

Sample approach to the creation of a project brief and the compilation of authority construction requirements in the hub procurement model

INITIAL BRIEF



FINAL BRIEF



ALL REMAINING KEY OUTPUT AND PERFORMANCE REQUIREMENTS AND SPECIFICATIONS



DETAILED DESIGN AND PRICING



HUBCO PROPOSALS



AUTHORITY CONSTRUCTION REQUIREMENTS

The minimum information needed to populate a New Project Request such that it is capable of acceptance by hubCo. It should be site specific. At this stage the Participant should identify how the final brief will be produced. Consider the benefit of working in collaboration with hubCo to achieve this.

Contains all the information, as agreed with hubCo, which is needed to allow a RIBA Stage C design to be developed. This is the level of detail needed for a Stage 1 Report. It could also be the brief issued with the New Project Request where a participant elects to provide such detail before engaging with hubCo.

Mostly produced during the Stage One process for formal approval by the Participant with the Stage One report. Participant agrees with hubCo at the beginning of Stage One who will be responsible for the production of each element.

Either

a) Proposed by hubCo, approved by participant

or

b) Produced by participant – either by referring to an existing document, or created as a project specific document by in-house expertise and/or technical adviser – and preferably in consultation with hubCo, thus securing its prior acceptance.

Identify, and agree with hubCo, timescales and responsibilities for any outstanding specifications to be produced and agreed during Stage Two.

At this stage it is likely that some acceptable value for money proposals may emanate from the supply chain which could require amendments to previously agreed requirements or specifications.

Participant must inspect the hubCo proposals before contract execution and confirm that they will deliver operational functionality (to be defined on a project specific basis, but likely to include location of access points, room adjacencies, sizes of rooms etc).

These can best be collated by the Participant's Team as a live and transparent document during the project development period. It may be useful to define:

Authority Construction Requirements = the Final Brief + the output specifications and performance requirements.

If these have been collaboratively developed, there should be no disagreement when the Schedules to the Contract are being compiled.