

JOB DESCRIPTION OF ARCHITECTURAL CONSULTANT

CONCEPT DESIGN

- Examine site constraints & potential; prepare report on site evaluation, state of existing buildings, if any; and analysis and impact of existing and/ or proposed development on its immediate environs.
- Prepare drawings and documents to get done the detailed survey and soil investigation at the site of the project.
- Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and / or proposed development on its immediate environs.
- Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis.

PRELIMINARY DESIGN AND DRAWINGS

- Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, study model, etc., for approval along with preliminary estimate of cost on area basis.

DRAWINGS FOR STATUTORY APPROVALS

- Prepare drawings necessary for statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist in obtaining the statutory approvals thereof.

WORKING DRAWINGS AND TENDER DOCUMENTS

- Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.

APPOINTMENT OF CONTRACTORS

- Prepare tender document, analyse tenders; advise on appointment of contractors.

CONSTRUCTION

- Prepare and issue working drawings and details for proper execution of works during construction.

- Approve samples of various elements and components.
- Check and approve shop drawings submitted by the contractor/ vendors.
- Visit the site of work, at intervals, to inspect and evaluate the Construction Works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep informed and render advice on actions, if required.
- Issue Certificate of Virtual Completion of works.

COMPLETION

- Prepare and submit completion reports and drawings for the project as required for obtaining "Completion/ Occupancy Certificate" from the statutory authorities.