STAGE 2

Concept Design

Job no

Job Title

Team members

Instruction for use

This checklist is an rtf (rich text format) form, optimised for editing in Microsoft Office Word. Parts of it have been temporarily locked to preserve the default wording found in the *RIBA Job Book* (Ninth Edition). The parts that are not locked are the check boxes, the 'notes' fields and the 'completed on' fields. In other words, it is possible to add your own text and subsequently edit these fields.

It is recognised that the default wording, which is currently locked, may need to be added to and edited. To unlock it, please follow the instructions below:

Microsoft Office Word 2003

- Select *View>Toolbars>Forms* from the main menu. The *Forms* toolbar will appear.
- Click the *Protect Form* button to unlock the checklist. To lock it again, click it again.
- If needed, click the *Form Field Shading* button to hide the grey shading that appears around the editable fields. To show it again, click it again.

Microsoft Office Word 2007

- Click the Office button to bring up a menu. Select *Word Options* from the bottom of the menu.
- The *Word Options* dialog window will open. Select the *Show Developer Tab* option. At the bottom of the window, click *OK*.
- A new *Show Developer* tab appears at the top of your screen. Click on it.
- In the *Protect* group, select *Protect document*. A window will appear on the right-hand side of your screen.
- In this window, select *Stop protection* from the bottom of the list.

Microsoft Office Word 2010

- Click the *File* tab to bring up a menu. Select *Word Options* from the bottom of the menu.
- The *Word Options* dialog window will open. Select the *Customize Ribbon* option.
- Select *Developer* box in the right hand side menu and click OK on the bottom of the screen.
- A new *Show Developer* tab appears at the top of your screen. Click on it.
- In the *Protect* group, select *Restrict Editing*. A window will appear on the right-hand side of your screen.
- In this window, select *Stop protection* from the bottom of the list.

2.1 Client team

2.1.1 Check that the client has settled all accounts to date.

Enter notes here ☐ *Completed on*

2.1.2 Check that the client has signed off or approved the initial Project Brief.

Enter notes here ☐ *Completed on*

2.1.3 Review the initial Project Brief and develop it into the final Project Brief as part of the Information Exchanges at the end of the stage.

Evaluate the content of the brief to establish that:

- the client's stated objectives are reflected
- an adequate basis for design is provided
- the time and cost parameters are reasonable
- all the information the client should provide before design commences is provided.

If changes to the brief are necessary, make sure that these are subject to the Change Control Procedures established, for example in the Project Execution Plan.

Enter notes here ☐ *Completed on*

2.1.4 Alert the client to any matters raised during preliminary discussions with statutory or other bodies which seem likely to affect the brief or design proposals.

Enter notes here ☐ *Completed on*

2.1.5 Advise the client on the need to appoint further consultants and specialists. Decisions may be needed for the Architectural Concept which require specialist advice on structure, services, environmental and other matters.

Enter notes here ☐ *Completed on*

2.1.6 Remind the client about the need to appoint a Principal Designer if not already appointed.

Enter notes here ☐ *Completed on*

2.1.7	Start to consider the Plan for Use Strategy. The Plan for Use Strategy should include the requirements for phased handovers, Commissioning, training of staff or other factors crucial to the successful occupation of a building. On some projects, the Building Services Research and Information Association (BSRIA) Soft Landings process is used as the basis for formulating the strategy and undertaking Post Occupancy Evaluations (POEs). Refer to www.bsria.co.uk/services/design/soft-landings. Refer to the POE activities listed in Stages 6 and 7. *Enter notes here*	☐ *Completed on*
2.1.8	Report regularly to the client on fees and expenses incurred, and submit accounts at agreed intervals. *Enter notes here*	☐ *Completed on*
2.1.9	Check that the client settles all accounts promptly. Refer to the *Handbook of Practice Management* (2013), Chapter 7 'Financial Management' and to *Financial Management* (2016). *Enter notes here*	☐ *Completed on*
2.1.10	At the end of the stage obtain client approval to proceed to Stage 3. *Enter notes here*	☐ *Completed on*
2.2	**Design team**	
2.5.3.1	See note under 1.2.1 regarding bringing together the design team. *It is important to have the full design team appointed before dealing with Planning Application matters. The team might include, for example, ecologist, highways engineer, landscape architect, transport consultant, archaeologist, heritage consultant and*	

	townscape consultant. The client should be advised on the need for the appointment of advisers and the coordination of their submissions prior to planning. This can be time consuming and potentially expensive if the client believes it is covered in the architect's fee. *Enter notes here*	☐ *Completed on*
2.2.2	If there is not one already, a Responsibility Matrix should be prepared. This is a table that illustrates which member of the project team is responsible for each aspect of the design. The matrix provides early clarity regarding design responsibilities, which achieves a number of goals: It ensures that each designer is clear about their design responsibilities and the level of detail to be achieved for each aspect they are designing, enabling their drawings and specifications to be prepared accordingly. It makes certain that the contractor and any specialist subcontractors are aware of any design responsibility obligations to be included in the Building Contract. It allows fees to be properly apportioned and considered by each party. It reduces any ambiguities about responsibilities, minimising the possibility of disputes. *Enter notes here*	☐ *Completed on*
2.2.3	Agree input to the stage by design team members. Remind design team members contributing at Stage 2 to identify current legislation (e.g. Building Regulations, Health and Safety legislation) with which the project must conform. Discuss with design team members the performance standards, environmental provisions and budget allocation required to comply with the brief, and the presentation of material in a way which can be readily integrated into the overall design concept. *Enter notes here*	☐ *Completed on*
2.2.4	Review the Design Programme and update it as necessary.	

