

Principles Governing the Selection &
Appointment of Consultants for Construction &
Other Related Works in the Voluntary School Sector

Department *of* Education

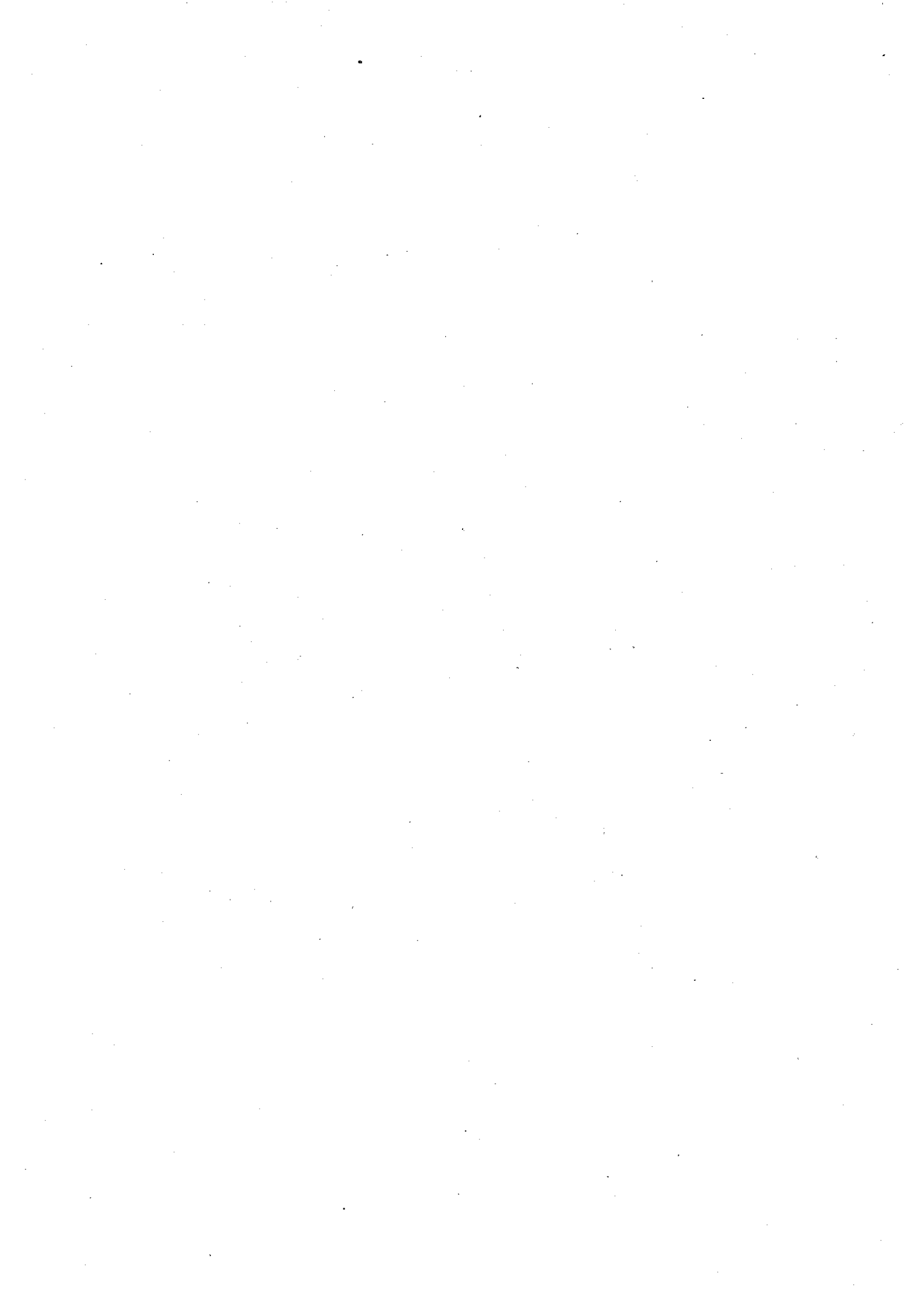
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1.0 GENERAL

1.1 Introduction

This is a guide to the selection and appointment of design team consultants for construction and other related works in the voluntary schools sector. It will form the basis on which the Department will grant-aid professional consultancy fees.

