

Methodological recommendations for the co-owners of apartment buildings: elaboration of energy-efficient projects

Stage 3 – preparation of the project documents: contents and specifics

On behalf of:



Federal Ministry
for the Environment, Nature Conservation,
Building and Nuclear Safety

of the Federal Republic of Germany

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Preparation of project documents (1)

Goal – to prepare a set of technical documents containing information necessary (calculations, drawings) for all stages of the construction works.

Key issues – project developers must receive appropriate (credible) data about the technical condition, energy performance of the building and optimal technical solutions for the upgrade of its energy efficiency;

– selection of qualified contractors for the project works.





Preparation of project documents (2)

Contents

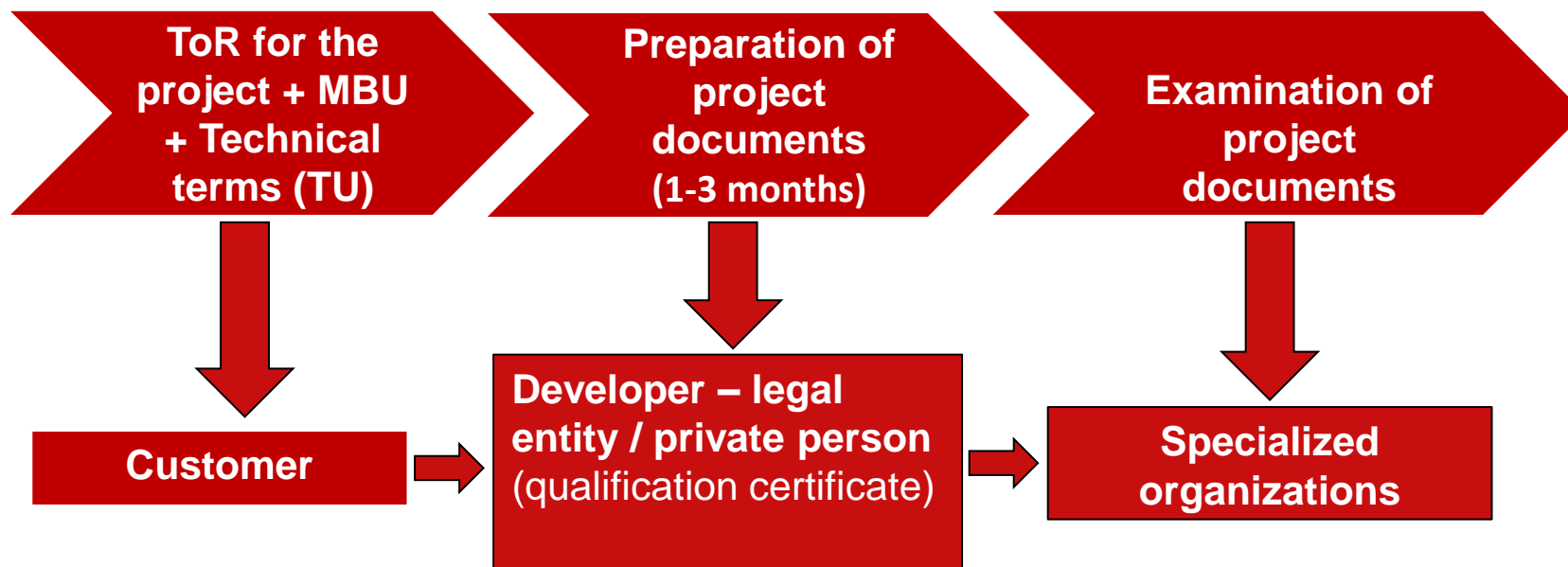
- ✓ Selection of contractors for the preparation of project documents.
- ✓ Preparation, approval (*if deviating from DBN*) and examination of project documents.

Performance indicators

- ✓ Acceptance protocols for completed project works.
- ✓ Project documents have been prepared, experts conclusions have been obtained.



Stages of the preparation of project documents





General requirements to project documents (1)

Procedure for the preparation of project documents – Order of the Ministry for Regional Development No. 45 dated May 16, 2011

Project documents are elaborated on the basis of the following:

- Urban construction regulations and restrictions;
- Technical terms;
- ToR for the project.

The price of construction objects is determined according to construction regulations, state standards and rules.

The price of the complete set of project documents can be equal to 3-7% of the total construction costs.



General requirements to project documents (2)

Project documents must comply with legal requirements, construction regulations, standards and rules.

DBN A.2.2-3-2014 "Elements and contents of construction project documents"

It is prohibited to prepare project documents without inspection and **energy audit as well as mechanical and temperature calculations** which must be conducted according to the respective DBN norms.

DBN A. 2. 1-1-2014 "Engineering studies for construction works"

DBN V.2.6-31:2006 "Insulation of buildings"

Project documents for constructions do not need an approval from state bodies, local self-government bodies and their employees as well as from legal entities founded by these bodies.

p.18 of the Order of the Ministry for Regional

Development No. 45 dated May 16, 2011



Examination of project documents (1)

The goal is to check the quality of project solutions searching for possible deviations from legal requirements to construction works as well as construction regulations, standards and rules valid in Ukraine. Examination is the final stage of the preparation of project documents.

Project documents are submitted for examination by the customer or, on her/his behalf, by the entity which prepared them.

The price of the examination is equal to 0.5-1.0% of the total construction costs.

Who is entitled to conduct examination:

- Entities of all property forms which meet criteria set by the Ministry for Regional Development;
- State entities – for construction projects for objects of complexity categories IV and V which are built at public costs or are funded by state and municipal companies, institutions and organizations as well as by government-backed loans.



Examination of project documents (2)

Examination is mandatory for project documents regarding the construction of objects which:

- belong to complexity categories IV and V – subject to examination are compliance with sanitary and epidemiological regulations as well as energy-saving, fire protection, rigidity rules, duration of service, safety and engineering networks of buildings;
- are built at public costs or are funded by state and municipal companies, institutions and organizations as well as by government-backed loans, if their price exceeds UAH 300 thousand – subject to examination are the cost chapters of the project documents.

Examination is recommended in case of disputes between the customer (investor) and contractor to check compliance of the cost plans with the project as well as to check the correctness and relevance of the applied indexes, rates and expected work volume at any stage of the construction works.



Conclusions

No.	Stage/measure	Goal	Executed by	Final documents
3	Preparation of project documents			
3.1	Selection of contractors for the preparation of project documents	Ensuring proper quality of works	Co-owners	Protocol of the authorized body representing the co-owners/owner with the decision on the selection of contractors. Signed contracts
3.2	Preparation of project documents	Preparation of documents reflecting adopted technical solutions and describing work volume and costs, sequence of the works and deadlines as well as corresponding drawings depicting the technical solutions	Certified specialists	Project documents with the conclusion of the state examination (4 copies + electronic data carrier)

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giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

As a federal company, GIZ supports the Federal Government of Germany in achieving its goals of international cooperation for sustainable development.

Published by

Deutsche Gesellschaft für

Internationale Zusammenarbeit (GIZ) GmbH

Registered offices in Germany: Bonn and Eschborn

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Thank you for your attention!

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