

**QUANTITY SURVEYING, CONTRACT
ADMINISTRATOR, BREEAM AND CDM
PRINCIPAL DESIGNER TENDER**

14 HYBRID OFFICE/INDUSTRIAL
UNITS

At

Plots 11 & 12, Cornwall Business
Park (West)

For

JAD Developments (Redruth) Ltd

February 2017



European Union

European Regional
Development Fund

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1 Introduction

1.1 Project Information

Project Title:

Proposed Erection of 14 hybrid office/industrial units (B1 Use Class) together with car parking and landscaping.

Description of the works:

Providing Quantity Surveying, Contractor Administrator, BREEAM and CDMC Pre-Construction Principal Designer services.

Location of the works:

Plots 11 & 12, Cornwall Business Park (West), Scorrier, Cornwall

Tender period:

2 weeks

Name and Address of:

Employer: JAD Developments (Redruth) Ltd.
Chappell House
The Green
Datchet
Slough
England
PSL3 9EH

Employers

Consultant: Business Location Services
1 Riverside House
Heron Way
Newham
Truro
TR1 2XN

Form of Contract:

RICS Standard Form of Consultants Appointment 2011

1.2 Project outline

JAD Developments (Redruth) Ltd. are proposing to carry out an industrial development at Cornwall Business Park (West), Scorrier and require the services of a Practice to assist with the scheme. The proposals for the site are for it to be developed to include warehouse/factory and office Employment Space. The project aims to be part funded by ERDF and targets to create work-space to provide employment in the area.

The Planning Application for the scheme has been approved and can be viewed online on the Cornwall Council Planning website under application reference PA16/09294.

The Employer wishes to appoint a practice to manage the project budget throughout the further design stages, produce tender and contract documentation and to manage and agree the project budget post-contract, including the agreement of the Final Account for this first phase. The successful practice will also be required to advise on the form of contract and undertake Contract Administration in accordance with the conditions and terms of that Contract. They shall also act as BREEAM Assessor and Accredited Professional for the scheme with the aim of achieving an 'Excellent' rating. Finally, the successful practice will also act as Principal Designer under the CDM Regulations up to appointment of the Principal Contractor.

This document is a combined Pre-Qualification Questionnaire (PQQ) and Invitation to Tender (ITT) to establish the ability of the tendering practices to carry out work of this type and assess their proposals for completing the work required under this tender. The assessment of the submissions will be carried out on a price and quality basis. Within each section of this tender is given the weighting that it forms within the scoring of the combined PQQ and ITT. A summary of the weighting is as follows;

PQQ	pass/fail
ITT quality	40%
ITT price	60%

The client reserves the right to postpone the intended closing date for bids and to accept any tender or no tender at all.

