

VISIONARY ARCHITECTS LTD

RIBA 

Chartered Practice

Feasibility Studies • Quality Design Plans • Planning Law • Specifications
Construction Drawings • Tender • Contract Administration



methodically designed buildings
project managed from inception to completion

www.visionaryarchitects.com

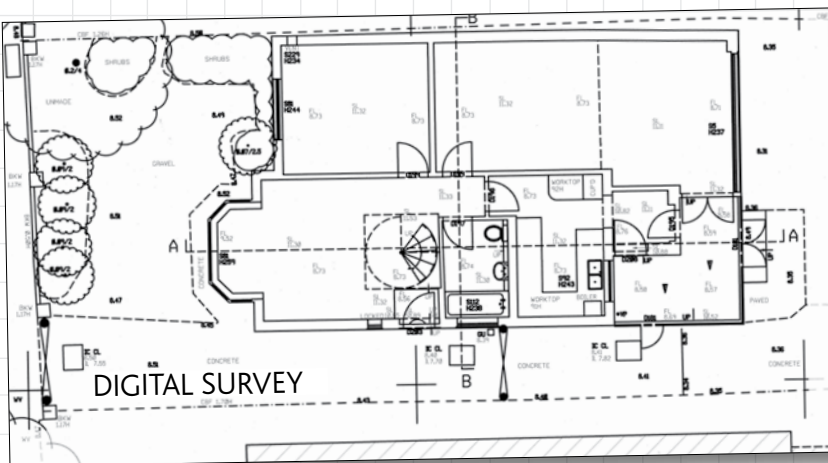
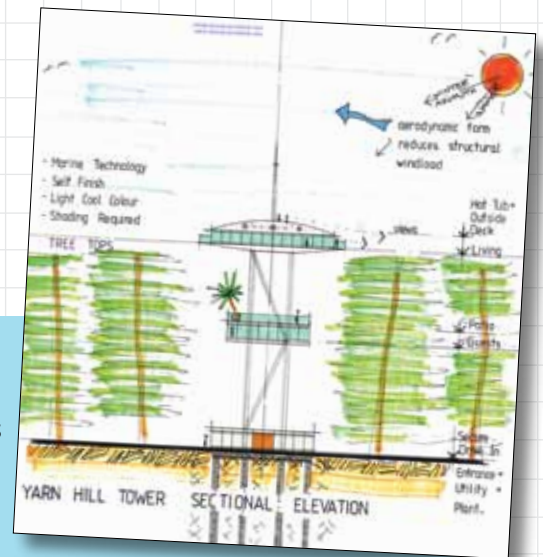
07710 521 356 info@visionaryarchitects.com

FULL or PART SERVICE

RIBA Outline Plan of Work, Visionary Architects Ltd.
Divided into 12 Milestone Stages.

A APPRAISAL

Identification of the client's requirements and of possible constraints on development. Preparation of studies to enable the Client to decide whether to proceed and to select the probable procurement method.



B STRATEGIC BRIEFING

Preparation of strategic brief confirming key requirements and constraints. Identification of procedures, organisational structure and range of consultants and others to be engaged for the project. Digital Surveyor appointed by the Client for existing digital survey of construction site and /or existing buildings.



C OUTLINE PROPOSALS

Commence development of strategic brief into full project brief. Preparation of outline proposals and estimate of cost by Quantity Surveyor. Review of procurement route.



D DETAILED PROPOSALS

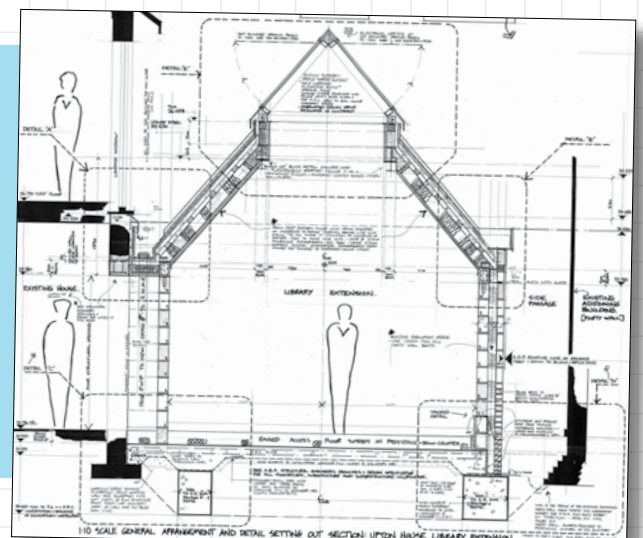
Complete development of the project brief and preparation of detailed proposals. Application for full development control approval. Structural Engineer Appointed by Client.

Planning Application

E FINAL PROPOSALS

Preparation of final proposals for the project sufficient for coordination of all components and elements of the project.

Design Freeze Internally



F PRODUCTION INFORMATION

F1 Preparation of production information in sufficient detail to enable a tender or tenders to be obtained.

F2 Preparation of further production information required under the building contract.



VISIONARY ARCHITECTS LTD
SAMPLE WORKS TENDER AND CONTRACT SPECIFICATION OF WORKS

A33 QUALITY STANDARDS/CONTROL MATERIALS WORK GENERALLY

110 GOOD PRACTICE: Where and to the extent that materials...

120 GENERAL QUALITY OF PRODUCTS:
 - Products to be new...

180 BS 8000: BASIC WORKMANSHIP:
 - Where compliance with BS 8000 is...

321 SETTING OUT: Check the levels and dimensions...

340 APPEARANCE AND FIT:
 - Arrange the setting out, erection, juxtaposition of components and application of finishes...

510 SUPERVISION: In addition to the constant management and supervision of the works...

580 MEASURES TO ESTABLISH ACCEPTABILITY: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the Contract...

590 QUALITY CONTROL: Establish and maintain procedures to ensure that the Works...

G TENDER DOCUMENTATION

Preparation and collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained for the construction of the project.

