

1.1 Standard Services Architect, Principal Consultant and Principal Agent

Full service

1.1.1 1. Inception

Receive, appraise and report on the **client's** requirements with regard to:

- the **client's** brief
- the site and rights and constraints
- budgetary constraints
- the need for consultants
- project** programme
- methods of contracting

1.1.2 2. Concept and viability

- .1 Prepare an initial design and advise on:
 - the intended space provisions and planning relationships
 - proposed materials and intended building services
 - the technical and functional characteristics of the design
- .2 Check for conformity of the concept with the rights to the use of the land
- .3 Review the anticipated costs of the **project**
- .4 Review the project programme

1.1.3 3. Design development

- .1 Confirm the scope and complexity
- .2 Review the design and consult with local and statutory authorities
- .3 Develop the design, construction system, materials and components
- .4 Incorporate all services and the work of **consultants**
- .5 Review the design, costing and programme with the **consultants**

1.1.4 4. Documentation and procurement

- .1 Prepare documentation sufficient for local authority submission:
 - co-ordinate technical documentation with the **consultants** and complete primary co-ordination
 - prepare specifications for the **works**
 - review the costing and programme with the **consultants**
 - obtain the **client's** authority and submit documents for approval
- .2 Complete construction documentation and proceed to call for tenders
 - obtain the client's authority to prepare documents to procure offers for the execution of the **works**
 - obtain offers for the execution of the **works**
 - evaluate offers and recommend on the award of the **building contract**
 - prepare the contract documentation (and arrange the signing of the building **contract**)

1.1.5 5: Construction

Contract administration:

- .1 hand over the site to **the contractor**
- .2 issue **construction documentation**
- .3 initiate and/or check sub-contract design and documentation as appropriate
- .4 **inspect the works** for conformity to the contract documentation
- .5 administer and perform the duties and obligations assigned to the **principal agent** in the JBCC building agreements, or fulfil the obligations provided for in other forms of **contract**
- .6 issue the certificate of **practical completion**
- .7 assist the client to obtain the occupation certificate

1.1.6 6: Close out

- .1 Fulfil and complete the **project** close-out including the preparation of the necessary documentation to facilitate the effective completion, handover and operation of the project
- .2 After the **contractor's** obligations with respect to the building contract are fulfilled, **the architect** shall issue the certificates related to contract completion
- .3 Provide the client with as-built drawings and relevant technical and contractual undertakings by the contractor and sub contractors