

Project services

Bronze services

We offer three different fee packages so our services are tailored to exactly match your requirements and budget.

These packages are broken down into key stages which follow the Royal Institute of British Architects' [RIBA] Plan of Work. If you do not feel these services are the best match for your requirements we can discuss how we can exactly match our skills to your needs.

We will review your service package at the end of each stage to make sure you are on the most appropriate one for your needs. We will not progress works onto the next stage without agreement from yourselves. You can also choose to terminate our appointment at the end of any one of these stages.

At every stage of a project there are pieces of work that are optional extras which don't fall under our standard package of services. We are happy to assist you with any of these for a small additional fee.

This is our basic package of services. It is primarily aimed at small projects.

Relax knowing we'll add value for your project whilst

keeping an eye on your budget: Our initial services focus on sharing our expertise and excellent customer service for a more affordable price. We will work with you to provide up to two potential designs following our initial consultation.

Be sure you've got the basic information needed to

work directly with your builder: Once the initial design has been finalised and planning achieved [if required] we will develop a basic set of Building Regulations drawings. We will also produce an outline specification and coordinate our design with a structural engineer. This basic, but fully coordinated, set of information will help you to be more certain about what you can expect from your builder.

Silver services

This is our standard package of services. It is aimed at projects of all scales.

Be confident you'll be 100% happy with the design:

In our Silver Package we continue to develop our designs until you are 100% happy. We also provide 3D visuals of key elements of our proposals. Not only will our finished designs be exactly tailored to your requirements but you will be able to visualise our design to help you make key decisions.

Worry less about time and cost overruns: This

package includes both Building Regulations drawings and detailed Construction Drawings. This allows us to fully consider how your project will be built before work starts on site. This helps to reduce the risk of things going wrong on site, along with the construction costs. This is because your contractor will have much more information when they are pricing and planning the work.

Relax knowing you've chosen the right builder and

that we're keeping an eye on their work: If you would like us to manage a tender process or monitor the work on site then you will need to choose our Silver Package as a minimum.

Gold services

This is our premium package of services. It is aimed at medium to large projects.

Be certain your home will be extremely comfortable

whilst having the lowest running costs possible: In addition to our Silver level of service we produce a thermal model of your project using the Passive House Planning Package. Even if you don't want to achieve the Passive House Standard this work will optimise the energy efficiency of our designs. This means the finished project will be warmer, more comfortable & much cheaper to run. It can also reduce the cost of construction as we can weigh up the cost vs. benefit of any proposed thermal improvement.

Get complete control over your project from heating and lighting to fitted furniture.

In our Gold Package we will undertake heating calculations, size your heating system and specify radiators / underfloor heating which are perfect for your project. We will also design any key elements of fitted furniture that we identify within our design as standard.

Project services

Bronze services

Silver services

Gold services

Preparation and Brief

RIBA stages 0/1

This is a key part of the project where we will add a significant amount of value to your project.

We will undertake preliminary investigations to collect together relevant information and help you to decide on the best way forward.

This stage puts in place the project's foundations helping the project to run smoothly.

x	Identify the elements of your existing spaces that work well and those that don't.
x	Develop an initial brief with your key requirements and main constraints
x	Undertake an existing building survey limited to the key areas you hope to transform.
x	Discuss the potential costs of the project with you.
x	Advise you on the need for further consultants.
x	Advise on how best to obtain planning permission.

x	Identify the elements of your existing spaces that work well and those that don't.
x	Work to develop an initial brief with your key requirements and main constraints
x	Undertake an existing building survey limited to the key areas you hope to transform.
x	Discuss the potential costs of the project with you.
x	Advise you on the need for further consultants.
x	Advise on how best to obtain planning permission.
x	Feasibility studies to identify constraints on development and to help you to decide whether to proceed.

x	Identify the elements of your existing spaces that work well and those that don't.
x	Work to develop an initial brief with your key requirements and main constraints
x	Undertake a full existing building survey
x	Discuss the potential costs of the project with you.
x	Advise you on the need for further consultants.
x	Advise on how best to obtain planning permission.
x	Feasibility studies to identify constraints on development and to help you to decide whether to proceed.
x	Discuss with you whether Passivhaus, Enerphit (the Passivhaus standard for existing buildings) or the AECB Silver Standard is appropriate for your project. If you decide Passivhaus is the direction you wish to proceed, you'll need to make a firm commitment to the additional processes involved.

RIBA stages 0/1 Optional Services

x	Organise a topographical survey on your behalf if required.
x	Organise surveys (structural / below ground) or other specialist investigations as required.

x	Help you to appoint a planning consultant if required.
x	Undertake a thermal survey of your existing building with a thermal imaging camera.

x	Undertake community consultations.
x	Help you to appoint a Passivhaus certifier if required.

