**HOLIDAY INN EXPRESS**

**GENERAL AREA TABULATION**

**BOH** – 1316.8 sq.m.

**FOH** – 1303.9 sq.m. (Includes Guestroom Corridors – 408 sq.m.)

**111 Hotel Rooms** – 2399 sq.m. (On 2-9 Floors)

**APPENDICES**

These Appendices form part of the Agreement.

**Appendix 1: Scope of Services**

***Areas***

ID Design to cover the following areas:

**HOTEL**

• FOH

• Public Areas

• Reception and Lobby

• All Day Dining / Lounge bar

• Conference Reception/lobby/ buffet

• Meeting Rooms -

• Public Circulation spaces

• Public WCs Guest Accommodation

• Public terraces

• Guest Rooms (Mix to be agreed with operator)

• Guestroom corridors and lift lobbies

• BOH (FF&E /finishing) – Staff Rooms/ Offices / Kitchen/ HK / BOH Corridors / Staircases and etc.

• Mock-up rooms

***Format:***

The work will be based upon/superimposed onto current CAD drawings of the building provided by the Architect or Client. Drawings, schedules and specifications will be issued electronically in a format to be agreed with the design team by being periodically uploaded to our ftp site or to the document control system adopted for

the project. The cost of printing issued documentation to be included within this fee.

***Scope of Works***

*PHASE 1 – ASSESSMENT OF EXISTING DESIGN / CONCEPT DESIGN PREPARATION*   
Make an observation visit to the Project site with:

• General orientation and familiarization;

• Review applicable existing requirements, including drawings of existing conditions, adjacent

Developments.

• Review the Design Brief, site survey, and other site data furnished by the Client to ascertain the   
requirements of the Project.

• Work closely with the Client, Project Manager to generally define the Design Brief and refine the basic   
size & character of the individual Project components, including guestrooms, public spaces,   
convention facilities, food & beverage outlets, leisure & entertainment, back-of-the house areas and   
car park facilities.

• Prepare and coordinate with the Client, Project Manager, a written preliminary Design Brief for   
the Project that includes:

o basic area tabulations,

o relationship and adjacencies of the Project components.

o descriptions of basic design goals and objectives.

Based on the assembled data and the Client's established Design Brief prepare the Concept Design Package for the Project, including conceptual layouts in sketch form indicating:

o location, placement and relationships of the proposed Project components,

o site ingress and egress,

• Conduct a presentation of the Design Brief / Concept Design Package to the Client, Project Manager,   
Hotel Operator (if selected), and the other members of the Design Team for purposes of   
selecting one (1) scheme to develop.

Concept Design deliverables are to include:

• Preliminary written description to describe the design intent of the project components.

• Block Diagrams

• Perspective sketches to illustrate the proposed interior character

• Schedule of room mix on each level including, area, room numbering

• FF&E Strategy and style direction

• Sketch concept layout plans of key areas

• Mood Boards references

• Concept design report

*PHASE II – SCHEMATIC DESIGN*

Based upon the Clients' and PM review, comments, and written approval of Concept Design Package, the Consultant shall proceed with Schematic Design. This phase of work will focus on integrating all   
Project requirements into the work. During this phase The Consultant shall:

• Attend a Kick-Off Meeting meet with the Owner, and Project Manager to:

o review Owners requirements vs Concept Design;

o Assist in the selection of and meet with other members of the Design Team, including

the Structural/Civil Engineer, Architect , Kitchen consultant, Acoustical consultant, MEP   
consultant, Fire Life Safety Consultant, Lighting Consultant, Graphic Designer, Vertical   
Transportation Consultant, and others applicable.

• Revise the Concept Design drawings to accommodate comments made by the Client, Project   
manager or any governmental, municipal authorities or/and public authorities;

• Prepare typical floor plans levels at an appropriate scale, including:   
o Typical Floor Plans

o All Public Floor Plans

o BOH Area Plans

• Prepare preliminary finish schedules to depict floor, wall, and ceiling finishes for the Back-of   
the- House areas consistent with the Operator's standards.

• Prepare area tabulations for net & gross building area calculations.

