

1.2 Services

The proposal is based on the scope of Services as described below and is divided into Stages I – V. The Lighting Architect will carry out all these stages in order unless otherwise agreed and will only move from one stage to next on approval by the client:

Stage I – Appraisal and Design Brief / Lighting Strategy (RIBA Stage AB)

- a) Attend inception meetings with the Client and other members of the Design Team.
- b) Assist others with Project Planning and development of the Lighting Brief.
- c) Assist others with the preparation of the lighting budget.
- d) Produce feasibility and/or design reports.

Stage II - Concept Design (RIBA Stage C)

- a) Attend briefing meetings with the Client and/or their Project Manager.
- b) Attend Design Workshops with all relevant members of the Design Team as considered necessary by the Lighting Architect.
- c) Carry out conceptual lighting design studies.
- d) Produce presentation materials as determined by the Lighting Architects to convey the overall design intent (excludes special renderings and computer generated images unless otherwise stated).
- e) Assist others with the preparation of an agreed Lighting Budget.
- f) Attend Concept Design presentation to the Client.

Stage III – Scheme Design (RIBA Stage D)

- a) Attend Design Workshops with all relevant members of the Design Team as considered necessary by the Lighting Architect.
- b) Attend Design Team Meetings with all relevant members of the Design Team.
- c) Carry out further development of lighting design.
- d) Prepare Preliminary Lighting Layouts of the proposed lighting design (these may be hand mark ups of the general arrangement drawings on CAD files provided in .dwg or .dxf format.)
- e) Prepare Preliminary Lighting Equipment Schedule.
- f) Prepare Preliminary Lighting Details where applicable.
- g) Provide a Preliminary Control Intent and Logical Control Channel Schedule.
- h) Carry out typical Preliminary Lighting Calculations.
- i) Assist others in checking that the lighting scheme is within the approved lighting budget.

Stage IV - Detailed Design and Production (RIBA Stage EFG)

- a) Attend Design Workshops with the relevant members of the Design Team as considered necessary by the Lighting Architect.
- b) Attend Design Team Meetings with all relevant members of the Design Team.
- c) Provide assistance to others with the co-ordination of the lighting design with the building fabric, structure and services.
- d) Prepare Final Lighting Layouts of the proposed lighting design based on CAD files provided in .dwg or .dxf format.
- e) Prepare the Final Lighting Equipment Specification.
- f) Provide of Final Lighting Details where applicable for incorporation into the construction details by others.
- g) Prepare the Final Performance Specification for the Lighting Control System and provision of Logical Channel Schedule.
- h) Comment on the final coordinated construction drawings, specifications and details of the lighting scheme as provided by others.
- i) Assist others with ensuring compliance with Part L of the Building Regulations.
- j) Carry out of risk assessment based on the Lighting Architect's design information in accordance with the requirements of The Construction (Design and Management) Regulations 1994. This will be provided in the Lighting Architect's format unless agreed otherwise.

Stage V - Construction, Focusing & Programming (RIBA Stage HJKL)

- a) Attend Contract Site Meetings with the other members of the Design Team and Construction Team as considered necessary by the Lighting Architect.
- b) Comment on Contractor's and/or Manufacturer's drawings, details and specifications for compliance with the Lighting Architect's requirements.
- c) Carry out final review of the lighting installation.
- d) Direct the focusing of installed lighting scheme where applicable.
- e) Direct the programming of installed control equipment where applicable.
- f) Assist the Design Team, the Contractor and any other relevant Parties in preparing schedules of defects related to items specified by the Lighting Architect as may be required.

Optional Services

The following Services are specifically excluded from this Appointment but can be provided upon request:

- Special renderings, computer generated images, animated images and other visual presentation elements other than those determined by the Lighting Architect for the purposes of conveying the design intent.
- Sunlight design and studies including the hire of testing facilities, construction of models, etc...
- Design, supervision of construction, testing and evaluation of mock-ups and/or models.
- Formal review or evaluation of final building contract or tender documents as prepared by the Architect, and related to the lighting system.
- Detailed summary reports and/or plots showing illuminance or luminance levels other than those deemed necessary by the Lighting Architect for the general evaluation of the design.
- Design development of custom designed luminaires and negotiating or obtaining competitive prices for such products.
- Review and checking of proposed substitute luminaires, as selected by others, for compliance with the specification.
- Shop and field inspections.
- Whole life cost and running cost reports.
- Final lamp schedule for the Client's building maintenance staff. (As installed drawings and relevant information to be provided by the Services Architect, Electrical Engineer or the Contractor).
- Obtaining project related quotations from Lighting Manufacturers for luminaires, lamps and associated equipment and control systems.