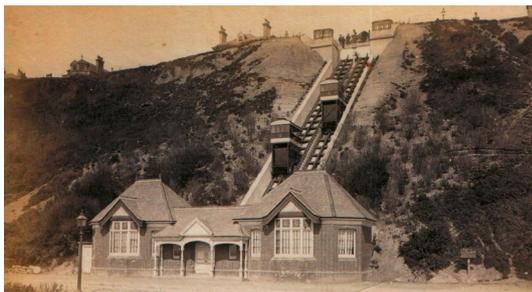




Thanks to National Lottery players

Leas Lift – Restoring Folkestone’s Gem for the community

ITT for Quantity Surveyor



Issue Date: [8th April 2022]

Response Date: [5th May 2022 - 5PM]

Background

Leas Lift is a Grade II* (Historic England No. 1061185) cliff funicular railway situated in the Leas & Bayle Conservation Area in Folkestone. The Lift's listing covers: the waiting rooms which were designed by Reginald Pope in a Domestic Revival style and built by John Newman, a local builder; pump room, which was added in 1890 in a similar style with a second lift (removed in 1985); lower station tanks, track, cars, wheel houses; and tank room, upper station tunnel and railings. The listing specifically highlights four areas of significance: rarity of a lift of this type - one of only three remaining water-balanced lifts in the UK; engineering and structural interest; rarity and degree of survival of the working machinery; and architectural interest of the waiting rooms and pump house.

Leas Lift opened on 21st September 1885, connecting The Leas with the seafront, and has carried 36 million visitors. Access remains via The Leas and Lower Sandgate Road through the Upper and Lower lift stations. Each carriage can carry 14 people. In its early years, the Lift enjoyed a great success because it satisfied a need and, being new, had comparatively low maintenance costs. By 1887, a couple of design flaws had been discovered which resulted with the fitting of a new braking system and the replacement of the vertical wooden struts under the sleepers with concrete. Apart from that, the Lift appears to have done so well as to require the addition of a second lift in 1890, at which time a water recycling system was also installed.

The District Council ran the lift until 2009, and then a CIC. In 2017 the Lift closed when the Victorian braking system, which is manually operated, with no adequate failsafe, was deemed to be inadequate by the Health & Safety Executive (HSE). The Lift has been closed since. A new Leas Lift CIC was incorporated in 2018 with new Directors. They have worked hard to keep the buildings in good repair, spent two years building a robust governance model, raising funds, consulting with over 2,500 members of the public and commissioning professionals to understand what is required to restore, re-open and operate the Lift once again for the people of Folkestone and wider community. This has included:

- Putting the Lift on Historic England's At Risk Register in 2019.
- Commissioning mechanical and electrical condition surveys in 2018 and 2020.
- Commissioning an Access statement in 2019.
- Securing a Project Viability Grant from the Architectural Fund in 2020/21 which explored how the lift could be accessible, potential visitor routes, interpretation and visitor facilities.
- Developing a Business Plan funded by a grant from Folkestone & Hythe District Council.
- An agreement with the Trustees of Folkestone Estate to take over the lease.
- Securing £750K of Section 106 funding.
- Securing a £0.4 million Round 1 grant from the National Lottery Heritage Fund
- Testing demand for a café. A pop-up run by a local business opened in the bottom lift in September 2020. This is helping support the CIO whilst the Round 2 application is being developed.

The CIC submitted an application to the Charities Commission in May 2021 and is now a CIO. This is to support the future fundraising appeal.

Aims of the project

The aims of the project are to:

- restore the lift cars, waiting rooms, pump room, tanks, track, wheel houses and upper station tunnel and railways and re-open the lift to the public by meeting the requirements of the HSE and Mining Inspectorate;
- deliver a programme of heritage engagement activities through outreach and on-site visits and activities, breaking down economic, physical and attitudinal barriers;
- undertake an oral history project which will inform permanent interpretative displays telling the stories of the Lift – why it was built and the wider Victorian context, the engineering behind it, people associated with it, and the restoration.
- improve access to the Upper and Lower lift stations so that all members of the community can access all areas;
- provide an excellent visitor experience with 21st century facilities;
- create employment, transfer heritage knowledge and skills and support apprentices;
- provide work experience and placement opportunities for young people at school, college and university to enhance their employability.
- minimise the carbon footprint of the Lift; and,
- ensure Leas Lift is resilient by developing a highly trained workforce, volunteer corps and sustainable business model.

