

STAGE OVERVIEW - RIBA Plan of Work	
Stage 2- Concept Design	
Stage Outcome	
<p>Architectural Concept approved by the client and aligned to the Project Brief</p>	
Stage Overview	
<p>The RIBA Plan of Work Overview says:</p> <p>Stage 2 sets the Architectural Concept for a project. Proposals that align with the Site Information and the Project Brief, including the Spatial Requirements, are prepared. Regular Design Reviews are used to seek comments from the client and other Project Stakeholders, and the design is iterated in response. Any Project Brief Derogations are agreed, or the Project Brief is adjusted to align with the Architectural Concept.</p> <p>The Architectural Concept proposals must also be iterated to accommodate inputs from the design team and from specialist consultants, including the Strategic Engineering requirements (building services, civil and structural engineering). The proposals must also be coordinated with the Project Strategies, and everything captured in a Stage Report. The Cost Plan should demonstrate that the proposals and Outline Specification are aligned to the Project Budget.</p>	

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A core challenge is to determine what detailed tasks need to be undertaken at this stage. Although Stage 2 is more about rules of thumb than detailed analysis, calculations may be required to progress specific aspects, such as calculating stair or riser sizes. However, if the **Architectural Concept** is not certain, or does not have sufficient buy-in from the client, carrying out detailed supporting tasks now can result in abortive design work. There is no right or wrong approach. A pragmatic review of what tasks should be undertaken to make the **Architectural Concept** as robust as possible before Stage 3 commences is required.

The proposals should demonstrate that the **Spatial Requirements** are being achieved, along with any adjacency requirements. Any non-briefed areas, such as cores, must be developed sufficiently to coordinate with the **Architectural Concept**. Externally, the building must meet the vision of the client, as well as the demands of the local context and environment. The client may seek pre-application **Planning Advice** on the suitability of the initial proposal from a planning adviser or the relevant planning department. The **Architectural Concept** must also be reviewed against the **Quality Aspirations**, and the route to **Building Regulations** compliance needs to be clarified and agreed.

A Stage 2 **Design Programme** must be prepared, in line with the **Project Programme** and **Responsibility Matrix**, to guide the design process and to ensure that the **Information Requirements** are included in the **Stage Report** signed off by the client.

TVC Stage Overlay Guidance:

- Stage 2 sets the design concepts for a project. Proposals that align with the Site Information and the Project Brief, including the Spatial requirements, are prepared. It is essential to revisit the brief during this stage, and it should be updated and issued as the Final Project Brief as part of the Information Exchange at the end of Stage 2.

Regular Design Reviews are used to seek comments from the client and other Project Stakeholders, and the design is iterated in response. Any Project Brief Derogations are agreed, or the Project Brief is adjusted to align with the Architectural Concept

- Ongoing validation should be undertaken at each stage to ensure achievement of project outcomes and objectives: the client should regularly check and gain assurance that emerging design is addressing all Project Outcomes & Objectives. In response to this, the design team should regularly check and demonstrate to client, alignment of emerging design with Project Outcomes & Objectives. The SFT Briefing & Evaluation Framework should continue to be adopted to support this exercise.

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- The **Architectural Concept** proposals must also be iterated to accommodate inputs from the design team and from specialist consultants, including the Strategic Engineering requirements (building services, civil and structural engineering) and outline specifications. The proposals must also be coordinated with the Project Strategies, and everything captured in a Stage Report.
- Depending on the Soft Landings or other strategy adopted, it is essential that the end-users or their representatives are actively involved in the design process.
- The building services design will be developed as defined in BSRIA BG6 proforma 2. The concept design(s) are produced in line with the initial project brief. The level of detail is limited but does allow for some key decisions regarding choice of site, building orientation and overall form to be made. A model showing basic building services proposals, connections to incoming services and utilities, locations of plant areas using rectangular blocks, and routes of main pipes, ducts and electrical distribution in such detail as to show the incorporation of the engineering services in the project as a whole and with respect to any treatment zoning across the floor-plate.
- The design team should also identify any specialist contractor contribution which will be required to support and inform the development of the design proposals. The designers should also consider the elements which contractor design will be required and will be specified as contractor design portions (CDP's), which should be kept to the appropriate level.
- The design team will identify, scope and develop the requirement for any surveys (e.g. site investigation, asbestos, building condition, environmental & ecological, archaeological etc)
- In parallel with design activity, a number of other related tasks need to be progressed in response to the emerging design, including a review of the Cost Information, the development of a Construction Strategy, a Maintenance and Operational Strategy and a Health and Safety Strategy and updating of the Project Execution Plan.
- The Building Energy Model will be developed to test that the proposals will achieve the Client's carbon and energy requirements.

