

Additional Work	We have set out in detail the deliverables that we consider will be required, based on our experience, to deliver your Project to the high standard that Ideaworks espouses. Nevertheless, every client is different. Should you require us to undertake additional work in order to support the design of a scheme that meets your requirements, we will be happy to do so. All additional work will be billed in accordance with our Global Terms & Conditions.
CDM Regulations	<p>We have prepared this Fee Proposal on the assumption that we shall be carrying out the duties of a designer (not the Principal Designer) under the Construction (Design and Management) Regulations 2015 (SI 2015/51) (the 'CDM Regulations') and that the duties of Principal Designer shall be carried out by Others.</p> <p>Under the CDM Regulations, the Client must make suitable arrangements for managing a project to ensure that construction work can be carried out, so far as reasonably practicable, without risks to the health and safety of any person affected by the project. This applies to domestic/consumer clients as well as those operating the course of a business.</p> <p>We would be happy to introduce the Client to a suitably-qualified CDM consultant to undertake the relevant assessments, advise on the Project, and discharge this duty on the Client's behalf, including the preparation of the Construction Phase Plan and the provision and maintenance of the Health and Safety File.</p>
Construction Procurement	We have assumed that if we are appointed to deliver the designed schemes that we will be appointed directly by you, the Client, and made available free-issue to the Main Contractor or Shipyard as appropriate. Where you ask us to enter into a contract with a Main Contractor or Shipyard, we have assumed that they will appoint us on our Global Terms & Conditions.
Devices	Our engineers rely on internet-enabled devices to be able to access our systems and servers for the execution of the Services and delivery of the Works. We have assumed that an internet connection or cellular network of 4G standard or higher will be available on site.
Digital Files	<p>We use Autocad and a proprietary software able to output PDF and can provide our files in this format. Should our drawings be required in an alternative format for third party consultants, we will be happy to provide a quote for their conversion.</p> <p>Our standard provision of digital files is as PDF files. Should the client require ArchiCAD or DWG files, these will be provided on the basis that the PDF file format takes precedence and Ideaworks does not accept any liability for any loss or damage arising out of the use of information provided in any other format.</p>
Electronic Document Control	This Fee Proposal assumes that no electronic document control system is to be implemented (such as BIW or FusionLive). Any additional costs incurred by Ideaworks (including but not limited to any additional time required to use and/or administer such systems) shall be charged as Additional Services and any licence costs for the same shall be charged as Expenses.
Excluded Services	<p>Unless they have been listed specifically as deliverables under a work stage contained within this Fee Proposal, no other services are included within the scope of our appointment. We are able to assist in the provision of the same, upon request, on the time basis set out in the Schedule of Fees and Expenses, some examples of which might include:</p> <ul style="list-style-type: none"> - Procurement routes other than single-stage tender for the building works, or the negotiation of a price with a single contractor or Shipyard; - Services in any dispute between the Client and another party; - Value engineering; - Services following damage by fire and other causes; - Services following suspension or termination of any contract or agreement with a contractor or Shipyard; - Services in connection with government or other grants; or - Specialist services in relation to historic buildings and/or conservation works.
Expenses	Please see our Schedule of rates.
Fee Proposal	This Fee Proposal is valid for 3 calendar months from the date set out at the beginning.
Long-Term Suspended Projects	/ Occasionally, projects are placed on hold by clients; or issues arise relating to the Site, Shipyard, planning, or other circumstances that cause them to be suspended or delayed. The Client hereby agrees that Ideaworks shall be entitled to increase the fees quoted in this proposal in accordance with the Ideaworks Global Terms & Conditions for any incomplete work in relation to the Project.

