

**Client Adviser**  
Professional Services  
Contract 2020



# Guidance Notes

FOR CONSULTATION PURPOSES ONLY

# Guidance Notes

These guidance notes explain the provisions of the RIBA Client Adviser Professional Services Contract 2020 for the appointment of a Client Adviser and provide guidance on what to consider when completing the Contract Details and the Schedule of Services; they do not form part of the Contract.

## Summary of the Contract

- The RIBA Client Adviser Professional Services Contract 2020 is divided into four main parts:
  - the Agreement
  - the Contract Details
  - the Contract Conditions
    - Definition of Terms
    - Clauses
  - the Schedule of Services.
- A Contract Checklist is included as an 'aide memoire' for the Client Adviser to confirm with the Client that all of the relevant parts of the Contract have been completed (but does not form part of the Contract).
- Additional briefing documents will also form part of the Contract if they are listed in item D of the Contract Details.
- The Contract is between the Client (the Party that wishes to commission the professional services, known as the 'Services') and the Client Adviser (the person or organisation performing the Services) who is to undertake the Client Adviser role on the Project. Together they are referred to as the 'Parties' to the Contract.

## When to Use this Contract

- The RIBA Client Adviser Professional Services Contract is suitable for commissions procured on any form of procurement for commercial projects of any value.
- The RIBA Client Adviser Professional Services Contract is not suitable for the appointment of a Client Adviser on non-commercial work undertaken for a 'consumer' client.
- The RIBA Client Adviser Professional Services Contract is devised as an agreement between a Client Adviser and a business client or public authority and is a 'construction contract' to which the Housing Grants, Construction and Regeneration Act 1996 (HGCRA, also known as the Construction Act), as amended by Part 8 of the Local Democracy, Economic Development and Construction Act 2009, applies.
- Business clients include charities, religious organisations and not-for-profit bodies. Where the Client is a public authority, it may be necessary to include provisions relating to the Freedom of Information Act 2000 and to corrupt gifts and payments under the Bribery Act 2010.

## RIBA Client Adviser Register

The RIBA Client Adviser Register is a list of RIBA accredited Client Advisers, all of whom are experienced professionals. A Client Adviser can provide impartial and informed advice from the earliest stages of your project. They will guide you through the process of commissioning a building project, helping you to maximise the value and quality of your project.

For further details on the RIBA Client Adviser Register and a full list of RIBA accredited Client Advisers, please go to: [www.architecture.com](http://www.architecture.com).

## Client's Rights and Obligations

- The Client has various obligations under the Contract. The principal ones include:
  - informing the Client Adviser of the Project requirements and of any subsequent changes required and agreeing steps to mitigate the consequences, if any
  - providing the information which is necessary for the proper and timely performance of the Services
  - making decisions and giving approvals as necessary for the performance of the Services
  - paying the Client Adviser for the Services performed
  - appointing or otherwise engaging any Other Client Appointments required to perform work or services under separate agreements and requiring those appointed to collaborate with the Client Adviser.
- The Client also has rights under the Contract. The principal one is the right to suspend or terminate the performance of the Client Adviser's Services.

## Client Adviser's Rights and Obligations

- The Client Adviser has various obligations under the Contract. The principal ones include:
  - exercising the reasonable skill, care and diligence to be expected of a Client Adviser experienced in the provision of such services for projects of a similar size, nature and complexity to the Project
  - performing the Services with due regard to the Project Brief
  - informing the Client in a timely manner of progress in the performance of the Services and, upon becoming aware, of any issue that may materially affect the Project Brief, Project Programme, Construction Cost or quality of the Project, and of any information, decision or action required in mitigation
  - collaborating with any Other Client Appointments appointed or otherwise engaged by the Client to perform work or services.

The obligations apply to the extent achievable using the standard of care outlined in clause 3.1.

- The Client Adviser also has rights under the Contract. The principal ones include:
  - the right to retain copyright in the documents produced in either paper or digital formats for the purpose of performing the Services (the Client is given a licence to copy and use the documents for purposes related to the construction of the Project or its subsequent use or sale)
  - the right to suspend or terminate performance of the Services due to the Client's failure to pay any fees or other amounts due.

## The Agreement

- The Agreement is the part of the Contract that is signed by both Parties and records the Client's and the Client Adviser's rights and obligations under the Contract. The Agreement should not be dated until both Parties have duly signed/ executed.
- The Parties choose whether to sign the Agreement as a simple contract or as a deed, following the same method of execution as the contracts with the other consultants employed for the Project. The choice determines the limitation period within which a Party can bring a claim for breach of contract, which is stated to be:
  - simple contract: 6 years from the date of Practical Completion or the date of completion of the last Services, whichever is the earlier
  - deed: 12 years from the date of Practical Completion or the date of completion of the last Services, whichever is the earlier.
- The choice of whether the Agreement section of the Contract is to be signed as a 'simple contract' or as a 'deed' also determines the formalities for executing the Contract.

### Simple contract:

- can be signed either by individuals or in a representative capacity (e.g. for a company, LLP, etc.)
- when signed by individuals, there is no requirement for the signatures to be witnessed (although in the interests of certainty the Contract does allow for a witness to sign the Agreement section)
- when signed in a representative capacity, the Agreement section needs to be signed by two directors, partners or members, or a director and a company secretary, or a single director and witnessed by a third party.

### Deed:

- can be signed either by individuals or in a representative capacity (e.g. for a company, LLP, etc.)
- when signed by individuals, there is a requirement for the signatures to be witnessed (a witness should be aged 18 or over and should not be a Party to the Contract)
- when signed in a representative capacity, the Agreement section needs to be signed by two directors, partners or members, or a director and a company secretary, or a single director and witnessed by a third party.

- In certain instances, the Contract may be deemed to be legally binding even if the Agreement section is not signed. For example, a legally binding contract could exist if the Client has instructed the Client Adviser to commence or undertake work on the basis of the unsigned Contract and the Client Adviser has acted on those instructions.

## Completing the Contract Details

When completing the Contract Details, where an option APPLIES tick  the box to confirm that the section has been adopted. Any amendments made by hand to the Contract should be initialled by both Parties.

