

Standards of Architects' Scope of Services

Standards of Architects' Scope of Services and project documents

**Czech Chamber of Architects
2017**

Part 1 – BUILDINGS

This part also deals with related landscaping and equipment

INTRODUCTION

The Czech Chamber of Architects issues Standards of Architects' Scope of Services as a methodology tool for establishing relations between the architect and client in design practice. These standards should help both the architects and the clients to lay out the right conditions for cooperation. Services are divided into three basic categories: standard services, additional services, and commissioning services. The object of an architect's work belongs among the standard services necessary to effectively complete construction. Additional services represent a broad range of activities from making models through visualisations to marketing documents and many other documents. It is up to each architect to decide which of the set-up possibilities they will choose to include in their offer and what the services will or will not contain. The purpose of listing the Standards of Architects' Scope of Services is not only a division of the services into chapters, but also their nomination so that the architect and the client can jointly determine in advance what the future work should contain, i.e. what performance the client can expect from the architect for the specified price. A separate chapter deals with procurement (inaccurately called 'inženýring' /engineering/ in the Czech language). This chapter deals with the commissioning of all comments and statements of state and local authority bodies to project documents and provision of the building permit, be it either permitted development consent, land zone permit, building permit or any other decision in an administrative procedure. This activity becomes increasingly complicated over time, and it is undoubtedly meaningful that the architect and client come to an agreement on how the entire process will take place and who shall secure what and how. An inseparable part of the description of individual service stages is also the assistance of the client, which is crucial especially in the permitting process.

Proper groundwork documents are necessary for a good project. The Architect's task is to specify according to the type of project what groundwork documents are essential and their scope. Regarding the architect's performance, project groundwork documents are usually defined separately from the planning and design processes.

We assume that the Standards of Architects' Scope of Services will be primarily used in the course of formulating contractual relations. The following text builds on the assumption that all project design stages will be performed step-by-step from the beginning. Particularly, regarding smaller projects and perhaps even bigger ones, the land zone permit stage and the building permit stage could be integrated into one. In this case, the content of the stage is based on the detail of the further stage, which is the building permit, concerning the needs of the land zone permit procedure. The crucial piece of legislation for architectural practice is the directive to the Building Code, Regulation no. 499/2006 Coll., On Project Documents as amended by law no. 62/2013 Coll. (herein further referred to as the "Regulation no. 499/2006 Coll., On Project Documents"), specifying the obligatory content and scope of project documents for all buildings requiring formal approval and rules for detailed design of projects with public funding. If, for any reason, an architect starts their work in the middle of the process - for instance in the stage of land zone permit - they shall, first of all, acquire the copyright to the previous work and assess all preceding actions to find any possible missing groundwork

The Standards of Architects' Scope of Services uses the *Kalkulačka/Calculator* software which offers online possibility to calculate an individual quotation (fee) for producing authorised construction or planning project documents. The program calculates the average labour-work time required for project preparation. Architectural offices then add their hour-remuneration to the calculated time; this rate is multiplied by the time the client demands allocated for the work calculated by the *Calculator* software.

Larger projects are always teamwork. The Standards of Architects' Scope of services assume that the architect is the project leader and will cooperate with other architects and engineers to design the project. The Standards of Architects' Scope of services is in compliance with the Scope of services issued by the Czech Chamber of Authorized Engineers and Techniques in Construction.

Project Groundwork

Good Project Groundwork is necessary for setting up any work. A good design cannot be developed without it. The ideal situation is to have all Project Groundwork complete at the very beginning. Some of it, however, can be added during the course of design work. A hydro-geological survey is, for example, conducted on a very large site after the mass of a building is positioned in the design. The usual practice is that the Project Groundwork is provided by specialists. At the beginning of the work with the client, the architect should, according to the type of commission, make clear which Project Groundwork will be necessary. The architect should also inform the client about the requirements and their scope regarding each item and, upon the completion of the design process, check whether they are complete. If the architect orders the groundwork directly, it is appropriate that they specify the coordination surcharge for their obtaining in advance. Especially concerning the site survey, it is desirable that the groundwork is provided in digital vector formats for easier use in the design stage.

