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## **PROFESSIONAL FEE SCOPE OF WORKS**

### **PREPARATION**

#### **A Appraisal**

- 1 Identify the client's needs, objectives and environmental requirements
- 2 Prepare feasibility studies and assessment of options to enable the client to decide on how to proceed

#### **B Design Brief**

- 1 Develop the initial statement of requirement into a design report confirming key requirements and constraints. Identify the procurement method and procedures.

### **DESIGN**

#### **C Concept**

- 1 Implement the design brief and prepare additional data
- 2 Prepare the concept designs including an outline of architectural and building services requirements
- 3 Prepare preliminary cost plan
- 4 Review procurement route
- 5 Update design report to stage C

#### **D Design Development**

- 1 Develop the concept designs to include all the mechanical, electrical and public health services required to support the design.
- 2 Prepare outline specifications
- 3 Update cost plan
- 4 Update design report to stage D
- 5 Obtain environmental health approval

#### **E Technical Design**

- 1 Provide sufficient technical information to successfully co-ordinate the catering facilities into the building infrastructure.
- 2 Prepare fabrication designs and specifications

## **PRE-CONSTRUCTION**

### **F Production Information**

- 1 Update existing information and provide additional detailed information for construction.

### **G Tender Documentation**

- 1 Prepare and collate tender documentation in sufficient detail to enable a fixed price tender to be obtained.

### **H Tender Action**

- 1 Identification and evaluation of potential contractors for the project.
- 2 Obtain and appraise tenders, making recommendations to the client.

## **CONSTRUCTION**

### **J Mobilisation**

- 1 Issue of information to contractors

### **K Construction to Practical Completion**

- 1 Provide the contractor with further information as and when reasonably required
- 2 Review of information provided by contractors & specialists (O&M Information)
- 3 Quality control the manufacture of equipment and fabrication off site
- 4 Monitor specification conformity
- 5 Witness all testing, commissioning and training

## **USE**

### **L Post Practical Completion**

- 1 Assist the client in making the new facilities operational
- 2 Assist the client in setting up planned preventative maintenance contracts
- 3 Review performance against design
- 4 Make final inspections after six and twelve months