The Contract Details provide the specific details of the Project:

- **Items A and B – the Client and the Client Adviser:** Provide details of the Client, the Client's named representative, the Client Adviser and the Client Adviser's primary point of contact. Note that if these details are changed at a later date, it is important that the Parties inform each other and agree in writing.
- **Item C – Site Address:** Provide the address of the site where the Project is to be carried out.
- **Item D – Project Brief:** Provide a description of the Project, if known, and the Client's statement of requirements for the Project for which the Services are being provided. The target Construction Cost and target Project Programme, such as dates for tender issue or for the commencement and completion of building works, can be inserted. Include details of any additional briefing documents that will also form part of the Contract. The Project Brief may be updated from time to time, where agreed between the Client and the Client Adviser.
- **Item E – Other Client Appointments:** Give the details of any other consultant appointments (which could be individuals or organisations) or services appointments to be made by the Client to enable the Client Adviser to undertake work in connection with the Project. For example, appointments may include an architect, project manager, cost consultant, Principal Designer, engineers and/or other consultants.
- **Items F, G, H and I – Basic Fee, Time Charges, Expenses and Payment:** Specify:
  - the basis for determining the calculation of the Basic Fee (excluding VAT), e.g. a specified percentage applied to the Construction Cost, a fixed lump sum, time charges, design cost per square metre (gross or net) or any other agreed method (item F)
  - the intended number and/or frequency of meetings/site visits that the Client Adviser is going to attend during the Project (item F)
  - the rates for any time charges (item G)
  - the arrangements for charging for expenses and disbursements (item H)
  - the payment frequency of the fees (item I).

To ensure that the Client Adviser's accounts issued to the Client are effective as Payment Notices, as set out in clause 5.11, each invoice issued by the Client Adviser should incorporate the following wording:

This is the amount due in respect of the Services provided, calculated as set out in this invoice and in accordance with the Fees and Expenses agreed in our Professional Services Contract dated *[insert date of Contract]*. This invoice constitutes a Payment Notice complying with section 110A(3) of the Housing Grants, Construction and Regeneration Act 1996 as amended by the Local Democracy, Economic Development and Construction Act 2009. The payment due date is the date of this Payment Notice.

- **Item J – Professional Indemnity Insurance:** State the amount of professional indemnity insurance to be maintained for the Project. The amount of professional indemnity insurance to be maintained for the Project should be reasonable in relation to the risks and should pass the reasonableness test under the Unfair Contract Terms Act 1977.

- **Item K – Dispute Resolution:** The Parties may choose which dispute resolution method(s) they will use should a dispute arise. Adjudication is available to either Party to select at any time as a statutory right. Below is a brief description of each method:

- **Mediation** involves a third party helping the Parties to try to come to an agreement resolving their dispute. If successful, mediation can be less expensive than other methods of dispute resolution and is therefore encouraged by the courts. In mediation the Parties generally pay their own costs.
- **Adjudication** involves a third party providing an independent decision on the dispute and is available to the Parties if the Contract is a construction contract under the Housing Grants, Construction and Regeneration Act 1996. The decision is binding in law unless and until the dispute is determined by arbitration or litigation following referral by either Party. Adjudication is generally a faster process, but is not usually recommended for complex issues. The Parties pay their own costs unless they have agreed otherwise. The Adjudicator's costs are allocated at the Adjudicator's discretion, the greater part usually being allocated to the losing Party.
- **Arbitration** is a confidential process which is an alternative to litigation and involves a third party (or parties) delivering a final and binding decision. Arbitration can only involve two parties, unless there is an express agreement to the contrary, so it would not normally be appropriate for multiparty disputes.
- **Litigation** is an alternative to arbitration and involves a court delivering a final and binding decision. Litigation is public and decisions may be challenged in higher courts. The greater part of the costs are usually allocated to the losing Party.

If the Parties cannot reach agreement on a person to act as Mediator, Adjudicator or Arbitrator, either Party may apply for a nomination or appointment to be made by the Royal Institute of British Architects.

The Client can refer a complaint to the person named in item B of the Contract Details under the Client Adviser's internal complaints procedure, which will be provided upon request. The Client may also, or alternatively, refer a complaint to the appropriate professional body if the Client Adviser's conduct or competence appears to fall short of the standards in the relevant code(s) of professional conduct.

## The Schedule of Services

- The Schedule of Services is used to define the Services to be performed by the Client Adviser and maps the Services to the stages in the RIBA Plan of Work.
- The completed Schedule of Services should accurately reflect the Project Brief and the services that the Client Adviser has agreed to provide, particularly where the Client Adviser is not to perform the full range of Services within a stage or is only undertaking some stages. There is also a provision in the Contract for the Client Adviser to provide additional services for an additional fee (not listed in the Basic Fee).
- The Schedule of Services covers Stages 0 to 6. Services required as part of any ongoing (long-term) Stage 7 activities are not listed as these services will be commissioned as a separate professional services or operating contract.
- Performance of the Services must be in accordance with the normal standards of the Client Adviser's profession.
- The Services being undertaken should be selected individually and ticked  where an option APPLIES.

## Contract Conditions

- The Contract Conditions set out in concise terms the rights and obligations of the Parties.

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The RIBA Client Adviser Professional Services Contract 2020 is endorsed by the following organisations:



RIBA Client Adviser Register



RIAS

Royal Incorporation of Architects in Scotland

RSAW 

Royal Society of Architects in Wales



Royal Society of Ulster Architects



Chartered Institute of Architectural Technologists

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**Client Adviser**  
Professional Services  
Contract 2020





# Contract Checklist

**ONCE THE CONTRACT DETAILS HAVE BEEN COMPLETED, AND BEFORE THE AGREEMENT IS SIGNED, CHECK THIS LIST TO ENSURE THAT ALL OF THE KEY TERMS HAVE BEEN CONSIDERED.**

	YES
Has the Project Brief and the Client's statement of requirements been agreed?	<input type="checkbox"/>
Has the target Construction Cost been agreed/advised?	<input type="checkbox"/>
Has the target Project Programme been agreed?	<input type="checkbox"/>
Have any Other Client Appointments been agreed?	<input type="checkbox"/>
Have the fees and expenses and payment frequency been agreed?	<input type="checkbox"/>
Has the amount of professional indemnity insurance that is to be allowed for the Project been agreed and has this been arranged?	<input type="checkbox"/>
Has the Client Adviser explained its internal complaints procedure to the Client and has a dispute resolution process been agreed in case something goes wrong?	<input type="checkbox"/>
Has the Schedule of Services been completed and agreed?	<input type="checkbox"/>
Has the Client been made aware that it has duties under the CDM Regulations 2015?	<input type="checkbox"/>
Have all the Contract Details been completed?	<input type="checkbox"/>





# Agreement

**This Agreement is between:**

the Client (refer to item A of the Contract Details for full information)

[Light blue rectangular box for Client name]

AND

the Client Adviser (refer to item B of the Contract Details for full information)

[Light blue rectangular box for Client Adviser name]

**who agree as follows:**

- The Client Adviser shall undertake the Services set out in the Schedule of Services and shall perform the Client Adviser’s obligations in accordance with the terms of the Contract.
- The Client shall pay the Client Adviser the fees and expenses set out in the Contract Details for the Services and shall perform the Client’s obligations in accordance with the terms of the Contract.
- The Contract is the RIBA Client Adviser Professional Services Contract 2020.

