

Part 1

Appendix 1.2: Responsibility Matrix

Project Details
Client : London Borough of Enfield
Project Name : Meridian Water HIF
Project Reference : 2018/0195
Revision : Draft for Comment
Date: 22/07/2019
Prepared by : Jenny Braid

Consultant	Role(s)
LBE	Client
LBE	Legal
LBE	Procurement
LBE	Finance
Stace LLP - PM / QS	Project Management / Quantity Surveyor
ARUP	Designers / Planning Consultant / Engineers
KCA	Architects
Periscope	Landscape Architects
Trowers & Hamlins (T&H)	Legal Advisors
EY	Financial Advisor
TBC	Contractor

PLEASE NOTE: This Matrix is to be read in conjunction with consultant's scope of services agreed in consultant appointments.
This Matrix includes core services but does not include construction detail or full extent of roles and Responsibilities.

PROCUREMENT ROLES AND RESPONSIBILITY MATRIX																
Task/Ref	Info/packages	Company	Discipline	Management	Lead	Advise	Review	Documentation								Comments
								Calcs	Design Intent	Schematics	Construction	As-built Information	Schedules	Performance	Full	
1	Engineering Design	LBE	Client				X									
		LBE	Legal													
		LBE	Procurement													
		LBE	Finance													
		STACE	PM				X									
		STACE	QS			X										
		ARUP	Designers		X				X				X			
		ARUP	Planning Consultant				X									
		ARUP	Engineers			X			X				X			
		KCA	Architects			X			X				X			
		Periscope	Landscape Architects													
T&H	Legal Advisors															
EY	Financial Advisors															
TBC	Contractor								X	X	X		X	X		

PROCUREMENT ROLES AND RESPONSIBILITY MATRIX				Lead	Advise	Review	Calcs	Design Intent	Schematics	Construction	As-built Information	Schedules	Performance	Full	Contractors Design Package (CDP)	Comments		
Task/Ref	Info/packages	Company	Discipline	Management			Documentation											
2	Architectural Design	LBE	Client			X												
		LBE	Legal															
		LBE	Procurement															
		LBE	Finance															
		STACE	PM			X												
		STACE	QS			X												
		ARUP	Designers			X		X						X				
		ARUP	Planning Consultant				X											
		ARUP	Engineers		X			X						X				
		KCA	Architects			X		X						X				
		Periscope	Landscape Architects															
		T&H	Legal Advisors															
		EY	Financial Advisors															
		TBC	Contractor						X	X	X			X	X			
3	Landscape Design	LBE	Client			X												
		LBE	Legal															
		LBE	Procurement															
		LBE	Finance															
		STACE	PM			X												
		STACE	QS			X												
		ARUP	Designers			X		X						X				
		ARUP	Planning Consultant				X											
		ARUP	Engineers			X		X						X				
		KCA	Architects			X		X						X				
		Periscope	Landscape Architects		X													
		T&H	Legal Advisors															
		EY	Financial Advisors															
		TBC	Contractor						X	X	X			X	X			

PROCUREMENT ROLES AND RESPONSIBILITY MATRIX																	
Task/Ref	Info/packages	Company	Discipline	Management	Lead	Advise	Review	Calcs	Design Intent	Schematics	Construction	As-built Information	Schedules	Performance	Full	Contractors Design Package (CDP)	Comments
4	Planning Application	LBE	Client				x										
		LBE	Legal				x										
		LBE	Procurement														
		LBE	Finance														
		STACE	PM				X										
		STACE	QS														
		ARUP	Designers			X											
		ARUP	Planning Consultant	X													
		ARUP	Engineers			X											
		KCA	Architects			X											
		Periscope	Landscape Architects			X											
		T&H	Legal Advisors				X										
		EY	Finacial Advisors														
		TBC	Contractor														
5	Programme	LBE	Client			X											
		LBE	Legal				X										
		LBE	Procurement				X										
		LBE	Finance														
		STACE	PM	X													
		STACE	QS														
		ARUP	Designers			X											
		ARUP	Planning Consultant			X											
		ARUP	Engineers			X											
		KCA	Architects			X											
		Periscope	Landscape Architects			X											
		T&H	Legal Advisors														
		EY	Finacial Advisors														
		TBC	Contractor														