The following documents particularly belong among the project groundwork ones:

- Geometrical plan,
- Cadastral plan,
- Site survey plan (planimetry and hypsography) including data provided by infrastructure management; surveys of adjacent buildings and substantial points in the area,
- Building survey (in the case of structural modifications),
- Geotechnical survey,
- Hydrogeological survey,
- Soil and radon survey,
- Survey of stray currents,
- Biological and dendrological surveys,
- Landscaping survey,
- Survey of inundation areas (specification of Q20 and Q100),
- Archaeological survey,
- Photographic documents,
- Building passports of adjacent buildings,
- Traffic survey (measurement of traffic load in the area),
- Noise survey,
- Construction technical survey,
- Construction historical survey,
- Meteorological data,
- Archive documents and researches.

Service stage:

1. Project Initiation

Fundamental ideas and expectations regarding the future design are refined and specified in the initial stage. Generally and not just in the design field, it applies that a good brief is halfway to success. The architect should help the client to make their plan and purpose of the building clear. They should envisage the possible context of the planned building and pre-check it's suitability. To inexperienced clients, they should help to pre-assess the building's economy and evaluate environmental relations. The result of the Project Initiation should be a detailed program including specified building requirements. For example, the preliminary energy performance of the building will be principally pre-defined as early as in the first sketches, because in later design stages, when the building is positioned, the building's design cannot be changed. Determining the building's requirements and the level of its technical furnishing in advance is useful, too. Specification of the need of necessary surveys and analyses, or other possible verifying specialised studies or expertise is recommendable in this stage as well. It is appropriate for larger and more complex projects that the brief should be contractually separate from other stages. Only after the brief is defined, the necessity of other design work can be unambiguously determined based on which the terms and conditions between architect and client can be better defined.

Architect's services

Contractual performance of the project stage 1, Project Initiation, usually consists of:

a) standard services

- Evaluate entry data,
- Prepare identification data list,
- Assess the client's plan, provide recommendations for the construction program and the brief (investment plan),
- Analyse the site initially (site inspection, taking stock of area regulation conditions, checking the plan in compliance with existing planning documents)
- Evaluate economic and ecological parameters of the brief,
- Specify necessary design groundwork documents,
- Specify expected project work (assumed service stages, presumed engaged disciplines);

b) additional services

- Set up the client's plan (construction program, usage, dimensions, capacities, operational links, numbers of construction units, life cycle, project and construction time plan),
- Provide marketing plan,
- Provide feasibility study,
- Provide financial and economic analysis (of the building and its further operation),
- Assess the plan according to building sustainability criteria,
- Provide necessary groundwork documents (see page 4),
- Get information on adjacent plots in the Land Register;

c) commissioning services

- Procure an application for land zone permit information¹ (conditions of the use of the area, positioning of the building, etc.),
- Check available capacities and requirements on technical and transport infrastructure (energy, water, sewage, transport network, etc.),
- Pre-negotiate the plan with major state authority bodies², (with the building authority and an architect from a city/community planning committee).

Client's assistance

To perform the service well, the client should especially assist the architect in the following matters:

- Provide terms of reference
- Take over available groundwork documents,
- Provide access to the site and the respective building,

¹ According to § 21 of the Building Code and § 2 of the Regulation no. 503/2006 Coll. as amended in the wording of the Regulation no. 63/2013 Coll.

² Particularly town planning, environment, and monument protection.

- Hand over the power of attorney used to find necessary data and represent the client,
- Fix the assumed investment costs,
- Take part in preliminary negotiations with authorities.

Documents are usually submitted in three copies (A4 format) and digitally in PDF.

Service stage:

2. Preliminary – Concept Design

A Concept Design (study) is the first graphic representation of the spatial rendering of the client's brief. It gives the client a concrete idea of the design concept (e.g. urbanistic, architectural, layout, operational, structural, technical, technological, interior, and material). It should be clear from the Concept Design how the building is situated in the area, as well as its mass, internal layout, facades, and primary materials. It is the architect's principal creative work at the beginning of the entire design process and crucially predetermines the resultant building. A good building always requires continual work from the architect, from the concept to the detail because the details remain merely indicated in a design. The design also shows the economic and time limits of the future construction process. Another main design purpose is helping the client with strategic decision-making and checking the suitability of a construction plan in a given area. Concept Design can also be used for preliminary consultations with relevant state authority bodies and other legally involved parties.

