

STANDARD ARCHITECT SERVICES

Standard architect services and design documentation

Czech Chamber of Architects
2017

Part 1 - BUILDINGS
it also deals with subsequent landscaping and related equipment

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Introduction

The Czech Chamber of Architects publishes service standards as a methodical tool for establishing relationships between an architect and a client in design practice. The standards should help both architects and clients to establish good conditions for cooperation. The services are divided into the basic three chapters: standard services, above-standard services and procurement services. The standard services include the essential foundation of the architect's work that the building can be successfully built. The above standard services represent a relatively wide range of tasks ranging from visualization to marketing documentation and many other documents. It is up to each architect to choose from the established options what his/her services contain and what is not included in them. The purpose of the list of the Standard Architect Services is not only to divide the services into chapters but also to list them so that the architect and the client can determine in advance what the future work should contain, what kind of performance the client can expect from the architect at the agreed contract price. Surely a separate chapter is the procurement activity (inaccurately called engineering). This chapter deals with the provision of all statements and opinions of the state administration and self-government concerning the project documentation and provision of approvals for the construction, whether it is territorial consent, zoning permit, building permit or other decision in administrative proceedings. Over time, this activity has become more and more complicated, and it is certainly advisable for the architect to carefully prioritize with the client how the whole process will be realized and who will arrange what. An indispensable part of the descriptions of the service stages is also a description of the necessary client interaction, which is essential especially in the building permit process.

Good documentation is required for successful design preparation. The task of the architect is to determine, according to the type of the contract, which documents are needed and to what extent. From the point of view of contractual performance, design documents are usually defined separately from the actual planning and designing structures.

We assume the use of the Standard Architect Services especially when formulating the content of contractual relationships. The following text is based on the assumption that all stages of the project will be fulfilled gradually from the beginning. Particularly for smaller buildings, perhaps in the future, even for larger ones, there will be a merger of the stages of planning proceedings and building permits into one merged procedure. In this case, the content is based on the higher-level details, i.e. the building permit, taking into account the requirements of the planning proceedings. For the design practice, the basic version of the implementing regulation for the Building Act, Decree No. 499/2006 Coll., on building documentation, as amended by Decree No. 62/2013 Coll. (hereinafter referred to as "Decree No. 499/2006 Coll., on building documentation"), which determines the mandatory content and scope of the design documentation for all buildings requiring official permit and rules for implementation documentation of buildings financed from public budgets. If, for some reason, there is a case that the architect starts working somewhere in the middle of the process, for example at the zoning permit stage, s/he must first ensure the copyright for the previous work and evaluate all previous work to see if there is anything missing.

The Standard Architect Services follow the Calculator program, which offers online the possibility to calculate an individual price offer (fee) for the development of an authorized building design or land-use planning documentation. To the calculated time demands, the design office sets its own hourly rate within free competition, multiplied by the time demands of the work required by the investor calculated by the calculator.

Work on bigger projects is always a team work. The Standard Architect Services assume that the architect will be the project leader and will work with other architects and engineers on the successful design of the construction and execution of the work. The Standard Architect Services are in compliance with Service Standards issued by ČKAIT (Czech Chamber of Authorized Engineers and Techniques in the Construction).

Design documents

At the beginning of all the work, good documentation is needed. Without them, it is not possible to make a good design. The ideal is when the documents are complete at the very beginning. However, some may be added only during the design process. On a very large land, for example, the hydrogeological survey will be carried out only after the building has already been placed in the design. It is customary that design documents are provided by specialized companies. At the beginning of the work, the architect should clarify with the client according to the type of the contract which documents will be required for the design. The architect should also provide the client with the requirements and the range at each point and, when finished, check the completeness of the documents. If design documents are ordered directly by an architect, it is advisable to set the amount of the coordination surcharge in advance for their provision. Particularly in the case of the plot surveying, digital documentation in vector formats is suitable for easier use in the design stage of the construction.