**Signed/Executed as a:**

simple contract

deed

**For and on behalf of the Client** *(complete as appropriate):*

Client **is not** a registered company/LLP

Name:

[Light blue rectangular box for Name]

Signature:

[Light blue rectangular box for Signature]

Client’s signature witnessed by:

Name:

[Light blue rectangular box for Name]

Address:

[Light blue rectangular box for Address with dotted lines for structure]

Signature:

[Light blue rectangular box for Signature]



**OR**

Client **is** a registered company/LLP

Company registration number:

First signatory (Director/Company Secretary/Partner/Member):

Name:

Signature:

Client's signature witnessed by:

Name:

Address:

Signature:

Second signatory (Director/Company Secretary/Partner/Member) – *optional*:

Name:

Signature:

**For and on behalf of the Client Adviser** *(complete as appropriate)*:

Client Adviser **is not** a registered company/LLP

Name:

Signature:

Client Adviser's signature witnessed by:

Name:

Address:

Signature:

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**OR**

Client Adviser **is** a registered company/LLP

Company registration number:

VAT registration number:

First signatory (Director/Company Secretary/Partner/Member):

Name:

Signature:

Client Adviser's signature witnessed by:

Name:

Address:

  

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Signature:

Second signatory (Director/Company Secretary/Partner/Member) – *optional*:

Name:

Signature:

**This Agreement is dated and delivered on:**

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# Contract Details

## A. The Client

Name:

Address:

  

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Registered address  
(if different):

  

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Telephone number:

Email address:

Named representative (*insert the name of a representative with authority to act on behalf of the Client for all purposes under the Contract*):

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**B. The Client Adviser**

Name:

Address:

  

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Registered address  
(if different):

  

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Telephone number:

Email address:

Point of contact *(insert the name of a primary point of contact with authority to act on behalf of the Client Adviser for all purposes under the Contract):*

The name of the person that the Client should contact if it wishes to invoke the Client Adviser's internal complaints procedure:

**C. Site Address**

  

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**D. Project Brief**

Project description and Client's statement of requirements:

Four horizontal dotted lines for writing the project description and Client's statement of requirements.

Additional briefing documents provided (*include reference numbers and dates*):

Document	Reference number	Date

*Continue on a separate sheet if necessary.*

**Construction Cost**

The Construction Cost, as defined in the Contract Conditions, is:

£

**Project Programme**

Key project dates, e.g. tender dates, commencement/completion of building works (*insert as appropriate*):

Item	Target date

*Continue on a separate sheet if necessary.*

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**VAT**

VAT applies or does not apply to the Basic Fee (please specify):

- VAT applies
- VAT does not apply

**Meetings/site visits**

The Client Adviser shall attend the following meetings/site visits during the Project:

Stage	Purpose	Total number and/or frequency allowed for	Fee <sup>1</sup>
Stage 0			
Stage 1			
Stage 2			
Stage 3			
Stage 4			
Stage 5			
Stage 6			

Where additional meetings and/or site visits are necessary, or requested in writing by the Client, in addition to those identified above, the Client Adviser shall apply time charges, as set out in item G of the Contract Details.

**G. Time Charges**

Time charges for any additional fees, and/or where the Basic Fee incorporates time charges, shall be calculated on the basis of the following rates:

Person/grade	Rate, excluding VAT (state whether £ per hour or £ per day)

Continue on a separate sheet if necessary.

<sup>1</sup> State whether the fee for attending these meetings is included in the Basic Fee (insert 'BF') or will be provided on a time-based charge (insert 'TC').



## H. Expenses

The specified expenses are as follows:

.....

.....

.....

Continue on a separate sheet if necessary.

The specified expenses listed above, excluding VAT, shall be charged:

at net cost plus a handling charge, which shall be calculated at the following percentage of net cost  %

by the addition of the following fee to the total fee £

by the addition of  % to the Basic Fee

other (please specify)

.....

.....

Where applicable, travel shall be charged at the following rate per mile £

Hard copies of documents shall be charged at the following rate per page:

	A4	A3	A2	A1	A0
Black and white	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Full colour	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

## I. Payment

Payment Notices for instalments of fees, time charges and expenses shall be issued and paid:

on a weekly basis

on a monthly basis

at the end of each stage

other (please specify)

## J. Professional Indemnity Insurance

The amount of professional indemnity insurance cover to be maintained for the Project in respect of each and every claim or series of claims arising out of the same originating cause shall be

£

Professional indemnity insurance cover shall be maintained by the Client Adviser for the above amount, except for claims arising out of:

pollution or contamination, with an aggregate limit of

£

annually

OR

per project

asbestos, with an aggregate limit of

£

annually

OR

per project

cladding or fire-related issues,<sup>2</sup> with an aggregate limit of

£

annually

OR

per project

other<sup>2,3</sup> (please specify)

with an aggregate limit of

£

annually

OR

per project

<sup>2</sup> It is important to ensure that this wording reflects the wording of any restrictions in the Client Adviser's professional indemnity insurance policy.

<sup>3</sup> Specify other material exclusions or restrictions under the Client Adviser's professional indemnity insurance that are relevant to the Project.

## K. Dispute Resolution

### Mediation

The Parties may agree to try to resolve their differences through mediation without prejudice to any other dispute resolution rights.

### Adjudication

Either Party has the statutory right (but no obligation) to refer a dispute, at any time, to adjudication. If a dispute is so referred, the Scheme for Construction Contracts (England and Wales) Regulations 1998 as amended shall apply. The Adjudicator's decision is binding unless and until the dispute is determined by arbitration or litigation following referral by either Party.

### Final Dispute Resolution Process

The Parties may select either arbitration or litigation. If the Parties do not make a selection then litigation shall be the final dispute resolution process.

### Arbitration

The Parties select arbitration for final dispute resolution.

Applies

OR

### Litigation

The Parties select court proceedings for final dispute resolution.

Applies

If the Parties cannot reach agreement on a person to act as Mediator, Adjudicator or Arbitrator, either Party may apply for a nomination or appointment to be made by the Royal Institute of British Architects.

## L. Information Formats

Electronic documents produced by the Client Adviser in connection with the Services shall be provided in the following format:

Documents produced by the Client Adviser shall be provided to the Client in PDF format only.