• Liaise with the Mechanical / Electrical / Plumbing Engineer in order that they can verify and confirm (in interior space)

o design intent,

o major equipment sizes, and coordination

o necessary space allocations for distribution and plant rooms throughout the Project.

• Coordinate the Schematic Design with Architect, MEP Consultant, Acoustic Consultant, Lighting   
Consultant, Vertical Transportation Consultant, Kitchen Consultant and Fire Life Safety Consultant.

• Review the Schematic Design drawings with the Project Manager and the Client's Quantity   
Surveyor for the purposes of establishing construction methods, project budget, and verifying

construction schedule.

• Provide information to other consultants for the preparation of the cost estimate.

Schematic Design deliverables are to include (as for public areas as BOH):

• Written description to describe the finish design intent.

• Master Plan (Entrance, Lobby)

• Schematic floor plans for all areas,

• Reflected ceiling plans on all areas

• Wall partition types

• Room data schedule

• Preliminary finish floor Pattern

• Preliminary sanitary equipment schedule

• Computer generated images (CGI) of the project.

• Based on the approved concept plans, confirmed design direction and confirmation from the

Client’s Cost Consultant, Operator and Purchasing Agent that our proposals are achievable with in   
budget, liaise with the Design Team.

• Guest Room floors ( Mix to be agreed with operator)

ASGI perspective rendering of:

• Reception and lobby

• All Day Dining

• Mock-up rooms

• (2) Different Room Type - Standard and disabled rooms

• Public WCs

• Meeting rooms

SCHEMATIC Design deliverables are to include (as for public areas as BOH):

:

• Schematic Floor plans and area calculations

• Schematic Furniture Layout

• Schematic elevations for engineering services

• Graphics of Room types

• Calculation of rooms and apartment areas

• Cad Plans of all above mentioned areas

• Cad Sections of all above mentioned areas

• Amount and types of furniture

• Preliminary agreements with other members of the Design Team

• Amounts of doors

• Schematic drawings of required window zones (in cooperation with façade engineers)

This Phase will be considered complete on receipt of general approval of the proposals presented. Minor amendments/adjustments to the schemes arising from the presentation will be carried forward and in corporate in the design development of the following phase.

*PHASE III – DESIGN DEVELOPMENT* STEP I & STEP II

Based on the Clients’, PM review and written approval of the Schematic Design documents and their   
authorization to proceed with Design Development for the Project, the Consultant shall:

• Amend, update and develop the drawings and documents to accommodate the Client comments   
received on the approved Schematic Design documents.

• Coordinate the continued input of the Structural and MEP Engineers into the Design Development   
drawings Coordinate with Architect, MEP Consultant, Acoustic Consultant, Lighting Consultant,

Vertical Transportation Consultant, Kitchen Consultant and Fire Life Safety Consultant.

• Review the Design Development drawings with the Client's Project Manager and Quantity Surveyor for

the purposes of finalizing fit-out & finishes techniques, Project Budget.

• Further develop all approved systems and methodology already confirmed with Project manager

and Client in all aspects of the project. Coordinate with all other disciplines as required.

**Mock-up Guestroom & Section of Corridor** - Within 3 weeks of Phase III step 1.

Based upon the approved concepts for the standard guestroom, Consultant to develop the design, co-ordinate   
fully with other members of the project team and prepare design documentation. The design development and   
documentation production of the model room shall progress independently and in advance of the general design schedule for the guestrooms and suites. Should this not be the case and the development and documentation   
packages of the remaining guestrooms and suites need to be amended once the model room is complete on site and reviewed, these amendments will be incorporated in overall design.

o Model guestroom and adjacent section of corridor documentation

o Co-ordinated general arrangement plans indicating and setting out floor finishes, ceiling and

lighting layouts, positions of low level electrics and the layout of the FF&E.

o Typical elevations of the bedroom, and bathroom indicating the positions of visible

electromechanical fittings.

o Typical profiles of ceilings, moldings and hard finishes as appropriate.

o Typical profiles and details of door types, fixed cabinet work and other joinery (millwork) items.

o Finishes schedule for hard finishes, paintwork and joinery.

o Selection and specification of sanitary-ware.

o Selection of decorative ironmongery.