The local economy will benefit from jobs during the construction period. Once operational the Lift will create 10 FTE jobs, support an apprenticeship, and seasonal jobs. The café will create at least 6 FTE jobs.

Audiences

The Business Plan projects 95,000 paying trips will be made on Leas Lift and 110,000 in a Triennial year. This audience will be made up of:

- Residents of Folkestone and Hythe District Council
- Adult Special interest and leisure groups within a 60 minute catchment
- Day-trippers to Folkestone from within a 90 minute catchment
- Domestic tourists staying in serviced and non-serviced accommodation in Folkestone and with Visiting Friends and Relatives

Timetable

The Development Phase (RIBA 1 to 3) will begin in November 2021 and end in May 2023, when a Round 2 application will be submitted to the National Lottery Heritage Fund. This is to allow time to raise the partnership funding. The capital work will be undertaken during 2024, handover is planned for Spring 2025, an official opening on 10th April 2025. The three-

year Activity Plan will be delivered from January 2024 to December 2026, initially through outreach, and then on-site. The completion report and summative evaluation will be undertaken during the first quarter of 2027.

It is envisaged that the project will be procured traditionally and tendered with a full RIBA Stage 4 Design (and for QS purposes, an appropriate pricing document).

Brief for Quantity Surveyor

This brief is for a Quantity Surveyor to provide professional services in accordance with the Schedule of Services (Appendix B).

Scope of work

- Quantity Surveyor
 - RIBA Stages 2 – 3 (Development Stage)
 - RIBA Stages 4 – 6 (Delivery Stage)

Other Appointments will be procured separately: -

- Project Manager
- Fundraising Consultancy
- Architect/Lead Design Consultant (inc. co-ordination of design team marked *)
- Structural/Civil Engineer *
- MEP Services Engineer*
- Principal Designer*
- Interpretation & Activity Planner
- Business Planner
- Evaluation Consultant
- Interpretation/Graphic Designers

Timeline

The contract will run from April 2022 to Spring 2026 (split between Development/Delivery:

Development Activity	Commencing
RIBA Stage 2 – Concept Design	Late May 2022
RIBA Stage 3 – Spatial Co-ordination (incl. Planning Application)	September 2022 – May 2023
Delivery Activity (subject to planning & delivery funding)	
RIBA Stage 4 – Technical Design	November 2023
RIBA Stage 5 – Construction **	Spring 2024
RIBA Stage 6 – Handover	Spring 2025

**It should be noted that some investigation works to the Sheave Wheel is expected to be carried out during RIBA Stage 2 period.

Resource Specification

The consultant will have a track record of working successfully in the heritage sector. They should have experience of projects with trusts and foundations, as well as major donors. The consultant should have an understanding of the project and the drivers leading to a successful scheme. They should also understand the likely challenges during the life of the project and how to mitigate them.

Deadline

Completed tenders should be returned by 5 pm on [5th May 2022] to [luke.brown@projectsurveyors.co.uk]. No questions will be accepted after 5 pm [28th April 2022]. It is the Tenderer's responsibility to ensure that they are received on time. Clarification interviews will be held on [w/c 16th May] it is expected that the proposed delivery lead will be in attendance at the interview, we reserve the right to not invite all bidders to interview stage.

Fee

The fee for the Development Phase of work must not exceed £10,000 excluding VAT. This must include all expenses.

The fee for the Delivery Phase of work must not exceed £19,800 excluding VAT. This must include all expenses.

