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

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.

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
ТВС	Contractor

PROCURE	MENT ROLES AND RESPONSIBILITY	MATRIX		þt	Advise	Review		Design Intent	Schematics	Construction	As-built Information		Performance	Full	Contractors Design Package (CDP)	
				Lead	Ad	Re	Calcs		Drav	vings		Schedules	S	pecific	ation	
Task/Ref	Info/packages	Company	Discipline	Ma	nagen	nent				Do	cumer	ntation				Comments
1	Engineering Design	LBE	Client			Х										
		LBE	Legal													
		LBE	Procurement													
		LBE	Finance													
		STACE	PM			Х										
		STACE	QS		Х											
		ARUP	Designers	Х				Х					Х			
		ARUP	Planning Consultant			Х										
		ARUP	Engineers		Х			Х					Х			
		KCA	Architects		Х			Х					Х			
		Periscope	Landscape Architects													
		T&H	Legal Advisors													
		EY	Finacial Advisors													
		TBC	Contractor						Х	Х	Х			Х	Х	

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PROCURE	MENT ROLES AND RESPONSIBILITY MA	ATRIX		Lead	Advise	Review	Calcs	Design Intent	Schematics	s Construction	As-built Information	Schedules	Performance	necific	Contractors Design Package (CDP)	
Task/Ref	Info/packages	Company	Discipline		nagem		Cuics		2.0		ocume	ntation				Comments
2	Architectural Design	LBE	Client			Х				1						
		LBE	Legal													
		LBE	Procurement													
		LBE	Finance													
		STACE	PM			Х										
		STACE	QS		Х											
		ARUP	Designers		Х			Х					Х			
		ARUP	Planning Consultant			Х										
		ARUP	Engineers	Х				Χ					Х			
		KCA	Architects		Х			Χ					Х			
		Periscope	Landscape Architects													
		T&H	Legal Advisors													
		EY	Finacial Advisors													
		TBC	Contractor						Х	Х	Х			Х	Х	
3	Landscape Design	LBE	Client			Х					<u> </u>					
		LBE	Legal													
		LBE	Procurement													
		LBE	Finance													
		STACE	PM		,,	Х					-					
		STACE	QS		X			\								
		ARUP	Designers		Х	,,		Х					Х			
		ARUP	Planning Consultant			Х										
		ARUP	Engineers		Х			Х					Х			
		KCA	Architects		Х			Х					Х			
		Periscope	Landscape Architects	Х												
		T&H	Legal Advisors													
		EY	Finacial Advisors													
		TBC	Contractor						Х	Х	Х			Х	Х	



PROCURE	MENT ROLES AND RESPONSIBILITY MA	.TRIX		Lead	Advise	Review		Design Intent	Schematics	Construction	As-built Information		Performance	Full	Contractors Design Package (CDP)	
Task/Ref	Info/packages	Company	Discipline		_ ĕ nagem		Calcs		Draw			Schedules ntation	Sp	oecific	ation	Comments
					- 0											
		1	ı						1		1 1					
4	Planning Application	LBE	Client			Х										
		LBE	Legal			Х										
		LBE	Procurement													
			Finance													
		STACE	PM			Х										
		STACE	QS													
		ARUP	Designers		Х											
		ARUP	Planning Consultant	Х												
		ARUP	Engineers		Х											
		KCA	Architects		Х											
		Periscope	Landscape Architects		Х											
		T&H	Legal Advisors			Х										
		EY	Finacial Advisors													
		TBC	Contractor		<u> </u>			<u> </u>								
5	Programme	LBE	Client		Х				Π		П					
		LBE	Legal			Х										
		LBE	Procurement			X										
		LBE	Finance			-										
		STACE	PM	Χ												
		STACE	QS													
		ARUP	Designers		Х											
		ARUP	Planning Consultant		Х											
			Engineers		Х											
		KCA	Architects		Х											
		Periscope	Landscape Architects		X						 					
		T&H	Legal Advisors								\vdash					
		EY	Finacial Advisors								\vdash					
											\vdash					
		TBC	Contractor													



