

COLNEY HEATH PARISH COUNCIL

✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
☎ **Telephone:** (01727) 825 314
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Item 136c 18/04/24

Quotes for Roestock Hut survey

14 companies identified to quote and 10 were emailed the brief and given the opportunity to quote. The brief and accompanying documents are attached as appendices to this report.

To date 2 companies have responded as follows:

Quote 1

I can confirm that we are able to provide a cost estimate for these works in accordance with your enquiry for a fixed fee of **£1,750 plus VAT**

This would exclude for a site survey and is based on working from the information provided.

Should a survey be requested we would charge an additional £350 for a survey.

Quote 2

We would like to offer a complete holistic service which will involve the following.

Initially we would undertake further consultation with yourselves to accurately define the brief, the requirements, and any possible options.

After that, we would prepare budget costings for your review, these costs would not be definitive but they would be based upon comparative projects and provide an overview of the potential financial commitment required.

If that level expenditure is approved, we would provide a detailed specification of works which could be submitted to prospective contractors for tendering purposes on a competitive basis.

Alternatively, we could undertake value engineering exercise to try and align the costs within the budget.

As a separate issue but as an associated task, we would develop and prepare any statutory submissions such as building regulations or planning approval, if required.

We would maintain dialogue with yourselves and the prospective contractors and then undertake formal tendering process providing a detailed summary of the tenders received which would include options for further review or recommendations to proceed with one of the contractors.

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As part of the process, we would vet the contractor which, will include their health and safety record, their insurance provisions and if possible, their financial status.

The exercise outlined above would be undertaken for a fixed fee of **£3000 plus VAT** and disbursements.

Hopefully, upon receipt of the tenders the next stage would be the implementation of the works.

We would provide contract administration services which would include the following.

Engrossment of the building contract between yourselves and the contractor.

Site supervision of the works which would include oversight of the health and safety procedures, workmanship, progress and program and delivery of the scheme in accordance with the contract documentation.

We would manage finances of the project including interim valuations and payments to the contractor, cost monitoring and forecasting and any change management procedures due to variation in the scope of works.

We would inspect the property and the progress of the works at least once a week, if not more often and, depending on the programme we would either convene formal site meetings on a fortnightly or monthly basis.

Throughout all of these processes we would maintain and deliver regular progress reports and communication with yourselves.

We would manage the project through to completion and at that stage we would certify that the works have been completed, verify that they have been completed in accordance with the contract documentation and negotiate and agree the final payments to the contractor.

Within our contract procedures we ensure that there is a 12-month defects liability period whereby the contractor responsible for rectifying any defects that arise following the occupation and use of the premises by yourselves and your users of the building.

At the expiry of the 12-month defects liability period we review the property and certify return of any retention sum due to the contractor as stipulated in the contract.

As part of our processes, we would be flexible and assist with any applications for Grants, third-party funding etc. as required.

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Our fee for the processes and services described above would be 10% of the agreed contract sum plus VAT and disbursements.

Our fees do not include services of structural engineers or mechanical and electrical engineering consultants. If these elements are required, we can obtain quotations from reputable established consultants within the area with whom we have worked with before.

Alternatively, sometimes the heating, plumbing, ventilation, and electrical installations can be procured and administered on what is known as a “design and build basis” using the expertise of the specialist contractors based on the assumption that they have the ability and capacity to undertake this role.

I understand that this project represents a large commitment on behalf of Colney Heath Parish Council and therefore we are more than happy to break down the services into smaller packages so that at each stage the commitment to our services is easily defined and can be limited.

We currently work with Leighton Linlade Town Council, Dunstable Town Council and Welwyn Hatfield Borough Council and if required we could request references from them,

We be very interested in undertaking this role on your behalf and are more than happy to discuss the options with you further if required.

As stated above, we can provide a full submission for review if needed.