o Electronic “Control Books” for the FF&E, published to a dedicated secure web site in sufficient

detail to enable the Purchasing Agent to determine accurate costs and proceed with the   
purchasing. The book will describe the FF&E scheme by way of specifications,   
illustrations/samples of each item of furniture, accessories, decorations, decorative light fittings,   
fabrics trimmings, carpets and rugs etc. Each item will be coded and cross referenced to the   
FF&E layout plan.’

o 3 sets of drawings & specifications.

o Additional color renderings, if required by the Owner and/or Operator, can be prepared

after the general design approach is confirmed. These color renderings are an additional cost   
and are not included in this fee proposal.

o Elevations at this stage will only be prepared for areas listed above for CGIs. Vignettes or   
colored elevations/sections will not be prepared unless other wise mutually agreed.

In parallel to this exercise consultant shall co-ordinate our proposals with other consultants on the   
project team, prepare a preliminary indicative FF&E budget, a preliminary indicative schedule of proposed finishes and provide further assistance, applicable to the Interior Design, to the Client’s Cost Consultant for the refinement the estimated budget for the project.

The presentation of the model rooms shall progress in dependently and in advance of the general   
schedule if appropriate.

o Public areas

o Layout plans to an appropriate scale indicating floor finishes and furniture arrangements.

o Color boards of each main area to illustrate samples of finishes, materials, colors,

fabrics and principal furniture selections.

Design Development deliverables are to include (as for public areas as BOH):

:

• Written description to describe the design intent of the project (provide an update narrative)

• Floor of all levels.

• Reflected Ceiling of all levels (indicating lighting, levels any transfers and level differences)

• Prepare material sample boards of proposed interior finishes and colors.

• Internal door schedule

• Room data sheets on entire building

• Goods and passenger lift details, elevations, and typical details. Various scales

• Prepare further details as required to accurately describe the exterior and interior elements of the interior.

Various scales.

• Detailed Area Schedule

• Outline sanitary-ware schedules.

• Interior details, sample boards coordinated with Clients team . Various scales

• Outline Schedule of finishes for all areas.

• Outline Ironmongery/hardware schedules

• Detailed fire life safety compliance

• Disability compliance. Handicapped accessibility for entire building

• Computer generated images (CGI) of the project. Update to reflect final changes

• List of finishing materials & specifications

• List of FF&E & specifications

• List of internal lighting & lighting controls materials & specifications

• OS&E design guidelines

• Full specification list including all the components of the project related to Rooms scope of works

• Typical elevations where not already covered by Model room package.

• Typical profiles of additional fixed cabinet work and other joinery (millwork) items for the Suites.

• Finishes Schedule for the Suites.

• Co-ordinated general arrangement plans at an appropriate scale indicating and setting out floor and ceiling

layouts, finishes, positions of low level electrics and the layout of the FF&E.

• Typical elevations/sections of major areas and elements at the appropriate scale indicating the positions of

visible electromechanical fittings.

• Typical profiles for ceilings, mouldings and hard finishes as appropriate.

• Typical profiles and details of door types, fixed cabinet work and other joinery (millwork) items.

• Details of fixed decorative elements.

• Finishes schedule and 1 set of control samples of a maximum size of A5.

This phase of work is to develop the approved design of the interior with the other consultants and confirm the   
costs of the project with the Client’s Cost Consultant. Based upon the approved concepts of the above packages of work, consultant shall develop the concept design, co-ordinate fully with other members of the project team and prepare design development documentation.

The consultant to co-ordinate designs with the other members of the team however, the Architect will retain   
overall responsibility for the architectural details of any components or finishes fixed or attached to the structure and main fabric of the building, compliance with Local Regulations, relevant Life Safety and Building Codes and other technical performance requirements.

Coordinated general arrangement plans indicating and setting out floor and ceiling layouts, finishes positions of   
low level electrics and the layout of the FF&E for the different room types. (N.B. Due to the limited amount of   
information available at this time, consultant have included for up to a maximum of 3 variations in   
layout to the each type of accommodation and apartments.

*FF&E Documentation*

Consultant to prepare and describe the FF&E schemes containing specifications, illustrations/samples of each item of furniture, decorations, decorative light fittings, fabrics trimmings, carpets and rugs etc. Each

item will be coded and cross-referenced to the FF&E layout plans and a hard copy of material swatches and

finish samples will be provided to complement the electronic books.

