

Introduction and Practice Information



KALM Design Chartered Architect

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1. Introduction

KALM Design Chartered Architect was established in 2014 by Kevin MacLennan following a seven year period working for an established firm located in Inverness. It is currently operated under a Sole Principal Architect.

Since starting, we have completed more than 60 building projects, including:

- Alterations and extensions, both domestic and commercial
- One-off houses
- Conversions
- Care homes
- Industrial buildings
- Listed building projects
- Retail projects

As a fully chartered architect, we can provide a full range of architectural services covering all stages of work required to make your project a reality.

KALM Design Chartered Architect carries professional indemnity insurance for projects up to £500,0000. Arrangements can be made to increase this level should your project require it.

We are governed by the standards set out in the publication 'Architect's Code, Standards of Conduct and Practice', set out by the Architect's Registration Board.

2. Standard Work Stages

The majority of building projects, large or small, follow a series of defined work stages. We can carry out any or all of these work stages according to client needs.

The following is a brief description of the most common work stages to provide a basic understanding of what is involved in each.

2.1 Work Stage 1.0 Preparation of the Brief

This stage mainly involves the gathering of information relating to the project. It is at this point where your requirements and constraints for the project are ascertained, and information on the site and any related buildings is gathered. You will also be provided with information regarding your requirements for CDM (Construction Health and Safety), although in most cases, domestic client duties are taken over by your architect and builder.

It will be necessary for a survey of the site to be carried out, including measurement of any existing boundaries and buildings, site levels and existing services. These will be used to prepare plans of existing conditions and will form the basis of subsequent design plans.

2.2 Work Stage 2.0 Initial Design

This is where the actual design process takes place. Initial sketch proposals will be developed, followed by close client consultation to further develop these into a design you are happy with.

At the end of this stage, you will have a set of design plans and supporting visuals to clearly illustrate the design.

2.3 Work Stage 3.0 To Planning Consent Application

During this stage we prepare drawings and supporting documentation for a planning application. Upon client instruction, an application for planning will then be made.

Any necessary discussion with the planning authority will take place, including making minor amendments to the proposals if requested by the planning officer.

2.4 Work Stage 4.0 To Building Warrant Application

It is necessary to demonstrate that the proposed design complies with all sections of the Scottish Building Regulations.

We will prepare floor plans, sections, elevations, site layout, electrical layout and any other drawings necessary for the building warrant application. These will be accompanied by supporting documentation such as general construction specification.

Depending on the requirements of the building or site, and if stipulated by the local authorities, specialist services may be required for:

- Soil percolation tests
- Structural engineer design
- Energy conservation calculations (SAP report)
- Soakaway design (SUDs)
- Mechanical / Electrical engineer

You will be advised as soon as possible if additional consultants are required, and we can obtain quotations for their services on your behalf.

Following submission of an application for building warrant, further information, details and amendments will often be requested by the

Building Standards authority. We will respond to any such requests, revising the submitted documents and drawings as necessary until you receive your building warrant.

2.5 Work Stage 5.0 Construction Documentation

A set of construction drawings, schedules and specifications sufficient for tender will be produced. These will contain sufficient information for any tendering contractor to provide an accurate price, and show them how to accurately construct the building.

Any information prepared by other consultants, specialist designers and contractors will be co-ordinated and included.

You will also be advised on the form of building contract best suited to your project.

2.6 Work Stage 6.0 Tender Administration

The construction documentation prepared in the last stage will be compiled with any additional information, e.g. Bill of Quantities, and issued to a shortlist of contractors for pricing.

We will take delivery of their tenders and report to you along with advice on contractor appointment.

If it is your intention to manage the build yourself, including appointment of individual trades, then we can provide you with the same information used for traditional tendering which you can use to obtain separate quotes.

Architectural services during the contract stage will include the following:

- a) Generally acting on behalf of the client in communicating and dealing with the appointed contractor and the local authority, and with service suppliers of water, electricity and so on.
- b) Carrying out regular site inspections in order to monitor progress, workmanship, compliance with plans and specifications, and unforeseen matters which may arise on-site. The timing and frequency of such inspections will depend on progress and the stage of construction at any given time. If appropriate, formal site meetings will be held, but if not, all relevant decisions will be recorded.
- c) Reporting to the client as required to advise on progress etc., and accompanying the client on any site visits requested.
- d) Issuing instructions to the contractor on client's behalf in relation to any variations which may be instructed.
- e) Agreeing interim valuations of work carried out on a monthly basis and issuing certificates for payment.
- f) Carrying out inspection at the end of the construction stage, issuing list of defects and outstanding works to contractor, monitoring completion of these items, and issuing Certificate of Practical Completion at the time of handing the completed work over to the client.

2.8 Work Stage 8.0

Post Completion Work

- a) Applying to the local authority for Certificate of Completion.
- b) Carrying out inspection at the end of the Defects Liability Period, issuing list of defects and outstanding works to the contractor, monitoring completion of these items, and issuing Final Certificate to the contractor.

3. Fees and Expenses

3.1 Fees

Fees for architectural services are calculated to take account of:

- Type of project
- Size
- Complexity
- Location
- Anticipated work commitment to the project

For most tasks, an assessment is made of the time it will take to complete each work stage, and a lump sum figure calculated.

In some cases it may not be possible to estimate the time a task will take, for example, initial building survey measurements. In these cases a time charge will be applied.

3.2 Expenses

Out of pocket expenses will be included in sums quoted, with the exception of travelling and subsistence which are chargeable as incurred.

3.3 Stage Payments

Fee accounts will be submitted on completion of work stages, or at intervals not exceeding 1 month.

3.4 VAT

All fee accounts are free of VAT.

4. Practice Information

4.1 Contact Information

Address:	KALM Design Chartered Architect 45 Logan Way Muir of Ord IV6 7QJ
Telephone:	01463 871280
Primary Email:	kevin@kalmdesign.co.uk
Website:	www.kalmdesign.co.uk

4.2 IT Systems

We use a PC system and a software combination of AutoCAD and Revit on most of our projects, supported by SketchUp and Photoshop.

4.3 Professional Indemnity Insurance

We are currently covered by a policy up to £500,000. If the proposed project is to be larger, we can make arrangements to increase cover.