OR

Other (*please specify*)

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# Contract Conditions

## Definition of Terms

**Basic Fee:** the fee for the Services excluding VAT and any additional charges, such as expenses, disbursements, etc.

**Building Contract:** the contract between the Client and the Contractor for the construction of the Project.

**CDM Regulations 2015:** the Construction (Design and Management) Regulations 2015 and any guidance as issued, amended or replaced from time to time by the Health and Safety Executive, which govern the management of health, safety and welfare for construction projects.

**Client:** the person or organisation referred to in item A of the Contract Details. This also includes the Client's representative where one is appointed by the Client with full authority to act on behalf of the Client for all purposes in connection with the matters set out in the Contract, except where advised to the contrary.

**Client Adviser:** the party that the Client has appointed to perform the Services.

**Confidential Information:** all information relating to the Project and the Client's and Client Adviser's business and affairs which either Party directly or indirectly receives or acquires from the other Party or any representative of the other Party whether in writing, by electronic mail or orally and which is not otherwise already in the public domain.

**Construction Cost:** the Client's target cost for the building works as specified in the Project Brief, as set out in item D of the Contract Details (being the Client's initial budget), and subsequently the latest estimate approved by the Client or, where applicable, the actual cost of constructing the Project upon agreement or determination of the final account for the Project. The Construction Cost includes the cost of any equipment and/or materials provided by the Client to the Contractor for installation as part of the Project, and any direct works carried out by or on behalf of the Client. The Construction Cost excludes VAT, professional fees, the cost of resolution of any dispute, the Client's legal and in-house expenses and any loss and/or expense payments made to the Contractor and is not affected by any liquidated damages deducted by the Client.

**Contractor:** the party referred to as the Contractor in the Building Contract.

**Final Date for Payment:** the date, specified in clause 5.12, by which a payment that is due shall be paid.

**Notified Sum:** the sum set out in a Payment Notice or in a default notice.

**Other Client Appointments:** other consultant or services appointments which have been, or will need to be, made by the Client to enable the Client Adviser to undertake its work in connection with the Project.

**Party/Parties:** the signatories to the Agreement: the Client and the Client Adviser described in items A and B of the Contract Details.



**Payment Notice:** a notice that the Client Adviser issues to the Client, in accordance with clauses 5.9 to 5.14, showing the payment that the Client Adviser considers is due and how it was calculated.

**Practical Completion:** when the works are certified as having achieved 'Practical Completion' under the terms of the Building Contract.

**Principal Designer:** a designer appointed by the Client as Principal Designer under the CDM Regulations 2015.

**Project:** as described in the Project Brief, item D of the Contract Details.

**Project Brief:** the Client's requirements for the Project, as initially set out in item D of the Contract Details.

**Project Programme:** the Client's initial programme for the Project, as specified in item D of the Contract Details.

**Schedule of Services:** the schedule specifying the Services and additional services to be undertaken by the Client Adviser in connection with the Project, which is incorporated into the Contract.

**Services:** the professional services to be performed by the Client Adviser specified in the Schedule of Services, which may be varied by agreement.

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# Clauses

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## 1. General Interpretation

- 1.1 Where under the Contract an action is required to be taken within a specified period, in calculating a period, a day shall be a calendar day and a date shall be a calendar date. When a period is calculated it shall exclude public holidays.
- 1.2 The provisions of the Contract continue to bind the Client and the Client Adviser as long as is necessary to give effect to the Parties' respective rights and obligations.
- 1.3 The Contract supersedes any previous agreement or arrangements between the Client and Client Adviser in relation to the Services (whether oral or written) and represents the entire agreement between the Client and the Client Adviser in relation to the Services. All additions, amendments and variations to the Contract shall be binding only if agreed in writing by duly authorised representatives of both the Client and the Client Adviser.
- 1.4 If any clause or part of any clause of the Contract is ruled by the courts or declared to be invalid or unenforceable in any way, it shall be severed from the Contract and this shall not affect any other clause of the Contract, nor the validity of the remaining clauses of the Contract, which shall remain in full force.
- 1.5 The Contract is subject to the law of England and Wales and the Parties submit to the exclusive jurisdiction of the courts of England and Wales.
- 1.6 Subject to clause 3.1 of the Contract Conditions, to the extent that either Party processes personal data, as part of the Contract, the Party undertakes to do so in compliance with the General Data Protection Regulation (GDPR) and to keep such personal data in a secure technological environment.

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## 2. Client's Responsibilities

- 2.1 The Client shall:
- 2.1.1 inform the Client Adviser of the Project Brief and the Services required and, as soon as reasonably practicable, of any subsequent changes required and agree steps to mitigate the consequences of such changes
  - 2.1.2 provide, free of charge, information in the Client's possession, or which is reasonably obtainable, and which the Client Adviser reasonably advises is necessary for the proper and timely performance of the Services and the Client Adviser shall be entitled to rely on such information
  - 2.1.3 make decisions and give approvals as necessary for the proper and timely performance of the Services
  - 2.1.4 appoint or otherwise engage any Other Client Appointments required to perform work or services under separate agreements and require them to collaborate with the Client Adviser. The Client shall confirm in writing to the Client Adviser the work or services to be performed by any Other Client Appointments
  - 2.1.5 hold the Other Client Appointments and not the Client Adviser responsible for the proper carrying out and completion of the work or services entrusted to them under any Other Client Appointments
  - 2.1.6 hold the Contractor(s) appointed to undertake construction works, and not the Client Adviser, responsible for the proper carrying out and completion of construction works in compliance with the Building Contract
  - 2.1.7 not hold the Client Adviser responsible for any instructions issued by the Client to the Other Client Appointments or Contractor.

- 2.2** The Client may issue reasonable instructions to the Client Adviser. The Client's named representative, as indicated in item A of the Contract Details, shall have full authority to act on behalf of the Client for all purposes in connection with the matters set out in the Contract.
- 2.3** The Client acknowledges that the Client Adviser does not warrant:
- 2.3.1** compliance with the Project Programme and Construction Cost, which may need to be reviewed for, but not limited to:
- (a) variations instructed by the Client
  - (b) delays caused by any Other Client Appointments, the Contractor or any other factor that is not the responsibility of the Client Adviser under the Contract
  - (c) the discovery at any time of previously unknown factors which were not reasonably foreseeable at the date of the Contract
- 2.3.2** the competence, performance, work, services, products or solvency of any Other Client Appointments or the Contractor.
- 2.4** The Client shall not disclose Confidential Information unless:
- 2.4.1** disclosure is necessary to take professional advice in relation to the Contract or the Services
- 2.4.2** it is already in the public domain other than due to wrongful use or disclosure by the Client
- 2.4.3** disclosure is required by law or because of disputes arising out of or in connection with the Contract.