IMPORTANT These requirements for the appointment of consultants and project managers (where applicable) should be followed in all cases. Entitlement to capital grant is dependent on the procedures being adopted.

The client body referred to in this document is the voluntary school funded by DENL. In most cases this will be the School Trustees or Board of Governors.

The Department will grant-aid standard professional scale fees, as amended by the Department, on projects of a minor nature, but on larger projects will require the client body to negotiate a discount off the standard fee scales or may require fee competition between practices of each professional discipline. In certain cases a multi-discipline appointment might be appropriate, with a single all-inclusive fee.

The guide sets out the criteria for the selection, including the professional requirements, for professional consultants, the scope of service required from consultants and the conditions of engagement and scales of fees.

The European Community (EC) Directive relating to the procurement of professional services came into force on the 1 July 1993 and from this date services having a value greater than ECU 200,000 (currently £149,728 STG) have to be advertised in the Official Journal of the European Community and EC Directives followed.

1.2 Initial Appointment

The initial consultancy appointment depends on the value of the project. In the case of projects estimated to cost more than £½m, or such other figure as may be determined by the Department, the initial appointment will be a project manager. For projects costing less than £½m the initial

appointment will be a lead consultant who will be expected to fulfil a project management role in addition to his/her other duties.

1.3 Project Manager

The project manager will be selected by the client body in liaison with the Department, the CCMS, in the case of the Catholic Maintained Schools sector, and, where appropriate, the Education and Library Board.

Lead Consultant

The lead consultant will be taken to be the main or co-ordinating consultant. Normally this will be the architect who will be supported by other consultants as required. Where, at the outset, the scope of the work is confined or limited to a particular specialism, ie structural or mechanical and electrical services, the lead consultant may be a Chartered Engineer of the appropriate discipline supported by other consultants as required.

The lead consultant will be responsible for his own specialism and the general direction and integration of the work of the design team and, where a project manager is not involved, will be responsible for reporting to the school authorities and through them to DENI to ensure that the approved programme, cost and quality are met.

The duties highlighted in Appendix A and the Department's Building Handbook will be deemed to be included in the basic fee scale of the various professions and no additional claims will be considered for such services.

Project Manager's Function

The project manager's function is to provide an independent service in co-ordinating, monitoring and controlling the design team's efforts to ensure that the approved programme, cost and quality are met, ensuring the safeguarding of the client's interests. The duties are defined in detail in Appendix A.

1.4 Scope of Service Required

To assist consultants in the preparation of their offers, the following details should be provided:-

- . Description of project - the brief. (For further details see Appendix A-3 1. a. to d.)
- . Service required and extent thereof.
- . A copy of this document.
- . Tentative programme (if available).
- . Disciplines comprising the project team.

2.0 SELECTION CRITERIA

2.1 General

All consultancy appointments must be made in such a manner as to ensure fair treatment of both the consultancy profession and the client body.

The method of selection must not give rise to criticism on the grounds that it gave any consultant an unfair advantage over another.

Client bodies should ensure that consultants comply with the following and

- . are suitably qualified as set out in Section 4 "Professional Requirements";
- . take out and maintain proper professional indemnity insurance as provided for in paragraph 6.10 and produce a certificate signed by or on behalf of their insurers;
- . are aware of their responsibilities under the Prevention of Corruption Acts, (paragraph 6.11);

2.2 Specific Criteria

The Department (and the CCMS in the case of Catholic Maintained Schools) will give advice to Client Bodies in the selection of project managers and design teams. The selection process must always involve consideration of relevant criteria and should include the following:

Previous performance: list of commissions of similar size and complexity over last 3 years with values, dates and names of client bodies. For project management appointments, this must include reasonable experience of project management;

Capability: educational and professional qualifications of staff. The persons responsible for the project should be separately identified as should be technical control and quality assurances measures;

Managerial competence: organisation of company, and management structure;

Capacity: sufficient resources in terms of personnel and equipment to carry out the project bearing in mind present and future commitments.