Architect's services:

The contractual performance of the design stage 2, Building Design:

a) standard services

- Check and analyze the Project Preparation (stage 1) and Project Groundwork (see page 4),
- Define client's objectives,
- Deliver concept drawings and sketches,
- Determine basic material solutions,
- Develop project documents (technical report, site plan, plans, sections, elevations)³,
- Involve specialists (e.g. structural design, HVAC) including coordination,
- Prepare preliminary budget based on per m² and m³;

b) additional services

- Develop and assess alternatives,
- Deliver elaborated design of grading and landscaping,
- Prepare professional studies and analyses (daylighting, acoustic studies, waste disposal),
- Create visualisations and animations,
- Create physical model,
- Further Elaborate on cost of construction and operations,
- Establish principles of low-e building design,
- Prepare data for environmental impact analysis,
- Prepare data for certification of the building,
- Provide marketing documents,
- Provide feasibility study;

c) commissioning services

- Pre-negotiate the plan with principal state authority bodies (with the building authority and the architect of a city/council/ or planning committee).

Client's assistance:

To perform the service well, the client should especially assist the architect in the following matters:

- Specify the target ideas,
- Specify technical requirements on the building (e.g. power demand of the building, preferred type of heating, energy consumption, building standard, etc.)⁴,
- Consult the concept and its approval,
- Hand over the Power of Attorney for acquiring necessary data and representing the client,

³ Especially the matter of positioning of a building and its effect on its vicinity will be the most crucial matter of assessing in the following stages, and that is why it should be sufficiently addressed at the beginning.

⁴ Although the definition of equipment of buildings appears in later stages, it is appropriate that the architect asks the client in advance what their preferences are regarding for instance shading because it affects the building design the same as the heating system. A crucial matter is the energy demand imprinted in the first sketches and cannot be 'engrafted' later.

- Specify the expected investment costs,
- Take part in preliminary negotiations with authorities.

Documents are usually submitted in three hard copies (A4 format) and digitally in PDF.

Service stage:

3. Land Zone Permit Design

Land Zone Permit Design is based on approved Concept Design and provides sufficient information on a specific location of the building in the given area, its compliance with Concept Design, and provides information on the assurance of public interests in the area. This document clearly defines spatial positioning of the building and its links to the environment. Land Zone Permit design (the documents for issuance of a decree to locate a building) also defines the concept of the building's transport connection and infrastructure, and characterises property rights of future development. Based on these documents, the building authority issues a land zone permit, changes the area usage, or changes the impact of use on the developed area. Issuance of a land zone permit and a building permit together is possible in particular cases. The structure of project documents shall always contain parts A to E according to Regulation 499/2006 Coll. On Project Documents the scope and content of each section adjusts to the type and significance of the building, its location, structural-technical design, purpose, environmental impact, and lifespan.

Architect's services

Contractual performance of the design stage 3, documents for land zone permit, usually consists of:

a) standard services

- Determine conditions to achieve compliance with stages 1 and 2,
- Review groundwork documents (see page 4)⁵,
- Confirm client's objectives with respect to the previous stages,
- Deliver according to Regulation no. 499/2006 Coll., On Project Documents (reports, site plan, plans, sections, elevations)⁶, including conceptual coordination of all trades,
- Implement comments from relevant third parties giving their statements to documents for land zone permit;

b) additional services

- Develop and assess alternatives
- Develop client's additional requirements and alterations,
- Deliver further elaborated design of landscaping and vegetation,
- Provide documents for EIA (Environmental Impact Assessment),
- Provide expert studies and analyses (daylighting, acoustic studies, waste disposal),
- Provide specification of interior design,
- Create visualisations and animations,
- Create physical model,
- Provide cost plan for construction and operation of the building,
- Prepare data for EIA,
- Prepare data for certification,
- Provide marketing documents,
- Provide feasibility study,
- Implement changes to the documents after possible appeal;

c) commissioning services

- Procure documents and statements of respectable state authority bodies,
- Provide requirements of parties involved in the planning procedure,
- Ensure that the information about the start of the statutory approval is published,
- Negotiate requirements of extraction from Agricultural Land registry,
- Take part in negotiations during the statutory approval procedure,
- Procure land zone permit including other decrees related to the project (e.g. felling of trees, water-right order, connection to a road, planning consents),

⁵ The building's elevations and the plan fixed by issuing of the decree on locating the built asset must be especially checked.

