APPENDICES

These Appendices form part of the Agreement.

**GENERAL AREA TABULATION**

**BOH** – 1 316.8 sq.m. (Includes Kitchen area - 70 sq.m.)

**FOH** – 1 303.9 sq.m. (Includes guestroom corridor area - 408 sq.m.)

**111 Hotel Rooms** – 2 399 sq.m. (On 2-9 Floors)

**Scope of Services**

PHASE 1|CONCEPT DESIGN

*Scope*

* + - Confirm design deliverables plan.
    - Prepare Outline Design Brief and Tender Brief.
    - Visit site to inspect the location of the development.
    - Consider requirements of maintenance, facility management, and products.
    - Meet with Architect/Kitchen Designer to be briefed on the current scheme plans, operation, function, and

layout. Assess the parameters and constraints of the building to ensure that the kitchen brief will ultimately correspond with these factors.

* + - Meet with the ----------------------------------------------- Team to develop an overall understanding of the Kitchen concepts and operations.
    - Meet with the MEP Consultant and establish current design principles and any constraints/parameters which may affect the Kitchen and Waste design. (As part of initial meeting)
    - Receive an Operational Brief from Operator. The document should include the following:
      * Descriptions of food and beverage concepts and methods of operation
      * Styles of service
      * Service volumes
      * Food purchasing and production systems
      * Hours of operation
      * F&B staff numbers
      * Foodservice systems
    - Attend a meeting with --------------------------------- Food and Beverage Development Team to review the briefing document and ask supplementary questions to ensure a full and overall understanding of the Food and Beverage concepts and operations. (As part of initial meeting)
    - Review the existing blocking layouts for all Food, Beverageareas and where appropriate make changes to ensure layouts correspond with operator’s requirements.
    - Receive frozen blocking layouts.
    - Receive sign off of stage.
    - Prepare review list of operation areas and functions.
* Review each operation's functions for deficiencies
* Evaluate existing/proposed methods of food and beverage handling, staging, storage, prep cooking, holding, chilling, thermalization, re-storage for future use, reconstituting/reheating, and method of holding, delivery, and serving.
* Review existing plans, if available. Compare with recommendations.
* Make recommendations on changes to meet revised service function and menu.
* Review budget. Prepare preliminary budget estimate.
* Prepare design program detailing the activities and inputs necessary to meet the project timeline requirements and work with the Design Team to coordinate program with other disciplines.

*Deliverables*

* Contributions to:
  + Monthly Report.
  + Design Presentation.
* Prepare End of Stage Kitchen Report.
* Define building design standards and criteria.
* Kitchen Concept Report highlighting:
  + Key issues.
  + Necessary design parameters.
  + Analysis of Initial Briefing Material and Stakeholder requirements.
* Drawings List.
* Kitchen Strategy with narrative text & diagrams.
* Illustrative plan drawings.
* Concept illustrations and visualizations.
* Control strategy narrative.
* Design program.

PHASE 2|SCHEMATIC DESIGN

*Scope*

* + - Prepare schematic layout that will be able to support the menu and handle the volume expected.
    - Compare with existing layout, showing recommended changes.
    - Incorporate full scope and function of the operation and support areas.
    - Layout function and flow.
    - Begin list of new, owner-vendor, and existing foodservice equipment (to be designed into drawings).
    - Review budget for furniture, fixtures, equipment, and related items.
    - Review with architect, owner/developer, and/or owner/developer representative.
    - Revise as required to create final schematic drawing and equipment list.
    - Assist in providing a cost estimate summary from Phase 2: Schematic Design.

*Deliverables*

* + - Drawings List.
    - Contributions to:
    - Monthly Report.
    - Design Presentation.
    - Prepare End of Stage Kitchen Report
    - Kitchen strategy with narrative text & diagrams.
    - Kitchen schedule and applicable FF&E.
    - Schematic layout drawings.

PHASE 3| DESIGN DEVELOPMENT

*Scope*

* + - Provide advice to the Design Team on kitchen aspects of the proposed designs and discuss compliance with the design parameters as set down in the Concept Design stage.
    - Begin equipment list and utility schedule for engineers.
    - Compile package of cut sheets on foodservice/kitchen equipment.
    - Conduct preliminary meetings with engineers and contractors to review requirements/scope.
    - Revise budget for foodservice/kitchen equipment as required.
    - Review with architect, owner/developer, and/or owner/developer representative including where applicable site meeting.
    - Revise as required to prepare for final contract documents.