References.

3.0 APPROVAL, COMMISSIONING

3.1 When satisfactory fee competition has concluded, the Department's approval must be sought, by completing and returning Appendix C to the Department. No appointment should be made without the Department's approval.

3.2 Subsequent to the Department's approval the client body can commission the consultants.

4.0 PROFESSIONAL REQUIREMENTS

4.1 General

All projects, except such minor works, as may be determined by Department, must be designed and inspected by practices of appropriately qualified professional consultants.

Each practice must contain at least one full-time person professionally qualified in the appropriate discipline. Consultants will be expected to have adequate experience to carry out the proposed works. Sole principal practices must nominate a second practice who shall act in the event of a consultant ceasing to practice due to illness or other unforeseen events. The second practice must confirm that in the event of such an occurrence, the responsibility for the continuing professional

service including professional indemnity insurance shall be accepted in full without any additional cost.

All appointments shall be of a discipline(s) appropriate to the nature and extent of the works. A separate appointment for each discipline is normal procedure, but in certain cases, a multi-discipline appointment might be appropriate, with a single all-inclusive fee.

For any discipline the fee charged should be consistent with the extent of the service provided. In the case of some works the full service may not be necessary for all disciplines and an appropriate abatement in fees should be made.

The nature of the proposed works should be reflected in the degree of involvement of the various disciplines.

4.2 Professional Qualifications

Project managers should hold a professional qualification, eg RICS, RIBA, or similar, and must have relevant experience in construction project management and ideally hold a postgraduate qualification in construction project management.

Architects shall be registered with the Architects Registration Council of the United Kingdom.

Quantity Surveyors shall be chartered quantity surveyors and either Fellows or Members of the Royal Institution of Chartered Surveyors.

Building Surveyors shall be chartered building surveyors and either Fellows or Members of the Royal Institution of Chartered Surveyors.

Services Consultants shall be chartered engineers registered with the Engineering Council, and Fellows or Members of either the:-

- a. Institution of Mechanical Engineers;
- b. Institution of Electrical Engineers; or
- c. Chartered Institution of Building Services Engineers.

Mechanical and Electrical disciplines should preferably be represented at professional level.

Where a practice does not have professional representation in both disciplines, it must have corporate membership and Engineering Council registration in one, and highly experienced technical expertise, in the other.

Structural Engineers shall be chartered engineers and either Fellows or Members of the Institute of Structural Engineers.

Civil Engineers shall be chartered engineers and either Fellows or Members of the Institute of Civil Engineers.

Landscape Architects shall be either Fellows or Associate Members of the Landscape Institute.

5.0 PROFESSIONAL CONDITIONS OF ENGAGEMENT AND SCALE OF FEES, WITH DEPARTMENT OF EDUCATION ADDITIONS/AMENDMENTS

5.1 General

For fee calculation, the cost of any school meals accommodation will be regarded as part of the total cost although it may need to be separately identified for contractual and other reasons.

Section 6 includes conditions which should be incorporated in all appointments, which together with this Section and the requirement for lead consultants shall be deemed to be included in the basic scale charges.

5.2 Project Manager's Services

Project Manager: RICS Project Management Agreement and Conditions of Engagement, May 1992 amended as follows:

Clause 10 Expenses - delete on last Line "... save those listed in Appendix F" and substitute "payment of expenses", paragraph 6.5 of this Guide.

Clause 17 - delete and add "Northern Ireland law shall apply to this agreement".

Clause 7 - add 7.7 "Fees on a lump sum or percentage basis, shall be paid in 3 stages:

- > pre-design,
- > design,
- > construction completion and commissioning.

The consultant to propose the schedule of payments for Appendix C of the RICS Project Management Agreement and Conditions of Engagement, May 1992.

The services to be provided by the project manager are set out in Appendix A of this document.