PROCURE	MENT ROLES AND RESPONSIBILITY MA	ATRIX		Lead	Advise	Review		Design Intent	Schematics	Construction	As-built Information		Performance	Full	Contractors Design Package (CDP)	
Task/Ref	 Info/packages	Company	Discipline				Calcs		Draw			Schedules ntation	5	oecific	ation	Comments
Task/ Net	ппо/раскадез	Company	Discipline	IVIA	nagem	ent				DC	cumer	itation				Comments
4	Procurement Method	LBE	Client		Х											LBE to have final decision on procurement route
		LBE	Legal		Х											Input required for DAR
		LBE	Procurement		Х											Input required for DAR
		LBE	Finance													
		STACE	PM	Х												Procurement Recommendation to be prepared
		STACE	QS		Х											Input required for DAR
		ARUP	Designers													
		ARUP	Planning Consultant													
		ARUP	Engineers													
		KCA	Architects													
		Periscope	Landscape Architects													
		T&H	Legal Advisors		Х											Advise on EU Regulations
		EY	Finacial Advisors		Х											
		TBC	Contractor													
6	Procurement Documentation	LBE	Client			Х										
		LBE	Legal			Х										Draft Contract Documents
		LBE	Procurement		Х											Prepare SQQ and ITPD
		LBE	Finance			Χ										
		STACE	PM	Х												Review SQQ and ITT and draft technical scopes
		STACE	QS		Х											
		ARUP	Designers		Х											
		ARUP	Planning Consultant													
		ARUP	Engineers		Х											
		KCA	Architects		Х											
		Periscope	Landscape Architects		Х											
		T&H	Legal Advisors			Х										ITPD and PCSA draft
		EY	Finacial Advisors		Х											
		TBC	Contractor													



PROCUREN	MENT ROLES AND RESPONSIBILITY MA		Lead	Advise	Review	Calcs	Design Intent	Schematics	sa Construction	As-built Information	Schedules	Performance	ecific	Contractors Design		
Task/Ref	 Info/packages	Company	Discipline		nagem		Calcs		Diaw			ntation	اد	респіс	ation	Comments
rasiqne	o/packages	Company	Discipline													- Comments
- la	Salvada Formania	line	Clina	Ī	I	V		I	1 1		T	Г		· ·		
7 C	Contractor Engagement	LBE	Client			Х										
		LBE	Legal		X				\vdash		-			\vdash		
		LBE	Procurement		_ ^											
		LBE	Finance	V					\vdash		 			\vdash		
		STACE	PM	Х	v				\vdash		 			\vdash		
		STACE ARUP	QS Designers		Х	Х										
		ARUP	Planning Consultant			X										
		ARUP	Engineers													
		KCA	Architects		 	Х										
		Periscope	Landscape Architects		Х											
		T&H	Legal Advisors		_ ^						-			\vdash		
		EY	Finacial Advisors			Х										
		ТВС	Contractor									<u> </u>				
8 S	election Questionnaire	LBE	Client			Х					П			П		
		LBE	Legal		Х											
		LBE	Procurement	Х												Prepare SQ
		LBE	Finance	<u> </u>		Х			$\vdash \vdash \vdash$							15
		STACE	PM		Х											
		STACE	QS		X						 					
		ARUP	Designers													
		ARUP	Planning Consultant													
			Engineers	<u> </u>												
			Architects													
		Periscope	Landscape Architects													
		T&H	Legal Advisors		Х											
		EY	Finacial Advisors		Х											
		TBC	Contractor	 												