PROCUREMENT ROLES AND RESPONSIBILITY MATRIX																		
Task/Ref	Info/packages	Company	Discipline	Management	Lead	Advise	Review	Calcs	Design Intent	Schematics	Construction	As-built Information	Schedules	Performance	Full	Contractors Design Package (CDP)	Comments	
																		Drawings
4	Procurement Method	LBE	Client			X												LBE to have final decision on procurement route
		LBE	Legal			X												Input required for DAR
		LBE	Procurement			X												Input required for DAR
		LBE	Finance															
		STACE	PM	X														Procurement Recommendation to be prepared
		STACE	QS			X												Input required for DAR
		ARUP	Designers															
		ARUP	Planning Consultant															
		ARUP	Engineers															
		KCA	Architects															
		Periscope	Landscape Architects															
		T&H	Legal Advisors			X												Advise on EU Regulations
		EY	Finacial Advisors			X												
		TBC	Contractor															
6	Procurement Documentation	LBE	Client				X											
		LBE	Legal				X											Draft Contract Documents
		LBE	Procurement			X												Prepare SQQ and ITPD
		LBE	Finance				X											
		STACE	PM	X														Review SQQ and ITT and draft technical scopes
		STACE	QS			X												
		ARUP	Designers			X												
		ARUP	Planning Consultant															
		ARUP	Engineers			X												
		KCA	Architects			X												
		Periscope	Landscape Architects			X												
		T&H	Legal Advisors				X											ITPD and PCSA draft
		EY	Finacial Advisors			X												
		TBC	Contractor															

PROCUREMENT ROLES AND RESPONSIBILITY MATRIX																		
Task/Ref	Info/packages	Company	Discipline	Management	Lead	Advise	Review	Calcs	Design Intent	Schematics	Construction	As-built Information	Schedules	Performance	Full	Contractors Design Package (CDP)	Comments	
																		Documentation
7	Contractor Engagement	LBE	Client			X												
		LBE	Legal		X													
		LBE	Procurement		X													
		LBE	Finance															
		STACE	PM	X														
		STACE	QS		X													
		ARUP	Designers			X												
		ARUP	Planning Consultant			X												
		ARUP	Engineers															
		KCA	Architects			X												
		Periscope	Landscape Architects															
		T&H	Legal Advisors		X													
		EY	Finacial Advisors			X												
		TBC	Contractor															
8	Selection Questionnaire	LBE	Client			X												
		LBE	Legal		X													
		LBE	Procurement	X														Prepare SQ
		LBE	Finance			X												
		STACE	PM		X													
		STACE	QS		X													
		ARUP	Designers															
		ARUP	Planning Consultant															
		ARUP	Engineers															
		KCA	Architects															
		Periscope	Landscape Architects															
		T&H	Legal Advisors		X													
		EY	Finacial Advisors		X													
		TBC	Contractor															

PROCUREMENT ROLES AND RESPONSIBILITY MATRIX				Lead	Advise	Review	Calcs	Design Intent	Schematics	Construction	As-built Information	Schedules	Performance	Full	Contractors Design Package (CDP)		
Task/Ref	Info/packages	Company	Discipline	Management			Documentation									Comments	
9	SQ evaluation and Contractor Shortlist Recomm	LBE	Client			X											
		LBE	Legal		X												
		LBE	Procurement	X													Co-ordinate and collect comments and assessment scores including construction line
		LBE	Finance			X											
		STACE	PM		X												
		STACE	QS		X												
		ARUP	Designers		X												
		ARUP	Planning Consultant														
		ARUP	Engineers			X											
		KCA	Architects			X											
		Periscope	Landscape Architects			X											
		T&H	Legal Advisors			X											
		EY	Finacial Advisors			X											
		TBC	Contractor														
10	Preparation of Information to Tender (ITPD)	LBE	Client			X											
		LBE	Legal		X												
		LBE	Procurement		X												
		LBE	Finance														
		STACE	PM	X													
		STACE	QS		X												
		ARUP	Designers														
		ARUP	Planning Consultant														
		ARUP	Engineers														
		KCA	Architects														
		T&H	Legal Advisors			X											
		EY	Finacial Advisors														
				TBC	Contractor												

PROCUREMENT ROLES AND RESPONSIBILITY MATRIX																		
Task/Ref	Info/packages	Company	Discipline	Management	Lead	Advise	Review	Calcs	Design Intent	Schematics	Construction	As-built Information	Schedules	Performance	Full	Contractors Design Package (CDP)	Comments	
																		Documentation
11	Competitive Dialogue	LBE	Client			X												
		LBE	Legal				X											
		LBE	Procurement			X												
		LBE	Finance															
		STACE	PM	X														
		STACE	QS			X												
		ARUP	Designers				X											
		ARUP	Planning Consultant															
		ARUP	Engineers				X											
		KCA	Architects				X											
		Periscope	Landscape Architects				X											
		T&H	Legal Advisors			X												
		EY	Finacial Advisors				X											
		TBC	Contractor															
11	Tender Evaluation and Review of submission	LBE	Client			X												
		LBE	Legal				X											
		LBE	Procurement			X												
		LBE	Finance															
		STACE	PM	X														
		STACE	QS			X												
		ARUP	Designers				X											
		ARUP	Planning Consultant															
		ARUP	Engineers				X											
		KCA	Architects				X											
		Periscope	Landscape Architects				X											
		T&H	Legal Advisors				X											
		EY	Finacial Advisors															
		TBC	Contractor															