Insurance

The Quantity Surveyor will hold Professional Indemnity cover set at £2M, Public Liability at £5M and Employer's Liability at £10M.

Tender submissions – please read carefully

The purpose of the tender response is to enable the Trustees to evaluate your understanding of our requirements, the suitability of your proposed approach and experience and skills of your team. Your response should consist of the following:

- A written response to the evaluation criteria below.
 - a. Ensure your responses relate to the project brief. Do not include generic information. Any general marketing material about your company or additional appendices that have not been requested will not be considered.
 - b. If you are tendering for more than one Lot ensure each response is a separate document.
- A priced offer in the format request.
 - a. It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.
 - b. If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price, or withdraw the tender.

- c. No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
- d. All tenderers shall keep their respective Forms of Tender valid and open for acceptance by the Trustees or 90 days from receipt.
- Signatures of appropriately authorised individuals e.g. where the tender is a Limited Company, by a Director; where it is a Partnership, by two authorised partners or by an individual if they are a sole trader. Signatures can be scanned.
- Evidence of appropriate insurances. All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees.

Evaluation criteria

Tenders will be evaluated according to the following criteria, 70% quality and 30% price.

Quality will be broken down as follows.

- Relevant experience of involvement in projects:
 - Experience and examples of heritage projects, any relevant challenges encountered and how they have been approached/mitigated. *(Max 1000 words 20% weighting)*
 - Experience and involvement in community led projects with public interest and experience of working with CIC's/CIO's. Please describe any challenges you faced and how these were overcome. Please also comment on any challenges you foresee with the Leas Lift project and how these will be mitigated. If you do not have experience of working on these type of projects please describe your approach (with demonstrable examples). *(Max 1000 words 20% weighting)*
 - Experience of previous National Lottery Heritage Fund or similar grant fund work which involved intense monitoring and reporting requirements. *(Max 500 words 10% weighting)*
- Cost Management – With the project having funding based budget constraints, giving examples, please detail how you proactively manage costs? What are main challenges you foresee in keeping the project in budget and how will you address them? *(Max 1000 words 30% weighting)*.
- Proposed Delivery Team – Please provide CV's of the proposed delivery team listing their applicable experience and skills. *(Max 3 CV's 20% weighting)*

The Directors will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality evaluation assessment table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at the Directors' discretion.

Assessment Criteria	Score
Unacceptable: either no answer is provided, or the answer fails to demonstrate that any of the CIO's key requirements in the area being measured will be delivered.	0
Poor: fails to demonstrate how the CIO's basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
Weak: barely demonstrates how the CIO's basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
Satisfactory: demonstrates how the CIO's basic requirements in the area being measured will be addressed so as to deliver acceptable outcomes against the project brief.	3
Good: demonstrates how most of the CIO's requirements in the area being measured will be addressed so as to deliver good outcomes against the project brief.	4
Excellent: demonstrates clearly how all of the CIO's requirements in the area being measured will be fully addressed so as to deliver excellent outcomes against the project brief.	5

Please note the following:

The tenderer who submits the lowest overall price will receive the full score of 30% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

$$\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 30$$

Abnormally low or high bids distort evaluation of tenders and where the CIO feels that a bid falls into one of these categories the tender will be asked to explain or clarify their bid. This includes the discounting of daily rates.

Please note the following:

Preparation of Tender

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time **prior to seven working days** before the date for receipt of tenders. This will allow time for the Directors or Project Manager to prepare a response to all tenderers by five days before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

Non-consideration of Form of Tender

The Directors reserve the right not to award the contract to the highest scoring, lowest priced or to any tenderer; and reserve also the right to accept any of the same in whole or in part. The Directors may also refrain from considering any Form of Tender if it is not in accordance with the Form and Conditions of Tender, or the Tenderer does not provide all of the information required or attempts to make variation or alterations to the Form of Tender, Conditions of Contract or the Specification.