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- The Cost Plan should provide as much information as possible, broken down into elemental and system level. This is to demonstrate that the proposals and Outline Specification are aligned to the Project Budget.
- The proposals should demonstrate that the Spatial Requirements are being achieved, along with any adjacency requirements. Any non-briefed areas, such as cores, plant space etc must be developed sufficiently to coordinate with the Architectural Concept. Externally, the building must meet the vision of the client, as well as the demands of the local context and environment.
- Initial Planning Advice and dialogue with Planers should be sought on the suitability of the initial proposal from a planning adviser or the relevant planning department. The Architectural Concept must also be reviewed against the Quality Aspirations, and the route to Building Warrant compliance needs to be clarified and agreed. If a Planning Permission in Principle has been identified, this will generally be progressed during Stage 2.
- A Stage 2 Design Programme must be prepared, in line with the Project Programme and Responsibility Matrix, to guide the design process and to ensure that the Information Requirements are included in the Stage Report signed off by the client.
- The Construction Procurement Strategy initiated during Stage 1 should be reviewed and developed. If a 2-Stage strategy is selected, the first stage tender will be undertaken, so that the contractor is appointed in preparation to support the design team in the development of the Stage 3 proposals.

Stage Details- Skills and Expertise

All Parties

- There are stages of project development and delivery that require collaboration across the client and specialist consultant team, utilising a range of skills to realise the best outcomes.

Client

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<ul style="list-style-type: none"> • N/A
Project Management <ul style="list-style-type: none"> • N/A
Design Team/ Specialists <ul style="list-style-type: none"> • N/A
Construction <ul style="list-style-type: none"> • N/A
Asset Management <ul style="list-style-type: none"> • N/A
<h2>Stage Outputs and Validation</h2>
All Parties <ul style="list-style-type: none"> • Gateway Reviews • Attend meetings • Risk Workshops • Stakeholder engagement • Health and Safety Strategy • Procurement workshop/ interviews
Client <ul style="list-style-type: none"> • Changes to project brief • Ongoing validation against vision/ objectives • Project business case • Stage reports and completion

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<ul style="list-style-type: none"> • Authorise- Risk contingency expenditure • Approval- Tender recommendations • Gateways reviews • Approval of design reports • ICT Strategy • Manage common data requirements • Consultants' competency review • Client Construction Quality Plan • Maintain Sustainability Objectives
<p>Project Management</p> <ul style="list-style-type: none"> • Approval- Tender recommendations • PEP • Project Programme/ Report • Risk Register • DRM • Procurement- strategies, evaluation and reporting
<p>Design Team/ Specialists</p> <ul style="list-style-type: none"> • Ongoing validation against vision/ objectives • Approval- Tender recommendations • Compliance reviews • Design Programme • Cost Reports/ end of stage reports • Design reports • Designs in relation to operational requirements • Quantitative risk information

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- DRM
- Quality Management Plan
- Ongoing validation against vision/ objectives
- Design Review
- Stage Design Proposals
- Accommodation Schedule (utilisation)
- Building services design
- Space Planning
- Fire Strategy
- Floor Areas
- Acoustic strategy
- Sustainability design
- ICT strategy
- BIM execution Plan/ BIM model
- Manage common data requirements
- Planning agreements/ application
- Flood risk/ adaptation and SUDS
- CDM
- Pre- construction pack
- Building Performance requirements
- Surveys and Investigations
- Elemental Cost Plan/ cashflow/benchmarking/ expenditure/ value management
- Environmental screening and assessments

