, design and construction in order to obtain authoritative approval of the client on the outline proposals. The project brief will be fully developed and detailed proposals will be made and compiled, generally in a "Stage D" report.	Complete final development brief and full design of the project by the architect. Engineers prepare preliminary design. Preparation of cost plan and full explanatory report. Submit proposals for all approvals. Monitor performance against the vision and KPIs for the project: <ul style="list-style-type: none"> <li>• Final design developed jointly within budget constraints, most likely to an Agreed Maximum Price (AMP).</li> </ul>

DESIGN	Stage E Detail Design; Final proposals.	All client interests, consortium/ BLACK's team members including architects, engineers, QS and specialists are required.	Completion of the brief with decisions made on the planning arrangement, appearance, construction method, outline specification and cost of the project. All approvals will be obtained at this stage, including for Building Regulations from the District authorities. In effect, during this Stage, final proposals are developed for the Project sufficient for co-ordination of all its components and elements to realise the construction.	Full design of every part and component of the building by collaboration of all concerned. Complete cost checking of designs. Monitor performance against the vision and KPIs for the project: <ul style="list-style-type: none"> <li>Final design developed jointly within budget constraints most likely to an Agreed Maximum Price (AMP).</li> </ul>
	Any further change in location, size, shape, construction method or cost after this time is likely to result in abortive work.			
DESIGN	Stage F Production information	BLACK's team members including architects, engineers, QS and specialists are required.	Final decisions taken on every matter related to design, specification, construction and cost. Production information required under the building contract to complete the information for construction is then prepared. All statutory approvals should be obtained by the end of this phase.	Prepare final production information i.e. drawings, schedules and specifications. Monitor performance against the vision and KPIs for the project. <ul style="list-style-type: none"> <li>Final design developed jointly within budget constraints most likely to an Agreed Maximum Price (AMP).</li> </ul>
CONSTRUCT	Stage G Project Planning; Mobilisation  (Site Operations)	BLACK's team including construction crew, architects, engineers, QS, specialists and client	Building contract let and Site is handed over to the BLACK	Hand over site to BLACK to prepare prior to construction Monitor performance against the vision and KPIs for the project.  Partnering contract: BLACK's construction and design team in conjunction with the client continue to work to achieve budget/programme.
	Stage H Operations on Site; Construction to Practical Completion  (Site Operations)	BLACK's team including construction crew, architects, engineers, QS, specialists	BLACK programmes the work in accordance with the contract and commences work on site. The client or their representative and BLACK-administers the building contract up to and including practical completion (this is the point at which BLACK hands back ownership of the site and completed project to the client).	BLACK's consultation team ensures regular site inspections of work to ensure it meets specification. Monitor performance against the vision and KPIs for the project
	Stage I Completion  (Site Operations)	BLACK's team including construction crew, architects, engineers, QS, specialists and client	This Stage is clearly separated from the construction phase. Final inspections are made to ensure specifications have been met. In addition, the final account is settled	Monitor performance against the vision and KPIs for the project

USE	Stage L Feedback	BLACK's team including construction crew, architects, engineers, QS, specialists, Client and users as appropriate	At this Stage, the building has been handed over to the client for occupation. Any defects will have been remedied and the final account settled. This allows the management, construction and performance of the project to be assessed.	Analyse job records and inspect completed building(s) as appropriate. Monitor performance against the vision and KPIs for the project.
	BLACK's plan of work stages concludes at Stage L.			