• **Work Stage A: Inception**
  • develop the brief in consultation with the client (yourself) • report feasibility, including budget
  • give advice on how to proceed • visit the site and give initial appraisal • advise on the need for other consultants and the scope of their services • advise on the need for any specialist work.

• **Work Stage B: Feasibility**
  • Carry out any studies which may be needed to establish feasibility • review alternative design and construction approaches and cost implications • advise on statutory approvals needed, including health & safety • outline a timetable for the project

• **Work Stage C: Outline Proposals**
  • prepare outline (sketch) proposals for preliminary approval

• **Work Stage D: Scheme Design**
  • develop a scheme design following discussions around stage C • liaise with any other consultants and advise where their work affects programme & budget • make a cost estimate • enable agreements over spatial arrangement, materials and appearance • prepare and submit a planning application (note no guarantees can be given that this can be obtained)

• **Work Stage E: Detail Design**
  • finalise detail design including co-ordination with other consultants and suppliers and integration of materials & sub-contracted work • cost checks where appropriate • advise where appropriate on the CDM regulations • prepare and submit Building Regulations Application and any other statutory requirements • negotiate as necessary on the latter

• **Work Stage F & G: prepare production information & bills of quantities**
  • Drawings, schedules & specification, provide information to the Quantity Surveyor (if used) for bills of quantities • complete information to enable contractors to tender.

• **Work Stage H & J: Tender Action & Project Planning:**
  • Advise on a list of tenderers • issue tender documents to agreed list of contractors • receive tenders (with client presence if required), advise on results and contractor appointment • OR arrange a price to be negotiated with one contractor. • prepare the building contract and arrange signatures.

• **Work Stage K: Operations on site:**
  • Administer the terms of the building contract during work on site • visit the site at intervals to inspect the progress and quality of the work • make periodic financial reports to the client including any cost variations

• **Work Stage L: Operations on site:**
  • Administer the terms of the contract related to completion of the work • give general guidance on maintenance • provide record drawings as required.

The RIBA recommends that the total fee is split as follows; this is usually an equitable basis:

• 15 percent for work stages A - C
• 20 percent for work stage D
• 20 percent for work stage E
• 20 percent for work stage F - G
• 25 percent for work stages H – L