

Schedule of Stage Services for Quantity Surveyors

TENDER FOR	Design Team the Fort Museum and Event Centre within the Cultural Quarter, Portlaoise, Co. Laois - Regeneration, conservation, and refurbishment project
FOR	Laois County Council
FOR	Quantity Surveying and Cost Consultancy Services.
AT	Fort Museum and Event Centre within the Cultural Quarter, Portlaoise, Co. Laois.

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1 STAGE 1 – PRELIMINARY DESIGN

All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Co-operate with Design Team Leader and provide all information necessary for Stage.
- Review, quality control and co-ordinate all information and Stage documentation with other Design Team members.
- Complete a site visit to establish any factors likely to influence cost.
- Complete an Initial Cost review of Sketch Designs options.
- Advise on the cost of alternative designs or techniques of construction.
- Incorporate Green Public Procurement (GPP)
- Prepare an Outline Cost Plan for the project.
- Prepare, if required, comparative cost studies on aspects of the project.
- Prepare elements of Stage 1 Report appropriate to Costings.
- Design Stage Review Meeting.
- Approval and formal sign-off.

2 STAGE 2A – DEVELOPED SKETCH DESIGN

All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Co-operate with Design Team Leader and provide all information necessary for Stage.
- Review Project Costs with Design Team Leader and Design Team.
- Advise on the cost implications of the design of the project as sketch design proceeds.
- Advise on the cost of alternative designs or techniques of construction.
- Prepare a Detailed Cost Plan for the project.
- Reconcile Cost Plan and the Outline Cost Plan (produced at Stage 1) including explanation of any deviations.
- Prepare, if required, comparative cost studies on aspects of the project.
- Incorporate Green Public Procurement (GPP)
- Prepare elements of Stage 2a Report appropriate to Costings.
- Design Stage Review Meeting.
- Approval and formal sign-off.

3 STAGE 2B – DETAILED DESIGN

All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Co-operate with Design Team Leader and provide all information necessary for Stage.
- Advise on the cost implications of the design of the project as detailed design proceeds.
- Advise on the cost of alternative designs or techniques of construction.
- Prepare high level Life Cycle/ Whole life Cost Studies and estimates of annual maintenance costs.
- Update the Cost Plan for the project.
- Prepare, if required, comparative cost studies on aspects of the project.
- Incorporate Green Public Procurement (GPP)
- Prepare expenditure cash flow forecasts, including inflation prediction.
- Assist in preparation of tender packages.

- Provide Scope in the Works Contract Tender document for priced options or potential Value Engineering items as required.
- Assist in preparation of Suitability Assessment Questionnaires.
- Prepare Tender Documents (Site furniture and equipment Packages)
- Prepare Tender Documents (Works Packages) including Bills of Quantities in consultation with the Design Team Leader.
 - The Bills of Quantities shall be prepared in accordance with the current method of measurement of building works agreed between the Society of Chartered Surveyors and the Construction Industry Federation including any amendments required by the Department of Public Expenditure and Reform.
- Prepare elements of Stage 2b Report appropriate to Costings.
- Design stage review meeting.
- Approval and formal sign-off.

4 STAGE 3 – TENDER ACTION

All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Co-operate with Design Team Leader and provide all information necessary for Stage.
- Tender actions (Works Contractors and Fixture, Fittings and Equipment Contracts).
- Answer tender queries.
- Check tender submissions for arithmetical accuracy, level of pricing and compliance with the tender documentation and instructions.
- Evaluation of tenders.
- Tender assessment interviews.
- Preparation of tender reports and recommendations, details to include:
 - Detailed cost analysis of the lowest acceptable tender.
 - Bills of Reduction if the lowest acceptable tender for the main contract exceeds the amount of the relevant estimate or cost plan.
 - Assess Green Public Procurement (GPP)
- Prepare expenditure cash flow forecasts.
- Preparation of the Contract relating to accepted tenders.

5 STAGE 4 – CONSTRUCTION

All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Co-operate with Design Team Leader and provide all information necessary for Stage.
- Fortnightly reports and project review meetings with the Design Team Leader, Design Team and the Contractor.
- Allow for all work relevant to your professional discipline necessary for the effective administration of the Contract, including close co-operation communication and information exchange between Design Team members.
- Check Contractor's progress applications: prepare interim valuations and recommend payments.
- Preparation of Interim reports covering requirements of PWC on programming, cost control and contract administration and documentation control
- Prepare monthly cost forecasts of the Final Account which are to be furnished to both the Design Team Leader and the Client.

- Examine and provide the Design Team Leader with the estimated cost of any variations to the contract following consultation with the appropriate members of the Design Team.
- Adjust cost reports for change orders and measure the work in accordance with the terms of the contract.
- Update expenditure cash flow forecasts.
- Adjust the contract sum in accordance with any change orders.
- On receipt of the necessary documents from the Contractor, prepare the Final Account and make final report.
- Examine, evaluate and report on any delay, disruption or any other claims under the contract.

6 STAGE 5 –HANDOVER/FINAL ACCOUNT

All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Coordinated production of project progress and final account.
- Provide estimate of reconstruction costs for insurance purposes.