

**City of York Admin Accommodation
Design & Construction Stream
RIBA Plan of Work Stages**

The RIBA Plan of Work is a protocol which describes design & construction team activities from appraising the clients requirements through to post construction.

Stages A & B: Scheme Appraisal & Strategic Briefing(Feasibility)

Identification of client's requirements and possible constraints on development. Develop, establish and review with other members of the Partnering Team the Project Brief, Output Specification, Project Budget, Project Programme. Advise on any physical site restrictions that may affect the construction/engineering options for the Project. Preparation of strategic building brief in liaison with the client, confirming key requirements and constraints.

C: Outline proposals.

Commence development of strategic brief into full project brief. Development of strategic building brief including preparation of outline design proposals and estimate of cost. Review of procurement route.

D: Detailed proposals.

Complete development of the project brief. Preparation of detailed proposals. Application for full development control approval.

E: Final proposals.

Preparation of final proposals for the Project sufficient for co-ordination of all components and elements of the Project.

F: Production information

F1: Preparation of production information in sufficient detail to enable a tender or tenders to be obtained. Application for statutory approvals. F2: Preparation of further production information required under the building contract. [Now in two parts, F1 - the production information sufficient to obtain tenders and F2 - the balance required under the building contract to complete the information for construction]

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. [Solely concerned with the documentation required for tenders. Particularly useful with D+B or management contracts]

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.

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. [Clearly separated from the construction phase]