

Cost Consultant Specification

Brief to recruit a Cost consultant to work on a coastal destination project at Coast Drive, Greatstone, New Romney, TN28 8NR

1 Introduction:

The Coast Drive public car park is approximately 0.97 hectares in area. The proposal is to redevelop the site to create a coastal destination including a visitor 'hub' building comprising public toilets, Changing Places toilet, café concession, education space and shower facilities; beach chalets; boardwalks; new car park surfaces; disabled and EV parking bays and water sports facilities. A large part of the site will remain as a public car park. The development will include all associated infrastructure and services.

Folkestone & Hythe District Council is seeking to procure the services of a cost consultant to carry out the role generally as set out in section 4. This role will include assisting with the selecting and appointing of specialist consultants and assisting with the preparation and collation of Tender documents for the construction of the development.

2 Estimated costing:

An initial stage 1 cost exercise for the entire site development is to be carried out as part of the appointment.

3 Programme:

The Project initial draft delivery programme with assumed timescales as below:

July 2023	Appointment of Employers Agent and Technical Design Team.
August 2023	Completed Cost Plan & Specifications.
August 2023	Prepare JCT and Collateral warranties.
August 2023	Tender action.
October 2023	Review of Tenders.
November 2023	Appointment of Contractor.

4 December 2023 Start on site.

The role

- 4.1.1 Generally the appointment of a Cost Consultant to carry out specialist roles and advise on all aspect the project through the RIBA Stages 3 to completion.
- 4.1.2 The following additional Consultants will be appointed at a later date to assist with the development of the project to completion to which you will liaise with to produce your [proposals]:
Structural and Civils Consultant
Services Consultant
Fire Consultant
Landscape Consultant
- 4.1.3 Lead and Liaise with the Professional Team and finalise a design. Assist the Architect and report summarising the Project design, cost, programme and risk register (standard risk register format will be supplied by the client and must be used by all parties).
- 4.1.4 Generally as per the RICS's "Quantity Surveyor Services" (May 2022) the following activities are to be included within the offer (a copy of the RICS document can be made available on request); 1.1.1, 1.1.2, 1.2.1, , 1.3.1, 1.3.2, 1.4.1, 1.4.2, 1.4.3, 1.4.4, 1.4.5, 1.4.6, 1.4.7, 1.4.8, 1.5.1, 1.5.2, 1.5.3, 1.5.4, 1.5.5, 1.5.6, 1.6.1, 1.6.2, 1.6.3, 1.6.8, 1.6.10, 1.6.11, 1.6.12, 1.6.13, 1.6.14, 1.6.16, 1.7.1, 1.7.12, 1.7.3, 1.7.4, 1.7.5, 1.7.6, 1.7.7, 1.7.8, 1.7.9, 1.7.10, 1.9.1, 1.9.2, 1.9.3, 1.9.4, 1.9.5, 19.96, 1.9.7, 2.1.5, 2.1.6, 2.1.7, 2.1.8, 2.1.14, 2.2.1, 2.2.2, 2.2.3, 2.2.4, 2.2.5,
- 4.1.5 Provide full Cost Consultancy services advice for RIBA Stage 3 to completion.
- 4.1.6 Advise the Client on specialist services, including consultants, contractors, sub-contractors and suppliers required in connection with the Project.
- 4.1.7 Develop cost plans at each RIBA stage for review by the team/client. Report to advise on costs and any alternative designs.
- 4.1.8 Liaise with the Professional Team and advise the Client on statutory approvals required and fees due in respect of the Project. Recommend payments to the Client.

- 4.1.9 Liaise with the Professional Team and finalise a scheme design report summarising the Project design, cost, programme and risk register. Establish review, approval, variation and reporting procedures. Prepare recommendations for the Client's approval.
- 4.1.10 Contribute to Health & Safety Strategy as required throughout the commission.

4.2 Concept Design, Technical Design –Tender for Construction

- 4.2.1 Develop the specification for a design team to provide the design input into the employer's requirements and specifications. And assess the procurement returns and report to client with recommendations (taking account of the councils procurement rules).
- 4.2.2 Analyse the Architects proposals and brief and prepare an estimate of the construction cost.
- 4.2.3 Advise on Procurement options, warranties, bonds, consents and licenses.
- 4.2.4 Attend tender interviews and assess tenders against the brief and Tender Documents. Prepare a tender report including recommended adjustments.
- 4.2.5 Negotiate tender from the contractor using the Council's policies and procedures to achieve a tender offer within the pre-determined construction cost estimates.
- 4.2.6 Prepare the Preliminaries for the building contract with input from the Clients Legal team.
- 4.2.7 Liaise with the Clients Legal team and advise on the use and/or amendments of standard forms of contract.
- 4.2.8 Liaise with the professional team and client's legal team and prepare the contract documents, including required insurances and provide interpretation advice.
- 4.2.9 Make recommendations and calculation for Liquidated & Ascertained damages to be used with the contract.
- 4.2.10 Assist with the checking of tender submissions for errors, omissions, exclusions, qualifications and inconsistencies between tendered information and tenders.

4.3 Construction - Completion

- 4.3.1 Contract Administration as required under the terms of the selected Building contract.
- 4.3.2 Assist Lead consultant to sanction the contractor's detailed design throughout the contract.
- 4.3.3 Agree and implement Project reporting and recording procedures with the Client, the Professional Team and the Contractor.
- 4.3.4 Provide full cost control inspection services throughout the contract.
- 4.3.5 Liaise with the Professional Team and provide monthly quality, cost and programme reports. Advise the Client of any variations and decisions required and obtain authorisation. Assess progress and make recommendations for interim payments.
- 4.3.6 Provide a full cost control administration service throughout the contract.
- 4.3.7 Advise on issues of time extension, and loss and expense, preparing reports and recommendations for the Client's approval.
- 4.3.8 Carry out Assessment of Building Replacement Value for Insurance.
- 4.3.9 Facilitate agreement to the Final Account from the parties to the Building Contract.
- 4.3.10 Advise on the recovery of liquidated and ascertained damages.
- 4.3.11 Prepare documentation and/or provide advice to support arbitration and/or litigation, attending proceedings as necessary.
- 4.3.12 Assist where necessary to set up and manage a "Lessons Learned" document.