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| Unauthorised translation | DanskeArkitektvirksomhederVesterbrogade 1E, 2. sal1620 København VTlf 3283 0500Fax 3283 0730 |
|  | FRIForeningen afRådgivende IngeniørerVesterbrogade 1E, 3. sal1620 København VTlf. 3525 3737Fax 3525 3738 |
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# Schematic definition of consulting services (ABR 18)

The consultants’ services are based on the consultancy agreement, cf. ABR 18, including services cf. the Description of Services for Building and Landscape, 2018 (YBL 18), published by FRI and Danish Association of Architectural Firms.

The schema is used in connection with agreements on shared consultancy between the client and the respective professional consultants. The schema can also be used in connection with lead consultancy services, where the services must be defined in the contract with the client and design contractors.

The Schema is an appendix to the respective consultancy agreements in order to ensure a clear definition and description of the consultants’ services in connection with design, construction and delivery. The appendix also clarifies services that are not included in the contract or are responsibilities of the client or the design contractors.

The definition of the consultants’ services in relation to the description of services is described in the following schema and further specified changes and descriptions against the individual items.

The schema’s left column contains the headline of the description of services.

The schema consists of 5 columns of checkboxes.

A check mark in the column marked “client” means that the service is managed by the client, or that the service is not relevant for the contract. The client manages, in any case, the client’s services, cf. the description of services’ individual items and the consultancy agreement. “Client” means the professional consultant’s agreement party, also if he is the lead contractor or lead consultant.

A check mark in the column “architect, landscape architect and/or engineer” means that all services in the specific section of the description of services, including any subsections, are managed by the architect, landscape architect and/or engineer within his field.

A check mark in the column “contractor” means that the contractor manages the specific service – typically in the form of design. The schema, however, is not an appendix to the construction contract, since the scope of the contractor’s design must be precisely established in the construction contract.

A check mark in brackets means that the party concerned only provides information etc. and is not required to manage the service.

The column ”changes and appendices to the description of services” is used to further define the service in the form of extensions, limitations or changes of the standard services, cf. the description of service.

In the individual sections, in particular in the sections “initial consultancy” and “other services”, one check mark will not be adequate. A clarification of the scope of the service will be necessary in order to meet the ABR 18 requirements in relation to the clarity of services and terms.