Matrix of Responsibilities	<p>Ideaworks shall coordinate and integrate the overall design, including input from the Client's other consultants and specialist suppliers and sub-contractors. In respect of Mechanical & Electrical Services, however, the relationship between those services is to be co-ordinated by the Mechanical & Electrical Engineer.</p> <p>In any event, Ideaworks shall solely be responsible for those matters set out in the below Matrix of Responsibilities as being Ideaworks' responsibility.</p>
Photography	<p>We rely on photography from our projects to support our new business development and marketing activity as a business. The fees set out above reflect a subsidised amount, taking account of the enormous value to us of being able to use anonymised photographs of your scheme as it develops to help us continue to grow and thrive.</p> <p>If, nevertheless, you would prefer not to have any photographs taken of your property and shared, even anonymously, please let us know and we will revise the fee accordingly.</p> <p>Notwithstanding any contrary agreement relating to photography for marketing purposes, we require the ability to take and store photographs of technical details and installations for our own quality assurance, insurance, after-care and warranty purposes.</p>
Revisions to Drawings	<p>We allow for one round of integration drawing reviews, followed by sign-off after our information has been incorporated. If we are required to provide further rounds of reviews and/or sign-offs, or any further revisions, these will be charged as Additional Services.</p>
Samples	<p>Please note that all samples must be returned to us. Many of these remain property of our own suppliers. We reserve the right to charge a fee for the replacement of any samples that you do not return to us upon request.</p>
Site Meetings	<p>Unless otherwise set out in the Quotation, we have allowed for a mix of on-site and remote (video) meetings. Unless a meeting cannot, in our discretion, reasonably be dealt with effectively via video, we have assumed that it will take place via video. If our attendance in person is nevertheless required, the same shall be considered Additional Services and charged for accordingly.</p>
Sub-Consultants	<p>No allowance has been included in our fee for any management of or attendance on sub-consultants (including but not limited to Security, lighting, spa, gym, swimming pool, landscape or other specialists). Should the Client wish for us to appoint designers as sub-consultants under our scope of services, a management and attendance fee of 15% of the sub-consultants' fees shall be levied to cover the time required to brief, negotiate with, appoint, supervise, attend upon and co-ordinate with those sub-consultants and to include their works within the scope of our liability and any warranty.</p>
Terms	<p>Subject to Ideaworks' Global Terms & Conditions (the 'Ideaworks Terms') supplied to you with this Fee Proposal. The Ideaworks Terms shall operate to the exclusion of all terms advanced by you, which shall be of no effect.</p>
Travel	<p>The fees detailed above include all travel within the M25. Any travel outside of the M25 will be billed to the client at cost as an expense pursuant to our Schedule of Fees and Expenses.</p>

To ensure the smooth transition between trades there needs to be clear areas of responsibility. These are shown in the below schedules for the various elements of works that Ideaworks may be contracted to provide. Ideaworks will always endeavour to help in the smooth running of the project and give appropriate guidance to other trades. The General guidelines are common to all disciplines.

Ideaworks – IW
 Electrical Contractor – EC
 Main Contractor / Yard - MC
 Outfitter – OF
 BMS contractor – BMS
 Joiner – JN

General	Responsibility		
	IW	EC	MC
Specification and supply of control cabling	•		
The contractor should allow to purchase and install the relevant amount of cable. See Ideaworks specification sheet. Requests for cables should be made a minimum of two weeks before delivery is required.		•	
All cabling should be installed and clearly labelled as per Ideaworks drawings.		•	
Any specialist cabling supplied by the contractor not purchased from Ideaworks will need to be approved by Ideaworks prior to installation. Ideaworks require a 4 week period for test.		•	
All back boxes must be installed flush to finished surface. The finished surface must also be brought up to the edge of the back box as the insert plates have a minimal overhang.		•	
Adequate provision for heat, fire or smoke detection to technical spaces should be made			•
All ELV cables must be run separate to the 240v feeds. Ideaworks recommend 300mm separation although this should be wired in accordance to BS7671 or any superseded standard.		•	
For efficient PoE deployments, data cable bundle sizes should be limited—and bundles should not be stacked or packed tightly. As a simple rule of thumb, we recommend that bundle sizes be limited to a maximum of 24 cables per bundle. Tables in the appropriate TIA, ISO/IEC and CENELEC cabling standards on remote powering implementation provide a mechanism to check if a particular cable category bundle size is acceptable.		•	
Cables should not be crushed or the recommended bend radius exceeded. The use of cables ties as sole support must be avoided.		•	
Location, sizing, routes and supply of containment, including surface trunking to lighting racks and AV Headend		•	
Mounting of lighting racks, AV headends, wall mounted enclosures or panels		•	
Cabling and equipment should be protected from water damage, ie placement of FCU drip trays			•
Equipment should not be moved or tampered with without prior written consent from Ideaworks			•
All equipment should be protected from dust and damage one installed			•
A safe storage area should be provided for all equipment delivered to site			•
Providing an up-to-date master program that incorporates the works and timelines of all trades			•
Provision of any scaffold or access equipment as required with safe working conditions.			•

