

ROLE	STAGES							
	Pre-Design	Concept Design	Schematic Design	Design Development	Documentation	Construction	Completion	Post Completion
Designer	<ul style="list-style-type: none"> Assist the Client in establishing the Design Brief Site investigation to ascertain site conditions 	<ul style="list-style-type: none"> Provide initial design to meet the Design Brief in general Assist the Client to refine the Design Brief 	<ul style="list-style-type: none"> Develop the initial design to sufficient level of detail required for Development Control submissions. Prepare Outline Specifications to determine preferred materials, quality and construction method. 	<ul style="list-style-type: none"> Develop the Schematic Design to sufficient level of detail required for Building Plan submissions. 	<ul style="list-style-type: none"> Prepare architectural Tender Drawings and Specifications to sufficient level of detail to enable pricing appropriate to the selected procurement method. 	<ul style="list-style-type: none"> Prepare architectural Construction Drawings Attend to construction issues relevant to the design Check Contractor's submissions against the design intent Inspect site to check the works against the design intent 	<ul style="list-style-type: none"> Inspect site to check the completed works against the design intent 	
Qualified Person	<ul style="list-style-type: none"> Pre-design research on regulatory requirements Obtain previously approved drawings, if necessary Consult authorities on general and/or site-specific regulatory requirements, if necessary 	<ul style="list-style-type: none"> Ensure that the design complies with regulatory requirements Consult authorities on specific regulatory requirements, if necessary Obtain land / building owner's consent, if necessary 	<ul style="list-style-type: none"> Ensure that the design complies with regulatory requirements Prepare submission plans and submit to URA for Written Permission Prepare submission plans and submit to other authorities for DC Clearances¹ Application for waivers² Amendment submissions³ 	<ul style="list-style-type: none"> Ensure that the design complies with regulatory requirements Prepare submission plans and submit to authorities for BP/DP Clearances¹ Prepare submission plans and submit to BCA for BP Approval 	<ul style="list-style-type: none"> Advise on regulatory requirements to be included in the building contract. 	<ul style="list-style-type: none"> Ensure permits and clearances required prior to commencement are obtained Monitor Contractor's compliance with statutory requirements Inspect site to check that the works are carried out in accordance with Approved Plans 	<ul style="list-style-type: none"> Submit architectural as-built drawings Arrange for required authority inspections Obtain clearances required for occupancy from relevant authorities, if necessary. Report to IRAS 	<ul style="list-style-type: none"> Obtain clearances required for statutory completion from relevant authorities
Contract Administrator	<ul style="list-style-type: none"> Advise on appropriate procurement method(s) 	<ul style="list-style-type: none"> Advise on selection of form of building contract 	<ul style="list-style-type: none"> Provide input on contractual matters for Outline Specifications Identify items requiring early procurement 	<ul style="list-style-type: none"> Check Client's requirements for pricing / procurement exercise Pre-qualify suitable builders for tender exercise Formulate tender evaluation criteria 	<ul style="list-style-type: none"> Compile Tender Documents Conduct pricing / tender process Facilitate the award of building contract(s) Compile Contract Documents 	<ul style="list-style-type: none"> Administer the building contract, including issuing orders and certification in accordance with the building contract. Conduct site meetings Inspect site to check that the works are carried out in accordance with the building contract 	<ul style="list-style-type: none"> Address latent defects and minor outstanding works, if any Work with the QS to conclude the Final Account and building contract 	
Design Manager / Project Administrator	<ul style="list-style-type: none"> Ascertain Client's budget / prepare Project Budget Ascertain project timeline / prepare the Project Programme Advise on consultants needed Establish communication protocols 	<ul style="list-style-type: none"> Track the design process Assist Client in appointment of consultant team Prepare Project Plans / Responsibility Matrices/ Execution Plans Assist the QS to develop Preliminary Cost Estimate Update the Project Programme 	<ul style="list-style-type: none"> Coordinate and manage communication among the project team and other relevant parties 			<ul style="list-style-type: none"> Track the design process Review QS's Cost Estimate against the Project Budget. Monitor progress against the Project Programme 	<ul style="list-style-type: none"> Monitor construction cost against the budget Monitor construction progress against the Project Programme 	<ul style="list-style-type: none"> Manage the handover process

Abbreviations

BP Building Plan
DC Development Control
DP Detailed Plan

BCA Building and Construction Authority
IRAS Inland Revenue Authority of Singapore
URA Urban Redevelopment Authority

C&S Civil & Structural Engineer
M&E Mechanical & Electrical Engineer
QS Quantity Surveyor

CAD Computer Aided Drafting
BIM Building Information Model
GFA Gross Floor Area

¹ In the consultancy agreement, the Architect can list the submissions to authorities included in the scope. A Provisional Sum may be provided for those not included.