PROCUREMENT ROLES AND RESPONSIBILITY MATRIX																		
Task/Ref	Info/packages	Company	Discipline	Management	Lead	Advise	Review	Calcs	Design Intent	Schematics	Construction	As-built Information	Schedules	Performance	Full	Contractors Design Package (CDP)	Comments	
																		Documentation
12	Recommendation of preferred contractor	LBE	Client				X											
		LBE	Legal			X												
		LBE	Procurement			X												
		LBE	Finance															
		STACE	PM	X														Preparation of Stace Tender Reports
		STACE	QS			X												
		ARUP	Designers															
		ARUP	Planning Consultant															
		ARUP	Engineers															
		KCA	Architects															
		Periscope	Landscape Architects															
		T&H	Legal Advisors				X											
		EY	Finacial Advisors				X											
		TBC	Contractor															
13	Agreement to Recommended contractor	LBE	Client	X														To be signed off by LBE Cabinet
		LBE	Legal			X												
		LBE	Procurement			X												
		LBE	Finance															
		STACE	PM			X												
		STACE	QS			X												
		ARUP	Designers															
		ARUP	Planning Consultant															
		ARUP	Engineers															
		KCA	Architects															
		Periscope	Landscape Architects															
		T&H	Legal Advisors															
		EY	Finacial Advisors															
		TBC	Contractor															

PROCUREMENT ROLES AND RESPONSIBILITY MATRIX				Lead	Advise	Review	Calcs	Design Intent	Schematics	Construction	As-built Information	Schedules	Performance	Full	Contractors Design Package (CDP)				
Task/Ref	Info/packages	Company	Discipline	Management			Documentation									Comments			
14	Preparation of PCSA	LBE	Client			X													
		LBE	Legal		X														
		LBE	Procurement		X														
		LBE	Finance																
		STACE	PM		X														
		STACE	QS		X														
		ARUP	Designers																
		ARUP	Planning Consultant																
		ARUP	Engineers																
		KCA	Architects																
		Periscope	Landscape Architects																
		T&H	Legal Advisors		X														Draft PCSA Agreement
		EY	Finacial Advisors				X												
TBC	Contractor																		
15	Assessment of Contract Sum	LBE	Client			X													
		LBE	Legal			X													
		LBE	Procurement		X														
		LBE	Finance																
		STACE	PM		X														
		STACE	QS		X														
		ARUP	Designers				X												
		ARUP	Planning Consultant																
		ARUP	Engineers				X												
		KCA	Architects				X												
		Periscope	Landscape Architects																
		T&H	Legal Advisors																
		EY	Finacial Advisors				X												
TBC	Contractor			X															

PROCUREMENT ROLES AND RESPONSIBILITY MATRIX				Lead	Advise	Review	Calcs	Design Intent	Schematics	Construction	As-built Information	Schedules	Performance	Full	Contractors Design Package (CDP)	Comments		
Task/Ref	Info/packages	Company	Discipline	Management			Documentation											
16	Preparation of Contract	LBE	Client			X												
		LBE	Legal		X													
		LBE	Procurement		X													
		LBE	Finance			X												
		STACE	PM		X													
		STACE	QS		X													
		ARUP	Designers															
		ARUP	Planning Consultant															
		ARUP	Engineers															
		KCA	Architects															
		Periscope	Landscape Architects															
		T&H	Legal Advisors		X													
		EY	Finacial Advisors				X											
TBC	Contractor																	
17	Agreement to Contract	LBE	Client	X												To be signed off by LBE Cabinet		
		LBE	Legal		X													
		LBE	Procurement		X													
		LBE	Finance															
		STACE	PM		X													
		STACE	QS		X													
		ARUP	Designers															
		ARUP	Planning Consultant															
		ARUP	Engineers															
		KCA	Architects															
		Periscope	Landscape Architects															
		T&H	Legal Advisors															
		EY	Finacial Advisors															
TBC	Contractor				X													

PROCUREMENT ROLES AND RESPONSIBILITY MATRIX																		
Task/Ref	Info/packages	Company	Discipline	Management	Lead	Advise	Review	Calcs	Design Intent	Schematics	Construction	As-built Information	Schedules	Performance	Full	Contractors Design Package (CDP)	Comments	
																		Documentation
18	Administration of Contract	LBE	Client				X											
		LBE	Legal			X												
		LBE	Procurement															
		LBE	Finance															
		STACE	PM	X														
		STACE	QS			X												
		ARUP	Designers			X												Post Contract Appointment - Approval of Contractor Design
		ARUP	Planning Consultant															
		ARUP	Engineers			X												Post Contract Appointment - Approval of Contractor Design
		KCA	Architects			X												Post Contract Appointment - Approval of Contractor Design
		Periscope	Landscape Architects			X												Post Contract Appointment - Approval of Contractor Design
		T&H	Legal Advisors															
		EY	Finacial Advisors															
		TBC	Contractor			X												