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### **3. Client Adviser's Responsibilities**

- 3.1** In the performance of the Services and discharging all the obligations under the Contract, the Client Adviser will exercise the reasonable skill, care and diligence to be expected of a Client Adviser experienced in the provision of such services for projects of a similar size, nature and complexity to the Project. Notwithstanding anything that may appear elsewhere to the contrary, whether under this Contract or otherwise, the Client Adviser's duties and obligations shall be deemed to be subject to the exercise of such reasonable skill, care and diligence and nothing contained in this Agreement or elsewhere shall be construed as imposing on the Client Adviser any greater duty than the exercise of such reasonable skill, care and diligence.
- 3.2** The Client Adviser shall:
- 3.2.1** perform the Services with due regard to the Project Brief
- 3.2.2** inform the Client of progress in the performance of the Services and, upon becoming aware, of any issue that may materially affect the Project Brief, Project Programme, Construction Cost or quality of the Project, and any information, decision or action required in mitigation
- 3.2.3** inform the Client of any information, decision or action required from the Client or Other Client Appointments in connection with the performance of the Services
- 3.2.4** act on behalf of the Client in the matters set out in the Contract or in relation to any project procedures agreed with the Client from time to time, subject to the Client's written approval
- 3.2.5** collaborate with any Other Client Appointments named in the Contract Details or any other parties who might reasonably be expected to perform work or services.



- 3.3** Subject to clause 3.4, the Client Adviser shall have the right to publish photographs and other information relating to the Project, and the Client shall give reasonable access to the Project for this purpose for 2 years after Practical Completion.
- 3.4** The Client Adviser shall not disclose Confidential Information unless:
- 3.4.1** disclosure is necessary for the proper performance of the Services, or in order to take professional advice in relation to the Contract or the Services, or in order to obtain/maintain insurance cover as required by the Contract
  - 3.4.2** it is already in the public domain other than due to wrongful use or disclosure by the Client Adviser
  - 3.4.3** disclosure is required by law or because of disputes arising out of or in connection with the Contract.

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#### **4. Assignment, Subcontracting and Third Party Rights**

- 4.1** Neither the Client Adviser nor the Client shall at any time assign the benefit of the Contract or any rights arising under it without the prior written consent of the other. Such consent shall not be unreasonably withheld or delayed.
- 4.2** The Client Adviser shall not subcontract performance of any part of the Services without the prior consent of the Client, and such consent shall not be unreasonably withheld or delayed.
- 4.3** There is no intention to grant rights to third parties pursuant to the Contracts (Rights of Third Parties) Act 1999, other than to lawful assignees.

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#### **5. Fees and Expenses**

- 5.1** The fees for performance of the Services and/or any additional services shall be calculated in accordance with this clause and as specified in the Contract Details.
- 5.2** The Basic Fee for performance of the Services shall be as specified in item F of the Contract Details and may be any or a combination of:
- 5.2.1** the specified percentage or percentages applied to the Construction Cost. Until the actual cost of the building work is known, the percentages are applied to the latest approved estimate of the cost of the building work or the Building Contract sum. The total fee shall be adjusted based on the final Construction Cost on completion of the Services. The cost shall exclude VAT, fees and any claims made by or against the Contractor
  - 5.2.2** the separate percentages specified for each RIBA Plan of Work stage applied to the Construction Cost at the end of the previous stage
  - 5.2.3** the specified lump sum or sums
  - 5.2.4** the time charges ascertained by multiplying the time reasonably spent in the performance of the Services by the specified hourly or daily rate for the relevant personnel, as set out in item G of the Contract Details. Time 'reasonably spent' includes the time spent in connection with performance of the Services in travelling from and returning to the Client Adviser's office
  - 5.2.5** any other agreed method.
- 5.3** Lump sums and rates for time charges, mileage and printing shall be revised every 12 months in accordance with changes in the Consumer Prices Index. Each 12-month period commences on the anniversary of the date of the Contract.

- 5.4** The Basic Fee shall be adjusted:
- 5.4.1** including due allowance for any loss and/or expense, if material changes are made to the Project Brief and/or the latest approved estimate of the cost of the building work and/or the Project Programme save to the extent that any changes arise from a breach of the Contract by the Client Adviser and/or the Services are varied by agreement
  - 5.4.2** where percentage fees in accordance with clause 5.2.1 or 5.2.2 apply, to compensate the Client Adviser for any reduction of the Construction Cost arising solely from deflationary market conditions not prevailing at the date of the Contract
  - 5.4.3** if the Client instructs a reduction in the Project Brief during the performance of the Services, or there is a reduction in the Construction Cost due to deflationary market conditions, the figure to which the percentage Basic Fee shall be applied, up to the date of the instruction or reduction, shall be the current professionally prepared estimate of the Construction Cost or the lowest acceptable tender (whichever is later) immediately prior to the instruction or reduction.
- 5.5** Subject to clause 5.6, if the Client Adviser is involved in extra work or incurs extra expense for reasons beyond the Client Adviser's reasonable control, additional fees shall be calculated on a time basis in accordance with clause 5.2.4 at the rate(s) set out in item G of the Contract Details where:
- 5.5.1** the cost of any work, installation or equipment, in connection with which the Client Adviser performs Services, is not included in the Construction Cost
  - 5.5.2** the Client has agreed or provided a new design for the Project and the Client Adviser is required to vary any Service already commenced or completed
  - 5.5.3** performance of the Services is delayed, disrupted or prolonged.
- 5.6** The Client Adviser shall inform the Client on becoming aware that clause 5.5 shall apply. Clause 5.5 shall not apply to the extent that any change or extra work or expense arises from a breach of the Contract by the Client Adviser.
- 5.7** The Client shall reimburse the Client Adviser for expenses in the manner specified in item H of the Contract Details.
- 5.8** The Client Adviser shall maintain records of time spent on Services performed on a time basis and for any expenses and disbursements to be reimbursed at net cost. The Client Adviser shall make such records available to the Client on reasonable request.

### **Payment Notices**

- 5.9** The Client Adviser shall issue Payment Notices at the intervals specified in item I of the Contract Details.
- 5.10** In the event of non-payment of any amount properly due to the Client Adviser under the Contract, the Client Adviser is entitled to interest on the unpaid amounts under the provisions of clause 5.21. The Client Adviser may:
- 5.10.1** suspend or terminate performance of the Services and other obligations under the provisions of clause 9
  - 5.10.2** commence dispute resolution procedures and/or debt recovery procedures.
- 5.11** Each Payment Notice shall comprise the Client Adviser's account, setting out any accrued instalments of the fee and other amounts due, less any amounts previously paid and stating the basis of calculation of the amount specified, which shall be the Notified Sum. The payment due date shall be the date of the Client Adviser's Payment Notice. Instalments of fees shall be calculated on the Client Adviser's reasonable estimate of the percentage of completion of the Services or stages or other services or any other specified method.