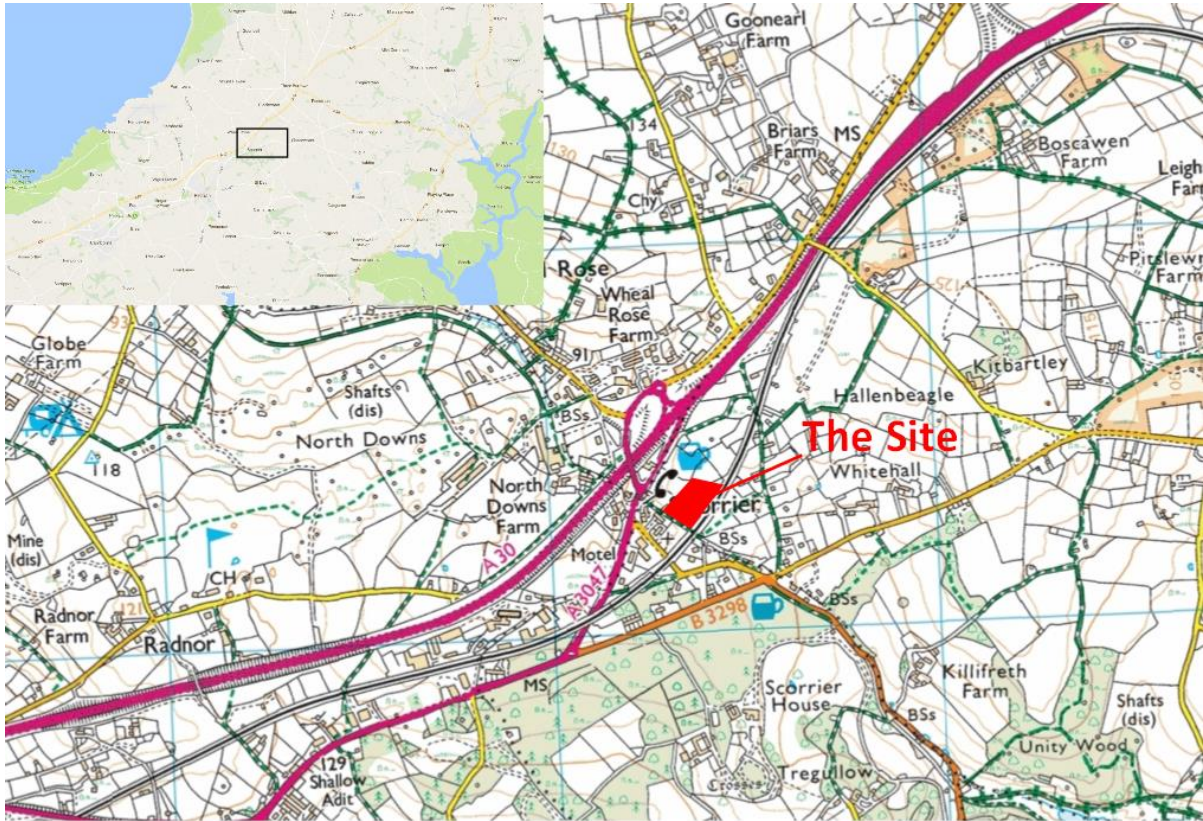
It will be a condition of the invitation to tender that the tenderer should not at any time prior to notification of the award of the contract disclose to or otherwise discuss with any other tenderer or any other third party its actual or intended tender price or any approximation of that price. Your indication that you wish to submit a tender will be taken as acceptance of that condition.

The client offers no guarantee that the lowest or any tender will be recommended for acceptance or accepted.

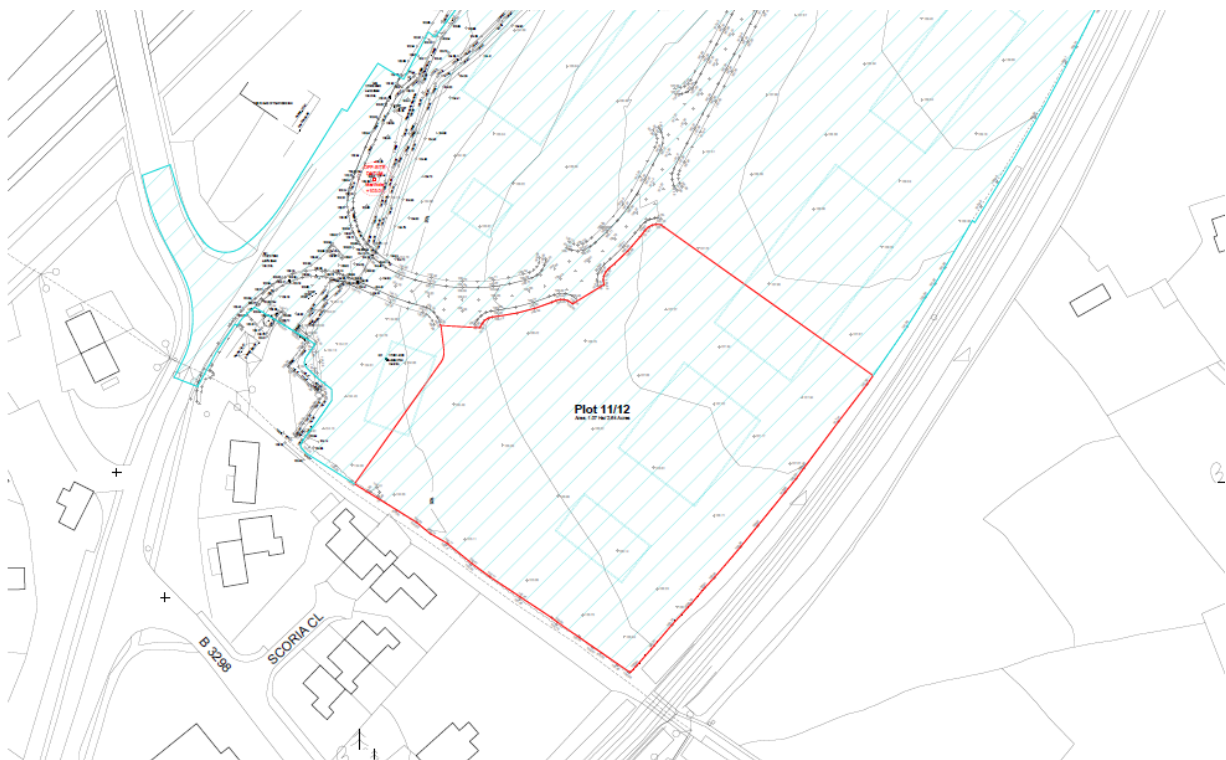
The client will not be responsible for any cost incurred in the preparation of any tender. Any acceptance of the tender will be subject to the execution of the formal appointment document and to the receipt of any approval necessary for the work.