Task/Ref Info/packages Company Discipline Management Documentation 9 SQ evaluation and Contractor Shortlist Recomme LBE Legal X X DEBE Procurement X DEBE Finance X X DEBE Finance X X DEBE STACE PM X DEBE STACE PB STA	Comments Co-ordinate and collect comments and assessment scores including construction line
9 SQ evaluation and Contractor Shortlist Recomme LBE Client X X Image: Contractor Shortlist Recomme LBE Client X X Image: Contractor Shortlist Recomme LBE LEBE Legal X Image: Contractor Shortlist Recomme LEBE LEBE Legal X Image: Contractor Shortlist Recomme LEBE LEBE Legal X Image: Contractor Shortlist Recomme LEBE Legal X Image: Contractor Shortlist Recomme X	Co-ordinate and collect comments and assessment scores
LBE Legal X	
LBE Legal X	
LBE Legal X	
LBE Procurement X X LBE Finance X X STACE PM X X STACE QS X X ARUP Designers X X ARUP Planning Consultant X X ARUP Engineers X X KCA Architects X X	
LBE Frocurement X .	
STACE PM X	
STACE QS X Image: Consultant of the consultant	
ARUP Designers X Image: Consultant of the cons	
ARUP Planning Consultant X ARUP Engineers X KCA Architects X	
ARUP Engineers X X S S S S S S S S S S S S S S S S S	
KCA Architects X	
Periscone Landscape Architects X X	
renscope fundacupe Architecto	
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 S S S S S S S S S S S S S S S S S S S	
KCA Architects X T&H Legal Advisors X	
EY Finacial Advisors	



PROCURE	MENT ROLES AND RESPONSIBILITY MA	TRIX		Lead	Advise	Review		Design Intent	Schematics	Construction	As-built Information		Performance	Full	Contractors Design Package (CDP)	
Took/Dof	lufa /waaka aaa	Company	Dissipling				Calcs		Draw			Schedules	Sp	pecific	ation	Commonte
Task/Ref	Info/packages	Company	Discipline	IVId	nagem	ent				DC	Jeumer	ntation				Comments
11	Competitive Dialogue	LBE	Client		Х									П		
		LBE	Legal			Χ										
		LBE	Procurement		Х											
		LBE	Finance													
		STACE	PM	Х												
		STACE	QS		Х											
		ARUP	Designers			Х										
		ARUP	Planning Consultant													
		ARUP	Engineers			Χ										
		KCA	Architects			Х										
		Periscope	Landscape Architects			Х										
		T&H	Legal Advisors		Х											
		EY	Finacial Advisors			Х										
		TBC	Contractor													
		T	ı	ı			ı									
11	Tender Evaluation and Review of submission	LBE	Client		Х											
		LBE	Legal			Х										
		LBE	Procurement		Х											
		LBE	Finance													
		STACE	PM	Х												
		STACE	QS		Х	,,										
		ARUP	Designers			Х					-					
		ARUP	Planning Consultant													
		ARUP	Engineers			Х										
		KCA	Architects			Х										
		Periscope	Landscape Architects			Х										
		T&H	Legal Advisors			Х										
		EY	Finacial Advisors													
		TBC	Contractor													



PROCURE	MENT ROLES AND RESPONSIBILITY M	ATRIX		Lead	Advise	Review		Design Intent	Schematics	Construction	As-built Information		Performance	Full	Contractors Design Package (CDP)	
Task/Ref	Info/packages	Company	Discipline		∢ nagem		Calcs		Draw			Schedules ntation	3	Jecino	ation	Comments
12	Recommendation of preferred contractor	LBE	Client	I		Х		l								
	-	LBE	Legal		Х											
		LBE	Procurement		Х											
		LBE	Finance													
		STACE	PM	Х												Preparation of Stace Tender Reports
		STACE	QS		Х											
		ARUP	Designers													
		ARUP	Planning Consultant													
		ARUP	Engineers													
		KCA	Architects													
		Periscope	Landscape Architects													
		T&H	Legal Advisors			Х										
		EY	Finacial Advisors			Х										
		ТВС	Contractor													
13	Agreement to Recommended contractor	LBE	Client	Х												To be signed off by LBE Cabinet
		LBE	Legal		Х											
		LBE	Procurement		Х											
		LBE	Finance													
		STACE	PM		Х											
		STACE	QS		Х											
		ARUP	Designers													
		ARUP	Planning Consultant													
		ARUP	Engineers													
		KCA	Architects													
		Periscope	Landscape Architects													
		T&H	Legal Advisors													
		EY	Finacial Advisors													
		TBC	Contractor													



