

Project services

Standard services

The RIBA sets out the key stages of a construction project from conception to completion in its Plan of Work. This organises the process of managing, and designing building projects and administering building contracts into a number of key Work Stages.

This document outlines the services we will provide during each Work Stage. We believe these services will allow us to produce a design which surpasses your expectations.

If you do not feel these services are the best match for your requirements we are happy to discuss how we can match our skills to your needs.

Passivhaus services

If you wish to meet the stringent requirements of the Passivhaus Standard then a number of additional services are required at each Work Stage. Some of these are new elements that we would not undertake in a normal project; others are tasks brought forward to ensure they don't compromise the building's performance.

This process needs to start at RIBA stage 1; when the design brief is being drawn up. If it's left any later than this design decisions which have already been made and agreed can make it difficult or impossible to achieve.

"Near" Passivhaus projects:

You may buy in to the principals of Passivhaus, but will struggle to achieve the standard, either because of cost or other constraints. In these situations we will use the AECB Silver Standard as a baseline position. This allows us to use the Passivhaus methodology, but the standard is less stringent and the certification process easier and cheaper to achieve.

Additional services

At every stage of a project there are pieces of work that we are ideally placed to undertake but don't fall under our standard package of services.

We are happy to assist you with any of these for a small additional fee.

Project services

Preparation and Brief

RIBA stages 0/1

Standard services

- x Identify the elements of your existing spaces that work well for you and those that don't.
- x Feasibility studies to identify constraints on development and to help you to decide whether to proceed.
- x Work with you and the information already gathered to develop an outline brief with your key requirements and main constraints
- x Undertake an existing building survey
- x Discuss with you whether Passivhaus, Enerphit (the Passivhaus standard for the retrofit of existing buildings) or the AECB Silver Standard is appropriate for your project.
- x Align our sustainability approach to your values and aspirations.
- x Discuss the outline costs of the project with you.
- x Advise you on the need for further consultants.
- x Develop a planning strategy.

Passivhaus services

- x If you have decided Passivhaus is the direction you wish to proceed, you'll need to make a firm commitment to the standard and processes involved. This will also need to be written in to our appointment.
- x Agree with you any early additional expert consultant input.

Additional services

- x Organise a topographical survey on your behalf
- x Organise surveys (structural / below ground) or other specialist investigations as required.
- x Undertake a thermal survey of your existing building with a thermal imaging camera.
- x Undertake community consultations.
- x Assist you with the appointment of a planning consultant if required.

Project services

Standard services

Passivhaus services

Additional services

Concept design

RIBA stage 2

- x Prepare outline design proposals for you to review. These may take the form of drawings, physical models, 3D visuals or other graphic media.
- x Research materials and construction methods.
- x Use the initial proposals to finalise your design brief.
- x Discuss with you the cost & time implications that changes to the brief / design will have as the project moves forward.
- x Develop the design until you're 100% happy with the main elements. This process is an iterative one and 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 airtightness strategy and discuss specific detailed design issues with the structural engineer to ensure thermal continuity.
- x Appoint a Passivhaus certifier.

Developed design

RIBA stage 3

- x Complete the detailed design proposals including plans, sections and elevations.
- x Produce outline specifications for agreement with the client.
- x Submit the detailed information for planning approval.
- x Organise for a planning stage budget cost to be produced by a quantity surveyor.
- x Develop the project scope and specification to align it with the project budget.

- 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.
- x Interview contractors with you to ensure a willingness to commit to Passivhaus and an understanding of the site performance implications.
- x Help you to choose a contractor at this point.

- x Undertake a landscape visual impact assessment
- x Amend the project scope and specification to align it with your project budget.
- x Presentation models for funding / planning committee / further consultation.

Project services

Technical design

RIBA stage 4

Tender

RIBA stage 4

Standard services

- x Further develop details, construction and specifications with other consultants to enable final drawings, details, and building specifications to be produced.
- x Coordinate information between other consultants.
- x Prepare and issue packages of information for building regulations approval.
- x Produce sufficient, fully coordinated, information to enable the contractor to complete the building contract.

- 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.

Passivhaus services

- x Construction details will have greater demands in terms of thermal continuity and air-tightness.
- x Other consultants will all need to be fully committed to achieving the standard.
- x Continue to ensure PHPP is updated as detailed design and material decisions are explored and made.
- x Consult with the contractor regarding sequencing & detailing whilst the detailed design progresses.

- x Negotiate and agree the final contract sum with the contractor.

Additional services

- x Organise for any potential cold bridges in to be modelled in Therm or similar and input results into PHPP.
- x Services in connection with easements or other legal agreements including party wall notices and restrictive covenants.
- x Help you to register your new building with the local Council and Royal Mail.
- x Help you to order new or altered utilities connections.

Project services

Standard services

Passivhaus services

Additional services

Construction

RIBA stage 5

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: <ol style="list-style-type: none">1. When air tight barrier initially complete2. When first fix has been installed3. When building complete (this is required in all new build projects Passivhaus or not)
x	Aiding the contractor with the design and specification of remedial works if any test fails.

x	Investigations and instructions relating to work not in accordance with the building contract.
x	Assessment of alternative designs, materials or products proposed by a contractor or sub-contractor.
x	Services on your behalf in connection with any dispute between you and another party.
x	Services following damage to, or destruction of, a building in construction or existing buildings.
x	Services following suspension or termination of any contract or agreement with or the insolvency of any other party providing services to the project.

After project completion

RIBA stage 6

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	Submission of relevant documentation for certification.
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x	Services on your behalf in connection with any dispute between you and another party.
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