All tenderers are to complete sections 3, 4 and 5 and return their submission by 3:00pm on Friday 10th March 2017 to:

**Russell Dodge
Business Location Services
1 Riverside House
Heron Way
Newham
Truro
TR1 2XN**



(fig. 1: site location)



(fig 2: the site)

1.3 Scope of works

The outcome of the tender will be to appoint a company to act as Quantity Surveyor, Contract Administrator, BREEAM Assessor and Accredited Parson and Principal Designer for the scheme. The outcome of the appointment will be to provide full quantity surveying services (pre and post-contract) and contract administration services (post-contract) to manage the project up to and including financial and contractual completion. The appointment will also provide a BREEAM Certificate (with the target being an 'Excellent' rating) and carry out the Principal Designer role under the Construction (Design and Management) Regulations 2015 up to appointment of the Principal Contractor. The aim is for the project to be partially ERDF funded and the professional documents and reports will be required to fulfil the standard ERDF funding requirements, fulfil ERDF levels of information and provide the depth of information to satisfy all ERDF Audit requirements and the consultant will not act to jeopardise this funding by breaching any of the funding conditions.

The deliverables are:

1. Quantity Surveying services as detailed within the 'RICS Quantity Surveyor Services' listed in Section 2
2. Contract Administration services as detailed within the 'RICS Employer's Agent Services' listed in Section 2
3. Principal Designer services up to appointment of the Principal Contractor as detailed within the 'L153 Managing health and safety in construction' guidance produced by the HSE
4. BREEAM Assessor and Accredited Professional services as listed in appendix A of this document

1.4 Anticipated programme

Combined PQQ/ITT returned:	10 March 2017
Combined PQQ/ITT assessment:	13 March 2017
Appointment of chosen tenderer:	15 March 2017
Issue construction tender:	12 April 2017
Construction tender submission:	3 May 2017
Appointment of chosen contractor:	10 May 2017
Start construction on site:	June 2017
Completion of construction:	May 2018 (estimated)

1.5 Submissions

Tenderers will be required to submit the following information as part of the tender:

- A) Completed Pre-Qualification Questionnaire
- B) Completed Invitation to Tender quality assessment
- C) Completed Invitation to Tender price assessment

The above information will be used to evaluate the submission from which the winning tender will be selected.

1.6 Tender Evaluation Criteria

The overall price quality split will be: Pre-Qualification Questionnaire (pass/fail), Invitation to Tender Quality (40%) and Invitation to Tender Price (60%).

The Pre-Qualification Questionnaire (PQQ) and Invitation to Tender (ITT) Quality element evaluation criteria and associated weighting

It is intended that contractors will be expected to provide the PQQ and ITT qualitative assessment information relating to each question within their returned bid documentation.

PQQ Evaluation

Each PQQ question will be assessed against the pass/fail criteria. If the criteria are met the ITT quality and price submission will be assessed. If the criteria are not met the submission has failed the requirements and the ITT quality and price submission will not be assessed.