⁶ The content and the scope of documents are given by the implementing regulation to the Building Code – the Regulation no. 499/2006 Coll., On Project Documentation. The development of documents for planning permission is a selected activity in construction (§ 158 of the Building Code), and the designer must be licensed by ČKA or ČKAIT. These documents contain the architectural part and engineers' documents according to the type and complexity of the project. The positioning of the built asset is dealt with in the planning procedure, and that is why namely its context within the vicinity including the infrastructure must be addressed.

- Take part in the course of an appeal against the issued⁷.

Client's assistance

To perform the service well, the client should especially assist the architect in the following matters:

- Provide access to the site and the respective building,
- Clear up client's objectives,
- Define technical requirements on the building (e.g. power demand of the building, the preferred type of heating, energy consumption, building standard, etc.)⁸,
- Consult the concept and its approval,
- Hand over the Power of Attorney for acquiring necessary data and representing the client,
- Specify the expected investment costs,
- Take part in meetings with public authority bodies⁹,
- Negotiate with participants in the procedure¹⁰,
- Cover administration fees.

Documents are usually submitted in seven hard copies (A4 format) and digitally in PDF.

⁷ A possible appeal can hinder the project by many years and result in additional expenses for the architect. That is why it is recommendable that the architect and the client in advance make clear the steps to be taken in case someone appeals.

⁸ Although the definition of equipment of buildings appears in later stages, it is appropriate that the architect asks the client in advance what their preferences are regarding for instance shading because it affects the building design the same as the heating system. A crucial matter is the energy demand imprinted in the first sketches and cannot be 'engrafted' later.

⁹ Negotiations of the documentation deal with, among others, capacities needed for the planned project and so, the client has to deal the supply with media providers.

¹⁰ The client's role is hardly dispensable especially during negotiations with neighbours.

Service stage:

4. Building Permit Developed Design

The main purpose of the project for a Building Permit Design is sufficient definition of the building so that the building authority can assess its compliance with the issued land zone permit, general technical requirements, and public interest in the given locality represented, among others, by obligatory statements from respectable state authority bodies ("DOSS"). The building authority issues a building permit based on a stage Developed Design (i.e. documents for building permit). Project documents shall meet provisions of the Building Code and other special regulations, e.g. regarding fire safety, civil defence, etc. Project documents for a building permit always provide unambiguous urbanistic, architectural, structural, layout, operational, and material characteristics of the building. Construction cost estimates, the construction method and time allowances for future development can be specified based on the developed project documents. Project documents for a permitted development are produced as a project for the building permit appropriate to the character, function, and size of the building. Project documents shall always contain parts A to E in its structure according to Regulation no 499/2006 Coll. On Project Documents the scope and content of each section adjusts to the type and significance of the building, its location, structural-technical make, function, environmental impact, and life cycle. Only 'single-tier' documents may be developed for small buildings in detail up to the level of Detailed Design.

Architect's services

Contractual performance of the design stage 4, building permit, usually consists of:

a) standard services

- Determine conditions to achieve compliance with stage 3,
- Review groundwork documents (see page 4)¹¹,
- Specify client's target ideas with respect to the previous stages,
- Assess land zone permit and its conditions,
- Deliver Building Permit (developed) Design according to Regulation no. 499/2006 Coll., On Project Documents (reports, site plan, plans, sections, elevations, landscaping and vegetation)¹², including conceptual coordination of specialists,
- Implement comments received from state authority bodies and other legally involved third parties;

b) additional services

- Develop and assess alternatives,
- Develop client's additional requirements and alterations,
- Implement design modifications after possible appeal,
- Develop further elaborated design of landscaping and vegetation,
- Provide documents for EIA,
- Provide expert studies and analyses (daylighting, acoustic studies, waste disposal),
- Provide transport technical measures,
- Provide protocol on the determination of external impacts,
- Create specification of the interior design – a project of general interior design and graphic communication design, information design, interior design study, flag, signs, logo, light effects, artwork,
- Provide a project of overall acoustic design,
- Provide complex appraising of the building,
- Coordinate specialist's designs,
- Develop preliminary construction technical specifications (schedules/tables),
- Develop BOQs,
- Develop a detailed cost plan for construction and operation of the building,
- Organise a preliminary demand regarding the construction of the building and equipment,
- Develop special documents of technology,

¹¹ The building's elevations and the plan fixed by issuing of the decree on locating the built asset must be especially checked.