² In the consultancy agreement, the Architect can fill in rates for waiver applications.

³ In the consultancy agreement, the Architect can fill in rates for amendment submissions.

These are normally included in the Architect's scope, although there may be instances where these are not necessary, in which case there is usually no reduction in fee.
The process includes identifying design changes defined under Additional Service.

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	Pre-Design	Concept Design	Schematic Design	Design Development	Documentation	Construction	Completion	Post Completion
Designer	<ul style="list-style-type: none"> Conversion of drawings of existing building(s) to CAD/BIM Measured drawings of existing building(s) User / community engagement 	<ul style="list-style-type: none"> Design change⁴ Artist's impression / Walk-through / Virtual Reality Review work by previous Designer 	<ul style="list-style-type: none"> Performance-based design Design change⁴ Providing architectural content for Client's marketing purposes / public exhibition Basic Interior Design Signage Design Physical model 	<ul style="list-style-type: none"> Re-computation of existing GFA Checking and endorsement of Client's marketing material Performance-based submissions Non-mandatory Green Mark Scheme – documentation for application, assessment & presentation to certification body⁵ Application for house number Application for change of use Application for advertisement licence Application for operating licence 	<ul style="list-style-type: none"> Documentation resultant from design changes⁴ Artwork for hoarding 	<ul style="list-style-type: none"> Revised and/or additional construction drawings resultant from design changes⁴ 	<ul style="list-style-type: none"> As-Built BIM model 	<ul style="list-style-type: none"> Post-occupancy evaluation Building performance study and gap analysis Review tenancy layout by others Attending to other parties (e.g. purchasers, users) Witness of Fact (preparing material, statements and attendance to hearings)
Qualified Person	<ul style="list-style-type: none"> Special or protracted negotiations with authorities Checking existing building(s) for compliance 	<ul style="list-style-type: none"> Outline Application to URA Consulting authorities not previously included in scope of service Review submissions by previous Qualified Person 	<ul style="list-style-type: none"> Re-computation of existing GFA Checking and endorsement of Client's marketing material Performance-based submissions Non-mandatory Green Mark Scheme – documentation for application, assessment & presentation to certification body⁵ Application for house number Application for change of use Application for advertisement licence Application for operating licence 	<ul style="list-style-type: none"> Input into drafting of particular conditions 	<ul style="list-style-type: none"> Conduct pricing / tender process for nominated sub-contract(s) Conduct pricing / tender process for Client's direct contract(s) Conduct pricing / tender process for early works contracts 	<ul style="list-style-type: none"> Protraction⁶ Certification under Housing Developers (Control and Licensing) Act 	<ul style="list-style-type: none"> Green Mark Certification – documentation for Verification and attendance to certification body Assist in strata and/or land sub-division Assist in vesting of land to the State 	
Contract Administrator				<ul style="list-style-type: none"> Input into drafting of particular conditions 	<ul style="list-style-type: none"> Conduct pricing / tender process for nominated sub-contract(s) Conduct pricing / tender process for Client's direct contract(s) Conduct pricing / tender process for early works contracts 	<ul style="list-style-type: none"> Protraction⁶ Providing architectural staff resident on site Coordinating the work of Client's direct contractor(s) Administering contracts other than standard forms commonly used in Singapore Certification required under Client's sales and purchase agreement 		
Design Manager / Project Administrator	<ul style="list-style-type: none"> Managing user / community engagement 	<ul style="list-style-type: none"> Coordination of consultants in addition to C&S, M&E & QS. Coordination of and liaison with any other parties not previously included in scope of service. Administration of engagement of Site Staff or any other parties not previously included in scope of service. 						

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M&E Mechanical & Electrical Engineer
QS Quantity Surveyor

CAD Computer Aided Drafting
BIM Building Information Model
GFA Gross Floor Area

⁴ Design change means any change:
- resultant from a change to the Design Brief;
- requested by the Client subsequent to the Client's expressed or implied acceptance of the design;
- necessitated by new authority requirements; or
- necessitated by site conditions / construction method

⁵ Computer simulation, if required, is usually done by a specialist

⁶ In the consultancy agreement, the Architect can fill in rates for protraction