Construction

N/A

Asset Management

Transforming the Value of Consultancy (TVC) Initiative

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- Approve designs in relation to operational requirements
- Project commissioning strategy

Stage Outputs and Validation

All Parties

- Concept Design
- Federated BIM Model
- Stage 2 Concept Design Report
- Outline Specifications
- Project Execution Plan
- Cost Plan (elemental)
- Cash Flow
- Developed Risk Register
- Design Programme
- Project Programme
- BIM Execution Plan
- Project Strategies developed
- Procurement Strategy
- Health & Safety Strategy
- Building Energy Model
- PPIp application
- Approval to Proceed to Stage 3

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
Pre- Project, Strategic Capital Investment & Governance Approach		
N/A		
Defining Project Requirements		
N/A		
Brief	Client has confirmed/ developed the vision etc, how the project will monitor the outcomes and smart objectives. The brief will include refinement of project budget.	
Agree Project Brief derogations	Project Brief Derogations agreed, formalising design changes, addressing practical issues, managing risk (and impact on project objectives). Consider updating the Project Brief	
Governance and Approvals	Ensure the client requirements include stage 1 brief validation, project business case and any stage completions- authorise project to commence to the next stage. Validate consultant/ contractor recommendations against the client requirements and gateway requirements.	
Confirm and authorise changes to Project Brief	Approved Brief having ensured the changes have been cross checked with project vision and objectives/ business case and budget. The stage 2 report has also been signed off.	
Ongoing validation to ensure achievement of project outcomes and objectives: regularly check and gain assurance that emerging design is addressing all Project Outcomes & Objectives	There is an agreed process for validation to track compliance as well as derogations or variations and it has been applied (updated RAG status). <ul style="list-style-type: none"> • Targets / metrics • Specification • Regulations / standards 	

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
	<ul style="list-style-type: none"> • Flow / adjacencies / etc • Updated Cost Plan • Stakeholder feedback • Others to be defined by the Client 	
Project Business Case - prepare, maintain and obtain required approvals	Project (FBC) Business Case updated/ maintained and approved (justifying the project's value with detailed costs, benefits, and risks etc as a sound and viable investment)- taking into account considerations set out in Stage 0.	
Approve Stage Reports & Stage completion	Approved Stage Reports & Stage completed - defined the stage outcomes/ high level statements of the core outcomes expected at the end of each stage.	
Authorise risk/contingency expenditure, within authorised delegation limits	Risk/contingency expenditure authorised, within authorised delegation limits.	
Approve Tender Recommendations for appointment of consultants and contractors	Consultants' appointments approved.	
Building Design Compliance Reviews	Building Design Compliance Reviews completed, having: <ul style="list-style-type: none"> • allocated enough time and resource for the building work to comply with building regulations • established, reviewed, and maintained systems and arrangements to meet building regulations • co-operated with others working on the project so they can comply with their duties • enabled co-operation between designers and contractors 	

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
	<p>Ensured you have you provided building information to every designer and contractor working on the project. Building information relates to:</p> <ul style="list-style-type: none"> • the building work or design work • the planning and management of the project • any issues involving compliance with relevant requirements and how they have been addressed 	
<p>Arrange & participate in Gateway Reviews</p>	<p>Consultants/ specialist advice/ contractor teams participated in Gateway Reviews.</p> <p>Consultants/ specialist advice/ contractor teams' involvement is accounted for in their scopes of service and terms of engagement/ appointments and details of responsibility</p>	
<p>Project Management</p>	<p>There should be clear planning, organizing, and management of resources to achieve a specific goal within defined constraints of time, budget, and scope. Critically there should be project objectives, a detailed plan, clear leadership of the project team, management of risks, monitoring progress, and ensured the project's quality and successful completion.</p>	
<p>Project Execution Plan (PEP) - prepare & maintain</p>	<p>Project Execution Plan (PEP) prepared/ maintained (collaboration of the client/ project manager and principal or lead designer) as the projects management plan (the processes and protocols to be used to develop the design).</p> <p>A spreadsheet (rather than a report) format will provide a database that can easily be expanded and tested (as the project develops).</p>	