¹² The content and the scope of documents are given by the implementing regulation to the Building Code – the Regulation no. 499/2006 Coll., On Project Documentation, as amended. The development of documents for planning permission is a selected activity in construction (§ 158 od the Building Code), and the designer must be licensed by ČKA or ČKAIT. These documents contain the architectural part and engineers' documents according to the type and complexity of the project.

- Add to the documents beyond the framework of the Regulation¹³ according to results of a possible appeal,
- Create visualisations and animations,
- Create physical model,
- Prepare data for EIA,
- Prepare data for certification,
- Provide marketing documents (business and publicity),
- Provide feasibility study,
- Implement changes to documents in the course of possible appeal;

c) commissioning services

- Procure documents and statements from respectable state authority bodies (DOSS),
- Secure statements of legally involved parties,
- Negotiate requirements of extraction from Agricultural Land registry,
- Take part in negotiations during the building permit procedure,
- Procure building permit including other decrees related to the project (e.g. felling of trees, water-right decree, connection to a road, land zone permit),
- Take part in the course of an appeal against the issued building permit¹⁴.

Client's assistance

To perform the service well, the client should especially assist the architect in the following matters:

- Provide access to the site and the respective building,
- Specify target ideas,
- Define technical requirements on the building (e.g. power demand of the building, preferred type of heating, energy consumption, building standard, etc.)¹⁵,
- Consult the concept and its approval,
- Hand over the Power of Attorney for acquiring necessary data and representation of the client,
- Specify the expected investment costs,
- Take part in meetings with state authority bodies¹⁶,
- Negotiate with participants in the building permit procedure¹⁷,
- Provide comments issued by involved parties and DOSS,
- Cover administration fees.

¹³ The Regulation no. 499/2006 Coll., On Project Documentation.

¹⁴ A possible appeal can hinder the project by many years and result in additional expenses for the architect. That is why it is recommendable that the architect and the client in advance make clear the steps to be taken in case someone appeals.

¹⁵ Although the definition of equipment of buildings appears in later stages, it is appropriate that the architect asks the client in advance what their preferences are regarding for instance shading because it affects the building design the same as the heating system. A crucial matter is the energy demand imprinted in the first sketches and cannot be 'engrafted' later.

¹⁶ Negotiations of the documentation deal with, among others, the capacities needed for the planned project and so, the client has to deal the supply with media providers.

¹⁷ The client's role is hardly dispensable especially during negotiations with neighbours.

Service stage:

5. Detailed Design

The Detailed Design stage results from the approved project documents for the building permit. For infrastructure buildings not requiring planning approval or classified as permitted development, the planning decision or the planning approval is taken as the groundwork. Documents are elaborated and extended to such an extent that they unambiguously define basic requirements on the quality of the building (standard, quality of materials and make). Detailed Design is developed separately for individual buildings, technical structures, and technology facilities. Detailed Design is designed in detail allowing to list construction works, deliverables, and services with a BOQ. Detailed Design is the groundwork for the general contractor's execution documents, i.e. production and shop documents.

According to these documents the list of works and deliverables can be compiled and the project clearly priced, a contractor tendered, and a contract for work concluded with him or her. Stage 5 also contains technical characteristics, captions, and terms and conditions of construction works.

Detailed Design for publicly funded projects shall also meet Act 134/2016 Coll., On Public Sector Commissions, as amended. Detailed drawings render structures or elements binding for the contractor or those with a complicated shape for which the architect has individual requirements and which shall necessarily be respected during construction. Project documents shall always contain parts A to E in its structure according to Regulation no. 499/2006 Coll. On Project Documents the scope and content of each piece adjusts to the type and significance of the building, its location, construction-technical make, function, environmental impact, and life cycle. Only 'single-tier' documents may be developed for small buildings in detail up to the level of detailed design. Simple buildings can be constructed according to the Detailed Design without further assembly and shop drawings provided an agreement is reached between the client, architect, and contractor.