ITT Quality Evaluation and scoring

Table 1 (Evaluation Scoring Criteria) sets out the guidance and scores that can be awarded to each quality criterion being assessed. Each ITT quality question must be assessed and scored against the Evaluation Scoring Criteria in Table 1. This will then need to be divided by 5 to obtain the actual score. Scores will be awarded by multiplying the weighting of the chosen criterion by the desired score. The calculation appears as follows:

Agreed Score for selected Criterion multiplied by weighting for chosen criterion.

PQQ and ITT Quality Evaluation and scoring example

For example, this tender will be assessed on a pass/fail PQQ, 40% ITT quality and 60% ITT price ratio with two PQQ and three quality assessment criteria:

PQQ Element

- Each PQQ and quality assessment questions weighting is indicated against each question
- The Employer assessed the first PQQ question and scored it as a pass
- The Employer assessed the second PQQ question and scored it as a pass
- **Therefore, the PQQ has achieved a pass**

ITT Quality Element

- The Employer assessed the first ITT question and scored it 3
- The Employer multiplies 10% by 3 and then divides the answer by 5
- The resulting calculation gives a quality score against question three of 6.0%
- The Employer assessed the second quality question and scored it 4
- The Employer multiplies 15% by 4 and then divides the answer by 5
- The resulting calculation gives a quality score against question one of 12%
- The employer assessed the third quality question and scored it 3
- The employer multiplies 15% by 3 and then divides the answer by 5
- The resulting calculation gives a quality score against question two of 9%
- **Therefore, the total weighted ITT Quality score is 27% (out of a possible 40%)**

ITT Price Scoring

The total price ratio is 60%.

The price score is calculated as follows:

$$\left[\frac{\text{Lowest Price}}{\text{Tenderers Price}} \right] \times \text{Weighting}$$

For example, if the lowest tender price is £30,000 and Tenderer 1's price is £37,300 their total weighed ITT Price score would be:

$$\left[\frac{\text{£30,000.00}}{\text{£37,300.00}} \right] \times 60\% = 48.3\%$$

Total Scores

The preferred Tenderer will be that which achieves the highest overall PQQ, ITT quality and ITT price combined score. In the example given that will be as follows:

Scores	Tenderer 1
PQQ	pass
ITT Quality Scores (out of 40%)	27.0%
ITT Price Scores (out of 60%)	48.3%
Total (out of 100%)	75.3%

The tenderer with the highest score from the 100% available wins the tender.

Evaluation Scoring Criteria

Score	Guideline for assessors
0	Completely fails to meet required standard or does not provide a proposal.
1	Response significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other proposals.
2	Response falls short of achieving expected standard in a number of identifiable respects.
3	Response meets the required standard in most material respects, but is lacking or inconsistent in others. The assessment indicates the tenderer has demonstrated, with some reservations, their ability to provide the services being assessed.
4	Response meets the required standard in all material respects and the assessment indicates the tenderer has demonstrated their ability to provide the services being assessed.
5	Response meets the required standard in all material respects and in exceeding some or all of the major requirements represents an exceptional demonstration by the tenderer of their ability to provide the services being assessed.

(Table 1)

2.0 Conditions of Appointment

RICS Standard Form of Consultants Appointment 2011

The Client: JAD Developments (Redruth) Ltd.
Company Registration Number 10353062
Chappell House
The Green
Datchet
Slough
SL3 9EH

The Consultants TBC

Schedule 1

Services

RICS Quantity Surveyor Services

As listed in Section 5 of this document.

Schedule of Meetings (the attendees may be carrying out more than one of the QS/ CA/ BREEAM Assessor & Accredited Professional/ PD roles)

Project Team Meetings;

Attendance - Director & Project Surveyor

Frequency - Monthly

Site Meetings;

Attendance - Project Surveyor

Frequency - Monthly

RICS Employer's Agent Services

As listed in Section 5 of this document.

Schedule of Meetings (the attendees may be carrying out more than one of the QS/ CA/ BREEAM Assessor & Accredited Professional/ PD roles)

Project Team Meetings;

Attendance - Director & Project Surveyor

Frequency - Monthly

Site Meetings;

Attendance - Project Surveyor

Frequency - Monthly

Principal Designer Services (up to appointment of Principal Contractor)

All services to comply with 'L153 Managing health and safety in construction' guidance produced by the HSE "Regulation 11 Duties of a principal designer in relation to health and safety at the pre-construction phase".