Tenderer's Warranties

In submitting a Tender, the Tenderer warrants that:

- It has not done any of the acts in the Non-Consideration of Form or Tender,
- all information provided is true, complete and accurate in all respects including details of previous projects being presented as examples,
- it has full power and authority to enter into the Contract.
- it is of sound financial standing, and
- its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

Confidentiality

The Form of Tender, the Conditions of Contract, the Specification, and all other documentation or information issued by the Directors relating to the Tender shall be treated by the Tenderer as private and confidential for use only in connection with the Tender and any resulting contract and shall not be disclosed in whole or in part to any third party without the prior written consent of the Directors.

The documents which constitute the project and all copies thereof are and shall remain the property of the Directors (whether or not the Directors shall have charged a fee for the supply of such documents) and must not be copied or reproduced in whole or in part and must be returned to the Directors upon their request.

All information provided by tenderers as part of a tender return will be treated as confidential.

Freedom of Information

Information in relation to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

Tenderers should state if any information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act, and should state why they consider the information to be confidential or commercially sensitive.

This will not guarantee that the information will not be disclosed, but will be examined in the list of the exemptions provided in the Act.

APPENDIX A: Form of Tender

Please complete this form and include it with your responses to the questions above.

Project: Leas Lift – Restoring Folkestone’s Gem for the community

Professional Service: Quantity Surveyor

Name of Tenderer:

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ ____ plus VAT (delete if VAT not applicable) for the development phase (RIBA Stage 2 to 3)

Confirm figure in words: _____ plus VAT (delete VAT if not applicable)

£ ____ plus VAT (delete if VAT not applicable) for the delivery phase (RIBA Stage 4 to 6)

Confirm figure in words: _____ plus VAT (delete VAT if not applicable)

£ ____ plus VAT (delete if VAT not applicable) for total project (RIBA Stage 2 to 6)

Confirm figure in words: _____ plus VAT (delete VAT if not applicable)

Resources

Please state the number of days intended for the Development Phase:

Please state the number of days intended for the Delivery Phase:

Day Rates

Team	Day Rate (£)
Director/ Partner	
Senior Consultant	
Consultant	
Other – specify	

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursements.

Expenses and Disbursements

The fee offer is to include all expenses and disbursements (including printing charges).

Offer Period

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this _____ day of _____ 20__

	Tenderer to provide responses. Some are pass/ fail
Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date ¹	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

¹ If you do not have any of these insurances, please indicate if you will purchase them if awarded the contract. If they are not applicable e.g. you are not an employer, please indicate this.

Appendix B: Schedule of Services

Quantity Surveying Services

Core Services

Note

Services 1.1 through to 1.6 are based on the RIBA Plan of Works 2013 processes. Services not included nor ticked are specifically excluded from the fee agreement.

1.1 Generally

- 1.1.1 Attend Client, Design, Project, site and other meetings as provided under this appointment.
- 1.1.2 Prepare regular / monthly cost reports. Advise the Client of any decisions required and obtain authorisation.

1.2 Preparation & Brief

- 1.2.1 Liaise with the Client and the Professional Team to determine the Client's initial requirements and to develop the Client's Brief
- 1.2.2 Advise the Client on demolition, strip-out, site investigation and enabling works contracts required before the Building Contract.
- 1.2.3 Liaise with the Professional Team and procure demolition, strip-out, site investigation and enabling works contracts required before the Building Contract.
- 1.2.4 Liaise with the Professional Team and advise the Client of its obligations under the CDM Regulations.

1.2.5 Comply with the CDM Regulations insofar as they relate to this Appointment.

1.2.6 Advise the Client on specialist services, including consultants, contractors, sub-contractors and suppliers, required in connection with the Project.