5.3 Architect's Services

Architect: RIBA Architect's Appointment June 1982, amended November 1988 subject to the deletion of the following clauses:-

3.21 to 3.22; 4.2; 4.32; 4.37, parts (c) and (d) and 4.23B

Architect's fees in respect of temporary buildings involving a sponsored construction method (SCM), should be reduced on the part(s) of a commission to which an SCM relates. The percentage fee applicable should be based upon the total cost of the project which is sub-divided into siteworks costs (reduction except), and SCM costs for which the following percentages apply:

SCM Type A comprises a complete building type, factory built and fitted, and requiring no additional design details or production drawings. Recommendation: 37.5% of the normal fee;

SCM Type B comprises a similar building with extensive fitting out of furniture and services; or a particular building type for which the sponsor carried out detail design and production drawings from the architects scheme design, the architect being responsible for collaboration, co-ordination and integration of the sponsor's work. Recommendation: 60% of normal fee.

For major works, the above reduction is in addition to any overall discount in respect of negotiation/competition.

A reduction for repetition should be applied as recommended for permanent buildings.

5.4 Structural Engineering Services

Structural Engineer: the 1979 Model Form of Agreement 'C' of the 1963 Edition of the Association of Consulting Engineers' Conditions of Engagement (reprinted 1970), together with the Schedule of Fee Earning work in Appendix B of this document.

5.5 Civil Engineering Services

Civil Engineer: The Department should be consulted for guidance on Conditions of Engagement and Scales of Fees.

5.6 Landscape Architect's Services

Landscape Architect: Landscape Institution Conditions of Engagement and Professional Charges, 1979.

5.7 Quantity Surveying Services

Quantity Surveyor: the Royal Institution of Chartered Surveyors Scale No 36 "inclusive of professional charges for Quantity Surveying Services for Building Works" or if more appropriate where sundry quantity surveying services are required Scale No 37 "Itemised Scale of Professional Charges for Quantity Surveying Services for Building Works" effective 20 July 1988 subject to the requirements of the general conditions, paragraph 6 of this document.

The above conditions shall be deemed to include the following:-

Financial Control Records

A complete cost monitoring service in compliance with the Department of Education's requirements.

A Cost Analysis for the Project

When requested a tender cost analysis on the basis of the Building Cost Information Service (BCIS) of the Royal Institution of Chartered Surveyors, detailed form of cost analysis; which must be submitted immediately after tender acceptance.

BCIS Tender Index

A tender price index compiled by the Building Cost Information service of the Royal Institution of Chartered Surveyors must be submitted immediately after tender acceptance.

Cost Planning Submissions

Where cost planning services are asked for and approved by the Department they will be used in the process of establishing in conjunction, with the design team a cost-effective solution for the scheme and controlling the cost of the scheme within that target cost during all stages up to the placing of the contract. Cost planning services include the preparation of cost plan, and revising the plans and agreeing the plans with the Department and providing all necessary cost information to maintain the integrity of the target cost.

Expenditure Profiles

The Quantity Surveyor will provide projected monthly spend patterns throughout the planning process and agree with the contractor, a spend pattern when on site. Contract documentation must be drafted to include a monthly financial programme for the works.

5.8 Mechanical and Electrical Engineering Services

For fee calculation purposes the Engineering Services will be compounded.

Fee offers/standard fees are to be based on the 1979 Model Form of Agreement "D" of the 1963 Edition of the Association of Consulting Engineers Conditions of Engagement (reprinted 1970) with the following amendments and additions:

no allowance will be made in respect of builders' work, preliminaries or general attendance on M & E sub-contractors;

the fee may be increased by an agreed sum in respect of the cost of any chimney or ventilation ducts forming part of the buildings;

claims under Part III of the Conditions will not be considered;

no allowance will be made in respect of the cost of telephone equipment and its associated wiring throughout the buildings;

the necessary site supervision shall be included;

at inception and feasibility work stages A and B on a time charge basis;

from outline proposals to tender action work stages C, D G and H the fee will be based on the accepted tender amount of the M & E content of the work and not on the "Cost of Works" as defined in Clause 9 of the Model Form "D";

at project planning site operations and completion work stage, J, K and L, the fee will be based on the final cost of the M & E content.