Project services

Bronze services

Silver services

Gold services

Concept design

RIBA stage 2

During this stage we will use the initial project brief to develop outline proposals.

These outline proposals should reflect your aspirations which we discussed during Stage 1 but we also hope to add value and surpass your expectations.

RIBA stages 2 Optional Services

x	Prepare a maximum of 2 no. outline design proposals for you to review. These may take the form of drawings or sketches.
x	Research key materials and construction methods.
x	Use the initial proposals to finalise your design brief.
x	Develop the project scope and specification to align it with the project budget.

x	Additional options above those allowed for in the bronze package.
---	---

x	Prepare outline design proposals for you to review. These may take the form of drawings, sketches, and up to 2 no. 3D visuals.
x	Research key materials and construction methods.
x	Use the initial proposals to finalise your design brief.
x	Develop the project scope and specification to align it with the project budget.
x	Develop the design until you're 100% happy with the main elements. This process may take a number of versions and refinements so it may take some time.
x	Advise on how you might appoint a building contractor.

x	Additional 3D visuals as requested by you, other consultants or the local planning authority.
---	---

x	Prepare outline design proposals for you to review. These may take the form of drawings, sketches, and up to 2 no. 3D visuals.
x	Research key materials and construction methods.
x	Use the initial proposals to finalise your design brief.
x	Develop the project scope and specification to align it with the project budget.
x	Develop the design until you're 100% happy with the main elements. This process may take a number of versions and refinements so it may take some time.
x	Advise on how you might appoint a building contractor.
x	Develop the building design through the use of the Passivhaus Planning Package (PHPP).
x	Develop a preferred construction method and typical wall, floor and roof constructions.
x	Develop a rigorous and achievable insulation and air-tightness strategy and discuss specific detailed design issues with the structural engineer to ensure thermal continuity.

Project services

Bronze services

Silver services

Gold services

Developed design

RIBA stage 3

At this stage we spend more time refining our design proposals. At the end of the stage we will have a agreed upon the project's final design.

We will use these proposals to submit a planning application if required.

x	Complete one round of revisions to finalise the detailed design proposals including plans, sections and elevations.
x	Produce initial specifications of key materials.
x	Submit the detailed information for planning approval.
x	Organise for a quantity surveyor to cost the project prior to planning.

x	Finalise the detailed design proposals including plans, sections and elevations until you're 100% happy.
x	Produce initial specifications of key materials.
x	Submit the detailed information for planning approval.
x	Organise for a quantity surveyor to cost the project prior to planning.
x	Revisit the project scope and specification to ensure it still meets the project budget.
x	Max 2 hours negotiation / discussion with the local planning authority

x	Finalise the detailed design proposals including plans, sections and elevations until you're 100% happy.
x	Produce initial specifications of key materials.
x	Submit the detailed information for planning approval.
x	Organise for a quantity surveyor to cost the project prior to planning.
x	Revisit the project scope and specification to ensure it still meets the project budget.
x	Max 1 day negotiation / discussion with the local planning authority
x	Continue checking the design development as it progresses in PHPP.
x	Provide detailed information to the Passivhaus certifier for a pre-planning check prior to submission if required.

RIBA stages 3 Optional Services

x	Additional rounds of revisions above those allowed for in the bronze package.	x	Additional negotiation / discussion with the local planning authority.	x	Undertake a landscape visual impact assessment.
---	---	---	--	---	---

Project services

Bronze services

Silver services

Gold services

Technical design

RIBA stage 4

At this stage we develop detailed drawing and specification information to allow you to gain building regulations approval and to get the proposals constructed.

We will use this information to submit a building regulations application.

x	Develop the planning drawings and the outline specification to a stage where they can be submitted for Building Regulations Approval.
x	Coordinate information between other consultants.
x	Appoint a Building Control Inspector, issue information and respond to any queries.

