**Basis-Service**

The GPM - Top to Bottom - Service

In nine steps to success!
(referring to HOAI standards -
Official Scale of Fees for Services by Architects and Engineers)

The GPM-Standard - what we offer additional free of charge
- examine more closely our *Special Service*

1. Establishing the basic of the project
2. Preliminary design
3. Final design
4. Building Permission Application
5. Execution drawings
6. Preparation of contract award
7. Assisting the award process
8. Project Supervision
9. Project Controlling and Dokumentation

**Referenzen**

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From Top to Bottom
Planning Approval
Blueprints
Construction Permit

Basic Service
Preliminary design
Building permission
Application

Special Service
Analyze location
Check environmental impact
Reflect special requirements

Our diligent consulting and management efforts will ensure your project of “early construction, early operation and early return”.

## Services

**From Top to Bottom**
Planning Approval
Blueprints
Construction Permit

**Basic Service**

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7. Assisting the award process
8. Project Supervision
9. Project control and documentation

1. Establishing the basic of the project

- Clarify requirements

- Consult on scope of overall project

- Formulate criteria for selecting other specialists to assist with planning work

top

2. Preliminary design

(Project and planning preparation)

- Analyze available data

- Agree objective (marginal conditions, conflicts of interest)

- Prepare a list of project goals (programmed objectives)

- Develop a project strategy including examining possible alternative solution under the same conditions and presenting drawings and costing, e.g. experimental drawings, outline sketches, with explanatory notes if required.

- Integrate the services supplied by other specialists involved in the project.

- Clarify and explain the key town planning, design, functional, technical, building physics, financial and energy use strategies and the use of renewable energy resources) and environmental or conservation factors, process and conditions, plus the burden imposed on relevant ecosystems and their sensitivity. Preliminary negotiation with local authorities and other specialists involved in the project in respect of approval conditions.

- Open-air facilities: Gathering and evaluating data on and explaining ecological structures and relationships, e.g. soil, water, climate, air, flora and fauna, plus presenting the space-utilization and design strategy with explanatory information, specifically in respect of landscaping, habitat improvement and interlinking, existing vegetation, new planting, dividing the area into greenery, traffic, water, play and sports areas; also clarifying and agreeing boundary design and harmonizing with surrounding features.

- Cost estimate according to DIN 276 or the regulations defining residential costing practices

- Collating the outputs form all preliminary design activities

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3. Final design
(Systems and integration planning)

- Work through the design strategy (step-by-step production of a construction solution in drawing form) taking account of town planning, design, functional, technical building Physics, financial and energy cost (e.g cost effective energy use strategies and the use of renewable energy resources) and environmental or conservation requirements and making use of the contributions made by other specialists involved on the project, through to complete design. Integrate the services of other specialists involved on the project.

- Description of the project with accompanying explanation of compensatory and replacement measures as required by conservation regulations

- Present drawings for all overall project design e.g. detailed revised preliminary design and/or final drawings (to a scale commensurate with the nature and scale of the project for open-air facilities: a scale between 1:500 and 1:100 and specifically including data on habitat improvement, preventive and protective measures to conserve and develop the ecology, and detailed planting schemes; for room-creating interior works; on a scale of 1:50 to 1:20 and specifically including details for wall claddings, color, lighting and material designs), and if applicable detailed plans for frequently recurring space modules.

- Negotiations with local authorities and other specialists involved in the project in respect of compliance with approval conditions.

- Cost calculation as defined by DIN 276

- Cost calculation as defined by DIN 276 or the regulations defining residential costing practices

- Cost control by comparison of the cost calculation with the cost estimation

- Collating the outputs from all design activities

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4. Building Permission Application

- Prepare submission documents for approval and consents required under public, planning regulations including applications for exemptions and waivers, making use of the contributions made by other specialists involved on the project plus any remaining negotiations needed with public authorities

- Submission of documents Complete and amend as necessary planning applications, description and costing making use of the contributions made by other specialists involved on the project

- Open-air facilities and room-creating interior works: check the need for approvals, obtain consents and permissions

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5. Execution drawings

- Detailed work on the outputs of service phase 3 and 4 (step-by-step development and presentation of the design solution) taking account of town planning, design, functional, technical, building physics, financial and energy cost (e.g. cost effective energy use strategies and the use of renewable energy resources) and environmental or conservation

requirements and making use of the contributions made by other specialists involved on the project, through to an implement able design

- Represent the overall project design in drawing form including all data required for execution e.g. final complete execution, detail and design drawings on a scale between 1:50 and 1:1, for open-air facilities on a scale between 1:200 and 1:50 depending on the nature of the project, and specifically including planting schemes with any necessary text explanations

- For room-creating interior works: detailed representation of rooms and suites on a scale of 1:25 to 1:1 with any necessary text explanations; material specifications Establishing the basis for other specialists involved in the project and integrating their contributions through to an implement able design

- Continuous upgrading of the execution planning during the execution phase

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6. Preparation of contract award

- Calculate and collate quantities as the basis for producing the project specifications making use of the contributions made by other specialists involved in the project planning

- Produce project specifications with detailed schedule of works categorized by services areas

- Harmonize and co-ordinate the project specifications produced by other specialists involved in the project planning

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7. Assisting the award process

- Produced the contract award documentation for al services areas

- Obtain quotations

- Check and rank quotations including producing a price list for part works ensuring the involvement of all specialists who have contributed to service phase 6 and 7