Architect's services

Contractual performance of the design stage 5, Detailed Design, usually consists of:

a) standard services

- Assess building permit and its conditions,
- Deliver Detailed Design according to Regulation no. 499/2006 Coll. On Project Documents (architectural part and documents regarding the technical and technological part of the development)¹⁸, including conceptual coordination of all trades,
- In the case of construction modifications, documents shall be developed regarding removal of the structure including demolition works,
- Define all materials and finishes based on samples and their approval by the client (e.g. floors, roofing, wall tiles, structure and product coatings, etc.),
- Specify built-in products (e.g. windows, doors, millwork, ironmongery, metal products, and flashing),
- Coordinate specialist's design and implement it in the plans,
- Develop plantation layout including exterior elements, street/garden furniture, the technology of planting and plantation material (in case of landscaping structures);

b) additional services

- Develop and assess alternatives,
- Develop client's additional requirements and alterations,
- Coordinate specialist's designs,
- Develop operational schemes,
- Provide details, detailed drawings of custom-made products, drawings of the floor and wall tile patterns in the architectural part,
- Deliver detailed reinforcement drawings in the structural part,
- Deliver a BOQ and a list of works, deliverables, and services,

¹⁸ The content and the scope of documents are given by the implementing regulation to the Building Code – the Regulation no. 499/2006 Coll. on project documentation, as amended. The development of documents for planning permission is a selected activity in construction (§ 158 of the Building Code), and the designer must be licensed by ČKA or ČKAIT. These documents contain the architectural part and engineers' documents. Standard execution documents do not contain documents of the builder's works and structures in connection, production and shop documents, documents of products delivered to the site, drawings of prefabricated products, detailed reinforcement drawings, and assembly documentation. If some type of these documents has to be developed, it always is part of contractor documents. Site accommodation and plant are not part of the standard stage 5.

- Propose BOQ costing and a list of works, deliverables, and services,
- Develop alternative comparative costing groundwork,
- Develop special tender documents,
- Provide health and safety¹⁹,
- Provide contractor documents,
- Provide production, shop, and assembly documents,
- Prepare data for certification of the building,
- Create a project of technical interior design and communication graphics including information signs, logos, light effects, and artwork,
- Provide a project of an overall spatial acoustic design,
- Provide complex assessment of the building,
- Create visualisations and animations,
- Create physical models,
- Provide business and marketing documents;

c) commissioning services

- Review statements and conditions from the building permit procedure and their implementation in the documents.

Client's assistance

To perform the service well, the client should especially assist the architect in the following matters:

- Take part in coordination meetings,
- Take over the designed technical project,
- Take over terminal elements and equipment,
- Take over the selection of materials and finishes,
- Take over manufacture qualities of materials and elements.

¹⁹ Health and safety at work on a site are ruled by the statutory rule no. 591/2006 Coll. on detailed minimal requirements on health and safety at work on construction sites, as amended, in the Supplement no. 5.

Service stage:

6. List of Works and Deliverables

This stage contains a list of works, deliverables, services, and other contractor's conditions determined directly linked to the Detailed Design documents. The list of works and deliverables defines the subject matter of execution necessary for tendering. The list of works and deliverables contains a complete catalogue of items needed for the full performance of a built asset. This stage also includes architect's cooperation with a client during tendering. The client chooses a contractor based on groundwork documents developed by the architect and negotiates further conditions of a contract for work. The architect as the developer of design documents knows well its complicated content, and that is why they can advise the client in partial matters of tendering.

Architect's services

Regarding the contractual performance of the design stage 6, the List of Works and Deliverables, usually consists of:

a) standard works

- Develop documents for concluding a contract with the main contractor²⁰,
- Compile BOQs²¹,
- Provide serial or code item numbering²², selected by the compiler of the List of Works and Deliverables,
- Label an item in project documents,
- Provide numerical classification of an item if it can be classified with the designation of a price system,
- Describe an individual or aggregated item defining a type and quality of works, deliverables, or service;

b) additional services

- Cooperate in the course of procuring and assessing contractors' bids,
- Develop special tender documents,
- Develop contractor project documents,
- Provide production and shop documents,
- Provide cost of the construction work based on the developed BPQ,
- Assess completeness of main contractor's bid,
- Assess tenderers' bids regarding quality, deadlines, price, and other contractual conditions;

c) commissioning services

- Find and address potential contractors and subcontractors,
- Procure tenderers' references,
- Procure tender in another agreed way.