x	Develop details, construction and specifications to enable final drawings, details, and building specifications to be produced.
x	Coordinate information between other consultants.
x	Appoint a Building Control Inspector, issue information and respond to any queries.
x	Max 2 hours negotiation with the building control officer
x	Produce detailed, fully coordinated, information to enable the contractor to accurately price the project and complete the building contract.
x	Lighting and electrical layout
x	Indicative heating layout for contractor sizing

x	Develop details, construction and specifications to enable final drawings, details, and building specifications to be produced.
x	Coordinate information between other consultants. These will all need to be fully committed to achieving the desired performance standard.
x	Appoint a Building Control Inspector, issue information and respond to any queries.
x	Max 1 day negotiation with the building control officer
x	Produce detailed, fully coordinated, information to enable the contractor to accurately price the project and complete the building contract.
x	Lighting and electrical layout
x	Heating calculation and heating specification, sizing and layout
x	Construction details require greater detail in terms of thermal continuity and air-tightness.
x	Continue to ensure PHPP is updated as detailed design and material decisions are finalised.
x	Consult with the contractor regarding sequencing & detailing whilst the detailed design progresses.
x	Fitted furniture design

RIBA stages 4 Optional Services

x	Services in connection with easements or other legal agreements including party wall notices and restrictive covenants.	x	If the Passive House or Enerphit standard is sought organise for any potential cold bridges in to be modelled in Therm or similar and input results into PHPP.
---	---	---	--

Project services

Bronze services

Silver services

Gold services

Tender

RIBA stage 4

At this stage we help you choose a contractor, agree a contract sum and appoint a contractor.

x	Collate and issue packages of information for tender
x	Work with you to advise / make recommendations on the choice of contractor following the return of tenders.
x	Negotiate and agree the final contract sum with the contractor.

x	Collate and issue packages of information for tender
x	Work with you to advise / make recommendations on the choice of contractor following the return of tenders.
x	Negotiate and agree the final contract sum with the contractor.
x	Interview up to 2 contractors with you to ensure a willingness to commit to the desired performance standard and an understanding of the site performance implications.

Tender Optional Services

x	Negotiated Tender: Work with a preferred contractor to develop an agreed contract sum, obtain their buy in & make use of their expertise at an early stage to reduce the construction costs and programme. We believe this is the best way to work and so incentivise this method of tender with a reduced fee.	x	Attend site visits with you of contractor's previous or current work.
---	---	---	---

Project services

Bronze services

Silver services

Gold services

Construction

RIBA stage 5

At this stage we work with you and the contractor to make sure the building works run as smoothly on site as possible.

We administer the contract between you and the builder and we answer questions that arise on site.

x	Appoint a contractor using the chosen building contract.
x	Issue the final contract information to the contractor.
x	Administer the contract between you and the contractor until the project reaches completion.
x	Make regular visits to site, at intervals agreed with you, to monitor progress and answer site queries.
x	Provide the contractor with further information, if this is required to complete the contract.

x	Appoint a contractor using the chosen building contract.
x	Issue the final contract information to the contractor.
x	Administer the contract between you and the contractor until the project reaches completion.
x	Make regular visits to site, at intervals agreed with you, to monitor progress and answer site queries.
x	Provide the contractor with further information, if this is required to complete the contract.
x	More involved site inspections, especially of key air-tightness details before they are covered up.
x	Passivhaus compliance air-tightness pressure testing at, potentially, three separate moments to check the quality of workmanship.
x	Aiding the contractor with the design and specification of remedial works if any air test fails.

RIBA stages 5 Optional Services

x	Investigations and instructions relating to construction work not in accordance with the building contract.
x	Assessment of alternative designs, materials or products proposed by a contractor or sub-contractor.
X	Help you to register your new building with the local Council and Royal Mail.
X	Coordination between contractors that you have separately employed.

x	Changes to design agreed at stage 4 as requested by the client.
x	Services on your behalf in connection with any dispute between you and another party.
x	Help you to order new or altered utilities connections.

x	Services following damage to, or destruction of, a building in construction or existing buildings.
x	Services following the suspension or termination of any agreement with any other party providing services to the project.
x	Services following the insolvency of any other party providing services to the project.

Project services

Bronze services

Silver services

Gold services

After project completion

RIBA stage 6

At this stage the works are complete on site. We help you conclude the contract with the builder and get feedback on the process and project.

RIBA stages 6 Optional Services

x	Get your feedback on the project process and outcomes.

x	Get your feedback on the project process and outcomes.
x	Identify and instruct the making good of any defects.
x	Help you agree and settle the final account with the contractor.

x	Get your feedback on the project process and outcomes.
x	Identify and instruct the making good of any defects.
x	Help you agree and settle the final account with the contractor.
x	Submission of relevant documentation for Passivhaus certification.

x	Investigations and instructions relating to construction work not in accordance with the building contract.	x	Services on your behalf in connection with any dispute between you and another party.	x	Post occupancy evaluation of the building and its performance.
x	Services following the suspension or termination of any agreement with any other party providing services to the project.	x	Services following damage to, or destruction of, a building in construction or existing buildings.	x	Services following the insolvency of any other party providing services to the project.