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
Project Programme - prepare, monitor and update	<p>Project Programme prepared, monitored and updated following workshop session and sets out the overall period/ sequence in which tasks must be carried out- covering all plan of work stages (0-8) briefing, design, construction and post completion activities of a project.</p> <p>The programme should define the interrelated projects that are required to complete the overall building. A number of interrelated programmes are required (client/ operational and evaluation) for example.</p> <p>This should be considered a tool that can help plan activities, monitor progress and identify where additional resources may be required, for example.</p>	
Design Programme- prepare, monitor and update	<p>Design Programme prepared, monitored and updated.</p> <p>The programme should define the interrelated projects that are required to complete the overall building. A number of interrelated programmes are required (client/ operational and evaluation) for example.</p> <p>This should be considered a tool that can help plan activities, monitor progress and identify where additional resources may be required, for example.</p>	
Project Report - prepare (monthly) project reports, providing status update, identifying risks and issues to inform Client decision making	<p>Project Report prepared (monthly), providing status update, identifying risks and issues to inform Client decision making.</p>	

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
	<p>The requirements for end of stage reports should be set out in scopes of services and the reporting aligned with the programme and budget/ cost planning</p> <p>Time has been allowed for review and validation of the reports in the consultants' programme.</p>	
Project Cost Reports/End of Stage Cost Plans	Project Cost Reports/End of Stage Cost Plans completed and clear on what costs are included and who has contributed to them.	
Design Reports - prepare (monthly) design progress report for incorporation into Project Report.	Design Reports prepared (monthly to an agreed format), the design progress report for incorporation into Project Report.	
Approval Design Reports and authorise project to move to next Stage.	Design reports approved and necessary authorisation to move to next stage given by those nominated (lead designer?) and appointed by the client the responsibility for design process and approval.	
Attend meetings as detailed on Meeting Schedule	Project Meetings attended (with those attending clear of the resource requirements and that these have been built into scopes of services) and recorded.	
Building in Use/ Plan for Use	Are you creating a usable building with clearly defined requirements and targets (and embedded into all stages of the project) that are promoted by the Plan for Use Champion/ Whole life consultant?	
Contribute to design process & approve designs with respect to operational requirements	Contributed to design process & approved designs with respect to operational requirements (both in-use and after-use).	
Risk Management	The challenges and opportunities have been weighed up by the whole project team and collaborative solution agreed.	

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
Prepare & Maintain Project Risk Register, review and update at monthly intervals-including Optimism Bias assessment	Project Risk Register prepared/ reviewed etc and includes all significant risks, financial impacts of the risks are understood, the importance or risks, risk exposure is identified and a process for reduction, cost effective risk control measures are implemented and control measures are reviewed and managed to close out risks- for example.	
Attend Risk Workshops & reviews, contribute to Project Risk Register	Attended (by those in the project team allocated and run to an agreed process) Risk Workshops & reviews , contributed to Project Risk Register.	
Provide quantitative Risk Register Information	Quantitative Risk Register Information provided to objective and measurable data formats	
Design	The client brief with all of the stakeholder requirements, format and arrangements for design reviews, stage design proposals are identified is available for the consultants' appointments alongside design responsibility and co-ordination.	
<p>Conservation Undertake specialist Site Surveys and appraisal of conservation area and research historic Site Information and assess the building's listed or scheduled status. Identify specialist conservation Project Stakeholder interest, undertake consultation and respond to Feedback in the Project Brief. Use Feasibility Studies to test the Client Requirements in relation to conservation and discuss options with the local authority, Historic England and amenity societies. Assess the impact of the project on significance and draft a statement of significance to inform the Quality Aspirations, Project Brief, Procurement Strategy and Project Programme. Identify the conservation knowledge, skills and experience required in the design team (e.g. conservation architect),</p> <p>Fire Safety Identify Project Stakeholders including building users, residents, building managers and facilities managers and seek Feedback on access requirements, occupant behaviour, and building use and maintenance requirements to inform the development of the Project Brief (as well as technical requirements to qualify for insurance and warranties). Develop overarching fire safety requirements to inform the Project Brief, including initial fire safety measures such as access and facilities for the fire service, and the number and location of cores. Source Site Information relating to fire safety including fire strategies for existing buildings (e.g. existing compartmentation arrangements). Use Feasibility Studies to confirm that the Project Brief can be accommodated on the site in accordance with the overarching fire safety requirements. Identify whether specialist fire safety expertise is required in the design team, include it within the Responsibility Matrix and appoint consultants.</p>		

