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 ©	PROJECT DESIGN GUIDES	A06
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PROJECT DESIGN GUIDE A06 'CONTRACT SCHEDULES AND DESIGN PROCESSES'

Project Name: <i>Name</i>	Project No.: <i>Number</i>	Date: <i>Date</i>
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Revision:	Revision description:	Revision date:
01		
02		
03		

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A – Action**I** – Information

*DRAFT***The series of Design Management Guides currently includes:****CONTRACT**

- PROJECT DESIGN GUIDE A00 'CONSULTANT APPOINTMENT STRATEGY AND CAM'
- PROJECT DESIGN GUIDE A00.1 'COMPETENCE STATEMENT AND ASSESSMENT'
- PROJECT DESIGN GUIDE A01 'SCHEDULE OF SERVICES (SOS)'
- PROJECT DESIGN GUIDE A02 'DESIGN RESPONSIBILITY MATRIX (DRM)'
- PROJECT DESIGN GUIDE A03 'DESIGN PROGRAMME & DELIVERABLES'
- PROJECT DESIGN GUIDE A04 'DESIGN REVIEW & AUTHORITY PLAN'
- PROJECT DESIGN GUIDE A05 'PROJECT QUALITY PLAN (PQP)'
- PROJECT DESIGN GUIDE A06 'CONTRACT SCHEDULES & DESIGN PROCESSES'

DEVELOPMENT & DELIVERY

- PROJECT DESIGN GUIDE D01 'DESIGN DASHBOARD'
- PROJECT DESIGN GUIDE D02 'COMMUNICATIONS PLAN'
- PROJECT DESIGN GUIDE D03 'DESIGN INFORMATION FLOW MAPPING'
- PROJECT DESIGN GUIDE D04 'DOCUMENT PROTOCOLS'
- PROJECT DESIGN GUIDE D05 [spare / BIM](#)
- PROJECT DESIGN GUIDE D06 'RFI PROCEDURES'
- PROJECT DESIGN GUIDE D07 'CHANGE CONTROL PROCEDURE'
- PROJECT DESIGN GUIDE D08 'QUALITY CONFORMANCE'
- PROJECT DESIGN GUIDE D09 [spare](#)
- PROJECT DESIGN GUIDE D10 [spare](#)

LEAD

- PROJECT DESIGN GUIDE L01 'DESIGN MANAGEMENT AUDIT'
- PROJECT DESIGN GUIDE L02 'CONSULTANT PERFORMANCE REVIEW & TREND'

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1.0 Introduction

Often main contracts come with several obligatory processes that need resolution during or after contract award. These processes need careful management as they can have significant impact upon design. To be valid they **must** be agreed between Client and Contractor. Design consultants in turn will need to be fully briefed on these schedules and the requirement to manage these processes must be written into their appointment contracts. **The importance of these processes cannot be under stated as they can have a significant impact upon construction programme and cost.**

Contract processes: [amend list as required](#)

01	Clarifications (Refer to Appendix A). - Ambiguous contract wording that requires clarification.
02	Deviations (Refer to Appendix A). - Alternative proposed solution.
03	Derogations (Refer to Appendix A). - Alternative proposal where standards cannot be met due to time and/or cost constraints.
04	Change Control (refer to PDG D01 & PDG D07). - proposed / approved changes to the contract.
05	Reviewable Design Data (refer to appendix C & PDG D01). - Items / solutions not defined at contract award that the client reserves the right to agree later, at the Contractor's cost.

2.0 Other Design Standards

The 'other' design standards to be met, as defined in the client brief / Contract documents, are to be listed here. It is not uncommon for standards to have conflicting requirements. It is therefore important to ascertain and agree with the client which take priority. Refer to Appendix B – Standards and Regulations Conflict schedule

The following items are examples only.

Describe / List out here in order of priority (top priority first [01]):

01	Tower Homes Design Brief. Mandatory to RSL units.
02	English Partnership Quality & Price Standards (May 2006). Mandatory to all areas.
03	Housing Corporation Design and Quality Standards (April 2007). Mandatory to RSL units.
04	BRE Ecohomes 2006 - Very Good rating. Mandatory to all areas.
05	Secure by Design. Mandatory to all areas.
06	Housing Quality Indicators Version 4 April 2007. Mandatory to RSL units.

3.0 Managing this document

With the exception of an RDD process, this document and associated appendices should only need amending in exceptional circumstances after contract award. Their primary function is to be reference documents during post contract design stages and project sign offs.

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Appendix A – Clarification / Deviation / Derogation sign off schedule

Duplicate for various schedules as required.



Project Name:			Date:	
Project No.:			Doc. no.:	
Ref:	Contract ref:	Wording	New Wording	Agreed By:
001				Client/representative: _____ Date: _____ Contractor: _____ Date:
002				Client/representative: _____ Date: _____ Contractor: _____ Date:
003				Client/representative: _____ Date: _____ Contractor: _____ Date:

Project name: / No.

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				----- Date: _____ Contractor: ----- Date:
Additional comments: 				
Client agreement to above amendments:		Print name: Signature:		Date:
Contractor agreement to above amendments:		Print name: Signature:		Date:

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Appendix B – Standards and Regulations Conflict (sign off) schedule



Project Name:		Date:	
Project No.:		Doc. no.:	
Ref:	Doc. A - Clause - Wording PRIORITY Clause	Doc. B - Clause - Wording	Agreed By:
001			Client/representative: _____ Date: _____ Contractor: _____ Date:
002			Client/representative: _____ Date: _____ Contractor: _____ Date:
003			Client/representative: _____ Date: _____ Contractor: _____ Date:

Project name: / No.

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			<p>----- Date: -----</p> <p>_____ Contractor: -----</p> <p>----- Date: -----</p>
<p>Additional comments:</p> 			
<p>Client agreement to above amendments:</p> 	<p>Print name:</p> <p>Signature:</p> 	<p>Date:</p> 	
<p>Contractor agreement to above amendments:</p> 	<p>Print name:</p> <p>Signature:</p> 	<p>Date:</p> 	

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Appendix C – Reviewable Design Data sign off schedule



Project Name:			
Project No.:		Doc. no.:	
Item title:		Item ref no.:	
Submitted by:		Date:	
Submitted to:			
Item description:		Photo (if appropriate):	
<p>Lead consultants confirmation that proposed item conforms to project brief / Contractor proposals, and that cost, programme, co-ordination, statutory and all other regulations and performance standards have been given due consideration.</p>		<p>Print name:</p> <p>Signature:</p>	
Client comments:			
Approval status (highlight appropriate box)		A	B
		C	
A - Approved / B - Approved with comments / C - to be resubmitted		Next review date:	
		00-00-2000	
Client RDD approval	Print name:		Date:
	Signature:		
Distribute to:			