

STRATEGIC PLANNING & PLACE BUILDING CONTRACT DIRECTIVE

DATE: January 2016

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REFERENCE

FEASIBILITY STUDIES AND FORECASTING CAPITAL PROGRAMME BUDGET AND COSTS

1. **Generally**
 - 1.1 The full scope of the commission for the feasibility study will be set out by the Commissioning officer for WSCC and the consultant will seek formal confirmation of any departures from that scope as maybe required in his/her professional opinion to meet the standards set out in this directive. It should be confirmed at the briefing if a written report (2.2) is required from the Consultant as well as drawings.
 - 1.2 The scope of any school feasibility briefed by the Commissioning Officer for WSCC/Project Manager should include an assessment of the space needs using the latest Building Bulletin calculator.
 - 1.3 Any completed feasibility study should be capable of execution as a project, and should pass through any project gateway into the formal design stage without requiring a major revision to that study.
 - 1.4 The timescale for the study shall be agreed at the time of commissioning. Where a cap on fee expenditure is instructed, the consultant must monitor his time and seek formal approval to any extension. The consultant shall where requested provide timesheets for time expended on any study.
 - 1.5 As well as complying with national building legislation and guidelines, designers should make reference to and comply with WSCC publications related to building design including the [WSCC General Policy Brief for Educational Buildings](#), the [WSCC Construction Guide](#) and relevant WSCC Building Contract Directives'.
- 2.0 **Procedure**
 - 2.1 The Consultant's feasibility study unless agreed otherwise will normally be presented by the Architect or Designer in the form of a site plan, floor plans showing the scope of work and sections or

NOTE:

THIS DIRECTIVE IS APPLICABLE TO THE MAJORITY OF SCHEMES BUT IT WILL NOT NECESSARILY BE APPROPRIATE TO ALL WORKS AND THEREFORE ON EACH SCHEME IT WILL BE NECESSARY TO CHECK THE SPECIFIC REQUIREMENTS.

elevations if requested.

2.2 On feasibility studies completed by Consultants there may be an additional requirement for a brief report outlining –

- Scope of the work.
- Main design considerations including the type of construction recommended, main materials for major components proposed etc.
- Any comments from Planners, including any abnormal or special conditions likely to be applied, eg Acoustic screening, environmental impact assessments, archaeological survey works etc.
- Recommendation on any specialist surveys such as topographical surveys, soil surveys, structural surveys, asbestos surveys, underground services surveys and electrical capacity checks.
- Topographical surveys or any other surveys may be commissioned via the consultant if time is of the essence.
- Any details obtained from premises manager or WSCC maintenance engineers regarding existing plant and equipment or highlighting significant services risks.
- The consultant should assess the need for sprinklers as part of an outline Fire Risk Assessment.
- Any sustainable measures proposed, or any potential for use of renewable energy.
- Desk top land contamination surveys, hydrological surveys or flood risk assessment should with the agreement of the WSCC commissioning officer be included.
- Project risks should also be included in the report.
- Recommended procurement strategy.
- Recommended construction programme
- Recommended procurement construction programme.
- Any Health and Safety or CDM Issues.

Studies that are required to be part of bids or grants or external funding shall be in the format required by the funding organisation.

2.3 On feasibility studies completed in-house a site plan and floor plans showing the scope of work will normally be all that is provided.

3.0 **Order of Cost by Cost Consultant**

3.1 For a Cost Consultant preparing a Project Feasibility Cost Report on standard Form E414, the report needs to consider and report the following –

- New Build Cost
- Additional Costs.
- Adaptation Costs.
- Abnormal Costs.
- Any other costs.
- Preliminaries (with percentage of total construction cost shown)
- Contract Contingency (with percentage of total construction cost shown)
- Design Contingency (with percentage of total construction cost shown)

3.2 The net floor area of new build construction and the construction cost per square metre should be shown, along with the gross cost per square metre of the whole project.

3.3 In addition the Client supply FF&E and ICT and Professional Fees need to be shown to give a Gross Project Cost.

3.4 The briefing Project Manager will be able to confirm the budget allowances for FF&E and ICT.

Additional information required includes –

- Details of the briefing for the feasibility study, by whom and when.
- A full description of the scope of the works.
- A list of drawings and any other documents that the order of cost is based on.

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- A full description of the scope of the works.
- A list of drawings and any other documents that the order of cost is based on.
- The basis of the order of cost, including the base date for the figures with advice on inflation, suggested procurement route, and if traditional procurement is suggested, an alternative price and programme for Design and Build, and vice versa.
- A list of assumptions made in preparing the order of cost.
- A list of exclusions.
- A list of project risks, including Construction Risks, Employer's change risks and any other Employer's risks.

The standard form should be dated and signed by the Cost Consultant preparing the report.

4. **Forecasting Capital Programme budgets and costs**

Budget figures, feasibility studies, comparative cost profiles or cost estimates relating to schemes in the Capital programme must relate to the anticipated out turn at the time when the actual expenditure will be incurred.

Ensure that the assumed programme, and basis used for compiling the figures are always clearly identified.

For feasibility studies or other costs being provided in respect of prospective schemes where no defined programme has been determined, the base date used in compiling the figures must be clearly stated.

In normal circumstances it is suggested that updates be based upon the latest forecast BCIS tender level index projected to the mid-point of the proposed construction programme if known. Any reservations of particular significance that Consultants may have with this method of updating on a project basis should be clearly stated in the report being presented.

CONCLUSION