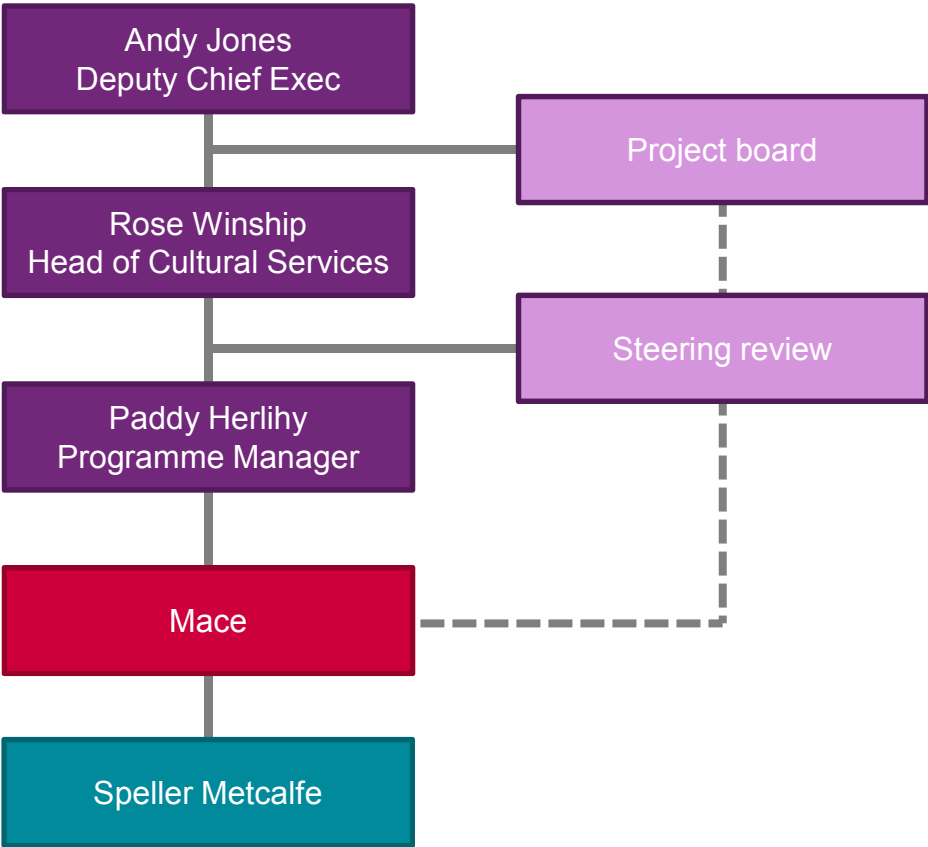


# RIBA Stage 5 roles and responsibilities

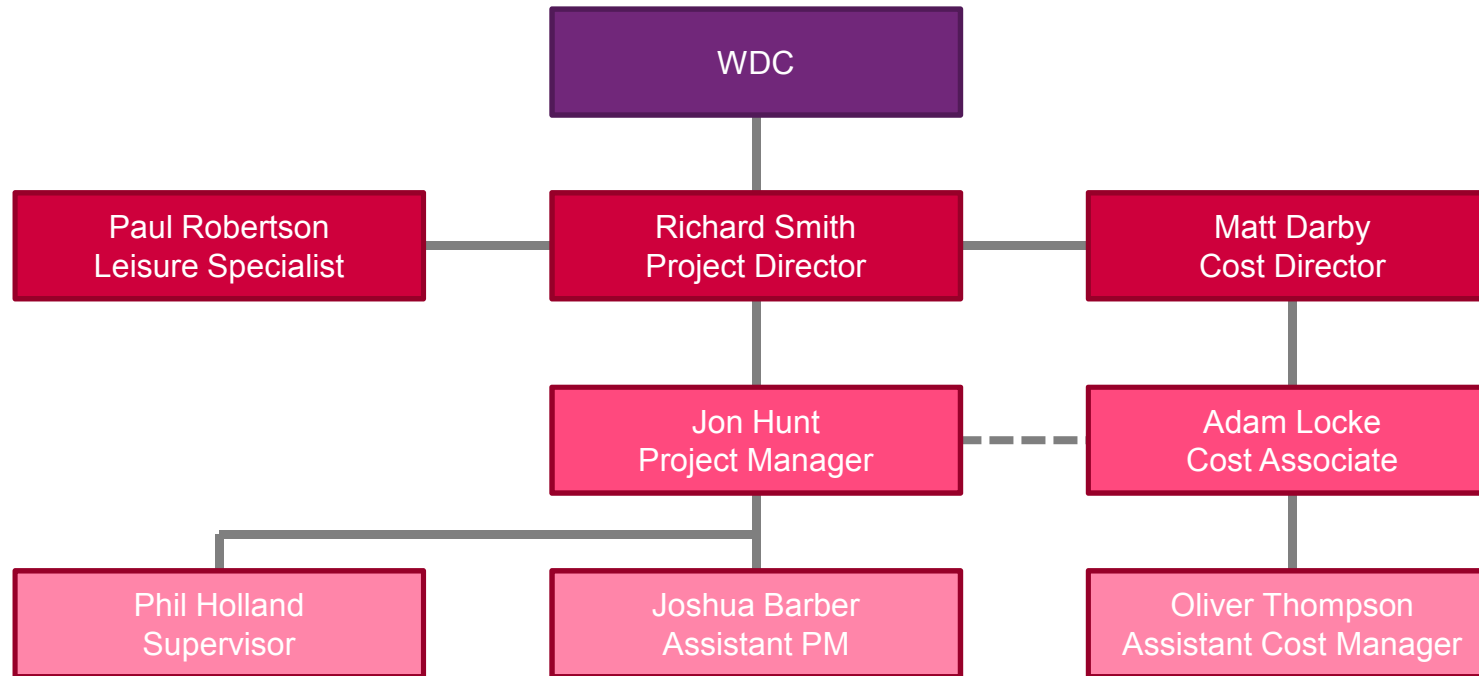
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28<sup>th</sup> September 2016