Projection materials include in particular:

- geometric plan
- plot survey (planimetry, lie of the land) including data from administrators and owners of technical networks; surveying the heights of the surrounding buildings and key points in the area
- surveying buildings (in the case of building modifications)
- engineering-geological survey
- hydrogeological survey
- pedological and radon exploration
- stray current survey
- biological and dendrological research
- landscape exploration
- map of floodplains (level specification Q20 and Q100)
- archaeological exploration
- photo documentation
- documentation concerning the inventory and development of the surrounding buildings
- traffic research (measurement of traffic load in the territory)
- noise measurement
- construction-technical survey
- construction-historical survey
- meteorological data
- archive materials and researches

Service stage:

1. Design Preparation

In the initial stage, the basic concepts and expectations of the future design of the building are refined and specified. In general, not only in designing, it is true that good assignment is half the success. The architect should help the client clarify the intention and purpose of the construction. It should oversee the possible connections of the planned building in the territory and pre-verify its suitability. The architect should help less experienced builders to predict the economy of the building and assess the environmental context. The result of the project preparation should be a detailed building programme, including the setting of building standards. Already at first reflections, it is necessary to pre-set the energy intensity of the building plan, which is fundamentally predetermined in the initial sketches, because in the later stages of designing, when the building is placed, it is no longer possible to change the shape of the building. It is also useful to predefine the building standard and the level of its technical equipment. At this stage, it is also appropriate to pre-determine the need for the necessary surveys and analyses, or other verification specialization studies or expertise. Especially for larger and more complex buildings, it is advisable to contractually separate the assignment of the project from the other stages because it is only when the assignment is defined that the complexity of the other design works are clearly determined, on which the contractual terms between the architect and the client can be better determined.

Architect services

Contractual performance of stage 1 Project Preparation usually includes the following activities:

a) standard

- evaluation of input data
- listing identification data
- assessment of the client's intention, recommendations for the construction program and the design instructions (investment plan)
- preliminary analysis of the building site (inspection of the planned site, finding out of the regulatory conditions of the area, verification of the compliance of the project with the valid territorial planning documentation)
- assessment of the economic and environmental parameters of the instructions
- specification of required design documentation
- specification of the expected design work (expected stage of services, professional representation)

b) above standard

- preparation of the investor's intention (building programme, way of utilization, size, capacity, operating ties, number of structures, lifetime of the building, schedule of the construction and the project)
- marketing plan
- feasibility study
- financial and economic analysis (construction and the subsequent operation)
- assessment of the project according to building sustainability criteria
- providing the necessary documentation (see page 4)
- information on the affected areas of the land register (LR)

c) procurement

- solving the application for territorial planning information¹ (conditions for use of the territory, location of the structure, protection zones, building closure)
- identification of capacity possibility and demands for technical and transport infrastructure (energy, water, sewerage, transport network, etc.)
- discussing the project with the essential state administration authorities concerned (SAAC)² on a preliminary basis, the building authority and the architect of the city (or municipality or town planning committees)

Client cooperation:

To achieve successful service performance, client cooperation is essential especially in the following areas:

- handing over available documents
- ensuring access to the site (or construction)
- handing over the power of attorney to identify the necessary data and represent the investor
- clarification and specification of the plan
- determining the expected investment costs
- participation in preliminary negotiations at the authorities

Documentation is usually passed 3 times in printed form (A4 format) and digitally in pdf format.

¹ According to Section 21 and Section 2 of Decree No. 503/2006 Coll. as amended by Decree No. 63/2013 Coll.

² In particular territorial planning, the environment and heritage care

Service stage:

2. Construction Design

Preparing the construction design (study) is the first graphically illustrated spatial expression of the builder's intention. It gives him a concrete idea of the concept of designing the plan (e.g. urban, architectural, dispositional, operational, structural, technical, technological, interior and material). The design should make it clear how the project is placed in the territory, indicate its mass, interior layout, facades and base materials are. This is the essential creative work of the architect, which is at the beginning of the whole process of designing the structure and fundamentally predetermines the resulting structure. A high-quality structure always requires the architect's continuous work from the concept to detail, as the details of the structure remain just indicated in the construction design. The construction design also shows the economic and time limits of future construction. Another main purpose of the construction design is to help the client in strategic decision making and verification of the suitability of the building plan in the area under consideration. It is also possible to use the construction design for preliminary consultation with the authorities concerned and other institutions.