Client's assistance

To perform the service within stage 6 well, the client should especially assist the architect in the following matters:

- Conduct coordination meetings,
- Decide to select the main contractor,
- Determine the scope of aggregation of items on the List of Works and Deliverables,
- Exclude or approve the possibility to refer to the price system.

²⁰ The scope and the content of the List of Works and Deliverables in publicly funded projects are set down by the Regulation no. 169/2016 Coll., On the Specification of the Scope of the Documentation of a Publicly Funded Project and a List of Construction Works, Deliverables, and Services including a Bill of Quantities (BOQ).

²¹ A BOQ defines the number of works, deliverables, and services per each individual item of the List of Works and Deliverables; it adds the number of units to each item.

²² An item of the description of a work is understood as either a description of each construction work, deliverable, and service, or an item can, following an agreement with the client/investor, include aggregated construction works, deliverables, and services. The degree of aggregation should be contractually defined before the stage of the development of the List of Works and Deliverables commences. References to a contract pricing system can be used for compiling a List of Works and Deliverables, but always just one system for the entire List.

Service stage:

7. Architect's Supervision

In this performance stage, the compiler of project documents checks the contractor's abidance to the current project documents and possible approval of deviations and alterations. The performance of the architect's supervision can be of a permanent or occasional character with a scope given by a contract. (According to §152 of article 4 of the Building Code in publicly funded projects carried out by a construction entrepreneur as the main contractor, the client shall procure a site resident inspector to supervise the work on behalf of the client. If a person licensed according to a particular legal regulation developed the project documents, the client would procure an architect or designer-in-charge to supervise the project under execution regarding the compliance with the reviewed project documents.) This architect/designer takes part in site inspections conducted by a building authority and the final monitor site inspection upon a call. At the completion of the built asset, they participate in the commissioning of the building and its technology, and cooperate during the handover and takeover of the entire building or its part. They assist the client during the takeover, snagging and possible reclamation procedures. They are entitled to review the building logbook and enter records in it.

Architect's services

The contractual performance of the design stage 7, Architect's Supervision:

a) standard services

- Take part in site meetings, inspections and consultations,
- Monitor construction according to Detailed design,
- Monitor compliance of the execution with conditions of Land zone permit and Building permit,
- Approve used materials and products with the comparison standard defined by stages 5 and 6,
- Monitor the abidance to measures and solutions presented in environmental conditions,
- Supervise removal of defects from the final inspection;

b) additional services

- Be available for consultations during execution of details and more complex custom-made structures,
- Take part in meetings regarding alterations to the building initiated by the client or the main contractor,
- Develop alternative designs in the course of construction (technical, layout designs, and details and makes),
- Assess deviations, alterations, and modifications of the building in the context of the built asset,
- Assess real impacts of additional surveys,
- Develop the as-built documents²³,
- Assess the meeting of contractual conditions in the course of works carried out by the construction contractor,
- Enter records in the building logbook administered by the main contractor,
- Approve partial invoices for work done,
- Take part in claims procedures,
- Cooperate during the final account and appraisal of the built asset;

c) commissioning services

- Provide the final inspection or the proceeding resulting in Practical Completion Certificate,
- Provide revision reports for (sub)contractors,
- Provide operation and maintenance manuals to the building and technology - (e.g. HVAC), fire safety technology, fire and evacuation plans, technology set-ups, and so on,
- Provide binding statements of involved bodies for using the building or issuance of a Practical Completion Certificate,
- Provide a geometry survey plan to the Land Register.

Client's assistance

To perform the service well, the client should especially assist the architect in the following matters:

- Provide access to the site and the respective building,
- Coordinate the site resident inspector,

²³ See the Regulation no. 499/2006 Coll., On Project Documentation.

- Inform the contractor about the crucial contractual conditions, invoicing order and work methods,
- Specify the conditions for performance of the architect's and site resident surveyor's supervision,
- Determine the site progress in compliance with the result of the Principles of Construction Organisation.

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