

Danish Association
of Architectural Firms
Vesterbrogade 1E, 2nd floor
DK-1620 Copenhagen V
Tel +45 3283 0500
Fax +45 3283 0730

FRI
The Association of
of Consulting Engineers
Vesterbrogade 1E, 3rd floor
PO Box 367
DK-1504 Copenhagen V
Tel +45 3525 3737
Fax +45 3525 3738

DOKNR-16-855

4 July 2018

Form for defining consultant services

The services to be provided by the consultants are based on a consultancy agreement, cf. General Conditions for Consulting Services within Building and Engineering (ABR 18), including services, cf. Description of Services for Building and Landscape, 2018 (YBL 2018), published by the Danish Association of Consulting Engineers and the Danish Association of Architectural Firms.

The form is to be used for agreements on split consultancy between the client and the respective technical consultants. The form can also be used for lead consultancy where the service has to be defined in relation to the client and design contractors.

The form serves as an appendix to the respective consultancy agreements, the purpose being to ensure an unambiguous definition and description of the services to be provided by the consultant in connection with design, construction and delivery. The appendix also shows services which are not included in the agreement and for which the client or design contractors are not responsible.

The definition of the services to be provided by the consultants in relation to the description of services appears from the following form and more detailed changes and descriptions next to the individual items.

The left column of the form contains the headlines of the description of services.

The form has five tick columns.

If the 'Client' column has been ticked, it means that the service will be provided by the client or that the service is irrelevant to the agreement. In all cases, the client provides the client's services, cf. the individual items of the description of services and the consultancy agreement. 'Client' means the technical consultant's party to the agreement, also when this party is the lead contractor or lead consultant.

If the 'Architect', 'Landscape architect' and/or 'Engineer' column has been ticked, this means that all services set out in the relevant sections, including sub-sections, of the description of services are included in the services provided by the architect, landscape architect and/or engineer.

If the 'Contractor' column has been ticked, this means that the contractor will provide the service in question – typically in the form of design. However, the form is not an appendix to the construction contract since the scope of the contractor's design must be specified in detail in the contract.

If a column has been ticked with brackets, this means that the party in question only provides information and the like, but is not assumed to provide the service.

The 'Modifications and additions to the description of services' column must be used to specify the service in more detail in the form of expansions, limitations or changes of the normal service; see the description of services.

In the individual sections, especially the sections 'Initial consultancy' and 'Other services', it will not be sufficient to just tick the boxes. It will be necessary to specify in more detail the scope of the service in order to meet the requirement of ABR 18 on clarity of services and terms and conditions.

Sections in Description of Services for Building and Landscape, 2018	Client		Landscape architect	Engineer	Contractor	Modifications and additions to the description of services

1. INITIAL CONSULTANCY						
1.1. Appraisal						
1.2. Design specification						
2. DESIGN MANAGEMENT						
2.1. Design management						
2.2. ICT management						
3. PROPOSAL						
3.1. Outline proposal						
3.2. Project proposal						
4. REGULATORY PROJECT						
5. TENDER DESIGN						
6. CONSTRUCTION PROJECT						
7. CONSTRUCTION						
7.1. Construction management during the construction phase						
7.2. Site supervision during the construction phase						

Sections in Description of Services for Building and Landscape, 2018	Client		Landscape architect	Engineer	Contractor	Modifications and additions to the description of services
--	--------	--	---------------------	----------	------------	--

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 communications platform						
9.4 Digital design						
9.5 Digital tendering						
9.6 Bill of quantities						
9.7 Digital delivery						
9.8 Digitalisation of existing conditions						
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 sites						
9.16 Registration of existing conditions						
9.17 Geotechnical investigations						

Sections in Description of Services for Building and Landscape, 2018	Client		Landscape architect	Engineer	Contractor	Modifications and additions to the description of services
--	--------	--	---------------------	----------	------------	--

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						

Sections in Description of Services for Building and Landscape, 2018	Client		Landscape architect	Engineer	Contractor	Modifications and additions to the description of services
--	--------	--	---------------------	----------	------------	--

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						
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'						

Sections in Description of Services for Building and Landscape, 2018	Client		Landscape architect	Engineer	Contractor	Modifications and additions to the description of services
---	---------------	--	----------------------------	-----------------	-------------------	---

9.59 Assistance in connection with commissioning and operation						
9.60 5-year inspection						