Architect Services:

Contractual performance of stage 2 Construction Design usually includes the following activities:

a) standard

- review and analysis of project preparation (stage 1) and design documentation (see page 4)
- specification of the client's goals
- concept and sketch elaboration
- identifying the basic material solution
- preparation of the construction design documentation (report, lay-out, floor plans, sections, views from below)³
- involvement of special professions (e.g. statics, technology, energy), including their coordination
- preliminary budget per m² and m³

b) above standard

- processing variants of solutions and their evaluation
- detailed design of field and vegetation adjustments
- expert studies and analyses (daylight, acoustic studies, waste disposal)
- visualization and animation
- physical model
- detailed budget for the construction and operating costs of the structure
- principles of energy saving design of the structure
- preparation of data for environmental impact assessment
- preparing data for structure certification
- marketing documentation
- feasibility study

c) procurement

- discussing the documentation with the essential state administration authorities concerned on a preliminary basis, the building authority and the city architect (or municipality or town planning committees)

Client cooperation:

To achieve successful service performance, client cooperation is essential especially in the following areas:

- specification of the goals
- specification of technical requirements for construction (e.g. energy intensity of a structure, preferred heating method, energy consumption, structure standard, etc.)⁴
- consultation of the concept and its approval
- handing over the power of attorney to identify the necessary data and represent the investor
- specification of the expected investment costs
- participation in preliminary negotiations at the authorities

Documentation is usually passed 3 times in printed form (A4 to A2 format) and digitally in pdf format.

³ In particular, the question of the location of the structure and its impact on the surroundings will be the most important subject of the assessment in the next stages, so it is appropriate to pay sufficient attention from the beginning.

⁴ Although the definition of structure equipment appears only in later stages, it is advisable for the architect to ask the client in advance, for example, what shielding they prefer, because it has an impact on the design of the structure, as well as on the way of heating. The question of the energy intensity of the structure, which fits into the first sketches and cannot be successfully added later, is quite fundamental.

Service stage:

3. Design for the Location of the Structure

The design for the location of the structure is based on the approved design documentation and provides sufficient information on the specific location of the structure in the given locality, on the compliance with the territorial planning documentation and provides the overview of the public interest protection in the given area. The documentation clearly shows the layout and height of the structure, the connection to the surrounding area. The design for the location of the structure (or the documentation for the decision on the location of the structure) also determines the concept of the connection of the structure to the transport and technical infrastructure of the locality and characterizes the property-related relations of the future construction. On the basis of this documentation, the building authority issues a zoning permit on the location of the structure, on the change of the use of the territory, on the change in the impact of the use of the structure on the territory. It is possible to elaborate a joint documentation for issuing a joint implant and a building permit. The project documentation must always contain parts A to E according to Decree No. 499/2006 Coll., on building documentation, with the extent and content of individual parts adapted to the type and importance of the structure, its location, the construction technical design, the purpose of use, impact on the environment and the duration of the construction.

Architect services

Contractual performance of stage 3 documentation for planning procedure generally includes the following activities:

a) standard

- establishment of conditions for compliance with stages 1 and 2
- checking the design documentation (see page 4)⁵
- specification of the client's goals with respect to the previous stages
- preparation of documentation for territorial proceedings according to Decree No. 499/2006 Coll., on building documentation (reports, lay-outs, ground plans, sections, views from below)⁶ including conceptual coordination of all professions
- incorporation of comments from public authorities and organizations that express their opinions concerning the documentation for the territorial proceedings

b) above standard

- incorporation of variants of solutions and their evaluation
- inserting additional and changing client requirements
- detailed design of field and vegetation adjustments
- EIA documentation
- expert studies and analyses (daylight, acoustic studies, waste disposal)
- specification of the interior design
- visualization and animation
- physical model
- budget for construction and operating costs of the structure
- preparation of data for environmental impact assessment
- preparing data for structure certification
- marketing documentation
- feasibility study
- Incorporation of documentation modifications after a possible appeal procedure

c) procurement

- provision of documents and opinions of public authorities and organizations required for the issue of territorial proceedings (SAAC)
- ensuring the opinions of the parties to the proceedings

⁵ In particular, it is necessary to verify the height and positioning arrangements which is fixed by the decision on the location of the structure.

⁶ The content and scope of the documentation is set out in an implementing regulation for the building code - Annex 1 to Decree No. 499/2006 Coll., on building documentation. The preparation of the documentation for the territorial proceedings is a selected activity in construction (Section 158 of the building code) and the designer needs the authorization of ČKA (Czech Chamber of Architects) or ČKAIT. The documentation includes the architectural-construction section and the profession projects according to the type and complexity of the structure. In the territorial proceedings, the location of the structure is solved, so it is necessary to solve especially the territorial relations of the structure with the environment, including the infrastructure.