6.0 GENERAL CONDITIONS OF APPOINTMENT

The following conditions shall, where applicable, override or modify any relevant conditions in the standard conditions of engagement and/or scales of fees and must be incorporated in *all* commissions. The commission for consultants should be offered by the client body and consultants should be liable to the client body for the due performance and observance of all terms and conditions of the commission expressed or implied.

6.1 Multi-Professional Team Working

The project should be designed by a multi-professional team collaborating along the general lines set out in the RIBA "Plan of Work" and the consultants will be expected to take their places in the team, attending all meetings when notified to do so. All consultants should contribute to the specific requirements of the Department concerning estimates and cost planning services, financial control records, expenditure profiles etc and to the completion of area analysis forms and performance data required by the Department.

6.2 Amendments to Design

The consultants will be required to make, at no extra cost, all necessary amendments to calculations, drawings or other documents arising from responsible inter-disciplinary exchanges in development from the brief. If, after commencement of detail design, a change in the brief requires that amendments or substitution be made to calculations, drawings or other documents completed in whole or in part, then the task involved may rate as additional services, and any payment will be made on a time-charge basis. (See 6.3 below.)

6.3 Time Charges

Before any work is undertaken on a time-charge basis, authority to proceed on this basis must be obtained in writing from the Department. Consultants may be required to submit the number and annual salaries, together with an estimate of time involved, of all members of their staff on behalf of whom time-charges are to be made.

During the execution of any time-charge work regular weekly reports will be made to the Department giving details of expenditure in time and cost and progress of the work.

A discount must be negotiated off the rate for partners, and principals as provided for in Appendix C of this document. A discount must also be negotiated off the rates for staff calculated in accordance with the appropriate fee scales.

6.4 Basis of Fee Calculations

Fees for all duties performed at all stages up to and including Tender Stage will be based on the Department's Approved Cost which will be related to the accepted tender amount adjusted by substituting the available (at the time of the main contract tender) tender amounts of the sub-contracts for any PC or provisional sum and not on the final cost of the works. If there is a significant delay in tendering, fees will be based on the estimate prepared at the completion of design and documentation work and will not be altered thereafter. Fees for duties performed at the Construction Stage will be based on the final approved cost of the works.

For fee calculation purposes the cost will be deemed to exclude payments to Northern Ireland Electricity (NIE).

6.5 Payment of Expenses

The consultant should be paid the net cost of printing, at normal trade rates (without any additional charge for handling) for necessary prints of all drawings except those which are required by the client body and for the consultant's own use.

Reproduction or printing of specification other than pre-printed standard specifications shall be carried out at the current agreed lithography charges between the Northern Ireland Branch of the RICS and the Department of the Environment for Northern Ireland.

Payment for travelling by private car should be at the "Professional Consultants Scales of Travelling and Subsistence Allowances" current rates issued by the Department of the Environment for Northern Ireland. All other travel must have the Department's prior approval.

Subsistence will not be reimbursed.

Payments should be made in respect of advertising for tenderers and resident site staff and applications in connection with all statutory approvals.

The cost of postage, OS maps, telephone calls, facsimiles, telexes and forms of contract should not be reimbursed.

Alternatively, an arrangement may be made with the consultants for a lump sum reimbursement or to include disbursements in their fee offer. Where a quantity surveyor is appointed under Scale 36 of the RICS, no additional reimbursement will be made for expenses.

6.6 Record Drawings

At the completion of the contract consultants are required to transmit to the client body on good transparent material a negative copy of each of the "as-fitted" principal drawings (and bar lists) prepared by the consultants for the project, together with a full set of prints of any drawings or details prepared by the main contractor or sub-contractor.

6.7 Value Added Tax (VAT)

- a. Except for zero rated works of construction or demolition all construction works to which commissions relate will be taxable at the standard rate of VAT. Regardless of this situation, however, the consultants fees arising in connection with the commission will be calculated on the costs of the works exclusive of any VAT.
- b. Under the Value Added Tax Act 1983, consultants will be required to pay HM Customs and Excise VAT at the standard rate on the total amount of the fees and out-of-pocket expenses etc, payable to them under the terms of this commission.
- c. Consultants will be reimbursed such amount of VAT as, by virtue of the Act, is paid by them to HM Customs and Excise in respect of the supply by them of services under the commission but consultants must separately identify the amount on their account.