Provided that the selection is within budget, supplementary involvement due to contract over run and/or   
additional suppliers/manufacturers being introduced by the Purchasing Agent resulting in additional   
liaison/approval of drawings and samples, etc., is an additional cost and is not included within this fee proposal. Consultant to provide a matrix per area showing the quantities of each piece of furniture, lighting and

accessories.

Where appropriate consultant to provide estimated guidelines for quantities of plain upholstery fabrics

will be shown for budget purposes only. Please note that this does not include the curtains and carpet and it will be the responsibility of the Purchasing Agent to finalise the quantities of all fabrics, curtains and   
carpets/underlay including “attic stock/overage” and determine/negotiate final costs with

suppliers/manufacturers.

Consultant to work closely with the Client’s Artwork Consultant and review the Client’s budget for the artwork.   
Consultant to propose the theme and style only for artwork based on the items shown on the FF&E layouts. The Consultant and/or specialist supplier source the artwork and will prepare artwork schedules and the specification of each item for the Purchasing Agent. Should further involvement be required from Richmond, this is

an additional cost and is not included with this fee proposal.

Consultant to propose the theme and styling for the accessories and liaise with the Purchasing Agent. Shopping for accessories particularly for the key public spaces will be carried out nearer the completion of the project and will be charged on a time and expenses basis. N.B. Any value engineering efforts after design approval has been received will be viewed as additional services and will be charged on a time and expenses basis.

*PHASE IV – TENDER DOCUMENTATION*

• General coordination effort with project manager and Clients team.

• Any clarifications during the tender process.

• Any response to RFI received from contractors \participation in any drawing review requested by PM or

client.

• Consultant to respond to queries raised by the Tenderers relating to our documentation up to a

maximum of 30 man hours. These queries will be collated by the Cost Consultant/ Project Manager and   
issued to us in an agreed format.

• Consultant to assist the Employer in reviewing and evaluating bids received, and will submit written   
analyses and recommendations for the award of the interior contracts.

• On receipt of final drawings from other members of the design team, consultant will prepare their own   
final design documentation. This information will be in sufficient detail to fully describe the works from   
which the Client can tender the interior works and the appointed Contractor(s) can produce full working

drawings/shop drawings (as appropriate) for construction and manufacture.

• The deliverables attributable to this Phase shall be issued in 100% completion and shall include:

• Guestroom floors The model rooms packages shall be amended to incorporate any adjustments

or amendments arising from the model room review provided that any such adjustments or   
amendments are consistent with instructions, directions and approvals previously given and used as

a basis to prepare the following information for the remaining guestrooms and suites.

The Interior Designer will be responsible for the preparation and co-ordination of “master” schedules for door types, finishes, ironmongery and sanitary ware and the integration of Architect information with

back of house requirements and local Building Codes. Our interior design drawings/documents are not   
intended for manufacturing methods, substrate assemblies, methods of attaching or fixing, or structural   
requirements for support or stability. For clarification purposes, our documentation will be fully dimensioned to

the finish line with sufficient plans, sections, elevations, cross references, details and references to specification

to fully describe the full design requirement.

Where our drawings indicate the position of lighting, electrical, mechanical and similar fittings as seen

by the public, these positions will have been coordinated with Client’s Architect, Lighting Designer and other   
Professional Advisors and Consultants. Consultant are not responsible for the design of installation or   
wiring diagrams,

circuiting, trucking or ducting runs or any feature governing the technical operation or performance of   
such systems.

Consultant to propose the theme and style of decorative signage, lighting and interior landscaping and will

liaise and co-ordinate with the specialist consultants/suppliers responsible for these items to ensure   
conformity with our design intent. This phase will be complete on handover of the packages to the Client’s Project Manager.

*PHASE V- CONSTRUCTION SUPERVISION*

Stage to include field supervision of fit-out & finished and FF&E installations, update of all drawings and   
specifications from Design Development further updated and detailed in coordination with comments received   
from Client, PM and Contractors.

The Consultant are to notify the Client, PM of all the unapproved deviations from the interior design   
documentation/specifications.