

# Adrian Hutt Architects – Building Project Work Stages

A summary of the design and construction process as provided by Adrian Hutt Architects, based on RIBA Work Stages:

## AHA PROJECT WORK STAGE: ONE

*(INITIAL SCHEME DESIGN)*

<b>Appraisal</b> <i>RIBA Workstage (A)</i>	Further meeting with Client to discuss requirements Basic dimensional survey where appropriate Familiarisation with site, further photographs if needed
<b>Strategic Briefing</b> <i>RIBA Workstage (B)</i>	Preparation of initial hand drawn scheme sketches (2 maximum) Refinement of Client's requirements after further discussion with Client

## AHA PROJECT WORK STAGE: TWO

*(LOCAL AUTHORITY APPROVALS)*

<b>Outline Proposals</b> <i>RIBA Workstage (C)</i>	Development of scheme sketches for Client consideration Informal discussions with Local Planning Authority Finalise details of Client's preferred scheme Agree budget and programme where appropriate
<b>Detailed Proposals</b> <i>RIBA Workstage (D)</i>	Final confirmation of Client's approved scheme Prepare scheme drawings Submit and administer a Planning Application where appropriate.
<b>Final Proposals</b> <i>RIBA Workstage (E)</i>	Prepare detailed drawings Submit and administer a Building Regulations Application where appropriate Advise on Party Wall Notices where appropriate.

## AHA PROJECT WORK STAGE: THREE

*(DETAILED DESIGN AND TENDERING)*

<b>Production Information</b> <i>RIBA Workstage (F)</i>	Prepare tender drawings and schedules Prepare specification of materials and workmanship Prepare pricing schedule Prepare Health & Safety Plan where appropriate Liaise with other Consultants as necessary in respect of the tender package
<b>Tender Documentation</b> <i>RIBA Workstage (G)</i>	Advise on and agree list of tenderers with the Client Advise on and agree details of Building Contract with the Client Advise on and agree with the Client final detail of the tender procedure.
<b>Tender Action</b> <i>RIBA Workstage (H)</i>	Collate and issue all tender documentation Respond to and manage queries throughout the tender period Receive and report on tenders returned.

## AHA PROJECT WORK STAGE: FOUR

*(CONTRACT ADMINISTRATION)*

<b>Mobilisation</b> <i>RIBA Workstage (J)</i>	Appoint on behalf of the Client the preferred tender as Contractor Issue all production information to the contractor Arrange site hand-over to the contractor.
<b>Construction</b> <i>RIBA Workstage (K)</i>	Administration of the building contract up to and including practical completion
<b>After Construction</b> <i>RIBA Workstage (L)</i>	Administration of the building contract after practical completion Making defects inspections and agreeing the project account.