- ensuring the release of information on the commencement of the territorial proceedings on the plot
- negotiations on the conditions for exemption from the agricultural land fund
- participation in the negotiations in the territorial proceedings
- procurement of the zoning permit, including other, construction-related decisions (e.g. tree felling, water rights decision, connection to communication, territorial consents)
- participation and cooperation in the appeal against the issued zoning permit⁷

Client cooperation

To achieve a successful service performance, client cooperation is essential especially in the following areas:

- ensuring access to the plots and structures concerned
- specification of the goals
- establishing technical requirements for the construction (e.g. energy intensity of the structure, preferred heating method, energy consumption, structure standard, etc.)⁸
- consultation of the concept and its approval
- handing over the power of attorney to find out the necessary data and represent the investor
- specification of the expected investment costs
- participation in meetings with public authorities and organizations⁹
- negotiations with the participants in the territorial proceedings¹⁰
- payment of administrative fees

Documentation is usually passed 7 times in printed form (A4 format) and digitally in pdf format.

⁷ Any appeal may delay the construction project for many years and incur additional costs for the architect to, so it is useful to clarify with the client how to proceed in case of an appeal.

⁸ Although the definition of structure equipment appears only in later stages, it is advisable for the architect to ask the client in advance, for example, what shielding they prefer, because it has an impact on the design of the structure, as well as on the way of heating. The question of the energy intensity of the structure, which fits into the first sketches and cannot be successfully added later, is quite fundamental.

⁹ When discussing the documentation, among other things, the capacity needs of the planned structure are addressed and business negotiations between the client and the media provider is necessary.

¹⁰ Especially in dealing with neighbours, the role of the client is difficult to substitute.

Service stage:

4. Design for Building Permission

The main purpose of the design for building permission is to define the structure sufficiently so that the building authority can assess compliance with the issued territorial decision, with general technical requirements and with the public interest in the locality represented, among other things, by binding opinions of the state administration authorities concerned. On the basis of the design for building permission (or the building permit documentation), the building authority issues a building permit. The design documentation must comply with the provisions of the building code and other special regulations such as fire protection, civil protection, etc. The design documentation for the building permit must always provide clear urban, architectural, design, layout, operational and material characteristics of the structure. On the basis of the elaborated design documentation, it is possible to specify the estimated costs of the construction, the way of execution and the time possibilities of the future construction. The design documentation for the notification is elaborated as a design for the building permission, proportionate to the character, function and size of the structure. The design documentation must always contain parts A to E according to Decree No. 499/2006 Coll., on building documentation, with the extent and content of individual parts adapted to the type and importance of the structure, its location, the construction technical design, the purpose of use, impact on the environment and the duration of the construction. For small structures, it is possible to prepare "one-step" documentation in detail up to the level of the construction execution documentation.

Architect services

From the point of view of contractual performance of stage 4, the documentation for the building permission usually includes the following activities:

a) standard

- establishment of conditions for compliance with stage 3
- checking the design documentation (see page 4)¹¹
- specification of the client's goals with respect to the previous stages
- assessment of the zoning permit and its conditions
- preparation of documentation for building permits according to Decree No. 499/2006 Coll., on building documentation (reports, lay-outs, ground plans, sections, views from below, field and vegetation modifications)¹² including conceptual coordination of all professions
- incorporation of comments from public authorities and organizations expressing their opinion on the building permit documentation

b) above standard

- processing variants of solutions and their evaluation
- incorporating additional and changing client requirements
- incorporating the documentation modifications after a possible appeal procedure
- detailed design of field and vegetation adjustments
- EIA documentation
- expert studies and analyses (daylight, acoustic studies, waste disposal)
- transport and engineering measures
- report of identification of external influences
- interior design specification - design of the complex interior solution and communication graphics, info design, interior design, flags, signs, logo, lighting effects, artworks
- a complex acoustic solution design
- comprehensive structure evaluation
- special coordinating drawings of professions
- development of preliminary construction technical specifications (tables)
- elaborating area statements
- detailed budget for the construction and operating costs of the structure
- organization of preliminary demand for the structure and its facilities
- processing special documentation for technological equipment

¹¹ In particular, it is necessary to verify the height and positioning arrangements which is fixed by the decision on the location of the structure.