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
<p>Inclusive design Identify Inclusive design needs from Project Stakeholders, consultation groups, site audits, design standards and obligations from legislation and incorporate these into the Project Brief. Source Site Information including Site Surveys relevant to inclusive design (e.g. topography, historic building). Use Feasibility Studies to verify that the inclusive design needs can be accommodated on the site within the Project Budget. Identify whether specialist inclusive design expertise is required in the design team, include it within the Responsibility Matrix and appoint consultants</p> <p>Sustainability Use Feedback from Post Occupancy Evaluation, precedent review data, Site Surveys, and past experience of the client’s Facilities Management team (if applicable) to state clear, deliverable and ambitious Sustainability Outcomes in the Project Brief. Use Feasibility Studies to verify that the Sustainability Outcomes can be achieved on the site within the Project Budget. Verify local authority sustainability requirements (e.g. enhanced regulatory requirements or assessment methods to be used). Define certification requirements, including timetable for assessor appointments and early-stage client actions. Identify sustainability expertise required, include it within the Responsibility Matrix and appoint consultants.</p>		
<p>Prepare Design Responsibility Matrix</p>	<p>Design Responsibility Matrix prepared- where design responsibilities are clearly defined- stages 1-7 and address design co-ordination fully across the team. The design responsibilities been clearly defined and properly understood (strategic at level 1 and fine-tuned at end of Stage 2) before tender documentation is prepared or appointments made. Does it form part of the EIR (If BIM is adopted).</p>	
<p>Prepare design Team Quality Management Plan</p>	<p>Design Team Quality Management Plan prepared identifying how designs will be reviewed, the risks to their compliance and who will be responsible or should be included.</p>	
<p>Ongoing validation to ensure achievement of project outcomes and objectives: regularly check and demonstrate alignment of emerging design with Project Outcomes & Objectives</p>	<p>Ongoing Validation Process agreed to ensure achievement of project outcomes and objectives: regularly check and demonstrate alignment of emerging design with Project Outcomes & Objectives</p>	

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
Participate in design reviews and technical workshops as required	Design Reviews and Technical Workshops have taken place as required.	
Develop Stage design proposals (appropriate to role/discipline)	Stage Design Proposals developed as appropriate to role/discipline and co-ordinated across design including any requirements for CDP .	
Stakeholder, client engagement	Client Stakeholder Engagement Strategy established and completed (which may have used the Briefing and Evaluation workshop sessions to collate details).	
Coordination of design	Design Co-ordinated to ensure there is a buildable and compliant product.	
Prepare Accommodation Schedule (utilisation) from Client Brief and client requirements	Accommodation Schedule (utilisation) prepared from the client brief and requirements that will maximise the use of the building and create user friendly management and maintenance design.	
Coordinate building services designs	Building Services Designs co-ordinated with the core design and will deliver systems that make the building comfortable, functional, efficient and safe.	
Consider and advise on opportunities for Modern Methods of Construction (MMC)	Opportunities for MMC reviewed including MEP and offsite for example.	
Space Planning (including adjacencies, flow, etc)	Space Planning completed that include detailed design studies and cost evaluations to ensure the planning/ building regulations are aligned with engineering and MEP.	
Develop Access & Maintenance Strategies	Access & Maintenance Strategies developed that detail design studies and cost evaluations to ensure that planning/ building regulations are aligned with engineering and MEP.	
Calculate gross and net internal floor areas	Gross and net internal floor areas calculated.	
Develop Fire Strategy & contribute to design solutions	Fire Strategy developed & contributed to design solutions.	
Develop Acoustic Strategy & contribute to design solutions	Acoustic Strategy developed & contributed to design solutions.	