1.2.7 Advise on the cost of the Project. Advise on the cost of alternative design and construction options.

1.2.8 Advise on alternative procurement options.

1.2.9 Visit the Site. Advise the Client on any factors likely to affect cost, time or method of implementation.

1.2.10 Prepare an initial budget estimate to test feasibility proposals.

1.2.11 Prepare a preliminary cost plan and cash flow forecast.

1.2.12 Advise on the likely effect of market conditions.

1.3 Concept & Developed Design

1.3.1 Prepare, maintain and develop a cost plan and cash flow 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.

Quantity Surveying Services

	Advise on any cost variances to the allowances contained in the cost plan.	<input checked="" type="checkbox"/>	1.4.6	Obtain tender drawings and specifications from the Client and the Professional Team.
<input checked="" type="checkbox"/>	1.3.3 Measure gross floor areas.		<input checked="" type="checkbox"/>	1.4.7 Liaise with the Client and the Professional Team and prepare tender documentation.
<input type="checkbox"/>	1.3.4 Measure net lettable / saleable floor areas.		<input checked="" type="checkbox"/>	1.4.8 Prepare pricing documents, for inclusion in tender documents.
<input checked="" type="checkbox"/>	1.3.5 Confirm the scope of the Building Contract to the Client and advise on additional works required by third parties.		<input checked="" type="checkbox"/>	1.4.9 Advise on suitable tenderers for the building Contract. Prepare recommendations for the Client's approval.
1.4 Technical Design (including Pre Construction Services)				
<input checked="" type="checkbox"/>	1.4.1 Advise on tendering and contractual procurement options. Prepare recommendations for the Client's approval.		<input checked="" type="checkbox"/>	1.4.10 Investigate prospective tenderers and advise the Client on their financial status and technical competence. Prepare recommendations for the Client's approval.
<input checked="" type="checkbox"/>	1.4.2 Liaise with the Client's insurance advisors and advise on construction related insurances (excluding the administration of claims).		<input checked="" type="checkbox"/>	1.4.11 Attend pre or post tender interviews.
<input checked="" type="checkbox"/>	1.4.3 Liaise with the Client's legal advisors and advise on warranties / third party rights etc.		<input checked="" type="checkbox"/>	1.4.12 Arrange delivery of tender documents to selected tenderers.
<input checked="" type="checkbox"/>	1.4.4 Liaise with the Client's legal advisors and advise on bonds for performance and other purposes.		<input checked="" type="checkbox"/>	1.4.13 Check tender submissions for errors, omissions, exclusions, qualifications, inconsistencies etc.
<input checked="" type="checkbox"/>	1.4.5 Liaise with the Client's legal advisors and advise on use and/or amendment of standard forms of contract or contribute to drafting of particular Client requirements.		<input checked="" type="checkbox"/>	1.4.14 Liaise with the Professional Team and advise on errors, omissions, exclusions, qualifications and inconsistencies between the tender documents and the tenders received. Prepare recommendations for the Client's approval.

Quantity Surveying Services

<input checked="" type="checkbox"/>	1.4.15	Advise on the tenderers' design and construction programmes and method statement	1.5 Construction
<input checked="" type="checkbox"/>	1.4.16	Liaise with the Professional Team and prepare a tender report. Prepare recommendations for the Client's approval.	<input checked="" type="checkbox"/> 1.5.1 Visit the Site periodically and assess the progress of the Project for interim payment purposes.
<input checked="" type="checkbox"/>	1.4.17	Conduct negotiations with tenderers. Prepare documentation to confirm adjustments to the tender sums. Prepare recommendations for the Client's approval.	<input checked="" type="checkbox"/> 1.5.2 Prepare recommendations for interim payments to the Contractor.
<input checked="" type="checkbox"/>	1.4.18	Liaise with the Client and the Professional Team and advise on methods of progressing design and/or construction works prior to the execution of the Building Contract.	<input checked="" type="checkbox"/> 1.5.3 Advise on the cost of variations prior to the issue of instructions under the Building Contract.
<input checked="" type="checkbox"/>	1.4.19	Obtain confirmation that required Contractor insurances are in place prior to commencement of works on the Site.	<input checked="" type="checkbox"/> 1.5.4 Agree the cost of instructions, excluding loss and expense claims, issued under the Building Contract.
<input checked="" type="checkbox"/>	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 and deliver to the Client and the Contractor for completion.	<input checked="" type="checkbox"/> 1.5.5 Advise on the rights and obligations of the parties to the Building Contract.
<input checked="" type="checkbox"/>	1.4.21	Maintain and develop the cost plan and the cash flow forecast.	1.6 Use
			<input checked="" type="checkbox"/> 1.6.1 Prepare recommendations for interim payments and release of retention funds.
			<input checked="" type="checkbox"/> 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.
			<input checked="" type="checkbox"/> 1.6.3 Prepare recommendations for the payment of liquidated and ascertained damages.