# Organisation chart – WDC / Mace



# Organisation chart – Mace



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## Client – project board

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### Project board

- Approves monthly progress reports (Mace/Speller Metcalfe)
- Approve contractual claim (extension of time, loss and expense)
- Actions key decisions as referred by WDC Programme Manager

### Attendees:

- Mike Snow/Andy Jones – Authority to Approve contractual issues
- Rose Winship – Head of Cultural Services
- Paddy Herlihy – Programme Manager
- Leisure Centre Operator (upon appointment)

### Steering

- Reviews project progress and programmed works
- Identification of risk
- Coordination of works with Operations and Maintenance
- Coordinate of wider stakeholder engagement

### Attendees:

- Rose Winship – Head of Cultural Services
- Paddy Herlihy – Programme Manager
- Operations team
- Neighbourhood
- Property Services
- Leisure Centre Operator (upon appointment)

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## Client – Programme Manager

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- Reviews project board reports as submitted by Speller Metcalfe and Mace
- Reviews recommended actions
- Coordinates operator programme with works programme via Mace
- Coordinates client change requirements for review with Mace
- Reviews Early Warning Notices forwarded by Mace and confirms WDC response
- Reviews Compensation Events forwarded by Mace and confirms WDC response
- Reviews contractual claims, extensions of time, loss and expense claims and confirms WDC response (i.e. whether or not to defer to Board)

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## Project manager

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- Monitor contractor progress weekly site visit
- Produces monthly report – issued to WDC for acceptance
- Manages contractual correspondence
- Produce and issue Project Manager's Instructions and Compensation Events – approval from WDC
- Co-ordinate and respond to Early Warning Notices as required – notifies WDC
- Manage Early Warning Notice Register with the Contractor
- Manage contractual claims, extensions of time and loss and expense claims – advise WDC on appropriate actions
- Manage the agreement of the project Final Account with the Contractor
- Produce Final Account Agreement with Cost Consultant- agreed and signed by the Contractor, Project Manager and the Client

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## Cost consultant

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- Monthly valuations of both design and construction works
- Make recommendations for payment to the Employer in accordance with the timescales as required by the Contract – issued to WDC Programme Manager for acceptance
- Undertake checks on other invoices (direct contracts and services relating to the project).
- Assist Project Manager with contractual claims, extensions of time and loss and expense claims
- Manage the agreement of the project Final Account with the Contractor,
- Produce Final Account Agreement with Project Manager - agreed and signed by the Contractor, Project Manager and the Client.



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## NEC Supervisor

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- Weekly site quality inspections
- Inspection diary submitted to Mace
- Weekly photo records submitted to Mace
- Monthly quality report submitted to Mace
- Coordination with Building Control inspections
- Defects inspection with Contractor and Mace