

ADVICE TO PCCs ON APPOINTING ARCHITECTS AND/OR SURVEYORS

April 2016

The appointment of a professional adviser (an architect or surveyor) is an important part of every PCC's responsibility. The main contact that PCCs are likely to have with their architect or surveyor is through the Quinquennial Inspection of the church building and its curtilage (usually a churchyard) that PCCs are required to commission once every five years. This is a statutory requirement under The Inspection of Churches Measure 1955 (Quinquennial Inspections) and the Care of Churches and Ecclesiastical Jurisdiction Measure 1991. These notes are intended to help PCCs fulfil these responsibilities.

Your contact with your adviser should not, however, be restricted to this five-yearly report. You should try to build up a good working relationship with your architect or surveyor, who may be regarded as the church's GP. Never be afraid to push for explanations or be embarrassed about asking for clarification; good advisers will be happy to explain any difficult issues.

There is a great deal to be said for retaining the same person, year after year. It makes for better planning and programming of work, and it ensures that an established professional relationship develops that can be both helpful and creative.

Such a long-term relationship also means the architect or surveyor 'learns' a great deal about your church, about its history, its construction, and, most importantly, its problems. Such knowledge and information is added to at the time of each succeeding inspection or detailed survey and also when repairs are undertaken.

Keep the lines of communication open and constructive from the outset. It is recommended that one person – normally a Churchwarden - nominated by the PCC, is the channel of communication between the PCC and its professional adviser. It is sensible to let your adviser know when the contact is to change.

Each church or benefice needs an architect or surveyor whom they trust and can work with. Even if their services are only used once or twice between the quinquennial inspections, to have someone available who understands church buildings - and yours in particular - can be a great support, and will be money well-spent.

The PCC's relationship with its professional adviser and contractors is subject to secular contract law, not ecclesiastical law. If the PCC is not satisfied with the service it receives or the outcome of the works, its only redress is through secular legal systems. It is therefore vital that the PCC is confident that it understands the professional adviser's responsibilities as well as its own liabilities.

The DAC maintains a list of approved advisers. If the PCC is looking for a new professional adviser, it should ensure that a letter giving notice of your intent has gone to your present adviser, explaining why you intend to seek advice elsewhere.

NB - Some professional advisers are generous in their charging policy to PCCs, in particular with regard to aborted projects. If their appointment is being terminated, a fee account may well be raised for work outstanding.

If a new appointment is being made of someone to carry out the quinquennial inspection, the DAC office may be able to help you find a person who has appropriate knowledge and experience relative to the type, size, and importance of your building.

CHOOSING YOUR PROFESSIONAL ADVISER FOR A QUINQUENNIAL INSPECTION

A SUGGESTED PROCEDURE

The following procedure is recommended:

- a. Appoint a small group to select a short list of perhaps three names from the current list of those approved to undertake inspections obtainable from the DAC office. Consult with other parishes who may help you with their experience of professional advisers. Geographical location should not unduly influence your choice as most advisers travel widely and may be able to combine a visit to your church with travelling to other jobs.
- b. Contact the professional advisers and ask whether they would be happy to be considered. Tell them that they are being considered alongside others if this is the case.
- c. If possible, arrange meetings with them either at their offices or at your church. If you go to their offices you will be able to meet them on their own ground and appreciate their general approach. If you do visit, take along some photographs and a ground plan of the church to help to explain what your church is like and what your current concerns are.
- d. Ask for a written estimate for the fee to carry out the inspection and report. Note that there is no standard fee for this work. It must be agreed between the PCC and the adviser prior to the appointment. Guidance on the time a report can be expected to take is available in the separate guidance on Quinquennial Reports. Your professional adviser should provide you with terms and conditions and tell you whether the fees are subject to VAT and whether or not out of pocket expenses are included. It is good practice to ask for the fee to include a meeting with the PCC to answer any queries arising from the report.
- e. The group should then recommend its preferred choice to the PCC who should come to a decision on who to appoint. When this is agreed, appropriate letters should be exchanged outlining the terms and conditions of appointment. Further guidance on the general legal background and the appointment of an architect or surveyor is available from the Church Buildings Council on www.churchcare.co.uk
- e. When you have appointed a new adviser, please remember to confirm his or her name to the DAC office.

WHAT TO LOOK FOR IN YOUR PROFESSIONAL ADVISER

Many of the churches in the Diocese are listed, historic buildings which require a sympathetic approach to their maintenance and repair and in particular to the materials and construction methods used. In these cases it is important that the professional adviser has suitable experience with older buildings (although not necessarily churches). He or she must also, of course, be physically able to carry out an inspection of the higher levels of the church.

If you are likely to be involved in works that may attract grant aid from the Heritage Lottery Fund, the appointed professional must have particular accreditation – being either an Architect Accredited in Building Conservation (AABC) or the equivalent RIBA conservation qualification or a surveyor who has the Royal Institute of Chartered Surveyor's conservation accreditation. The advisers must also be appointed in a manner compliant with transparent, open procurement, normally by competitive tender. Detailed advice on this is available on the Historic England (HE) website. The current DAC list of approved advisers indicates those individuals who are accredited, and up-to-date details are also available on www.aabc-register.co.uk or www.architecture.com for architects and at www.rics.org/accreditation for surveyors.