Audio Visual \ IT Systems	Responsibility		
	IW	EC	MC
Ventilation, cooling or air conditioning where shown for Ideaworks equipment must be provided to maintain an ambient temperature between 18 – 25 degrees Celsius.			•
Cutting of apertures, installation and connection of flush mounted and plaster in speakers and their associated back boxes.		•	
If standard speaker boxes are not suitable, alternative boxes must be fabricated to Ideaworks specification.			•

Audio Visual \ IT Systems	Responsibility		
	IW	EC	MC
Any runs of Cat5/Cat6/Cat7 cabling must not exceed 90m. The contractor must inform Ideaworks immediately if they are likely to exceed this distance. Ethernet will not work over this distance.		.	
A visual cable inspection will be carried out prior to cabling routes being closed up.	.		
Upon termination of the headend, a full cable test will be carried out, unless specifically excluded from the quotation.	.		
Repair or replacement of any cables found to be damaged.		.	
Installation of ducting without bends to allow the pre-terminated cables (HDMI) to be installed.		.	
Provision of structural support, i.e. plywood or framework for TV's, projectors etc.			.
Mounting of integrated hardware, such as projector or automation mechanisms, drop down screens.			.
Submission of joinery drawings prior to construction for checking by Ideaworks			.
Provision of power where indicated by Ideaworks		.	
All HDMI cables to protrude 1 metre unless otherwise stated, and to be protected with supplied boxes.		.	
A dust free environment with working AC or sufficient ventilation prior to the installation of AV racks or room equipment.			.
The commissioning schedules of all systems should be included within the main project program.			.
Earthing for all systems including TV distribution and incoming services should be provided as required.		.	
Installation of all ELV outlets provided by Ideaworks unless otherwise agreed in the quotation.	.		
Termination of all ELV and fibre cabling into the AV headends unless otherwise agreed in the quotation	.		
Ordering of Telephone and lease-lines, and provision of ducting for services to enter the building.			.
Training on the safe and proper way to cut Fibre Optic cable, so as not to irreparably damage it.	.		
Protection of the ends of cables, particularly HDMI and Fibre optic.		.	
Fibre optic cables, with a two metre tail, must be carefully coiled in the outlet back box and covered with a protective plate supplied by Ideaworks		.	
Headend cables should be cut to the length prescribed by Ideaworks to allow easy management and termination of the cables.		.	

Lighting control	Responsibility		
	IW	EC	MC
The dimming racks and systems will be located as shown on the wiring schematics and placed away from noise sensitive areas.			.
Lighting circuits are to be run back to the systems as prescribed in the Ideaworks connection schedules in a suitably sized cable.		.	
All dimming circuiting, such as DALI, DMX, 0-10v and cabling from LED power supplies to be specified by the lighting designer			.
All lighting control racks, power supplies and drivers should be placed in a well ventilated easily accessible area.		.	
Following the finalised lighting design, Ideaworks will provide a connection schedule including MCB & RCBO ratings. This should be approved prior to manufacture of the lighting panels		.	
Installation and connection of all 240V and ELV feeds to lighting circuits and any other devices connected to the lighting control system such as PIR detectors and blinds. *Light fittings, drivers and power supplies must not be connected live*		.	
All PIRs, lighting keypads etc. should be installed in their unique location as designated by the IW reference number.		.	
The low voltage cables at keypad and blind positions will be made safe and terminated into screw-fix connectors supplied by Ideaworks		.	
Connection of all ELV cabling within the lighting control / blind power panels unless specifically excluded within the quotation.	.		
DMX drivers are to be set/addressed by the lighting supplier or contractor. Ideaworks will issue a schedule of DMX addresses.			.