BREEAM Assessor & Accredited Professional

All services listed in Appendix A of this document.

Schedule 2

Part A - Fee	Lump Sum
Part B - Fee Instalments	Fees are to be paid on a monthly basis calculated as a percentage of work executed
Part C - Reimbursable Expenses	Part C applies
Part D - Rates for Additional Services	To be completed in accordance with the rates given in the tender submission

Schedule 3

Client's Brief	As set out in the Quantity Surveying and Contract Administrator Tender Document
	The appointment is to be executed as a deed

Appendix

Definitions

The Adjudicator	President or Vice President of the RICS
The Professional Team	Architect: TBA Civil and Structural Engineer: TBA
The Project:	Proposed Erection of 14 hybrid office/industrial units (B1 Use Class) together with car parking and landscaping
The Site:	Plot 11 & 12, Cornwall Business Park (West) Scorrier Cornwall TR16 5BN
The Discipline of the Consultant	Quantity Surveyor, Contract Administrator, BREEAM Assessor & Accredited Professional, Principal Designer
Lead Consultant	TBC
CDM Regulations Regulations	The Consultant is a "designer" for the purposes of the
Design Responsibility	The Consultant is not responsible for the design of the Project The Consultant is not responsible for specifying and/or approving materials
Prohibited Materials	Clause 4.5 is not applicable

Maximum Aggregate Liability	The maximum aggregate liability of the Consultant is limited to the amount of the Consultant's professional indemnity insurance specified in Clause 12.1 of this Appendix
Net Contribution	Clause 5.2 is applicable
The persons referred to	The Building Contractor, any sub-contractors and the other members of the Professional Team
6.1 Collateral Warranties or Third Party Rights	The Consultant is not required to provide Collateral Warranties or to confer Third Party Rights
Persons to whom Collateral Warranties are to be provided or in whom Third Party Rights are to be vested	None
Consultant's Personnel	As listed in the tender submission for Section 4.2 of the Project and Strategy Manager Tender
The person referred to in Clause 8.6	None
Reimbursement of Disbursements and Expenses	The Client reimburses disbursements and expenses in accordance with Part C of Schedule 2
Payment dates and Withholdings	The final date for payment is 28 days after the due date in accordance with Clause 9.6
The amount(s) referred to in Clause 11.1(b)	Nil
Professional Indemnity Insurance	One Million Pounds for each claim or series of claims arising out of any circumstance/in the aggregate
Save for the following risks	None
Waiver of rights	The Consultant does not waive its rights under Chapter IV of the Copyright, Design and Patents Act 1988
Assignment	The benefit of this Appointment may be assigned without the consent of the Consultant by the Client by way of an absolute legal assignment to another person (A1) acquiring the Client's interest or the Client Group Company's interest in the Project and by A1, by way of an absolute legal assignment, to another person (A2) acquiring A1's interest in the Project. No further or other assignment of this Appointment is permitted and, in particular, A2 is not entitled to assign this Appointment.

Termination following Suspension	Period of suspension is 6 months
Nominating body for Adjudicator	President or Vice-President of the Royal Institution of Chartered Surveyors
Arbitration or litigation	Arbitration is the method of dispute resolution
Nominating body for Arbitrator	President or Vice-President of the Royal Institution of Chartered Surveyors
Addresses of Consultant and Client	Consultant: The address set out at the head of this Appointment Client: The address set out at the head of this Appointment
Non-postal methods of giving notice	None

3.0 Pre-Qualification Questionnaire

3.1 The Pre-Qualification Questionnaire is assessed on a pass/fail basis.

3.2 Pre-Qualification Questionnaire

In respect of the Project identified in this document, please indicate the following:

1. A copy of the company's insurances: Professional Indemnity insurance to a minimum level of £1 Million (weighting 0% - pass or fail).

2. A copy of the Company's Health and Safety Policy (weighting 0% - pass or fail).

A fail on either question 1 or 2 above will result in the tenderer not passing the requirements for the PQQ and therefore the tender will be excluded from the bid.

4.0 Invitation to Tender Quality Assessment

4.1 The Invitation to Tender Quality Assessment will form 40% of the overall tender evaluation. This section will be marked in accordance with the criteria set out in Section 1.6.