H TENDER ACTION

Identification and evaluation of potential contractors and/or specialists for the construction of the project. Obtaining and appraising tenders and submission of recommendations to the Client.

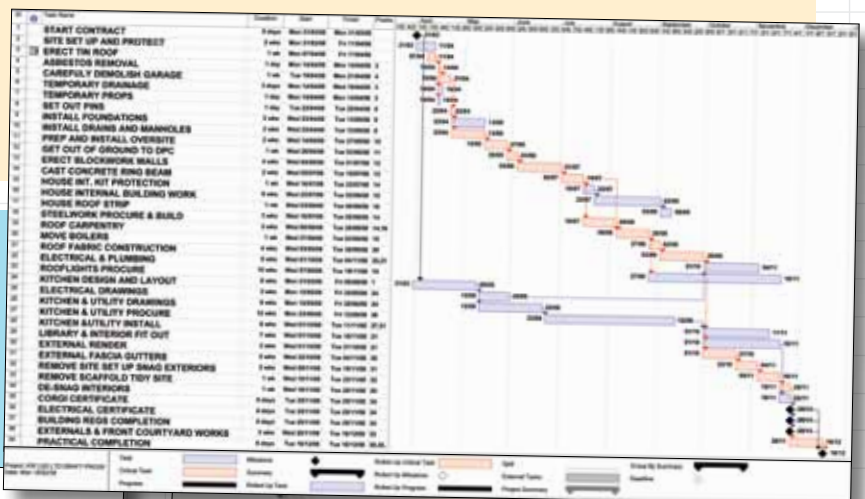
J MOBILISATION

Letting the building contract, appointing the contractor. Issuing of production information to the contractor. Arranging site handover to the contractor.

Appoint The Building Contractor

K CONSTRUCTION TO PRACTICAL COMPLETION

Administration of the building contract up to and including practical completion. Provision to the contractor of further information as and when reasonably required.



L AFTER PRACTICAL COMPLETION

Administration of the building contract after practical completion. Making final inspections and settling the final account.



VISIONARY ARCHITECTS LTD
Architects Instruction 02 (Sample)

Job Ref: XXXXXXXX Date: 22nd March 2005 sheet 1 of 3 pages
 Employer: XXXXXXXX Address: XXXXXXXX
 Contractor: XXXXXXXX Address: XXXXXXXX
 Works: XXXXXXXX Situated: XXXXXXXX

Under the terms of the Contract dated 26th January 2005, we issue the following instructions. Where applicable, the contract sum will be adjusted in accordance with the terms of the relevant conditions. BS 8000 Code of Practice for Workmanship applies to all works.

Ref	Description	Add	Or
02.01	CONSTRUCTION ISSUE OF ENGINEER'S DRAWING AND SPECIFICATIONS DOCUMENT STABILITY FRAME ON REAR ELEVATION The attached contract drawing & specification is confirmed Construction Issue from the Structural Engineer. Please expedite this item next week to enable the roof structure to follow.		
02.02	MANUFACTURER FABRICATION DRAWINGS OF ROOFLIGHTS AND REAR DOOR & WINDOW. Please note there are approx. 7.5 weeks left to completion and fabrication times for these elements have not been confirmed. Please issue fabrication drawings immediately. The finishing of the rooflights and interior is now on a critical path in contract programme terms.		

Costs to be agreed with Quantity Surveyors

Signed
 Visionary Architects Ltd

Original to:
 *Contractor - xxxx
 *Structural Engineer - xxxx

Copies:
 *Client - xxxx
 *Quantity Surveyor - xxxx

VISIONARY ARCHITECTS LTD

INTERIM CERTIFICATE 08
 Certificate no: 08
 Job Ref: XXXXXXXX Valuation Date: 20th July 2005
 Issue Date: 27th July 2005
 Employer: XXXXXXXX
 Contractor: XXXXXXXX
 Works: XXXXXXXX

Under the terms of the Contract dated 26th January 2005; We certify that the following interim payment is due from the Employer to the Contractor

Gross valuation of the Works **£58,526.92p**
 5% Retention which may be retained by the Employer **-£2,926.35p**
 Net Valuation **£55,600.57p**

Less Total amount stated as due in Interim Certificates
 Previously issued up to and including Certificate no: 7 **-£20,062.39p**
 Less Total Direct Payments **-£3,710.00**
 Sub Total **£31,828.18p**
 (All the above amounts exclude VAT)
 VAT added to this amount at 17.5%: **£4359.25p**
 And that: **Four Thousand Three Hundred and Fifty Nine Pounds and Twenty Five Pence** **£4,359.25p**

Is the balance due to the Contractor from the Employer which, subject to any deductions authorized by the Contract conditions, shall be a debt payable from one to the other as from the fourteenth day after the issue date of this Certificate

The issue of this certificate is not for and shall not be taken as showing that any work or materials or goods or workmanship is or are accepted as conforming to description or being in accordance with the Contract.

Signed Visionary Architects Ltd.....

DISTRIBUTION:
 Letter
 Certificate (Original) Employer
 Certificate (Contractors Copy) Contractor 1 copy
 Certificate (Job File Copy) VA Job File 1 copy