6.8 Termination

The client body shall, in addition to any other power enabling it to determine the commission, have power to terminate the commission at any time by notice in writing and upon receipt of the notice, the commission shall be terminated. In the event of the commission being so terminated the consultant shall be entitled to fees for the work executed to the date of termination.

6.9 Assignment, Transfer or Sub-letting

Consultants must not be permitted to assign or transfer their commission or any portion thereof, any share or interest therein, or any right to arise thereunder, without prior consent in writing, from the Department.

6.10 Professional Indemnity Insurances

Consultants must take out and maintain proper professional indemnity insurances in respect of their business generally throughout the period from the commencement of services under the commission until 6 years from either the completion of project works or completion of duties under the commission, whichever is the earlier.

Such insurance may be limited in respect of any one claim (but shall not be limited in any other respect) PROVIDED THAT any such limit shall in any event be at least £250K, and if the consultant's gross fee income earned on UK schemes in the last financial year before any relevant period of insurance is more than £125K, such limit shall, during that period of insurance, be at least the lesser of £5m or twice the total.

NB. For Quantity Surveying Commission the above paragraph should be replaced with:

Such insurance may be limited in respect of any one claim (but shall not be limited in any other respect) PROVIDED THAT any such limit shall in any event be at least £250K but if their gross fee income earned on UK schemes in the last financial year before any relevant period of insurance is less than £100K, such limit shall, during the period of insurance, be at least £100K.

Possession or otherwise of such insurances shall not limit the consultant's liabilities in any way.

Consultants, whenever required must produce a certificate, signed by or on behalf of their insurers, stating that insurance complying with this condition is in force, and the period for which it has been taken out. The certificate shall state the amount of excess which applies.

At the request of either party any reduction to the general level of insurance cover agreed by the professional association and the Department of Education after the date of the commission shall apply to the commission.

In this condition:-

"proper professional indemnity insurance" means cover provided by an insurer authorised in accordance with Sections 3 and 4 of the Insurance Companies Act 1982 to carry on an insurance business of the general liability class as defined in Schedule 2, Part 1, Clause 13 of the same Act, or by a Member of Lloyds;

"income earned on UK schemes" means income in respect of the whole of the consultant's business except insofar as such receipts arise in connection with works executed outside the United Kingdom or in conjunction with advisory services and feasibility studies;

"period of insurance" means any separate period during which insurance required under this condition is in force after it has been taken out or renewed.

Under the terms of the commission the consultant will normally be defined as the firm to which the commission is let.

6.11 Prevention of Corruption

All commissions entered into by the client body are subject to the Prevention of corruption Acts 1889 to 1916, which make it a criminal offence to give or offer any inducement to a public servant with the intention of influencing him in the discharge of his duties. Private practitioners should take care in their dealings with public officials as offences could lead to the loss of a commission and prosecution under the Acts.

6.12 Data Protection Act 1984

If the consultant or his servants, having obtained without the consent of the client body, personal data within the meaning of the Data Protection Act 1984, directly or indirectly discloses or publishes the data to any other person or allows improper access to the data, or in any event directly or indirectly cause the loss, damage or destruction of such data, he shall indemnify the client body against all claims, proceedings, costs and expenses in respect of any damage distress suffered thereby by any other person.

6.13 Social Security Fraud

Any firm providing professional services which has been convicted of a social security offence will be disqualified from undertaking commissions for public sector projects or for projects by other public and voluntary bodies which are wholly or partly funded by Government grants.

6.14 Evaluations, Audits

Consultants shall contribute such project evaluations and audits, as required by the client body of the Department.

SERVICES AND RESPONSIBILITIES OF THE PROJECT MANAGER AND LEAD CONSULTANT WHERE AN INDEPENDENT PROJECT MANAGER HAS NOT BEEN APPOINTED

Generally the project manager has the duty of providing a cost-effective and independent service correlating, integrating and managing different disciplines and expertise, to satisfy the objectives and provisions of the project brief from inception to completion. While he/she will be employed directly by the client body, the project manager will be required to report to various bodies/individuals on matters as specified. The services should be consistent with the needs of the project and the following used as guidelines.