| **Section cf. Description of Services for Building and Landscape, 2018** |  **Client** |  **Architect** |  **Landscape architect** |  **Engineer** |  **Contractor** | **Changes and appendices to the description of services** |
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| **1. INITIAL CONSULTANCY** |  |  |  |  |  |  |
| 1.1. Appraisal |  |  |  |  |  |  |
| 1.2 Design specification  |  |  |  |  |  |  |
| **2. DESIGN MANAGEMENT** |  |  |  |  |  |  |
| 2.1 Design management |  |  |  |  |  |  |
| 2.2 ICT management |  |  |  |  |  |  |
| **3. PROPOSALS** |  |  |  |  |  |  |
| 3.1 Outline proposal |  |  |  |  |  |  |
| 3.2 Project proposal |  |  |  |  |  |  |
| **4. REGULATORY PROJECT**  |  |  |  |  |  |  |
| **5. TENDER DESIGN** |  |  |  |  |  |  |
| **6 CONSTRUCTION PROJECT** |  |  |  |  |  |  |
| **7. CONSTRUCTION PHASE** |  |  |  |  |  |  |
| 7.1 Construction management during the construction phase |  |  |  |  |  |  |
| 7.2 Site supervision during the construction phase |  |  |  |  |  |  |
| 7.3 Project follow-up during the construction phase |  |  |  |  |  |  |
| **8. DELIVERY** |  |  |  |  |  |  |
| 8.1 Construction management in connection with delivery |  |  |  |  |  |  |
| 8.2 Site supervision in connection with delivery |  |  |  |  |  |  |
| 8.3 Project follow-up in connection with delivery |  |  |  |  |  |  |
| **9. OTHER SERVICES** |  |  |  |  |  |  |
| ICT in construction |  |  |  |  |  |  |
| 9.1 Classification |  |  |  |  |  |  |
| 9.2 Digital communication |  |  |  |  |  |  |
| 9.3 Establishment of communica­-tions platform |  |  |  |  |  |  |
| 9.4 Digital design |  |  |  |  |  |  |
| 9.5 Digital tendering |  |  |  |  |  |  |
| 9.6 Bill of quantities |  |  |  |  |  |  |
| 9.7 Digital delivery |  |  |  |  |  |  |
| 9.8 Digitalisation of existing condi-tions |  |  |  |  |  |  |
| 9.9 Special visualisation |  |  |  |  |  |  |
| 9.10 Other digital services |  |  |  |  |  |  |
| Risks and costs |  |  |  |  |  |  |
| 9.11 Cost analyses |  |  |  |  |  |  |
| 9.12 Risk analyses |  |  |  |  |  |  |
| 9.13 Risk management |  |  |  |  |  |  |
| Preliminary studies and planning |  |  |  |  |  |  |
| 9.14 Public planning |  |  |  |  |  |  |
| 9.15 Assessment of building site |  |  |  |  |  |  |
| 9.16 Registration of existing condi-tions |  |  |  |  |  |  |
| 9.17 Geotechnical investigations |  |  |  |  |  |  |
| 9.18 Environmental investigations, building site |  |  |  |  |  |  |
| 9.19 Environmental investigations, buildings |  |  |  |  |  |  |
| 9.20 Official duties |  |  |  |  |  |  |
| Stakeholders and users |  |  |  |  |  |  |
| 9.21 Stakeholders and users |  |  |  |  |  |  |
| 9.22 Special meeting activities |  |  |  |  |  |  |
| 9.23 Sales material |  |  |  |  |  |  |
| Disputes |  |  |  |  |  |  |
| 9.24 Mediation |  |  |  |  |  |  |
| 9.25 Inspection and survey or arbitration |  |  |  |  |  |  |
| Energy and indoor climate |  |  |  |  |  |  |
| 9.26 Energy requirements |  |  |  |  |  |  |
| 9.27 Thermal indoor climate |  |  |  |  |  |  |
| 9.28 Atmospheric indoor climate |  |  |  |  |  |  |
| 9.29 Noise and acoustic indoor climate |  |  |  |  |  |  |
| 9.30 Optical indoor climate |  |  |  |  |  |  |
| Sustainability |  |  |  |  |  |  |
| 9.31 Sustainability management |  |  |  |  |  |  |
| 9.32 Sustainability certification |  |  |  |  |  |  |
| 9.33 Sustainability, individual services |  |  |  |  |  |  |
| Occupational health and safety |  |  |  |  |  |  |
| 9.34 Health and safety coordination during the design phase |  |  |  |  |  |  |
| 9.35 Health and safety coordination during the construction phase |  |  |  |  |  |  |
| Accessibility |  |  |  |  |  |  |
| 9.36 Special requirements for accessibility |  |  |  |  |  |  |
| 9.37 Accessibility audit |  |  |  |  |  |  |
| 9.38 Guides on accessibility |  |  |  |  |  |  |
| Fittings, fixtures and equipment, client deliverables |  |  |  |  |  |  |
| 9.39 Standard fittings, fixtures and equipment |  |  |  |  |  |  |
| 9.40 Special fittings, fixtures and equipment |  |  |  |  |  |  |
| 9.41 Client deliverables |  |  |  |  |  |  |
| 9.42 Artistic decoration |  |  |  |  |  |  |
| Tendering procedure |  |  |  |  |  |  |
| 9.43 Prequalification |  |  |  |  |  |  |
| 9.44 Tendering under the Danish Act on Tendering Procedures for Work Contracts or EU directive  |  |  |  |  |  |  |
| 9.45 Danish Act on Tendering Procedures for Work Contracts or EU directive 81 |  |  |  |  |  |  |
| Other, design and construction |  |  |  |  |  |  |
| 9.46 Project optimisation |  |  |  |  |  |  |
| 9.47 Project changes |  |  |  |  |  |  |
| 9.48 Compliance with special regulatory requirements |  |  |  |  |  |  |
| 9.49 Detailed time schedules |  |  |  |  |  |  |
| 9.50 Special quality assurance |  |  |  |  |  |  |
| 9.51 Extended construction management |  |  |  |  |  |  |
| 9.52 Extended site supervision |  |  |  |  |  |  |
| 9.53 Special tests |  |  |  |  |  |  |
| 9.54 Working and assembly drawings |  |  |  |  |  |  |
| 9.55 Signage |  |  |  |  |  |  |
| 9.56 Measurement of work performed |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Delivery and operation |  |  |  |  |  |  |
| 9.57 Commissioning |  |  |  |  |  |  |
| 9.58 ”As built” |  |  |  |  |  |  |
| 9.59 Assistance in connection with commissioning and operation |  |  |  |  |  |  |
| 9.60 5-year inspection |  |  |  |  |  |  |