- 5.12** The Client shall pay the Notified Sum within 14 days of the date of issue of the relevant Payment Notice (which shall be the Final Date for Payment) unless:
- 5.12.1** the Client Adviser has become insolvent (as defined in the Housing Grants, Construction and Regeneration Act 1996) at any time between the last date on which the Client could have issued the notice under clause 5.15 and the Final Date for Payment
  - 5.12.2** the Client has issued a notice under clause 5.15.
- 5.13** The Client shall not delay payment of any undisputed part of the Notified Sum.
- 5.14** The Client Adviser shall submit the final Payment Notice for fees and any other amounts due when the Client Adviser reasonably considers the Services have been completed.

**Notice of Intention to Pay Less**

- 5.15** If the Client intends to pay less than the Notified Sum, the Client shall give a written notice to the Client Adviser not later than 5 days before the Final Date for Payment, specifying:
- 5.15.1** the amount that the Client considers to be due on the date the notice is served
  - 5.15.2** the basis on which that sum is calculated
  - 5.15.3** the ground for doing so or, if there is more than one ground, each ground and the amount attributable to it.
- 5.16** The Client shall, on or before the Final Date for Payment, make payment to the Client Adviser of the amount, if any, specified in the written notice.
- 5.17** If no such notice is given, the amount due and payable shall be the Notified Sum stated as due in the Client Adviser's account. The Client shall not delay payment of any undisputed part of the account.
- 5.18** If the Client issues such a notice and the matter is referred to an Adjudicator who decides that an additional sum, greater than the amount stated in the notice of intention to pay less, is due, the Client shall pay that sum within 7 days of the date of the decision or the date which, in the absence of the notice, would have been the Final Date for Payment, whichever is the later.
- 5.19** The Client shall not withhold any amount due to the Client Adviser under the Contract unless the amount has been agreed with the Client Adviser or has been decided by any tribunal to which the matter is referred as not being due to the Client Adviser. All rights of set-off at common law or in equity which the Client would otherwise be entitled to exercise are expressly excluded.
- 5.20** If the performance of any or all of the Services and/or obligations is suspended or terminated, the Client Adviser shall be entitled to:
- 5.20.1** payment of any part of the fee and other amounts properly due to the date of the last instalment and a fair and reasonable amount up to the date of suspension or termination to reflect any work undertaken but not completed at the time of suspension or termination and payment of any licence fee due under clause 6
  - 5.20.2** reimbursement of any loss and/or damages caused to the Client Adviser due to the suspension or termination, except where the Client Adviser is in material or persistent breach of the obligations under the Contract.
- 5.21** In the event that any amounts are not paid when properly due, the Client Adviser shall be entitled to simple interest on such amounts until the date that payment is received at 8% per year over the dealing rate of the Bank of England, current at the date that payment becomes overdue, together with such costs as are reasonably incurred by the Client Adviser (including costs of time spent by principals, employees and advisers) in obtaining payment of any sums due under the Contract. Any entitlement to interest at the specified rate shall also apply to any amounts that are awarded in adjudication, arbitration or legal proceedings.

- 5.22** The Client or the Client Adviser shall pay to the other Party who successfully pursues, resists or defends any claim or part of a claim brought by the other:
- 5.22.1** such costs as are reasonably incurred (including costs of time spent by principals, employees and advisers) where the matter is resolved by negotiation or mediation
  - 5.22.2** such costs as may be determined by any dispute resolution body to which the matter is referred.
- 5.23** In addition to the fees and expenses, the Client shall pay any VAT chargeable on the Client Adviser's fees and expenses.
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## **6. Copyright and Licence**

- 6.1** Subject to clause 6.2, the Client Adviser shall own all intellectual property rights, including the copyright in documents produced in performing the Services.
- 6.2** To the extent that fees and other amounts properly due are paid, the Client shall have a licence to copy and use all documents provided by the Client Adviser in either paper or digital formats only for purposes related to construction of the Project or its subsequent use or sale.
- 6.3** Copying or use of the documents which have been provided in either paper or digital formats by any Other Client Appointments providing services to the Project shall be deemed to be permitted under a sub-licence granted by the Client, whether such documents were issued by the Client or on the Client's behalf.
- 6.4** The Client Adviser shall not be liable for any use of the documents which have been provided in either paper or digital formats other than for the purpose for which they were prepared and provided by the Client Adviser.
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## **7. Client Adviser's Liability**

- 7.1** Actions or proceedings arising out of or in connection with the Contract, whether in contract, in tort, for negligence or breach of statutory duty or otherwise, shall not be commenced after the expiry of 6 or 12 years, depending on how the Contract is executed, from the date of Practical Completion or the date of completion of the last Services, whichever is the earlier.
- 7.2** In any such action or proceedings:
- 7.2.1** the Client Adviser's liability for loss or damage shall not exceed the amount of the Client Adviser's professional indemnity insurance specified in item J of the Contract Details
  - 7.2.2** no employee of the Client Adviser or any agent of the Client Adviser shall be personally liable to the Client for any negligence, default or any other liability whatsoever arising from performance of the Services.
- 7.3** In respect of any claim by the Client under the Contract, and without prejudice to the provisions of clause 7.2.1, the Client Adviser's liability shall be limited to such sum as shall be agreed between the Parties or adjudged by the court to be the proportion of the loss to the Client caused by the Client Adviser's failure to exercise reasonable skill, care and diligence in the performance of its duties under the Contract. This proportion is to be calculated on the basis that:
- 7.3.1** all other consultants, contractors and Other Client Appointments providing work or services for the Project are deemed to have provided to the Client contractual undertakings in respect of their work or services on terms materially no less onerous than those which apply to the Client Adviser under the Contract

- 7.3.2 there are deemed to be no exclusions or limitations of liability or joint insurance or co-insurance provisions between the Client and any other persons referred to in this clause
- 7.3.3 all the persons referred to in this clause are deemed to have paid to the Client such sums as it would be just and equitable for them to pay, having regard to the extent of their responsibility for that loss and/or damage.

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## 8. Professional Indemnity Insurance

- 8.1 The Client Adviser shall maintain, until the expiry of the period specified in clause 7.1, professional indemnity insurance with a limit of indemnity not less than the amount or amounts specified in item J of the Contract Details, provided such insurance continues to be offered on commercially reasonable terms to the Client Adviser at the time when the insurance is taken out or renewed. The Client Adviser, when reasonably requested by the Client, shall produce for inspection a broker's letter or certificate confirming that such insurance has been obtained and is being maintained.
- 8.2 The Client Adviser shall inform the Client as soon as practicable upon becoming aware that such insurance ceases to be available on commercially reasonable terms or, subsequent to the date of the Contract, any restrictions are attached to the policy or an aggregate limit applies to any matters other than those specified in the Contract Details in order that the Client Adviser and the Client can discuss the best means of protecting their respective positions.

