

ISLWYN WEST SECONDARY SCHOOL**Roles & Responsibilities****In House Design Team (Building Consultancy and Engineering Projects Group)**

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
- BREEAM Assessor - Mott MacDonald had been commissioned to carry the scheme through to Construction Stage certification but were replaced by Contractors preferred BREEAM Consultants SFS during design development.

Design

- Consult with stakeholders as directed by PM. Initial consultations completed but detailed consultations curtailed by Client.
- Prepare accommodation schedule based on Building Bulletin 103
- Interface with CCBC Planning
- Interface with CCBC highways
- Design of site layout, proposed earthworks strategy and site drainage strategy
- Preparation of general arrangement drawings for the site layout including car parking, bus and taxi drop off, games areas and landscaping
- Preparation of general arrangement drawings for the building to define the size, form, layout and spatial distribution of the different teaching and communal spaces.
- Preparation of specific outline furniture and fittings drawings for the building to define scope of FFE packages.
- Specification of proposals in relation to building materials to be included within planning application and Employer's Requirements, i.e. walls, roof finishes, windows, internal partitions floor coverings etc.
- Production of room data sheets for all spaces
- Preparation and submission of a planning application including elevations, surveys, studies and design access statement.
- Preparation of detailed design proposals for the heating systems and main electrical distribution cabling to assist the contractor in pricing
- Preparation of an outline foundation and structural frame design
- Preparation of detailed performance specifications for all other building systems including data, alarms, CCTV etc

Design Development and Construction

- Input into risk management process and value engineering
- Receive, review and comment on design development proposals from Contractor
- Clerk of Works – site based to monitor the quality of the construction works.
- NEC Works Supervisor – site based to discharge duties as defined by NEC Contract

External Project and Cost Manager (Aecom)

Project management

- Organise, lead, and chair stakeholder liaison and consultation meetings
- Co-ordinate and chair progress and user groups meetings
- Liaise with regulatory bodies including planning and planning consultees and building control.
- Review and update end users in relation to design development
- Report to client team on all aspects of the project both formally and informally including preparation of monthly board reports
- Lead project management
- Lead value engineering discussions
- Advise and lead on procurement strategy and management of contractor selection process
- Collate, maintain and report risk management schedule
- Lead and chair design team meeting both pre and post contract

Cost consultancy

- Pre contract cost management including production of cost plans, cost advice in connection with value engineering issues, validation/agreement of contractor package pricing and agreement of fixed or target cost
- Post contract cost management including validation/agreement of actual contractor package costs, monthly valuations, certification of payment and valuation of changes

Contract management

- Administer the contracts,
- Chair and minute site progress meetings
- Oversee handover
- Manage defect rectification process

Move management

- Management of fixtures, fittings and equipment including decant
- Liaison with stakeholders re move arrangements
- Arrange and oversee user training

Contractor and Contractor's design team

- Develop design based on design and Employers Requirements prepared by Building Consultancy
- 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
- Procurement of FFE
- Final design review and sign off of highways
- Discharge of planning conditions and ongoing negotiations
- Obtaining Building Regulation approval
- Utilities and statutory provider co-ordination
- Direct, manage and take full responsibility for all post contract design and construction.

CDM co-ordinator

Under the proposed changes to the CDM Regulations 2015 the duties must transfer to a Principal Designer by 6th October 2015. It is assumed the contractor will be the Principal Designer.