4.2 ITT Quality Assessment Questions

1. Provide details of how the abilities and lessons learnt on previous similar projects will benefit the delivery of this project.

Submission to consist of a maximum of 1 side of A4 with reference to a minimum of 3 previous similar projects.

Higher marks will be awarded to companies who best demonstrate how the methods, knowledge and resources used successfully on similar previous projects can benefit this project. (Weighting - 10%).

2. Provide details of your proposed structure of the management and resourcing of this project, including supervision, technical and administration resource, in order to demonstrate your ability for provide suitable and sufficient resources to ensure project success.

Submission to consist of a company organogram

Higher marks will be awarded to companies who best demonstrate management structure, lines of authority, reporting and depth of resource capacity to undertake this project. (Weighting - 15%).

3. Provide CVs of the proposed staff to resource this project demonstrating their experience, ability and suitability to deliver services for this project.

Submission to consist of a minimum of 2 CVs.

Higher marks will be awarded for CVs which demonstrate the proposed staff will be capable of providing a high quality of service based on experience, ability and suitability. (Weighting - 15%).

5.0 Invitation to Tender Price Assessment

- 5.1 The Invitation to Tender Price Assessment will form 60% of the overall tender evaluation. The tenderers are asked to price individually the following elements of Quantity Surveying and Contract Administrator Services for the total scheme.

5.2 ITT Price Assessment Schedule of Rates

The tenderer is to complete the table below filling in all items and complete the calculation to provide a total cost based on the quantities given. This total will be used to compare the tenders.

REF	TASK	TOTAL
	QUANTITY SURVEYOR SERVICES (as detailed in the RICS Standard Form of Quantity Surveyor Services 2008)	
CORE SERVICES		
1.1	Generally	
1.1.1	Attend Client, Design, Project, Site and other meetings as provided under this Appointment (4 Nr design stage, 1 Nr pre-contract, 2 Nr tender period and 12 Nr post-contract)	
1.1.2	Prepare regular/monthly cost reports. Advise the Client of any decisions required and obtain authorisation	
1.3	Design	
1.3.1	Prepare, maintain and develop a cost plan and cashflow forecast	
1.3.2	Advise on the cost of the Professional Team's proposals, including effects of site usage, shape of buildings, alternative forms of design, procurement and construction etc. Advise on any cost variances to the allowances contained in the cost plan	
1.3.3	Measure gross floor areas	
1.3.4	Measure net lettable/saleable floor areas.	
1.3.5	Confirm the scope of the Building Contract to the Client and advise on additional works required by third parties.	
1.3.6	Responding to queries from Funders/Funders Agents	
1.4	Pre-Construction	
1.4.1	Advise on tendering and contractual procurement options. Prepare recommendations for the Client's approval	
1.4.2	Liaise with the Client's insurance advisors and advise on construction related insurances (excluding the administration of claims)	
1.4.3	Liaise with Client's legal advisors and advise on warranties/third party rights etc.	
1.4.4	Liaise with the Client's legal advisors and advise on bonds for performance and other purposes	
1.4.6	Obtain tender drawings and specifications from the Client and the Professional Team	
1.4.7	Liaise with the Client and the Professional Team and prepare tender documentation.	
1.4.8	Prepare bills of quantities, or other pricing documents, for inclusion in tender documents.	
1.4.12	Arrange delivery of tender documents to selected tenderers	