- Co-ordinate and collate the assessments of the specialists assisting with the award process

- Negotiate with bidders

- Estimate costs according to DIN 276 based on unit or global prices quoted by bidders

- Cost control by comparison of the cost estimation with the cost calculation

- Assist with contract placing process

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8. Project Supervision
(Construction supervision)

- Monitor the execution of the project for conformance with the building approvals or consents, the execution drawings and project specifications and with the generally acknowledge rules of technology (Standards) and applicable regulations

- Supervise the execution of supporting structures as defined by § 63 pare. 1 points 1 & 2 for conformance with the certificate of stability

- Co-ordinate the work of specialists involved with execution supervision

- Monitor and correct details of pre-assembled components

- Produce and monitor progress on a timetable (bar chart)

- Keep a construction diary

- Perform measurements in company with the building contractor

- Approve and accept building works with the involvement if other specialists involved in both project planning and project supervision; identify defects

- Check invoices Cost finding according to DIN 276 or in accordance with residential building costing regulations

- Submit application for public authority approval, assist with procedures

- Project handover in Project handover including collating and delivering the necessary documentation, , e.g. operating instructions, test certificates

- List warranty periods

- Monitor corrective action regarding defects identified during acceptance inspection

- Cost control by comparison of the contracting companies' accounts with the contractual prices and the cost estimation

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9. Project control and documentation

- Physical inspection of the project to identify defects before the expiry of the warranty claim periods granted by construction contractors. Supervise the correction of defects which become apparent before expiry of the above warranty claim periods or at the latest within 5 years of acceptance of works

- Assist with the release of security bonds

- Systematic collation of the drawings and calculations showing the final results of the project

**Special Service**
Analyze location
Check environmental impact
Reflect special requirements

In nine steps to sucess!

The GPM-Standard -
what we offer additionally free of charge to the Basic Service

1. Establishing the basic of the project
2. Prelimanary design
3. Final design
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1. Establishing the basic of the project

- Define initial situation

- Analyze location

- Operational planning

- Produce a space-utilization schedule

- Produce a function schedule

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2. Prelimanary design
(Project and planning preparation)

- Check environmental impact

- Check environmental compatibility

- Examine alternative solution subject fundamentally different conditions

- Supplementary design documents to reflect special requirements

- Prepare a financing plan

- Prepare building and operational cost/benefit analyses

- Assist with procurement of loans Conduct preliminary application (including permission application)

- Prepare presentation using exceptional techniques such as perspective drawings, samples, models

- Produce timetables and organizational structure

- Supplement preliminary design documents in view of special measures to optimize buildings and building components which exceed the normal scope of planning services, to reduce energy consumption and emissions of pollutants and CO2 and to exploit renewable forms of energy, by agreement with other specialists involved in the planning work. For energy saving, the normal scope of planning services covers compliance with the requirements resulting from legal provisions and the generally acknowledged rules of technology.

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3. Final design
(Systems and integration planning)

- Analyze alternatives and variants and rank them using cost analysis methods (optimization) Calculate profitability of project

- Perform project costing on the basis of quantity matrices or component lists.

The planning of special measures for the optimization of buildings and building components which extend beyond the normal scope of the design services, to reduce energy consumption and the emissions of pollutants and CO2and for the use of renewable sources of energy, with recourse for the contributions of other specialists involved in the design. For energy saving measures, the normal scope covers compliance with the requirements resulting form legal provisions and the generally acknowledged rules of technology.

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4. Building Permission Application

- Assist with obtaining consent of adjacent property owners

- Produce documentation for special approval procedures

- Provide technical and organizational support to the client in appeals procedures, legal actions and the like

- Revise approval documentation in the light of circumstances beyond the supplier's control

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5. Execution drawings

- Produce a detailed description of the building or factory in the form of a "building book" to serve as the basis for the project specifications and schedule of works

- Produce a detailed description of the building or facility in the form of a ":space utilization book" to serve as the basis for the project specifications and schedule of works Check the execution plans prepared by the construction contractor on the basis of the project specifications and schedule of works for conformance with the final designs

- Produced schedules of quantities Check and confirm drawings produced by third parties not involved in the project planning for conformance with the execution drawings (e.g. workshop drawing provided by manufacturers, installation and foundation drawings provided by machinery suppliers) where such services relate to facilities not covered in the chargeable costs

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6. Preparation of contract award

- Produce project specifications with detailed schedule of works by reference to the building book/space utilization book Draw up alternative project specification for discrete service areas

- Produce comparative cost summaries, evaluating the contributions made by other specialists involved in the project planning

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7. Assisting the award process

- Check and rank quotations received in response to project specifications and schedule of works including price list

- Produce, check and rank price lists for special requirements

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8. Project Supervision
(Construction supervision)

- Produce, supervise and update a schedule of payments

- Produce, supervise and update detailed time, costs and capacity schedules Act as responsible site manager where this activity is seen by the respective Federal State's law as going beyond the Basic Services provided for in service phase 8

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9. Project control and documentation

- Produce current situation drawings Produce equipment and inventory lists Produce maintenance and care instructions Act as consultant on the building or facility

- Manage the building or facility

- Post-hand-over inspections Supervise care and maintenance works Produce statistics for project file Calculation and confirmation of costs against standard guide costs Check the building and operating cost/benefit analyses.