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
Develop design solutions/concepts to achieve sustainability/net zero carbon requirements.	Design solutions/concepts to achieve sustainability/net zero carbon requirements developed with reference to the sustainability strategy and objectives.	
Develop the building services proposals that meet the client brief, in accordance with the contents of BSRIA BG6/2018 'A Design Framework for Building Services	The Building Services proposals that meet the client brief, in accordance with the contents of BSRIA BG6/2018 'A Design Framework for Building Services' developed.	
Develop and confirm ICT strategy	ICT Strategy confirmed with input from FM advisors.	
Liaise with utility providers and develop site utilities requirements and strategies. Obtain quotations on Client's behalf	Utility providers have input to and developed site utilities requirements and strategies and are included in the budget and cost plan.	
Information Management	Have you defined the Information Management requirements for each stage?	
Prepare BIM Execution Plan	BIM Execution Plan completed outlining how the project team will use BIM workflows, tools, and techniques to achieve the desired project outcomes.	
Provide, maintain and manage Common Data Environment	Common Data Environment established in line with the agreed strategy and allows all those involved in the design and delivery process to access.	
Validate BIM Model at each design stage	BIM Model has been validated by the BIM co-ordinator with sufficient information to validate the model at each design stage.	
Statutory Consents	Statutory consents are not the basis for setting standards- ensure the building performance/whole life performance and sustainability principles/ goals been defined in the client requirements?	
Planning Undertake a Site Appraisal (urban design analysis or character appraisal as appropriate). Source pre-design Planning Advice to identify local planning policy related Project Risks to be considered in Feasibility Studies. Use Feasibility Studies to test the Project Brief against the planning constraints of the site and to verify that Quality Aspirations can be achieved. Confirm the requirement for, and scope of, an Environmental Impact Assessment, listed building consent, required consent formats (outline or full), and appropriateness of a planning performance agreement. Develop a planning brief incorporating planning policy principles, the planning strategy, and Project Stakeholder consultation methodology, to inform the		

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
Project Brief. Identify planning expertise required (e.g. planning consultant, landscape architect, ecologist, archaeologist, transport consultant), include it within the Responsibility Matrix and appoint consultants.		
Undertake strategic appraisal/ place standards review to inform statutory requirements	Strategic Appraisal undertaken with all parties to establish the statutory requirements.	
Develop manage and coordinate Consenting Strategy	Consenting Strategy developed managed and coordinated in discussion with the Local Authority.	
Pre-Consultation Agreement with Planners	Pre-Consultation Agreement with Planners resourced and agreed confirming issues that will need to be addresses throughout the course of preparing and determining the planning application	
Pre-Consultation with Planners	Pre-Consultation with Planners completed.	
Prepare Proposal of Application Notice (PAN) & manage PAC process	Proposal of Application Notice (PAN) in place & managed PAC process agreed.	
Flood Risk Assessment/ Adaptation approach	Flood Risk Assessment/ Adaptation approach developed.	
Prepare Site Drainage & SUDS design	Site Drainage & SUDS design prepared considering on-site drainage options, reduced the likelihood of pollutants reaching watercourses, maximised the habitat/ local amenity value over conventional drainage options.	
Health and Safety	Set clear health and safety objectives? Do you have clear scopes of services and task requirements for all duty holders? Have you asked the team to demonstrate health and safety skills, knowledge and experience? Have you defined the PIP information in the SIMP - common format for the information? Is there a clear approach to assessing competencies? is the client aware of their responsibility to accept the Health and Safety plan and have they set out clear requirements in the appointment documents?	
Health and safety Research and communicate Health and Safety Site Information (e.g. asbestos) and coordinate it with Feasibility Studies. Initiate the collation, review and distribution of Pre-Construction Information, and establish design risk management processes. Define health and safety aspirations and incorporate these objectives within the Project Brief. Agree resource requirements, including time, fees and competence for CDM		

