



DESIGN CO-ORDINATOR

Definition of Responsibilities for Design Co-Ordinator

Responsible to: Technical Director

Objectives: To promote the company and to achieve the following objectives.

1. To provide detailed design information for the construction team, enabling projects to be completed within programme, budget and specification requirements.
2. To ensure good relationships with Clients, Consultants, sub-contractors and suppliers.
3. To obtain quotations from Consultants, sub-contractors and suppliers as appropriate.
4. To lead the design process and collation of design information.
5. To actively research and advise upon alternative construction processes.
6. To actively participate with the project team to the benefit of each project.
7. To assist Estimators in preparing D&B submissions, as requested.
8. Adapt/qualify ER's in tender. (A3 copy or ER's and amended at side).

Responsibilities:

1. To promote and maintain good and professional relations with the Client, Consultants, sub-contractors, suppliers and statutory authorities.
2. To work with Surveyors, Buyers, Contract Managers and Estimators to engender a team approach for each project.
3. To liaise with Estimating Department and make recommendations for Consultants to be approached to provide tender information and fee proposals.
4. To negotiate fees and appoint all Design Consultants scheduling the information they are to provide, the programme within which their design is to be achieved and obtain the Warranties to be provided under the terms of the contract.
5. To ensure that the design complies with the Employer's Requirements and all requisite bodies or obtain the approval of the Client to any variances that may arise.



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Responsibilities Cont'd:

6. To undertake value engineering of all aspects of the design to establish the most cost effective solution.
7. To liaise with Statutory Authorities to establish our requirements for each project.
8. To obtain an unqualified planning approval for each project.
9. To obtain full Building Regulation approval for each project.
10. To obtain full Building Guarantee approval for each project, as required.
11. To obtain such other approvals and certifications as may be required by the Employer's Requirements eg. Secure by Design.
12. To arrange and undertake all surveys and ground investigation works as appropriate to enable the complete design and specification of the project.
13. To agree terms of payment with the appointed consultants that concur with the terms of payment that exist between DL and our Client.
14. To check and authorise all payment applications from consultants and pass to the contract surveyor for processing and payment.