PROCURE	MENT ROLES AND RESPONSIBILITY MA	ATRIX		Lead	Advise	Review		Design Intent	Schematics	Construction	As-built Information		Performance	Full	Contractors Design Package (CDP)	
T1/D-5	lafa farada a sa	C	District.				Calcs		Draw			Schedules	Sp	oecific	ation	Comments
Task/Ref	Info/packages	Company	Discipline	IVId	nagem	ient				DC	ocumer	ntation				Comments
14	Preparation of PCSA	LBE	Client			Х										
		LBE	Legal		Х											
		LBE	Procurement		Х											
		LBE	Finance													
		STACE	PM		Х											
		STACE	QS		Х											
		ARUP	Designers													
		ARUP	Planning Consultant													
		ARUP	Engineers													
		KCA	Architects													
		Periscope	Landscape Architects													
		T&H	Legal Advisors	Х												Draft PCSA Agreement
		EY	Finacial Advisors			Х										
		TBC	Contractor													
15	Assessment of Contract Sum	LBE	Client			Х										
		LBE	Legal			Х										
		LBE	Procurement		Х											
		LBE	Finance													
		STACE	PM		Х											
		STACE	QS	Х												
		ARUP	Designers			Х										
		ARUP	Planning Consultant													
		ARUP	Engineers			Х										
		KCA	Architects			Х										
		Periscope	Landscape Architects													
		T&H	Legal Advisors													
		EY	Finacial Advisors			Х										
		TBC	Contractor		Х											



PROCURE	MENT ROLES AND RESPONSIBILITY MA	.TRIX		Lead	Advise	Review		Design Intent	Schematics	Construction	As-built Information		Performance	Full	Contractors Design Package (CDP)	
T1/D-f	lufa (na sha sa	6	Dissiplies				Calcs		Draw			Schedules	Sţ	pecific	ation	Commonto
Task/Ref	Info/packages	Company	Discipline	IVId	nagem	lent				DC	Jeumei	ntation				Comments
16	Preparation of Contract	LBE	Client			Х										
		LBE	Legal		Х											
		LBE	Procurement		Х											
		LBE	Finance			Х										
		STACE	PM		Х											
		STACE	QS		Х											
		ARUP	Designers													
		ARUP	Planning Consultant													
		ARUP	Engineers													
		KCA	Architects													
		Periscope	Landscape Architects													
		T&H	Legal Advisors	Х												
		EY	Finacial Advisors			Х										
		ТВС	Contractor													
17	Agreement to Contract	LBE	Client	Х												To be signed off by LBE Cabinet
		LBE	Legal		Х											
		LBE	Procurement		Х											
		LBE	Finance													
		STACE	PM		Х											
		STACE	QS		Х											
		ARUP	Designers													
		ARUP	Planning Consultant													
		ARUP	Engineers													
		KCA	Architects													
		Periscope	Landscape Architects													
		T&H	Legal Advisors													
		EY	Finacial Advisors													
		TBC	Contractor		Х											



PROCUREMENT ROLES AND RESPONSIBILITY MATRIX				Lead	Lead Advise Review	Calcs	Design Intent	Schematics	Construction	As-built Information	Schedules	Performance	Har.	Contractors Design		
Task/Ref	sk/Ref Info/packages Company Discipline				nagen		Calcs Drawings Schedules Specificat Documentation						اد	ation	Comments	
18	Administration of Contract	LBE	Client			Х										
		LBE	Legal		Х											
		LBE	Procurement													
			Finance													
		STACE	PM	Х												
		STACE	QS		Х											
		ARUP	Designers		Х											Post Contract Appointment - Approval of Contractor Design
		ARUP	Planning Consultant													
		ARUP	Engineers		Х											Post Contract Appointment - Approval of Contractor Design
		KCA	Architects		Х											Post Contract Appointment - Approval of Contractor Design
		Periscope	Landscape Architects		Х											Post Contract Appointment - Approval of Contractor Design
		T&H	Legal Advisors													
		EY	Finacial Advisors													
		TBC	Contractor		Х											