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## 9. Suspension or Termination

- 9.1 The Client may suspend or terminate performance of any or all of the Services and other obligations under the Contract by giving the Client Adviser at least 7 days' written notice and stating the reason for doing so.
- 9.2 The Client Adviser may suspend or terminate performance of any or all of the Services and other obligations under the Contract by giving the Client at least 7 days' written notice and stating the grounds on which it intends to do so. Such grounds are limited to:
  - 9.2.1 the Client's failure to pay any fees or other amounts due by the Final Date for Payment, unless, where applicable, the Client has given effective notice under clause 5.15 of the intention to pay less than the amount stated in the Client Adviser's Payment Notice
  - 9.2.2 the Client is in material or persistent breach of its obligations under the Contract
  - 9.2.3 the Client Adviser is prevented from or impeded in performing the Services for reasons beyond the Client Adviser's control
  - 9.2.4 force majeure
  - 9.2.5 any other reasonable grounds for suspension or termination of the Contract.
- 9.3 In the event of suspension or termination, the Client Adviser shall cease performance of the Services and/or other obligations under the Contract in an orderly and economical manner on the expiry of the notice period after receipt or issue of a notice of suspension or termination.
- 9.4 If the reason for a notice of suspension arises from a default:
  - 9.4.1 which is remedied within the notice period, the Client Adviser shall resume performance of the Services and other obligations under the Contract within a reasonable period

- 9.4.2 which is not remedied within the notice period by the defaulting Party, the Contract may be terminated by the non-defaulting Party giving at least 7 days' further written notice.
- 9.5 Where Services are suspended by either Party after serving notice under clause 9.1 or clause 9.2 and not resumed within 6 months, the Client Adviser has the right to treat performance of the Services as ended on giving at least 7 days' further written notice to the Client.
- 9.6 The direct or indirect effect of any period of suspension arising from a valid notice given under clause 9.1 or clause 9.2 shall be taken into account for the purposes of assessing compliance by the Client Adviser with the Project Programme.
- 9.7 Performance of the Services and/or other obligations may be terminated immediately by notice from either Party if:
- 9.7.1 the other Party becomes bankrupt or is subject to a receiving or administration order, and/or goes into liquidation, and/or becomes insolvent (as defined in the Housing Grants, Construction and Regeneration Act 1996), and/or makes any arrangements with creditors
- 9.7.2 the other Party becomes unable to perform its obligations through death or incapacity.
- 9.8 On termination of performance of the Services and/or other obligations under the Contract, a copy of any documents produced pursuant to the Services and not previously provided by the Client Adviser to the Client shall be delivered to the Client by the Client Adviser, subject to the terms of the licence under clause 6.2 and payment of any outstanding fees and other amounts due plus the reasonable expenses of the Client Adviser.

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## 10. Dispute Resolution

### Mediation

- 10.1 Subject to clause 10.2, the Parties may attempt to settle the dispute, in the first instance, by mediation as specified in item K of the Contract Details.

### Adjudication

- 10.2 Either Party may give notice at any time of its intention to refer a dispute or difference to an Adjudicator.
- 10.3 Referral of the dispute to an Adjudicator shall be made within 7 days of the issue of the notice.
- 10.4 If the Parties cannot reach agreement on a person to act as Adjudicator, either Party may apply for a nomination or appointment to be made by the Royal Institute of British Architects.
- 10.5 The adjudication rules shall be as stated in item K of the Contract Details.
- 10.6 The dispute may be referred by either Party to the final resolution process, as set out in item K of the Contract Details.

### Arbitration

- 10.7 Where it is stated in item K of the Contract Details that arbitration applies as an alternative to litigation:



- 10.7.1 without prejudice to any right of adjudication, where in item K of the Contract Details an arbitration agreement is made and either Party requires a dispute or difference (except in connection with the enforcement of any decision of an Adjudicator) to be referred to arbitration then that Party shall serve on the other Party a notice of arbitration to that effect and the dispute or difference shall be referred to a person to be agreed between the Parties. If the Parties cannot reach agreement on a person to act as Arbitrator within 14 days of the date on which the notice is served, either Party may apply for a nomination or appointment to be made by the Royal Institute of British Architects
- 10.7.2 the Client or the Client Adviser may refer to litigation any claim for a financial remedy which does not exceed the financial limit provided by order made under section 91 of the Arbitration Act 1996
- 10.7.3 in such arbitration the Construction Industry Model Arbitration Rules (CIMAR) current at the date of the referral shall apply
- 10.7.4 the Arbitrator shall not have the power referred to in section 38(3) of the Arbitration Act 1996.

### **Litigation**

- 10.8 Where it is stated in item K of the Contract Details that litigation applies, either Party may start court proceedings to settle a dispute.

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## **11. Information Formats**

- 11.1 Documents in digital format shall be provided to the Client in PDF format only, unless an alternative format has been agreed and set out in item L of the Contract Details.
- 11.2 Without prejudice to the Client Adviser's obligations under the Contract, the Client Adviser does not warrant, expressly or impliedly, the integrity of any electronic data delivered in accordance with the provisions of item L of the Contract Details.
- 11.3 The Client Adviser shall have no liability to the Client in connection with any corruption or any unintended amendment, modification or alteration of the documents in digital format which occurs after they have been issued by the Client Adviser.



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# Schedule of Services

The specific services that the Client Adviser will carry out at each stage of the Project are listed below. The Services will be undertaken in accordance with the stages defined in the RIBA Plan of Work.

The Services being undertaken should be selected individually and ticked  where an option APPLIES, provided that clause 3.1 and clause 3.2 of the Contract Conditions shall always apply.