¹² The content and scope of the documentation is determined by an implementing regulation for the building code - Annexes No. 4 and 5 issued. No. 499/2006 Coll., on building documentation, as amended. The preparation of the design documentation is a selected activity in construction (Section 158 of the building code) and the designer needs the authorization of ČKA (Czech Chamber of Architects) or ČKAIT. The documentation includes the architectural-construction section and the profession projects according to the type and complexity of the structure.

- supplementing the documentation beyond the scope of the Decree¹³ according to the results of any appeal proceedings
- visualization and animation
- physical model
- preparing data for environmental impact assessment
- preparing data for structure certification
- marketing (business and advertising) documentation
- feasibility study
- incorporation of documentation modifications in case of any appeal proceedings

c) procurement

- provision of documents and opinions of public authorities and organizations required for the issue of the building permit (SAAC)
- ensuring the opinions of the parties to the proceedings
- negotiations on the conditions for exemption from the agricultural land fund
- participation in proceedings in the building proceedings
- provision of the building permit, including other, construction-related decisions (e.g. tree felling, water rights decision, connection to communication, territorial consents)
- participation and cooperation in the appeal against the issued building permit¹⁴

Client cooperation

To achieve successful service performance, client cooperation is essential especially in the following areas:

- ensuring access to the plots and structures concerned
- specification of the goals
- specification of technical requirements for construction (e.g. energy intensity of the structure, preferred heating method, energy consumption, structure standard, etc.)¹⁵
- consultations on the concept of the documentation and its approval
- handing over the power of attorney to find out the necessary data and represent the investor
- specification of the expected investment costs
- participation in meetings with public authorities and organizations¹⁶
- negotiations with parties to the construction proceedings¹⁷
- comments on the opinions of the parties and the state administration authorities concerned
- payment of administrative fees

¹³ Decree No. 499/2006 Coll., on building documentation

¹⁴ Any appeal may delay the construction project for many years and incur additional costs for the architect to, so it is useful to clarify with the client how to proceed in case of an appeal.

¹⁵ Although the definition of structure equipment appears only in later stages, it is advisable for the architect to ask the client in advance, for example, what shielding they prefer, because it has an impact on the design of the structure, as well as on the way of heating. The question of the energy intensity of the structure, which fits into the first sketches and cannot be successfully added later, is quite fundamental.

¹⁶ When discussing the documentation, among other things, the capacity needs of the planned structure are addressed and business negotiations between the client and the media provider is necessary.

¹⁷ Especially in dealing with neighbours, the role of the client is difficult to substitute.

Service stage:

5. Design for the Construction Execution

The stage of the Design for the Construction Execution is based on approved project documentation for the issuance of the building permit. For technical infrastructure constructions not requiring building permits or notifications, the basis is the documentation for the issuance of the zoning permit or territorial consent. The documentation is deepened and extended to the extent that it unambiguously defines the basic requirements for the quality of the structure (standard, quality of materials and design). The design for the construction execution is prepared separately for individual land and engineering structures and for technological facilities. The design for the construction execution is elaborated in detail allowing to draw up a list of construction works, supplies and services with an area statement. The design for the construction execution is the basis for the realization documentation of the contractor, i.e. production and workshop documentation.

On the basis of this, it is possible to draw up a list of works and supplies and to definitely price the construction, to select the contractor and to conclude a contract with it. Stage 5 also includes the technical characteristics, descriptions and conditions of construction works.

The design for the construction execution for publicly funded structures must be designed to meet the requirements of Act No. 134/2016 Coll., on public procurement, as amended. Drawings of details show structures (elements) binding for the contractor or complex with respect to shape, for which the designer has specific requirements, and which must be respected in the execution of the construction. The design for the construction execution must always include parts A to E in accordance with Decree No. 499/2006 Coll., on building documentation, with the scope and content of the individual parts being adapted to the type and importance of the structure, its location, construction and technical design, the purpose of its use, the environmental impact and the duration of the construction. For small structures, it is possible to prepare "one-step" documentation in detail up to the level of the construction execution documentation. Undemanding constructions can be implemented according to the Design for the Construction Execution without further assembly and workshop drawings after agreement between the client, the designer and the contractor.