1.4.13	Check tender submissions for errors, omissions, exclusions, qualifications, inconsistencies, etc.	
1.4.14	Liaise with the Professional Team and advise on errors, omissions, exclusions, qualification and inconsistencies between the tender document and the tenders received. Prepare recommendations for the Client's approval.	
1.4.15	Advise on the tenderers' design and construction programmes and method statements	
1.4.16	Liaise with the Professional Team and prepare a tender report, Prepare recommendations for the Client's approval.	
1.4.19	Obtain confirmation that required Contractor insurances are in place prior to commencement of works on the Site	
1.4.20	Obtain contract drawings and specifications from the Client and the Professional Team. Liaise with the Client's legal advisors, prepare the contract documents (excluding the cost of obtaining the JCT Contracts) and deliver to the Client and the Contractor for completion	
1.4.21	Maintain and develop the cost plan and cash flow forecast.	
1.4.22	Prepare ITT to procure main Contractor via a two-stage tendering process. Advise tenders as a compliant process in accordance with ESIF guidelines	
1.4.23	Responding to queries from Funders/Funders Agents	
1.5	Construction	
1.5.1	Visit the Site periodically and assess the progress of the Project for interim payment purposes	
1.5.2	Prepare recommendations for interim payments to the Contractor	
1.5.3	Advise on the rights and obligations of the parties to the Building Contract	
1.5.4	Agree the cost of instructions, excluding loss and expense claims, issued under the Building Contract.	
1.5.5	Advise on the rights and obligations of the parties to the Building Contract.	
1.6	Use	
1.6.1	Prepare recommendations for interim payments and release of retention funds	
1.6.2	Prepare the final account or similar financial statement. Facilitate agreement to the final account or similar financial statement from the parties to the Building Contract. For the purposes of this clause the final account or similar financial statement excludes the assessment of loss and expense claims	
1.6.3	Prepare recommendations for the payment of liquidated and ascertained damages.	
1.8	Design and Build Contracts	

1.8.1	Liaise with the Client and the Professional Team and prepare the employer's requirements	
1.8.2	Liaise with the Professional Team and advise on errors, omissions, exclusions, qualifications and inconsistencies between the employer's requirements and the contractor's proposals. Prepare recommendations for the Client's approval	
1.8.3	Liaise with the Professional Team and conduct negotiations with the Contractor. Obtain documentation from the Professional Team to confirm the agreed design and/or performance specifications. Prepare recommendations for the Client's approval	
1.8.6	Advise on the cost of variations, excluding loss and expense claims, proposed by the Contractor prior to the issue of instructions under the Building Contract	
1.8.7	Agree the cost of variations, excluding loss and expense claims, proposed by the Contractor under the Building Contract	
SUPPLEMENTARY SERVICES		
2	Generally	
2.1.4	Price employer's requirements to provide an estimate for comparison with tenders	
2.2.5	Prepare life-cycle cost studies and estimate of annual running costs to achieve the required BREEAM credits	
	<i>Sub total for Quantity Surveyor Services</i>	

EMPLOYER'S AGENT SERVICES (as detailed in the RICS Standard Form of Employer's Agent Services 2008)		
CORE SERVICES		
1.1	Generally	
1.1.1	Attend Client, Design, Project, Site and other meetings as provided under this Appointment (4 Nr design stage, 1 Nr pre-contract, 2 Nr tender period and 12 Nr post-contract)	
1.1.2	Issue instructions, on behalf of the Client, to the Contractor in accordance with the terms of the Building Contract	
1.1.3	Agree Project reporting and recording procedures with the Client and the Contractor	
1.1.4	Monitor the performance of the Contractor. Report to the Client	
1.3	Design	
1.3.1	Liaise with the Client and the Professional Team and prepare the employer's requirements. Amplify the employer's requirements as necessary during the Project. Establish review, approval, variation and reporting procedures. Prepare recommendations for the Client's approval.	

1.3.5	Confirm the scope of the Building Contract to the Client and advise on additional works required by third parties.	
1.4	Pre-Construction	
1.4.3	Obtain tender drawings and specification from the Client and the Professional Team. Monitor and report to the Client on the procurement process.	
1.4.6	Liaise with the Professional Team and advise on errors, omissions, exclusions, qualification and inconsistencies between the tender document and the tenders received. Prepare recommendations for the Clients approval.	
1.4.10	Liaise with the Professional Team and prepare a tender report, Prepare recommendations for the Client's approval.	
1.4.14	Obtain contract drawings and specifications from the Client and the Professional Team. Liaise with the Client's legal advisors, prepare the contract documents and deliver to the Client and the Contractor for completion.	
1.4.15	Comply with the CDM Regulations as far as they relate to this Appointment	
1.5	Construction	
1.5.1	Agree approvals required from the Professional Team under the Building Contract. Administer the Building Contract	
1.5.2	Convene and chair monthly site meetings with the Contractor and, where appropriate, sub-contractor(s) or supplier(s). Take minutes of the matters discussed and issue copies of minutes to the Client, the Professional Team, the Contractor and such other persons attending the meeting.	
1.5.4	Obtain advice on quality, cost and programme effect of variations prior to the issue of instructions under the Building Contract. Prepare recommendations for the Client's approval	
1.5.5	Obtain authorisation from the Client for additional costs where the Consultant's limit of authority is exceeded	
1.5.6	Undertake regular Site inspections. Obtain progress and quality reports from site staff representing the Client, the Professional Team and the Contractor	
1.5.7	Liaise with the Professional Team and make recommendations for interim payments to the Contractor	
1.5.8	Agree all test certificates and statutory and non-statutory approvals required from the Professional Team and the Contract. Prepare recommendations for the Client's approval	
1.5.9	Liaise with the Client, the Professional Team and the Contractor and prepare and maintain a handover plan, or similar management tool, identifying the roles and responsibilities of the Client, the Professional Team and the Contractor. Establish review, approval, variation and reporting procedures. Prepare recommendations for the Client's approval	
1.6	Use	

