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# CIC Briefing

November 2007



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## *CIC Scope of Services explained*

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The **CIC Scope of Services** comprises lists of tasks which are (or may be) required on all projects. From these lists, parties can draw up schedules of services for the appointment of consultants, specialists and contractors by allocating the tasks to whoever is to undertake them.

The CIC Services are for use on major building projects designed by a multi-disciplinary team, whatever the procurement route. The client can be a developer or end-user client, or a design and build contractor; and the services may be undertaken by –

- consultants (on the CIC Conditions section of the CIC Consultants' Contract);
- specialists contributing to design; and
- contractors (whether the procurement route is traditional or design and build).

The allocation of tasks and printing of contract schedules of services is most easily done using the software allocation system, DefiniT.

### **The definition process**

A series of tables details the tasks to be undertaken as part of the 'definition process'. The term 'definition' is used rather than 'design' because far more than design is involved and not all of those participating in the process undertake design. Thus the definition process includes management, co-ordination, costing, programming, health and safety and so on. Definition + construction = project.

### **Allocation of tasks to participants**

The definition services will be undertaken by a range of personnel, depending upon the contractual arrangements and responsibilities and the skills required for a particular project.

The parties need to allocate the tasks to whichever participant is to undertake them (where they are applicable for the project). At the outset, it may not be possible to

allocate all tasks, for a variety of reasons. The procurement route may not be known and the need for other members of the project team may only emerge as the definition process proceeds, for example. When appointing a consultant therefore, it can be made clear what tasks the consultant agrees to undertake as part of its contract, and further tasks can be allocated at a later stage.

## **Roles**

Since the tables set out the services to be undertaken by a variety of personnel, the tasks are described by *role*, rather than discipline.

The design tasks are divided into architectural design, civil and structural engineering design and building services design. Some of these tasks, particularly in the early stages, are likely to be undertaken by architects, civil and structural engineers or building services engineers; other tasks may be undertaken by specialist contractors (a good example is building services design). The contractor will also be involved in a level of defining what is to be constructed under the construction contract, for example preparing manufacturing and installation drawings (as a minimum), and may be involved at an earlier stage to advise on constructability. A contractor appointed under a design and build contract will be fully involved in design.

There are further roles in the definition process: cost consultancy (some tasks will typically be undertaken by a QS) and health and safety consultancy (including the role of CDM co-ordinator).

Set out as separate roles are two important functions: project lead and design lead. In brief, the project lead role is to lead and manage the team. This role may be undertaken by one of the consultants (for example the architectural designer) or by a project manager. The design lead role is to lead and co-ordinate those undertaking design. On a building project, the design lead role is likely to be undertaken in the initial stages by the same person as does the architectural design, but this is not necessarily the case.

There is one further vital role, and that is the client, acting either itself or through a representative. The tables set out the input required from the client as part of the definition process, whether the client be a developer or end-user or a design and build contractor.

## **Stages**

The CIC Services are divided into six stages, with clear starting and end points, a defined level of detail for each stage and each stage ending with an overall deliverable that is approved by the client. They are:

Stage 1 – Preparation

Stage 2 – Concept

Stage 3 – Design development

Stage 4 – Production information

Stage 5 – Manufacture, installation and construction information, and

Stage 6 – Post practical completion.

The stages match well with international systems, those adopted by many leading developers, the BPF and the proposed revision to the RIBA Plan of Work. (There are fewer CIC stages but the breaks between them coincide with breaks between the RIBA stages.) Another difference in approach is to separate out specific activities – planning, procurement, contract administration and construction monitoring – which do not rigidly fit into design stages.

## **Review services**

Alongside definition services, there are review services, which involve reviewing definition work undertaken by others; for example consultants engaged by an end-user client to review definition services undertaken by a design and build contractor.

## **The specific scope schedule**

The specific scope schedule provides a further level of detail, allowing responsibility for the definition of *components* to be allocated between parties. So the potential for confusion over responsibility for underground drainage or sprinkler systems should really be a thing of the past as the elements and stages for which design services are required are defined and allocated. A further benefit of detail is the clear framework it provides for change management.

## **A menu of services**

For clients, the CIC Services provide a full menu of services required for their project, whether they are to be undertaken by consultants (under a professional services contract) or specialists (under other terms) or the contractor (under the construction contract). For consultants they provide a clear framework for agreeing with clients and other consultants the level of service required, and the responsibilities of each party. They also provide a clear demonstration of the inter-reliance of the roles and hence the risks of allowing one role to lag behind ('where will the plant room go?').

The CIC Services also make clear the activities to be performed by each party, for all elements of a project, at any stage. By providing this framework they allow broad assumptions about roles and responsibilities to be made at the outset of a project, to be refined as the detail of the project and procurement route becomes clear.

## **The DefiniT software allocation system**

As mentioned, the easiest way to allocate tasks and print contract schedules of services is to use the DefiniT software – go to [www.cicservices.org.uk](http://www.cicservices.org.uk) and follow the instructions. There is a free demonstration version of the software.

## **Working in partnership**

The CIC Scope of Services details tasks which are integrated and transparent, enabling each participant to know what they are doing, and what everyone else is doing as well: the perfect tool for working in partnership.