

2.0 Lighting Design + Supply Scope of Services

Introduction

into lighting sees fit to provide a comprehensive scope of works for every project. This ensures client safety and a service that maintains the original lighting design's integrity from the first design stage to the last, from concepts through to construction, procurement and installation. The process also avoids the potential for alternative luminaires to be supplied on a project without authorisation or due to ineffective procedures of contractors.

In acquiring the services of **into lighting** on a design + supply basis there is no design fee. The service is provided for projects in which the use of a specialist to design the lighting scheme is not required. Costs for into lighting are recovered through the direct purchase of all luminaires we specify and supply to the appointed contractors. Our unique relationship with all lighting manufacturers based on a 35 year heritage as a high-profile lighting design consultancy, enables us to offer our clients the most competitive pricing on all luminaires we specify.

The service is particularly suitable for fast-track retail projects where planning and collation of lighting equipment is required to coincide with tight schedules on-site. Cost management also becomes more of a priority with this method, enabling the most appropriate design to be implemented within the budget constraints of the project.

Scope of Services

Scope of services for lighting design & supply as laid out by **into lighting**. The Scope is based on appointments and is divided into Stages I - V. Note that Stage I is optional.

Stage I - Inception and Feasibility [RIBA Stage A-B]

Consists of the following:

- Assistance in project planning and brief development
- Assistance in the preparation of cost reports and other consultation documents.
- Production of design feasibility reports.

Stage II - Concept Design [RIBA Stage C]

- Briefing and presentation meetings with the client (the number of meetings and presentations will be quantified).
- Design meetings with the architect and other consultants as considered necessary by the design team (the number of meetings and presentations will be quantified).
- Carrying out of conceptual design studies.
- Production of presentation materials to convey the overall design intention (excludes special renderings and computer generated images).
- Assistance with the preparation of a defined lighting budget including outline report.

On approval of Stage II

Stage III - Design Development [RIBA Stage D]

- Design meetings with the architect and/or other consultants, as considered necessary by the design team (the number of meetings and presentations will be quantified).
- Preparation of preliminary lighting layouts.
- Preparation of an outline specification including typical fitting data.
- Preparation of preliminary sketch design details where applicable.
- Provision of a control method statement and outline schedule.
- Checking of typical lighting calculations.
- Provision of an approximate cost-in-use report.
- Provision of an equipment cost report.

On approval of Stage III

Stage IV - Detailed Design and Production [RIBA Stages E-H]

- Design meetings with the architect and other consultants as considered necessary by the design team (the number of meetings and presentations will be quantified).
- Assistance is provided in co-ordinating lighting design with architectural, electrical, structural and mechanical design.
- Final layouts of the proposed lighting design supplied on working drawings provided by others, in AutoCAD format.
- Final specification and schedule of luminaires, lamps and associated equipment.
- Provision of lighting design details where applicable, for incorporation into the Architect's details.
- Final specification for the operational requirements of the control system and control schedule.
- Risk assessment carried out on design information in accordance with requirements of construction (design management) regulations.

Important Notes:

The exact method of fastening or connection must be verified by the architect / structural engineer.

It is assumed that CAD discs / drawings provided for our use will be in a ready-to-use format for the purpose of **into lighting**.

This proposal assumes that the architect and electrical engineer are to maintain their usual role of co-ordination of the design and supervision of the lighting installation on site.

Stage IV information is for use by the architect and engineer for the preparation of the construction / tender documentation. **into's** drawings, specifications and other information are not to be issued direct to the contractor as tender or as construction information.

Stage V – Construction, Procurement, Supply, Focusing & Programming [RIBA Stages J-K]

Consists of the following:

- Subsequent to approval of the lighting design and cost schedules a purchase order is placed with **into** for the light fitting supply.
- **into** will procure all specified light fittings and associated equipment from manufacturers, and will closely monitor lead times to ensure delivery to the project programme.
- On receipt of lighting fittings all are checked then lamped and pre-wired as necessary to ensure the correct lamp and driver is wired for each. This provides for ease of installation for the electrical contractor and minimises the risk of loss and/or damage on site.
- Light fittings are labelled with references to match the lighting drawings and specification sheets. This aids identification on site.
- Delivery to site will be in accordance with a pre-agreed delivery schedule suited to the project programme.
- Contract meetings with the construction and design team as considered necessary by the design team (the number of site meetings will be quantified).
- Review and check of manufacturers' shop drawings of control equipment.
- Final review of lighting installation and supervision of focusing of adjustable luminaires. (The number of focusing sessions will be quantified for this stage). The electrical contractor will supply personnel to perform this work in compliance with the local legislation and union agreements.
- Programming of installed control equipment where applicable (the number of programming sessions on site will be quantified for this stage). This will be carried out following the manufacturer's commissioning of the system and after the contractor's confirmation of all circuits as being correctly installed, labelled and operational.

Important Notes:

The lighting installation can only be focused and programmed when all the lighting is installed i.e. fully operational to all areas as stated within the scope. This includes lamps, luminaires and accessories as specified, and control systems fully commissioned by the manufacturer and contractor.

In the event of **into lighting** visiting the site for the meetings defined in Stage V of the appointment and being unable to complete their work, additional charges will be made in accordance with Stage III of this appointment.

Into lighting will oversee the scene setting of all lighting control systems with the dimming engineer from the manufacturer of the systems. The dimming engineer will charge a separate fee which will be quoted in advance alongside the costs for the supply of the equipment. As a guide this will be at a day rate of approx £500.00 - £750.00 plus VAT. In addition, required travel and accommodation expenses will be charged for.

Part 5.0 Optional Services

The following items are not included in this proposal, but are listed as optional extras and are subsequent to an additional cost upon receipt of a written request:

- Special renderings, computer generated photo-realistic images, digital slide, animated images and other visual presentation elements.

- Daylight studies.
- Design, supervision of construction, testing and evaluation of mock-ups and / or models.
- Review of final Contract or Tender Documents as prepared by the architectural team involved, and related to the lighting system.
- Assistance in evaluating returned tenders.
- Summary of illumination levels.
- Design development of custom-designed luminaires and negotiating or obtaining of competitive prices (by tender).
- Review of proposed substitute luminaires, as selected by others, for compliance with the specification.
- Shop and field inspections - other than site visits - as authorised in writing by the client.
- Final lamp schedule for the building maintenance staff (installed drawings and relevant information to be provided by the Services Architect or Contractor).