## Stage 0 – Strategic Definition

- Outline to the Client the process of Stage 0 – Strategic Definition
- Provide general impartial, independent advice and support to the Client
- Assist the Client in defining and developing the vision and the Client's strategic requirements
- Visit the site(s) to support the development of the Client's requirements
- Contribute to the production of the Client's business case and assist with the development of the feasibility of the Project
- Assist with and contribute to the preparation of the strategic brief
- Review with the Client lessons learned from feedback from relevant projects
- Support the development of the Client's sustainability requirements and aspirations
- Identify the Client's design aspirations
- Support the Client in understanding value, costs and budget
- Review and advise the Client on design team appointments for scope, project roles and responsibilities, including the Principal Designer
- Contribute to the development of the Project Programme and risk/benefit identification
- Contribute to the identification of stakeholders and any consultation process required
- Attend Client team meetings, as stated in item F of the Contract Details
- Liaise with the Client to establish the programme of design review workshops



Other *(please specify)*

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*Continue on a separate sheet if necessary.*

### **Stage 1 – Preparation and Briefing**



Outline to the Client the process of Stage 1 – Preparation and Briefing



Provide general impartial, independent advice and support to the Client



Assist the Client in defining and developing the vision and the Client’s strategic requirements



Visit the site(s) to support the development of the Project Brief



Review with the Client the output of feasibility studies



Assist with and contribute to the development of the initial Project Brief and schedule of requirements for the Client



Contribute to and review the sustainability strategy for the Project



Identify the Client’s aspirations with regard to the level of design and the Client’s risk profile



Support the Client in understanding best value and budget impacts



Review and advise the Client on design team appointments for scope, project roles, responsibilities and deliverables, including the Principal Designer



Contribute to the development of the Project Programme and risk/benefit identification



Support the Client with stakeholder consultation



Attend Client and consultant meetings, as stated in item F of the Contract Details



Evaluate and review the options and feasibility proposals and provide feedback to the Client and the design team



Coordinate and facilitate design review workshops



Other *(please specify)*

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*Continue on a separate sheet if necessary.*

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## Stage 2 – Concept Design

- Outline to the Client the process of Stage 2 – Concept Design
- Provide general impartial, independent advice and support to the Client
- Review with the Client the output of the feasibility studies
- Assist the Client in developing and evaluating the Project Brief, including the impacts of any changes on quality, cost, programme and risk
- Contribute to and review the sustainability strategy for the Project
- Support the Client in understanding best value and budget impacts
- Facilitate and assist the Client with effective communications and information exchanges between the Client, stakeholders and the design team
- Contribute to the development of the project programme and risk/benefit identification
- Support the Client with stakeholder consultation
- Attend Client design team meetings, as stated in item F of the Contract Details
- Coordinate and facilitate design review workshops
- Evaluate and review the options and design proposals and provide feedback to the Client and the design team
- Other (*please specify*)

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*Continue on a separate sheet if necessary.*

## Stage 3 – Spatial Coordination

- Outline to the Client the process of Stage 3 – Spatial Coordination
- Provide general impartial, independent advice and support to the Client
- Assist the Client in reviewing the impacts of any changes on quality, cost, programme and risk
- Support the Client in understanding best value and budget impacts
- Facilitate and assist the Client with effective communications and information exchanges between the Client, stakeholders and the design team
- Contribute to the development of the Project Programme and risk/benefit identification
- Support the Client with stakeholder consultation
- Attend Client design team meetings, as stated in item F of the Contract Details

- Coordinate and facilitate design review workshops
- Evaluate and review the options and design proposals and provide feedback to the Client and the design team
- Other (*please specify*)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Continue on a separate sheet if necessary.*

#### **Stage 4 – Technical Design**

- Outline to the Client the process of Stage 4 – Technical Design
- Provide general impartial, independent advice and support to the Client
- Assist the Client in reviewing the impacts of any changes on quality, cost, programme and risk
- Support the Client in understanding best value and budget impacts
- Facilitate and assist the Client with effective communications and information exchanges between the Client, stakeholders and the design team
- Contribute to the development of the Project Programme and risk/benefit identification
- Attend Client design team meetings, as stated in item F of the Contract Details
- Coordinate and facilitate design review workshops
- Evaluate and review the options and design proposals and provide feedback to the Client and the design team
- Other (*please specify*)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Continue on a separate sheet if necessary.*

#### **Stage 5 – Manufacturing and Construction**

- Outline to the Client the process of Stage 5 – Manufacturing and Construction
- Provide general impartial, independent advice and support to the Client
- Review and comment on the construction programme to the Client
- Attend site meetings, as stated in item F of the Contract Details

■ Other *(please specify)*

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*Continue on a separate sheet if necessary.*

### **Stage 6 – Handover**

■ Outline to the Client the process of Stage 6 – Handover

■ Provide general impartial, independent advice and support to the Client

■ Other *(please specify)*

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*Continue on a separate sheet if necessary.*

### **Stage 7 – Use**

*Services required as part of any ongoing (long-term) Stage 7 – Use activities are not listed. It is anticipated that such services will be commissioned as a separate professional services or operating contract.*

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## Other Services

Tick  the box where an option APPLIES, then define the service being undertaken and select whether the service is included in the Basic Fee (item F of the Contract Details), whether it will be carried out on a time-based charge, as per item G of the Contract Details, or whether it will be undertaken for a lump sum charge (*state the charge in the 'Other services' section of item F of the Contract Details*).

<input type="checkbox"/> Consider with the Client the governance of the Project <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Review the responsibility matrix, information exchanges and project execution plan <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Assist the Client in identifying procurement routes and potential impacts of different routes <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Support the Client through procurement of the Project and the retention or novation of the design team members <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Attend cabinet meetings with council members, politicians and the public <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge

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<input type="checkbox"/> Feasibility studies <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Compile final Project Brief <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Selection of sites/buildings <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Inspections or specialist investigations <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Support the Client through the planning process and application <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Accessibility audit <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Community engagement and architecture studies <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge

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<input type="checkbox"/> Briefing for specialist services <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Post occupancy evaluation services and building performance studies <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Services in connection with risk management <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Negotiating with contractor <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Services in connection with party walls <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Specialist advice in relation to historic buildings and conservation works <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge

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<input type="checkbox"/> Negotiations with third parties, landowners, freeholders, etc. <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Briefing for specialist services <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Stakeholder management plans <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Attend bidder days <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
<input type="checkbox"/> Attend tender interviews <i>Define service</i> _____ _____ _____	<input type="checkbox"/> included in Basic Fee <input type="checkbox"/> time-based charge <input type="checkbox"/> lump sum charge
Other ( <i>please specify</i> ) _____ _____ _____ _____ _____ _____ _____	

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## Additional Services

The following services are not included in the Contract but the Client can request that the Client Adviser undertakes these services, if the need arises, during the Project. These services are subject to additional fees, which are to be agreed between the Client and the Client Adviser.

Services may include, but are not limited to, the following:

- investigations and instructions relating to work not in accordance with the Building Contract
- assessment of alternative designs, materials or products proposed by the Contractor or a subcontractor
- provision of assistance to the Contract Administrator in dealing with extensions of time and Contractor's claims
- services on behalf of the Client in connection with any dispute between the Client and another party
- services following damage to, or destruction of, a building in construction or existing buildings
- services following suspension or termination of any contract or agreement, or the insolvency of any other party providing services to the Project
- value engineering post tender.

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