

## DESIGN OF NEW SECONDARY SCHOOL

### Clarification of Roles

It is envisaged that the following services would still continue to be provided by CCBC's Building Consultancy:

a) Site Details and Planning – management and co-ordination of the following

- Surveys
- Site Investigations
- Highways negotiations
- Ecology – working with Council's in house team
- Discussions in relation to Safer Routes in Communities, school transport

b) Design

- Prepare accommodation schedule based on Building Bulletin 98
- Specification of outline proposals in relation to building materials to be included within Employer's Requirements, i.e. walls, roof finishes, windows, internal partitions floor coverings etc.
- Development of the performance specification in relation to the Mechanical and electrical design to be included within Employer's Requirements
- Liaison with Contractor's design team during development of scheme (i.e. client architectural role)
- Input into risk management process and value engineering
- Interface with CCBC Planning and building control
- Interface with CCBC highways

The following to be provided by the external Professional Technical Services and Contractor Design team

a) Consultation on design of new buildings

- Programme management

- Co-ordinate meetings including progress meetings and user groups
- Cost management including pre and post tender services
- Value engineering
- Risk management
- Review and update end users in relation to design development
- Consultation with parents, pupils, staff and governors as well as third parties/external bodies
- Project management
- Cost consultancy
- Contract management
- Management of fixtures, fittings and equipment including decant
- Preparation of monthly board reports
- Change management
- Management of contractor selection process

b) Design and layout of new school – Contractor's design team

- Design development based on Employers Requirements
- Site planning and adjacency exercise in terms of internal layouts
- Development of costs in partnership with the Cost Consultants
- Value engineering in partnership with Project Managers
- Development of mechanical and electrical design and structural solutions
- Preparation of room data sheets and procurement of FFE
- Final design review and sign off of highways
- Planning submission and ongoing negotiations
- Building Control negotiations
- Utilities and statutory provider co-ordination