Lighting control	Responsibility		
	IW	EC	MC
Where LED or non-phase dimming fittings have been specified, please refer to the lighting designers specification sheets for wiring instructions and placement of drivers.		.	
Pre-programmed lighting scenes will be provided. Where scene setting has been purchased this will be undertaken with the designers/client, only when all lighting is connected and set out within the finished rooms.	.		
When performing a loop impedance, line impedance or insulation test on the lighting circuit cabling, the dimming modules in the lighting control racks must be disconnected beforehand, otherwise damage may occur.		.	
Lighting control systems are configured to a single-phase supply unless specified otherwise prior to assembly.		.	
All decorative light fittings by others will be provided with a 230v mains dimming feed unless advised otherwise.			.
DALI loops should be tested prior to Ideaworks starting final commissioning.		.	
DALI loops to be a maximum of 300m when using a 1.5mm control cable or Ideaworks 5core DALI cable.		.	

Window shading	Responsibility		
	IW	EC	MC
Safe access and a clear space around windows must be provided before the survey can be conducted and again during installation.			.
The fixing surface must be flat, level and appropriate for the weight and bracket being fitted. This should be provided in line with the details provided by Ideaworks.			.
Any final adjustments to the fitting surface or window reveal must be completed prior to installation.			.
Free access to all areas requiring works to be carried out must be confirmed prior to installation.			.
The power and control cable must exit in the exact location provided in the specification.		.	
Decoration or making good following installation if required.			.
Where a site survey has not been conducted, installation of the window shades allows for and installation height of no more than 3m from floor level.	.		
Where Ideaworks are not providing technical design services, the cable placement and all mounting arrangements must be suitable.			.
Setting of limits and checking the correct functioning of the supplied items.	.		
Window shades will not be ordered until a finished surface can be provided and surveyed.	.		
The manufacturers installation guidelines must be followed to ensure the products perform as intended. Products should not be installed where these have not been met.	.		.
Faults, movement or stretching of fabric free issued to Ideaworks once hung remains the responsibility of the party supplying the fabric. Any corrective works should be quoted.	.		
Any damage to the material or fabric must be reported on the day of installation prior to sign off.			.

HVAC Integration	Responsibility				
	IW	M&E	M&Ec	EC	BMS
HVAC system specification and design including areas to be controlled and type of control and providing layouts and positions of plant			.		
Co-ordination of integration between Plant, BMS and control system			.		
Defining Set-point limits and range of fan speeds in each area			.		
Termination and connection of cabling to sensors, actuators and BMS					.
Provision of reliable mains power to all parts of the system				.	
Commissioning of Wet plant, including boilers, under floor heating, radiators fan-coil units		.			
Commissioning of BMS system proving real control and feedback					.
Provision of any interface units or 3rd party interfacing contractor (eg Synapsys etc.)					.

Receiving and checking of values and information sent from controls system*					•
Receiving and checking of values and information sent from BMS system*	•				
Witnessing and sign off of commissioned interface			•		

* must be carried out at the same time and after the plant has been signed off

Managed Lighting Supply	Responsibility				
	IW	M&E	M&Ec	EC	JN
Installation and connection of all equipment				•	•
Provide pluggable input/output connectors for downlights with local drivers	•				
Supply of loose drivers for PSUhubs (no connectors)*	•				
Drivers labelled with references to match the design documentation	•				
Measuring of architectural lighting details for linear LED (e.g coffers)	•				
Provide measurements for joinery lighting linear LED					•
Confirmation of deliverable LED length following provision of measurement	•				
Packing by location or type, as per installers preference	•				
Labelling of site run cables to match design information			•		

* PSUhub drivers can be supplied in pre-built enclosure, prewired internally by Ideaworks. Subject to additional charges and design coordination.