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
duty holders, and appoint the designers and the principal designer. Identify whether specialist health and safety advice is required in the design team, include it within the Responsibility Matrix and appoint consultants.		
Contribute to Health & Safety Strategy as required and to delivering the project in a safe manner. Provide all necessary information to the Principal Designer and comply with the CDM Regulations 2015.	Complied with the Health and Safety Strategy with information from the Principal Designer including resource requirements, responsibilities and specialist advice requirements.	
Advise Client of their obligations under the Construction Design and Management Regulations (2015).	Clients have been advised of their obligations under the Construction Design and Management Regulations (2015) and any actions they may need to take	
Prepare Design Risk Assessments	Design Risk Assessments complete, identifying risks within the design and delivery.	
Pre-Construction Information Pack	Pre-Construction Information Pack (PIP) completed to an agreed format and linked to the SIMP	
Assess the competency of Consultants & Contractors	Competence of consultants/ contractors considered and assessed.	
Building Performance	A (Net Zero Public Building) set of Standards have been applied and these tested against the whole life appraisal to define clear principles and a process that is included in the client requirements?	
Regulation Compliance Analysis	Regulation Compliance Analysis completed with clear principles and processes agreed and in place.	
Thermal Simulation	Thermal Simulation completed, providing an understanding of temperature performance.	
Building energy analysis	Building energy analysis completed to provide sufficient understanding of where energy is needed, where natural resources can be harnessed to assist with supply and where energy resources can be enhanced rather than drained.	

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
Undertake whole life carbon assessment	Whole life carbon assessment completed that demonstrates where core objectives have been met and energy modelling used to assess the impact of design decisions.	
Complete Whole Life Appraisal Tool	Whole Life Appraisal Tool completed and demonstrated whether performance and environmental assessment is aligned with commercial costs and the models tested to inform the design.	
Sustainability Analysis	Sustainability Analysis completed and outcomes informed the design.	
Daylight strategy and analysis	Daylight strategy and analysis completed to ensure the orientation of the building has been assessed to illustrate the control of natural lights to reduce reliance on electric lighting.	
Solar Gain and shading strategy and analysis	Solar Gain and shading strategy and analysis completed and ensures the design has balanced solar gains, shade dynamics and seasonal effects.	
Permeability and air tightness strategy and analysis	Permeability and air tightness strategy and analysis completed defining targets and measures.	
Acoustic strategy and analysis	Acoustic strategy and analysis completed and tested with the design.	
Passivhaus reviews at each design stage	Passivhaus reviews (at each design stage) completed.	
Surveys and Investigations	Have surveys been defined in the budget and client requirements?	
Topographical	Topographical surveys and investigations completed including desktop surveys of available Site Information.	
Site Investigation	Site Investigations completed including desktop surveys of available Site Information.	
Site Contamination	Site Contamination surveys and investigations completed including desktop surveys of available Site Information.	
Mining	Mining surveys and investigations completed including desktop surveys of available Site Information.	

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
Drainage	Drainage surveys and investigations completed including desktop surveys of available Site Information.	
Utilities	Utilities surveys and investigations completed including desktop surveys of available Site Information.	
Underground services	Underground Services surveys and investigations completed including desktop surveys of available Site Information.	
Ecological	Ecological surveys and investigations completed including desktop surveys of available Site Information.	
Traffic & Transport	Traffic and Transport surveys and investigations completed including desktop surveys of available Site Information.	
Site boundary (red/blue line confirmation)	Site boundary (red/blue line) confirmed.	
Cost	Project affordability is established from clear client requirements and benchmarked budget costs.	
<p>Prepare order of cost estimates to test the feasibility of achieving the emerging Project Brief including the Quality Aspirations and Project Strategies when carrying out Feasibility Studies.</p> <p>Breakdown the cost of elements or categories to highlight any areas which may cause significant cost-related Project Risks. (e.g. likely foundation type) and consider the risk profile of potential market changes and inflation impact.</p> <p>Agree the Project Budget.</p> <p>Identify the cost consultant expertise required in the design team, include it within the Responsibility Matrix and appoint consultants.</p>		
Prepare and update detailed Elemental Cost Plan	Elemental Cost Plan prepared and updated. Where the costs of elements are broken down from the overall construction cost and benchmarked by the cost consultant.	