1.6.1	Liaise with the Client, the Professional Team and the Contractor and prepare and maintain a defects administration plan, or similar management tool, to identify the roles and responsibilities of the Client, the Professional Team and the Contractor. Establish review, approval, variation and reporting procedures. Prepare recommendations for the Client's approval	
1.6.2	Facilitate the agreement to the final account, or similar financial statement, from the parties to the Building Contract. For the purposes of this clause the final account or similar financial statement excludes the assessment of loss and expense claims.	
	<i>Sub total for Employer's Agent Services</i>	

BREEAM ASSESSOR & ACCREDITED PROFESSIONAL SERVICES (as detailed in Appendix A of this document)		
1	Pre-Assessment Report (RIBA stages 1-3)	
2	Design Stage Report (RIBA stages 4-5)	
3	Design Stage Report (RIBA stage 6)	
	<i>Sub total for BREEAM Assessor & Accredited Professional Services</i>	

PRINCIPAL DESIGNER SERVICES (as detailed in 'L153 Managing health and safety in construction' guidance produced by the HSE "Regulation 11")		
98	Plan manage, monitor and coordinate the pre-construction phase.	
99	Ensure the design work in the pre-construction phase contributes to the delivery of positive health and safety outcomes through regular design meetings	
100	Check designers have sufficient skills, knowledge and experience.	
102	Identify foreseeable health and safety risks.	
103	Manage the identified health and safety risks in accordance with the general principles of prevention.	
104	Ensure coordination and cooperation	
105 & 106	Bring together the pre-construction health and safety information for providing to tendering contractors	
107 & 108	Liaise with the Principal Contractor	
	<i>Sub total for Principal Designer Services</i>	



ITT PRICE ASSESSMENT SUMMARY	
Quantity Surveyor Services	
Employer's Agent Services	
BREEAM Assessor & Accredited Professional Services	
Principal Designer Services	
<i>TOTAL PRICE SUBMISSION</i>	£

Appendix A BREEAM Scope of Services

Design Stage Report (RIBA stages 4-5)

- Review the existing Pre-Assessment;
- Register the scheme with the BRE;
- Review information provided by the design team regarding the various BREEAM credits;
- On a monthly basis, prepare & issue a tracking schedule to the Project Manager, highlighting the following:
 1. Information received for each credit;
 2. Member of the team responsible for providing the information;
 3. Whether the information meets with the BREEAM criteria;
 4. Each credit to be highlighted with a traffic light system, so the team can see very clearly, the status of each credit.
- Draft the design stage report & submit to the Building Research Establishment (BRE) Global for quality management checking;
- Respond to any further requests for information the BRE Global may require to enable design stage certification;
- Issue the design stage certificates to the client & team;
- Carry out the role of the BREEAM Accredited Professional.

Post Construction Review (RIBA stage 6)

- Liaise with the Main Contractor, including a site inspection, reviewing whether the commitments made at the design stage, have been transposed through to “as built” information;
- Hold a one day workshop to clearly identify what information is required for the post construction review report;
- Produce a BREEAM Accredited Professional report in line with the 2011 new construction manual;
- Issue a tracking schedule, similar to the one produced for the design stage report;
- Prepare & issue to BRE Global the post construction review report for quality management checking;
- Respond to any further requests for information BRE Global may require to enable the post construction certification;
- Issue the post construction review certificate to the client & the team;
- Carry out the role of the BREEAM Accredited Professional.