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| **STAGE 2** |
| Concept Design |

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| **Job no** |  |
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| **Job Title** |  |
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| **Team members** |  |
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**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* (Tenth 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.

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|  | Activities |  | |  |
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| 1. | Check you have all the information you need from the client and request anything that is missing.  *Enter notes here* | Completed on | |  |
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| 2. | Check that the initial project brief has been signed off by the client and develop it into the final project brief by the end of the stage.  Evaluate the content of the brief to establish that:  • It reflects the client’s stated objectives.  • It provides an adequate basis for design.  • 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 in the project execution plan.  Refer to Stage 2: Project plan pro forma.  *Enter notes here* | Completed on | |  |
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| 3. | Advise the client on the need to appoint further consultants and specialists.  *Decisions may be needed for the concept design which require specialist advice on structure, services, environmental and other matters.*  Enter notes here | Completed on | |  |
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| 4. | Advise the client on health and safety matters.  Refer to Stage 0: CDM Regulations 2015 – clients.  *Enter notes here* |  |
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| 5. | Advise the client if the project requires listed building or conservation area consent, and  action accordingly. You should be able to identify listed and ‘locally listed’ buildings and conservation areas on the local authority’s website.  Refer to the Historic England website for advice on how to make a listed building consent application: www.historicengland.org.uk.  Refer also to the Planning Portal: https://www.planningportal.co.uk and search ‘other permissions you may require’. Refer to *Which Contract? 6th Edition* (RIBA Publishing, 2019) for advice on this.  *Enter notes here* | Completed on | |  |
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| 6. | Prepare the project strategies.  With regard to the procurement and construction strategies, review the options for procurement with the client and note any matters which could affect the choice of procurement route. In particular it is important to identify who will be carrying out any 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.  Enter notes here | Completed on | |  |
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| 7. | Agree input to the stage by design team members.  *Remind design team members 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.*  Enter notes here | Completed on | |  |
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| 8. | Check the scope of professional services agreed between the client and other consultants  to ensure there are no gaps in the services.  Refer to Stage 2: Risk management.  Enter notes here | Completed on | |  |
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| 9. | Check the Stage 2/3 timetable against the agreed project timetable. The timetable should show critical points by which information from the client and design team members will be required. It should also show key milestones for review of design health and safety issues.  Enter notes here | Completed on | |  |
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| 10. | Confirm the programme and pattern for design team meetings.  Enter notes here | Completed on | |  |
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| 11. | If a BIM protocol is to be followed and you have been 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 model elements such as prefabricated components, and create concept level parametric objects for all major elements.  • Enable design team access to BIM data.  • Agree 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 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.  Enter notes here | Completed on | |  |
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| 12. | If it is part of your scope of work, check with relevant authorities concerning highways,  drainage, water, gas and electricity, etc and requirements for plant and meter housings,  substations, etc.  Check whether bodies such as the Environment Agency will have an interest in the development and, if so, consult with them as appropriate.  Enter notes here | Completed on | |  |
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| 13. | It may be appropriate to view similar projects elsewhere with the client. Check they are  happy with any expenditure associated with this exercise before making arrangements. Appraise and analyse the schemes.  Enter notes here | Completed on | |  |
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| 14. | Prepare the concept design, including outline proposals for structural design, services systems, landscape, outline specifications and preliminary cost information along with relevant project strategies.  Enter notes here | Completed on | |  |
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| 15. | Advise the client about any proposals to introduce innovative design or construction  ideas or the specifying of relatively new materials, and ask the client to confirm awareness of these in writing.  Enter notes here | Completed on | |  |
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| 16. | Explain to the client the benefits of submitting a pre-application submission and, if this strategy is agreed, prepare and submit the necessary drawings and other information.  Refer to Stage 2: Standard layout for pre-application submissions.  Refer to the UK government website www.planningportal.gov.uk.  *It is advisable to seek the opinion of the local authority planning officer at an early stage in design development. Many authorities charge for this pre-application service, but it will give valuable feedback before the greater cost of developing the design and making a full application, and will help to manage risk in the planning process.*  *The officer will give advice on planning policy and the likely outcome of an application. They may make recommendations to improve the chances of success if this is thought necessary. The process usually requires a set of drawings and other supporting information to be sent, with the fee (if one is required), following which a meeting will be arranged. A formal response will usually be issued shortly after the meeting, although it should be noted that the planning committee will not always follow the officer’s recommendation.*  *The more information that is submitted, the greater the detail of advice you will receive in response; however, it is important not to present the proposals as a finished design but rather as design options, exploring a range of solutions that could meet the client’s brief. This will tend to elicit the most beneficial response and demonstrate a willingness to involve the authority as a stakeholder. Matters such as planning policy, the local built environment, access and egress, bulk and massing of the proposal, building materials and sustainability targets should all be explained.*  *It may be more appropriate to make the pre-application during Stage 2.*  *A useful source of advice is www.planningportal.gov.uk for all matters related to planning and making planning applications.*  Besides obtaining pre-application advice, it is important to ensure that the concept design is crosschecked for compliance with relevant planning policies to avoid abortive work.  Enter notes here | Completed on | |  |
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| 17. | Establish whether notices under the Party Wall etc Act 1996 will be needed.  Enter notes here | Completed on | |  |
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| 18. | If a principal designer has been appointed, work with him/her and all other designers in carrying out design reviews (following the principles of prevention) and in drafting the pre-construction information.  Refer to Stage 1: CDM Regulations 2015 – principal designer duties.  Enter notes here | Completed on | |  |

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| 19. | Review the cost information.  If one has been appointed, 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 |  |

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| 20. | Prepare a Stage 2 report which should include drawings, decisions reached, the final project brief, project programme, project objectives and strategies, and any response received from the local authority planning officer on a pre-application submission.  Enter notes here | Completed on |  |