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
Prepare and update Cash Flow	Cashflow has been prepared and updated. Outlined when costs will be incurred and how much they will be during the life of the project.	
Carry out benchmarking report to confirm project brief and quality can be delivered within budget	Benchmarking Report completed that establishes target costs early and ensures design choices are aligned with the budget.	
Advise on costs of different design options	Cost of different design options considered and benchmarked against the employers' objectives. The cost options are incorporated into the overarching cost report.	
Value Management/ Engineering studies (if relevant)	Value Management/ Engineering studies (if relevant) completed and embedded into the project process.	
Manage consultant fee expenditure	Consultant fee expenditure tracked and managed in accordance with contract terms on fee changes.	
Monthly Cost Report including statement of final cost	Monthly Cost Report including statement of final cost issued and includes costs movements, assumptions, risks and opportunities.	
Procurement and Award	Does the procurement strategy address the requirements of the project- deliver consistency of personnel, represent the values and ethos of the project, who is responsible for key tasks and design activities and cover reporting, payments, for example.	
Review procurement options	Procurement Options established and ensured that sufficient consideration of the model as well as the procurement process options have been taken into account and allow the design team to be properly procured.	
Contractor Procurement Options Workshop	Contractor Procurement Options Workshop held, looking at the Pros and Cons of each route option.	
Administer Procurement process,	Procurement Process administered with clear outline of questions and engagement with the client/ client team.	

Guidance & Resources for Improving Professional Appointments- Stage Based Validation

STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
Respond to tender queries	Tender Queries are collated. This task is allocated to project team members with responsibility.	
Tender quality/technical response appraisal	Tender quality/technical response appraisal completed, ensuring the tenderers fit with the client requirements and ethos and followed an agreed scoring process.	
Tender commercial response appraisal	Tender commercial response appraisal complete and applied graduated pricing and lowest tender guidance where appropriate.	
Procurement Recommendation Report	Procurement Recommendation Report completed to an agreed format	
Prepare tender documentation/Works Information/Employer's Requirements	Tender documentation/Works Information/Employer's Requirements confirmed using a checklist.	
Prepare Bills of Quantities/Activity Schedule/Pricing Document	Bills of Quantities/Activity Schedule/Pricing Document prepared, reflecting the design and technical details of the project.	
Attend Post Tender Interviews (as required)	Post Tender Interviews attended. This task is allocated to the project team member(s) with responsibility.	
Quality	Is a quality approach embedded into the client requirements?	
Develop, maintain and implement Client Construction Quality Plan	Client Construction Quality Plan defines the questions and actions.	
Retain 'ownership' of design quality throughout the project stages, maintain the 'Golden Thread'.	Quality Culture (CQIC) embedded in the Client Values and Culture and 'golden thread' fed into client requirements.	
Environmental Impact Assessment	Has the client defined sustainability objectives or aligned with the principles of the National Planning Framework?	
Support the achievement of the client's sustainability objectives and the Scottish Government's commitment for Scotland to become a net-zero society	Sustainability Objectives established and embedded into the project's Smart Objectives and brief as well as how they are measured.	

Transforming the Value of Consultancy (TVC) Initiative

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STAGE DETAILS	STAGED BASED VALIDATION	CHECK YES/NO
Environmental Screening & obtaining ELC Screening Opinion	Environmental Screening completed & obtained ELC Screening Opinion .	
Environmental Scoping	Environmental Scoping completed involving all relevant parties.	
Environmental Impact Assessment/ HRA (if required)	Environmental Impact Assessment/ HRA (if required) completed involving all relevant parties.	
Commissioning Testing & Handover	Has the commissioning strategy been established at the start of the project and the information requirements defined in the SIMP?	
Develop Project Commissioning Strategy	Project Commissioning Strategy established and embedded in the client requirements.	

Ends