

GUIDELINES ON GBI FACILITATORS' SCOPE OF WORK

PRELIMINARY ASSESSMENT SERVICES

No.	Scope of Work	Percentage Fees (%)
A	<p>Preliminary Assessment Stage</p> <p>The current status of design in relation to GBI rating will be reviewed at the Preliminary Assessment stage.</p> <p>Review of current design provision by Architect, Engineers (M&E and C&S), Landscape consultant, contractor and other relevant consultants to understand the client's vision, and to identify constraints, potential and opportunities.</p> <p>Outcome is a GBI Evaluation Report that provides an estimate of the current project's position based on the GBI scoring system.</p>	<p>Lump Sum Fee or Time-charge</p>

BASIC FACILITATOR SERVICES

No.	Description of Scope and Stages	Fees (%)	Cum. (%)
B1	Conceptual Stage	20%	20%
B1.1	Initiate and conduct a workshop (Workshop 1) with Client and the Project Consultant Team for the following purpose: <ul style="list-style-type: none"> to establish the project GBI goals. to set tasks for the Project Consultant Team members to revert on what to achieve & related cost, including possible options or estimates. 		
B1.2	A second (or more) workshop(s) to be held with Client and the Project Consultant Team to establish the Project Brief, GBI target score, related costs and any critical issues that may impact the GBI score.		
B1.3	Prepare and Submit the GBI Design Brief for the Project		
B2	Design Development	25%	45%
B2.1	Participate in the Design Development process and provide regular cross-checking with the established Project Brief and GBI target score.		
B2.2	Prepare the Design Development Evaluation Report and submit for GBI Design Assessment (DA).		
B3	Contract Documentation	10%	55%
B3.1	Review all tender documentation to ensure that all items are included to achieve the Project Brief and GBI target score.		

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BASIC FACILITATOR SERVICES

No.	Description of Scope and Stages	Fees (%)	Cum. (%)
B4	Contract Administration	20%	75%
B4.1	Attend Kick-off meeting with S.O and Main Building Contractor to establish GBI requirements in-line with the Project Brief and GBI target score.		
B4.2	Ensure the Project Consultant Team obtains all the requisite GBI documentation from the Main Building Contractor to submit for accreditation.		
B5	Commissioning, Monitoring and Fine Tuning (This scope of work requires on-site testing, monitoring and fine-tuning over a period of time and may be contracted to other parties providing on-site services – These may be included as part of basic fees or can be charged out as a separate cost)	15%	90%
B5.1	Pre and Post Commissioning Reports.		
B5.2	Monitor and tabulate data on building performance.		
B5.3	Fine tune to meet design targets.		
B5.4	Prepare Reports including: 4.1 Monthly monitoring Report 4.2 Fine-Tuning Reports		
B6	GBI CVA Submission	10%	100%
B6.1	Upon Completion of Stage C scope of works, prepare and submit for GBI Completion and Verification Assessment (CVA).		
B6.2	Facilitate achieving the final GBI rating from GSB, including clarifying and attending to queries that may arise between the Project Consultant Team and GSB.		

C	SIMULATIONS AND MODELLING (The following are to be charged separately if required)		
C.1	Energy Modeling		
C.2	Day-lighting Modeling		
C.3	Lux level Modeling		
C.4	Others, as required		