	Enter notes here	☐ *Completed on*
2.2.5	Establish or review project quality management procedures together with relevant procedures of all design team members. *Enter notes here*	☐ *Completed on*
2.2.6	Check the scope of professional services agreed with other consultants as they are appointed. *Enter notes here*	☐ *Completed on*
2.2.7	Confirm the Stage 2 timetable for services and note its relationship to the project timetable as agreed with the client. The timetable should show critical points by which information from the client and design team members will be required. *Enter notes here*	☐ *Completed on*
2.2.8	Confirm the programme and pattern for design team meetings. *Enter notes here*	☐ *Completed on*
2.3	**Construction team**	
2.3.1	Identify specialist areas of design and obtain project-specific information from potential subcontractors and suppliers. *Enter notes here*	☐ *Completed on*
2.3.2	Review the Procurement Strategy and the Construction Strategy. Review with the client the options for procurement and note any matters which could affect the choice of procurement route. In particular it is important to identify at an early stage who will be carrying out all specialist areas of design, for example whether they will be handled by the design team or by specialist subcontractors. This has implications for the consultant's terms of appointment, liability and warranty arrangements as well as affecting the procurement route to be adopted. If procurement is through design and build:	2/N1

	• for an employer client: confirm with the client the extent of information to be included in the Employer's Requirements • for a contractor client: check the Employer's Requirements issued for tendering purposes, and advise the client on any apparent omissions or inconsistencies. Confirm with the client the extent of information to be provided for inclusion in the Contractor's Proposals. *Enter notes here*	☐ *Completed on*	
2.4	**Cost**		
2.4.1	Coordinate and integrate information from the cost consultant and other consultants and specialists. *Enter notes here*	☐ *Completed on*	
2.4.2	Review the Cost Plan. Provide information to the cost consultant for the initial Cost Plan and cash flow projection (or prepare an approximation of construction cost if appointed to do so). *Enter notes here*	☐ *Completed on*	2/F2
2.4.3	Compare the initial Cost Plan and cash flow forecast with the latest approved cost. *Enter notes here*	☐ *Completed on*	
2.4.4	Discuss with the design team and the client the effect of major design decisions on the allocations within the Cost Plan before they are taken. *An increase in cost of one element may require corresponding savings in other areas. Changes in the initial Cost Plan may require adjustment of the budget and fees, and these changes should be agreed with the client.* *Enter notes here*	☐ *Completed on*	
2.4.5	Report to the client on cost matters at agreed intervals. If procurement is through design and build for a contractor client, provide information to the contractor's estimators for costing out design		

	proposals. Enter notes here	☐ Completed on

2.5	**Other activities**	
2.5.1	Prepare the Architectural Concept, including outline proposals for structural design, services systems, landscape, Outline Specification and preliminary Cost Plan along with relevant Project Strategies. *Innovation in design, specification or selection of materials and methods can involve risk. Take care that risks are assessed before proposals are finalised. Check and test against known criteria.* Enter notes here	☐ Completed on
2.5.2	Undertake Design Reviews as appropriate. Enter notes here	☐ Completed on
2.5.3	Prepare Outline Specification. Enter notes here	☐ Completed on
2.5.4	Review the Plan for Use Strategy and the Health and Safety Strategy and update the Project Execution Plan. Enter notes here	☐ Completed on
2.5.5	Continue resource control procedures for the job: check expenditure against the office job cost allocation for Stage 2 monitor fee income against projected fee income. Enter notes here	☐ Completed on
2.5.6	Keep careful records of all conversations, consultations and design team meetings. File all notes and sketches prepared during the design process. Keep all manufacturers' or trade literature to which reference was made. It might be needed later as proof of the 'state of the art' at the time. Always check with your PI insurers if any aspects of the Architectural Concept are	☐ Completed on

	considered to be innovative. *Enter notes here*	
2.5.7	Prepare the Stage Report and submit it to the client. *Enter notes here*	☐ *Completed on*

2.6	**BIM and digital technology**	
2.5.9.1	If appointed as information manager: • organise a BIM pre-start meeting • organise initial model sharing with the design team for strategic analysis and options appraisal • identify key BIM model elements, such as prefabricated components and create concept level parametric objects for all major elements • enable design team access to BIM data • agree the extent of performance-specified work • assist members of the design team to develop the design using the BIM model, ensuring that data sharing protocols are followed • check and sign off the BIM model at agreed stages • issue or assist in the issue of design data at agreed times throughout the development of the design • assist in the development of data relative to the agreed levels of detail • assist in the integration of contractor's, subcontractors' and suppliers' data into the BIM model. *BIM data can be used for environmental performance and area analysis at this stage.* *Enter notes here*	☐ *Completed on*