**ANNEX “G”**

**ADDITIONAL SERVICES**

**The Additional Services shall be agreed upon by separate agreements, which shall specify the time frames, the fees and any other mutual contractual obligations.**

**1. COORDINATOR FOR HEALTH AND SAFETY SERVICES AT THE DESIGN:**

1.1 “**Coordinator for Health and Safety at the Design Stage**” means the Design Consultant, who has adequate knowledge of health and safety matters and sufficient experience in the design and/or supervision of construction projects in accordance with the provisions of the relevant legislation and who has been authorised either by the Firm or the Client to provide the services specified by the applicable legislation.

1.2 These services are provided until the completion of the Project and the delivery of the Health and Safety File to the Client and relates to:

(a) Advise to the Client on:

(i) the actions required for his compliance with the provisions of the legislation on health and safety matters at work;

(ii) the provisions of the Health and Safety at Work (Minimum Requirements for Temporary or Mobile Construction Sites) Regulations, which regulate health and safety matters in relation to the implementation of projects and any Regulations amending or replacing them; and

(iii) the provisions of the Minimum Requirements for Health and Safety at the Workplace Regulations of 2002 and 2004 and any Regulations amending or replacing them, where the Project is intended to be used as a workplace;

(b) coordinating the implementation of the general principles of prevention and the integration of health and safety matters in the design of the Project, as specified in the provisions of the above Regulations that regulate health and safety matters in relation to the implementation of projects;

(c) co-operating with the Coordinator for Health and Safety at the Execution Stage to update the Health and Safety Plan and manage the risks arising from the execution of the Project activities;

(d) collecting all required information on the Health and Safety Plan and on health and safety matters and ensuring that it is made available to the designers of the Project;

(e) preparing or assigning the preparation of the Health and Safety Plan;

(f) ensuring that designs, technical specifications, criteria for the selection of construction materials, methods of work, contractors and subcontractors and other requirements to address the risks foreseeable at the design and preparation stage of the Project, are incorporated into the Project design, the tender documents and the terms of contracts for the execution of the Project, in accordance with the principles of prevention and based on the results of the written risk assessment; and

(g) preparing and/or updating the Health and Safety File (HSF) and cooperating with the Coordinator for Health and Safety at the Execution Stage, where required and ensuring that the Client, the Design Consultants and other contractors of the Project cooperate and making available the required information, transmitting the HSF to the Coordinator for Health and Safety at the Execution Stage and forwarding the HSF to the Client upon completion of the works in cooperation with the Coordinator for Health and Safety at the Execution Stage.

**2. SERVICES FOR THE ISSUANCE OF ENERGY PERFORMANCE CERTIFICATE:**

Collection of the necessary information and data, preparation of relevant calculations and issuance of an Energy Performance Certificate that meets the minimum energy efficiency requirements, as well as recording recommendations, in accordance with the provisions of the Energy Performance of Buildings legislation and the Streets and Buildings (Energy Performance of Buildings) Regulations.

**3. SERVICES RELATED TO THE DESIGN OF THE INTERNAL WIRING INFRASTRUCTURE:**

Services related to the design of the internal wiring infrastructure in accordance with the Buildings Internal Wiring Infrastructure (BIWI) Order of 2015 of the Electronic Communications and Postal Services Regulation Law. Indicatively, the designer’s duties arising from the above-mentioned Order are stated and concern the (a) indication of the installation of underground supply (b) submission of plans for design review which will have the appropriate content and shall comply with the technical specifications of the Order (c) review of the installation of BIWI.

**4. LAND SURVEYING SERVICES:**

Services under the Surveying Law of 2005 (Law 67(I)/2005) as amended, namely, the procedure for determining and establishing the boundaries of immovable property by measurement or observations, including measurements using electronic instruments or photogrammetry or satellite observations, and includes work related to:

(a) identifying and marking new property boundaries;

(b) redefining and re-marking old property boundaries;

(c) planning, designing, demarcating and marking immovable property for the purposes of dividing or consolidating plots;

(d) resurveying the boundaries of a plot of immovable property for the purpose of amending data on certificates of title, determining the locations of structures in relation to boundaries, redefining boundaries for purposes of erecting buildings and fencing and other similar purposes;

(e) precise surveying works for providing data, for the purpose of calculating coordinates of survey points;

(f) overview to identify the optimal location of permanent survey points;

(g) satellite observations to determine and improve the coordinates of survey control points;

(h) preparation of all drawings, data, calculations, corrections and reports;

(i) research and development of methods for better utilization of equipment; and

(j) providing certificates in all matters of surveying.

**5. INDICATIVE LIST OF ADDITIONAL SERVICES, IN ADDITION TO THE ABOVE:**

| **Ref.no.** | **Description of Additional Service** | **Assignment****(Yes/No)** |
| --- | --- | --- |
| 1 | Project Management |  |
| 2 | Consideration of alternative proposals and designs submitted by the Contractor |  |
| 3 | Preparation of building programme |  |
| 4 | Detailed inspection and preparation of a report in relation to historic buildings and/or ancient monuments |  |
| 5 | Topographical work in relation to the Site or other existing buildings or structures on the Site |  |
| 6 | Delivery to the Client of the drawings in electronic format (CAD) |  |
| 7 | Services related to the Surveying Law |  |
| 8 | Quantity surveying services, other than those for the preparation and/or invoicing of Bills of Quantities |  |
| 9 | Study of the nature and strength of existing structures and independent inspection of load-bearing structure or other study |  |
| 10 | Carrying out of special inspections or tests (e.g. soil and geotechnical studies) |  |
| 11 | Carrying out Site visits in addition to those referred to in the Agreement |  |
| 12 | Visits abroad for the purposes of the Project |  |
| 13 | Preparation of designs and drawings for special constructions and special foundations |  |
| 14 | Execution of geotechnical underground investigation  |  |
| 15 | Negotiation of prices with Contractors, if the tendering procedure is not followed and provided it includes a unit price analysis |  |
| 16 | Preparation of preliminary recommendations on the economic viability of the Project and carrying out a feasibility study |  |
| 17 | Services resulting from the Client’s decision in relation to an investigation/taking legal action |  |
| 18 | Study on the need for Site contamination investigations and conduct of such investigations |  |
| 19 | Study on measures to be taken at the Site, according to the results of investigations on Site contamination |  |
| 20 | Services in relation to the selection and evaluation of Sites and/or buildings |  |
| 21 | Mapping of buildings and/or other structures |  |
| 22 | Study in relation to the costing, purchase, sale or lease of land and the acquisition of a right of access to third party property |  |
| 23 | Study for the construction of special constructions in a laboratory |  |
| 24 | Preparation of Bills of Quantities and/or invoicing of Bills of Quantities |  |
| 25 | Preparation of studies and preparation of interior and furnishing designs  |  |
| 26 | Preparation of studies and preparation of lighting designs |  |
| 27 | Preparation of studies and preparation of landscaping designs |  |
| 28 | Preparation of acoustic design |  |
| 29 | Preparation of Project “as built” drawings, in addition to those required for the issue of any permit or certificate by the competent authority |  |
| 30 | Preparation of specimens and/or taking additional photographs |  |
| 31 | Preparation or provision of consulting services in the preparation of a study on the potential environmental impact from the Project |  |