THE SERVICES

A. Generally

1. The consultant shall provide such professional, management and procurement services, and assume such duties and obligations as may be necessary to complete the project to programme, at or below budgeted cost, whilst meeting or bettering the specified quality and safety standards. Those duties shall include but not be limited to the services set out in this appendix. An audit may be instituted at any stage in the life of the project, and the consultant shall co-operate as required.
2. The consultant shall liaise with and manage the school meals procurement with the relevant Education and Library Board and DENI, where appropriate.
3. Recommend, implement and manage rigorous cost management procedures, including change control and contingency management.
4. Recommend, implement and manage rigorous programme management procedures.
5. Recommend, implement and manage rigorous quality management procedures.
6. Develop and maintain a master programme including a procurement strategy, and act for the client body in procuring the site, professional services and supplies and essential services.

7. Validate and approve all claims for payment from contractors and other consultants before recommending or certifying them as correct for payment by the client body.
8. Contribute to and implement the co-ordination process.
9. Contribute to project audits, where required.

B. Pre-Design

RIBA Stage A/B

Economic Appraisal (Pre-Design)

1. Meet with relevant parties - client body, CCMS, DENI.
 - a. to agree terms of reference;
 - b. scale of remuneration;
 - c. to obtain brief for a feasibility study (study to comply with DENI Guidelines).
2. Advise on need and selection of professional consultants, in accordance with DENI Guidelines and EC Directives.
3. Manage the feasibility study, monitor progress, report to DENI through client body, within the agreed timescale.

C. Design

RIBA Stage C-G

Design to Pre-Tender (Design)

1. Review the brief and project strategy; the brief to comprise:
 - a. firm SOA (Schedule of Accommodation);
 - b. target cost for the construction;
 - c. timetable targets;
 - d. performance standards.
2. Finalise design brief for consultants.
3. Advise on selection and appointment of professional consultants. Authorise payments to consultants.
4. Set up and monitor master programme, incorporating design and construction stages. Report programme and progress on design.
5. Set up and monitor cost control and cost plan.
6. Ensure DENI approval has been obtained for:
 - . appointment of consultants;
 - . site acquisition;
 - . planning, cost and time at the end of Stage C;
 - . cost at Stage D, and the evaluation of the design team's Stage D report in terms of;

> accommodation content

> performance standards

> costs

> programme.

cost and time and statutory approvals at Stages E/F and G.

7. Ensure compliance with statutory procedures, planning and building control, DENI Guidelines, the School Building Handbook and ED Directives.
8. Consider and finalise contract strategy.

D. Construction

RIBS Stage H-L

Tender, Construction, Completion, Feedback

1. Arrange for tendering procedures including vetting of potential bidders in accordance with DENI requirements and EC Directives.
2. Receive and open tenders in the presence of the client body.
3. Prepare tender recommendation, ensure quantity surveyor prepares cost analysis, obtains BCIS tender index, expenditure profiles, as detailed under paragraph 5.6, in addition to other performance data required by the client body and DENI.
4. Establish the construction contract.
5. authorise payments to contractors, ensure project on programme; report progress to the client body and DENI.
6. Ensure appointment of clerk of works (if appropriate).
7. Set-up system for variations procedure, including reporting to DENI, in accordance with agreed FCR procedures.
8. Attend site meetings as required.
9. Verify and process professional fee accounts.
10. Co-ordinate furniture and supplies.
11. Monitor the commissioning and operation of equipment.

12. Arrange for handover to client body and to ELB where appropriate, and ensure record drawings have been passed over (see paragraph 6.6 of this document).
13. Co-ordinate action on defects liability.
14. Ensure final account is prepared promptly and submitted for approval, together with reconciliations with prior approvals.
15. Prepare an evaluation report at end of project.