Architect services

From the point of view of the contractual performance of stage 5, the construction execution documentation usually includes:

a) standard

- assessment of the building permit and its conditions
- preparation of the documentation for the construction execution according to Decree No. 499/2006 Coll., on building documentation (architectural-construction part and documentation of technical and technological parts of the structure)¹⁸ including conceptual coordination of all professions
- in the case of structure modifications, the preparation of documentation for the removal of the structure including demolition works
- definition of all materials and surfaces based on samples and their approval by the client (e.g. floors, roofing, tiles, painting of structures and products, etc.)
- specification of the products for the construction (e.g. windows, doors, joinery, locksmith and plumbing products)
- coordination of projects of individual professions and incorporation into structure documentation
- placing plan including elements of exterior, furnishings, foundation technology and planting material (in the case of landscaping)

b) above standard

- processing variants of solutions and their evaluation
- incorporating additional and changing client requirements
- coordination drawings of professions
- operating diagrams
- in the architectural-construction part details, detailed drawings of atypical products, jointing of floor tiling and tiles
- detailed reinforcement drawings in the structural and static part
- preparing an area statement and a list of works, supplies and services
- proposed pricing the area statement and list of works, supplies and services

¹⁸ The content and scope of the documentation is set out in an implementing regulation for the building code - Annex 6 to Decree No. 499/2006 Coll., on building documentation, as amended. The preparation of the Design for the Construction Execution is a selected activity in construction (Section 158 of the building code) and the designer needs the authorization of ČKA (Czech Chamber of Architects) or ČKAIT. The documentation includes the architectural-construction section and the profession projects. Part of the standard construction execution documentation is not documentation for auxiliary works and construction, production and workshop documentation, documentation of products delivered to the construction, drawings of prefabricated elements, detailed drawings of reinforcement and assembly documentation. If any of these documents are required, it is always part of the contractor's documentation. Part of the standard stage 5 is not the site equipment documentation.

- elaborating alternative materials for price comparisons
- elaborating special documentation for contractor selection
- a plan for occupational health and safety at the construction site¹⁹
- contractor's construction documentation
- production, workshop and assembly documentation
- preparing data for structure certification
- technical interior solution design and communication graphics project incl. information signs, logos, lighting effects and artworks
- design for a complex spatial acoustics solution
- comprehensive structure evaluation
- visualization and animation
- physical models
- business and marketing documentation

c) procurement

- checking the opinions and conditions of the construction process and their projection into the documentation

Client cooperation

To achieve a successful service performance, client cooperation is essential especially in the following areas:

- participation in coordination meetings
- approval of the proposed technical solution of the structure
- approval of the selection of end elements and devices
- approval of materials and finishes
- approval of the utility properties of materials and elements

¹⁹ The elaboration of the occupational safety and health plan at the construction site is governed by Government Decree No. 591/2006 Coll., on more-detailed minimum requirements for safety and health at work at construction sites, as amended, Annex 5

Service stage:

6. List of the Works and Supplies

This stage contains a list of the works, supplies, services and other conditions of the contractor, which are elaborated in direct connection with the documentation for the execution of the construction. The list of the works and supplies defines the subject matter of the realization that is necessary for selecting the contractor. The list of the works and supplies contains a complete list of individual items needed to complete the construction work. Part of this stage is the architect's cooperation with the client when selecting the contractor. The client selects the contractor on the basis of the documents drawn up by the architect and negotiates other terms of the contract for the construction work. The architect, as the author of the documentation, knows its complicated content well, and therefore can advise the client on partial selection issues.

Architect services

From the point of view of stage 6, the list of works and supplies generally includes the following activities:

(a) standard

- preparation of documents for the conclusion of a contract with the contractor²⁰
- preparing area statements²¹
- the order or code number of the item²² selected by the author of the list of the works and supplies
- designation of an item in the project documentation
- numerical sorting of an item if it is possible to classify the item with a price system designation
- description of a single or aggregate item specifying the type and quality of work, supply, or service

b) above standard

- cooperation in obtaining and evaluating contractors' offers
- special documentation for contractor selection
- contractor's construction documentation
- production and workshop documentation
- pricing of the construction work on the basis of the elaborated area statement
- assessment of the completeness of the contractor's offer
- assessing the contractors' offers in terms of quality, deadlines, prices and other contractual construction terms

c) procurement

- finding and addressing potential contractors and subcontractors
- provision of contractor references
- provision of materials for selection in another agreed manner

Client cooperation

To achieve successful service performance for stage 6, client cooperation is essential especially in the following areas:

- conducting coordination meetings
- decision on the choice of the contractor
- determining the extent of aggregation of items in the list of the works and supplies
- excluding or approving the possibility of reference to the price system

²⁰ In the case of public contracts, the scope and content of the list of the works and supplies is determined by Decree No. 169/2016 Coll., on determining the scope of the public contract documentation for construction works and the list of construction works, supplies and services with an area statement.