*Deliverables*

* + - Drawings List.
    - Kitchen Strategy Report.
    - Contributions to:
    - Monthly Report.
    - Design Presentation.
    - Prepare End of Stage Kitchen Report.
    - Kitchen Schedule and Fixtures.
    - Mock ups & sample schedules – visual.
    - Mock ups & sample schedules – technical.
    - List of Long Lead Materials.
    - Review Kitchen fit-out.
    - Plan layout drawings.
    - Section layout drawings.
    - Kitchen design report, including but not limited to:
    - Strategy narrative text & diagrams.
    - Design details.
    - Performance specification.
    - Equipment
    - Schedules.

PHASE 4| EMPLOYER’S REQUIREMENTS

*Scope*

- Once a concept plan has been approved by the Project / Construction Manager, the kitchen consultant will write foodservice equipment / kitchen, furniture, specifications on each piece of equipment to insure required options are supplied and incorporated into architectural / construction documents.

* Review the design and drawings with the Project / Construction Manager and make required changes to plans to meet mechanical, structural, and engineering requirements.
* Make required changes to equipment specifications, to meet mechanical, structural, and engineering requirements.
* Prepare final foodservice / kitchen drawings & layouts for incorporation into architectural / construction documents.
* Prepare final foodservice equipment / kitchen furniture utility schedule, showing source and utility requirements for each piece of equipment, for incorporation into architectural / engineering /construction documents.
* Final review with architect, engineers, contractor, owner/developer, and/or owner/developer representative.
* Review programme for submission to manufacture, installation and construction information to meet needs of procurement, pre-installation testing, and Construction Contract Requirements.
* Provide information required to clarify production information drawings and specifications.
* Receive and review of manufacture, installation and construction information for general conformity with production information. Comment on implications. Consider the need for amendments and resubmission for further review and issue comments.
* Advise on need to amend production information. Advise on implications. Receive advice on impact of changes on the Project Definition.
* Advise on Contractor’s proposals relating to elements of Works to be designed by Contractor.
* Receive and review samples of materials, components and assemblies for general conformity with Construction Contract Requirements and on need for amendments and resubmissions for review and issue comments.
* Comment on Contractor’s method statements insofar as they reflect on design intent for Works.
* Attend and chair meetings as required and agreed.
* Advise on need for instructions relating to manufacture, installation and construction information.
* Advise on need for special inspections or tests during construction.
* Note periodic cost reports.
* Advise on Contractor’s entitlement to payments in respect of preparation of manufacture, installation and construction Information for Works.
* Monitor progress with completion of manufacture, installation and construction information.
* Witness final testing to demonstrate performance of materials, equipment, components and assemblies.
* Review of operation and maintenance manuals for components and systems, record drawings and schedules of design criteria of Works as constructed, for general conformity with Construction Contract Requirements and completeness.
* Update production information, general arrangement drawing and schedules, incorporating changes instructed during construction.
* Review of design information for Health and Safety file on risks in use, cleaning, maintenance and subsequent construction.
* Final review of plans, including foodservice/kitchen area and engineering documents.
* Review that equipment spacing and utilities requirements are shown where required.
* Final budget review. (Does not include an independent pre-bid analysis.)

*Deliverables*

* Drawings List.
* Kitchen Package.
* Construction Documentation Details, Schedule, Final Specifications, Final Calculations in coordination with all other disciplines.
* Plan layout drawings
* Section layout drawings
* Kitchen design report, including:
  + Strategy narrative text & diagrams.
  + Performance specification.
  + Equipment schedules.
  + Quantities schedule.

PHASE 5| TENDER & CONSTRUCTION ADMINISTRATION

*Scope*

* Attend 1 on-site pre-bid conference, addressing questions/problems that arise.
* Review written requests for substitutions & clarifications.
* Attend bid opening, and review bids from suppliers with owner/developer, and/or owner/developer representative.
* Assist the Project / Construction Manager in bidding the project.
* Review of shop drawings, site visits to review the progress of the works and general conformance to the contract drawings, a substantial and final completion inspection and review of the contractor’s pay application.
* Site visit and inspection of the works.
* Completion works, include final inspection. A final report would be submitted for the Client's attention.
* Supply and install foodservice equipment.
* Negotiate changes to lower cost of equipment.
* Coordinate with architect, general contractors, sub-contractors and owner/developer, and/or owner/developer representative.
* Check submittals for compliance.
* Attend site meetings during construction of project.
* Hold 1 pre-final inspection

*Deliverables*

* Prepare and issue addenda, design and document integrations over the course of construction as may be required.