STRUCTURAL ENGINEERING

SCHEDULE OF FEE EARNING WORK

1. Excavations and Hardfilling

No fee will be allowed for the general reduction of site levels.

2. Plain Concrete

- . mud mats
- . pad and strip foundations
- . structural toppings
- . padstones
- . floor and yard slabs.

Non-structural screeds will not attract a fee.

3. Reinforced Concrete (Cast In-Situ)

- . pad and strip foundations
- . bored piles
- . retaining walls
- . ground supported slabs
- . suspended slabs

beams, columns and walls

casings to structural steelwork

stairs

lintels.

The reinforcement must be fully detailed and scheduled by the Consulting Engineer for the additional fee for reinforced concrete to be claimed.

The additional fee for reinforced concrete will not be paid for ground supported slabs, contractor designed piles, nominally reinforced piles or standard casings.

The consulting engineer shall be responsible for the design work of specialist Contractors and Suppliers.

4. Reinforced Concrete (Precast)

- . frames
- . floor units
- . cladding panels
- . driven piles
- . stairs
- . lintels.

The additional fee for reinforced concrete will only be paid where the Consulting Engineer has designed, detailed and scheduled the reinforcement.

The Consulting Engineer shall be responsible for the design work of Specialist Contractors and Suppliers.

In addition to supervision on site, the Consulting Engineer shall inspect the work during manufacture.

5. Structural Steelwork

The Consulting Engineer shall inspect the works during fabrication and be responsible for any design work carried out by the fabricator.

A fee will be paid for protective coatings specified by the Consulting Engineer. Lightweight fire-resistant casings and intumescent coatings will not attract a fee.

6. Loadbearing Masonry

This shall include masonry which was required to be designed by the Consulting Engineer to:

- . resist vertical imposed and dead loads;
- . resist wind loads; and
- . provide stability to the building.

Masonry partitions are generally excluded.

In addition to the structural design the Consulting Engineer shall be responsible for detailing and positioning movement joints.

No fee will be allowed for decorative finishes.

7. Structural Timber

Where required to be designed by the Consulting Engineer:

- . floor and ceiling joists;
- . purlins and rafters;
- . trussed rafters;

will attract a fee provided that that Consulting Engineer provides drawings to show:-

- . the general arrangement of the members;
- . all necessary bracing;
- . details of connections;
- . details and location of ties and straps.

The Consulting Engineer shall be responsible for the design work of specialist trussed rafter manufacturers and shall inspect the trusses during production.

Floor boarding and slating battens are excluded.

8. Lightweight Cladding and Roof Coverings (eg profiled metal sheeting)

These will not attract a fee.

9. Other Items

No other items will be considered for the payment of fees unless previously approved in writing by the Department.

PROPOSAL FOR THE APPOINTMENT OF PROFESSIONAL CONSULTANTS

TITLE OF PROJECT: _____

ADDRESS: _____

Consultant	Name and Address	(1) Conditions of Engagement and Scales of Fees: Subject to DENI's Amendment	% Fee Reduction Offered (If Applicable) On (1) Except Time Charges	Time Charge Hourly Rate	
				Principal/Partner % Fee Reduction On £25.00	Staff % Fee Reduction on Scale Hourly Rates
Architect		RIBA Architects' Appointment, June 1982 amended November 1988 ("Blue Book")			
Quantity Surveyor		RICS Scale No 36*/37* (generally Category fee) effective 20 July 1988			
Structural Engineer		1979 Model Form of Agreement "C" of the 1963 Edition of the Association of Consulting Engineers' Conditions of Engagement (reprinted 1970)			
Mechanical and Electrical Engineer		1979 Model Form of Agreement "D" of the 1963 Edition of the Association of Consulting Engineers' Conditions of Engagement (reprinted 1970)			
Civil Engineer		Consult the Department of Education (NI) for details			
Landscape Architect		1979 Conditions of Engagement and Professional Charges of the Landscape Institute			

I intend to appoint the above Consultants, subject to the Department of Education approval, on terms of the above negotiated/standard* fee scales

Signed: _____

Date: _____

Position: _____

Edition 2

* Delete as Necessary