²¹ The area statement sets out the amount of work, supplies and services in the individual items of the list of the works and supplies by the quantity of units of measure.

²² An item of the description of the works is understood to mean either a description of each individual construction work, supply and service, or an item may, in agreement with the client, the investor, include aggregate works, supplies and services. The degree of aggregation of items should be stipulated by contract prior to commencement of the preparation of the list of the works and supplies. When preparing the list of the works and supplies, it is possible to use the price list references, but only one for the entire list.

Service stage:

7. The Author's Supervision

The main task of this performance stage of the author of the project documentation is to check compliance with the valid design documentation by the contractor and eventually to approve deviations and modifications. Performing the author's supervision (AS) may have a permanent or occasional character to the extent specified in the contract. (In accordance with Section 152 Subsection 4 of the building code for a construction funded from the public budget, which is executed by a construction entrepreneur as a contractor, the builder is obliged to ensure the technical supervision of the builder over the execution of the construction. If the design documentation for this construction was elaborated by a person authorized according to a special regulation, the builder will ensure the author's supervisor of the designer or, as the case may be, of the main designer for the compliance of the construction with the verified design documentation). At the invitation, the AS participates in inspections of the construction carried out by the building authority and the final inspection of the construction. Upon completion of the construction, the AS participates in putting the construction and its technical and technological equipment into operation and cooperating in the delivery and taking over of the construction or its part. The AD provides the client with co-operation and collaboration in taking over the construction, removing defects and backlogs and in any complaint proceedings. The AD is authorized to perform inspections of the construction logbook and to make the AD entries in the construction logbook.

Architect services

In terms of contractual performance of stage 7, the author's supervision generally includes the following activities:

a) standard

- participation in inspection days and construction inspections and consultations at the construction site
- checking the execution of the construction according to the implementation documentation
- checking the compliance of the construction with the terms of the territorial decision, the building permit
- approval of materials and products used with the benchmarking standard given by stages 5 and 6
- monitoring compliance and solutions of environmental conditions
- overseeing the removal of the final inspection faults

b) above standard

- advice on executing details and more complex atypical constructions
- attending negotiations on changes to the structure induced by the client or the contractor
- development of alternative solutions during the construction (technical, layout solution and details and execution)
- assessment of deviations, alterations and modifications of the construction work in the context of the construction work
- evaluation of the impact of the fact of additional surveys
- preparation of documentation of the actual construction execution²³
- assessment of the fulfilment of the terms of the contract in the performance of works by the contractor
- making entries in the construction logbook kept by the contractor
- approval of partial invoices for the works performed
- participation in the complaint proceedings
- co-operation on final settlement and construction evaluation

c) procurement

- ensuring the final inspection of the structure, or the approval procedure
- providing revision reports from suppliers
- provision of instructions for operation and maintenance of structures and equipment - technical equipment of structures (TES) (e.g. ventilation, central heating), fire safety equipment, fire and evacuation plans, technological modes, etc.
- obtaining binding opinions of the authorities concerned for the use of the structure or, where appropriate, the issuing of the final approval
- ensuring the geometric plan of surveying the structure for the land register

Client cooperation

To achieve successful service performance, client cooperation is essential especially in the following areas:

- ensuring access to the construction site
- coordination of investor's technical supervision (ITS)
- communication of essential terms of the contract with the contractor, invoicing order, work procedures
- setting conditions for performing the author's supervision + ITS
- determining the progress of the construction in accordance with the outcome of the principles of construction organization (PCO)

²³ see Annex No. 7 to Decree No. 499/2006 Coll. on building documentation

Used shortcuts:

AS - author's supervision
(SAAC) - state administration authorities concerned
EIA - Environmental Impact Assessment
LR – land register
ITS - investor's technical supervision
TES - technical equipment of structures
PCO - principles of construction organization

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