APPOINTMENT FOR WORK OTHER THAN QUINQUENNIAL INSPECTIONS

PCCs often wish to undertake work that does not arise from the Quinquennial Inspection but from a desire to alter the church building or churchyard in some way, e.g. re-ordering the interior, installing a WC or suchlike. Such projects will normally require drawings and specifications prepared by an architect or surveyor with suitable design skills. Where the relationship with the inspecting architect/surveyor is good and when they are willing to be involved in projects and have the appropriate design skills, it makes good sense to use them on the basis that they know the building well. It should be noted, however, that the DAC list of Advisers relates solely to those approved to undertake Quinquennial Inspections. It is not a general recommendation or guarantee by the DAC as to any other work. If the PCC is not aware of other work that the adviser has carried out simply ask if they can show you some examples. There may be other churches where they have recently worked that you can visit.

The PCC is not bound to employ their Quinquennial Adviser for other projects, and it may be that your adviser is not the right person for the job. You may need to choose someone who has a flair for a particular task. Architects understand this well since a wide variety of skills are needed for their work. However, it is both good manners and good practice to let your regular architect or surveyor know what you are hoping to do and to inform them before you do decide to bring in someone else.

If the PCC wishes to appoint an architect for work other than Quinquennial Inspections, the DAC office may still be able to provide names of people who have recent experience of carrying out work in other local church buildings. Having an overview of all church building projects in the Diocese, they may be able to provide examples of recently completed projects. The PCC is advised to compile a shortlist of architects to interview and to proceed in a similar way to the appointment for a Quinquennial Inspection.

It is in the field of new work that the role of the architect is usually seen most clearly in contrast to that of a surveyor or builder. Architects are normally the professionals most likely to have the skills you will need to develop a brief, prepare designs, obtain the necessary consents and organise the building work through to completion.

The normal scope of works for an architect from start to finish will usually include the following:

To prepare sketch design drawings at 1:100 and 1:50 scale of the project:

for the approval of the design by the PCC

to form the basis of presentation drawings and, later, working drawings for construction

Note that this normally excludes a drawn survey of the existing building, but this can usually be arranged

To develop concurrently with the sketch design a written brief for the project usually involving consultations with the PCC and others as necessary, using as a basis any brief already prepared.

To undertake consultations with the DAC, the Planning Authority, Building Control and others as necessary

To prepare presentation drawings at 1:100 and other scales as appropriate suitable for the following:

to illustrate the proposals generally

to form the basis of a Faculty Application, Planning Application and other statutory design approvals

Note that no guarantee can be given that a Faculty or other statutory approvals will be obtained.

To advise on the appointment of independent advisers for the design of the following elements of the project and to incorporate this work in the working drawings & specification as necessary:

the structural design,

the electrical systems

the heating and hot and cold water systems

the plumbing and drainage systems

To advise on the appointment of a Quantity Surveyor and to prepare budget costings of the proposals during the design development.

To prepare working drawings at 1:50 and larger scales as appropriate and a detailed specification suitable for the following:

to obtain formal tenders for construction

to form the basis of a Building Regulations application

to provide information for construction on site

To advise on the inclusion of contractors on a list of tenderers and to advise on the tenders generally including a recommendation for the appointment of a main contractor and principal subcontractors.

To advise on the Building Contract and to prepare contract documents for signature by the PCC and Main Contractor.

To undertake the role of Architect in a standard Building Contract for the works including:

- to inspect the work on site generally (as defined in the contract conditions)
- to chair regular site meetings and issue summary notes thereof
- to issue Interim Certificates for payment
- to issue Architects Instructions with costs to confirm any variations to the contract work
- to issue other Certificates as necessary (Practical Completion, Making Good of Defects etc)
- to agree the final account with the contractors and to issue a Final Certificate

All the work noted above is normally carried out in accordance with dates set out in an agreed programme.

Fees are normally negotiated on a project by project basis and will usually depend on the complexity and extent of the work. They are often calculated on a percentage of the total construction cost of a project or sometimes by other means – for example, some work is best carried out on a simple time charge. The arrangements are best decided case by case.

The Royal Institute of British Architects (the RIBA) has produced a Plan of Work which sets out the stages through which a typical building project will pass and these are given letters for reference. If an overall amount has been agreed, the fees are normally payable on satisfactory completion of each stage, as follows:

Stage A/B	Feasibility	usually a separate fee
Stage C	Outline Proposals	15%
Stage D	Scheme Design - Faculty & Planning documents	15%
Stage E	Detail Design - Building Regulations documents	15%
Stage F/G	Production/Tender Information	20%
Stage H-L	Contract Administration	35%

Expenses and VAT where applicable are normally charged in addition to the fees quoted.

Many - perhaps most - architects will prefer to see projects through from start to finish, but sometimes appointments can be made for part of the work only. Architects will usually be happy to discuss all these matters in advance of an appointment, free of charge and most will be prepared to come to the Church for an interview or just to discuss the project in general.