Quantity Surveying Services

Supplementary Services

2.1 General

- 2.1.1 Provide services for the Client's and/or any third party's organisational move to new premises.
- 2.1.2 Provide services for the Client's and/or any third party's fitting-out or direct works contract.
- 2.1.3 Prepare bills of quantities for mechanical and electrical services.
- 2.1.4 Price bills of quantities to provide an estimate for comparison with tenders.
- 2.1.5 Prepare a cost analysis based on agreed format or special requirements.
- 2.1.6 Prepare a cost analysis of the final account.
- 2.1.7 Provide estimates of replacement costs for insurance purposes.
- 2.1.8 Provide services in connection with insurance claims.
- 2.1.9 Facilitate, set up and manage value engineering exercises.
- 2.1.10 Facilitate, set up and manage early warning and risk reduction meetings.
- 2.1.11 Attend and contribute to early warning and risk reduction meetings.

- 2.1.12 Facilitate, set up and manage a two-stage tendering process.
- 2.1.13 Facilitate, set up and manage target cost and/or guaranteed maximum price contracts.
- 2.1.14 Facilitate, set up and manage partnering and/or collaborative working contracts.
- 2.1.15 Facilitate, set up and manage 'Lessons Learned' or other workshops.
- 2.1.16 Act as the Client's partnering advisor.
- 2.1.17 Provide specialist procedural advice to comply with EU Regulations and/or other legislation.

2.2 Financial

- 2.2.1 Advise on the financial implications of developing different sites.
- 2.2.2 Advise on the preparation of development appraisals.
- 2.2.3 Advise on the cost implications of alternative development programmes.
- 2.2.4 Prepare sustainability cost studies.
- 2.2.5 Prepare life-cycle cost studies and estimates of annual running costs.
- 2.2.6 Advise on and evaluate capital tax allowances, grants or other financial

It is to be discussed if 2.1.3 and 2.1.4 are required as a suitable pricing document for this project.

Quantity Surveying Services

		assistance available in respect of the Project.	✘	2.3.5	Advise on the Contractor's entitlement to loss and expense. Analyse and report on the Contractor's loss and expense claim(s). Prepare recommendations for the Client's approval.
<input type="checkbox"/>	2.2.7	Prepare applications for capital tax allowances, grants or other financial assistance available in respect of the Project.			
<input type="checkbox"/>	2.2.8	Advise on VAT payable in respect of the Project. Provide a breakdown of the cost plan, interim valuations and final account or similar financial statement for VAT purposes.	<input type="checkbox"/>	2.3.6	Prepare documentation and/or provide advice to support adjudication proceedings. Attend adjudication proceedings.
<input type="checkbox"/>	2.2.9	Carry out off-site inspections of sub-contractors and suppliers' premises for interim payment purposes.	<input type="checkbox"/>	2.3.7	Prepare documentation and/or provide advice to support mediation proceedings. Attend mediation proceedings.
2.3 Contractual			<input type="checkbox"/>	2.3.8	Prepare documentation and/or provide advice to support arbitration and/or litigation proceedings. Attend arbitration and/or litigation proceedings.
<input type="checkbox"/>	2.3.1	Provide specialist quantity surveying advice on the interpretation of contracts and contractual clauses.	<input type="checkbox"/>	2.3.9	Advise the Client on the selection, terms of appointment and fee structures for the Professional Team.
<input type="checkbox"/>	2.3.2	Liaise with the Client's legal advisors and advise on the use and/or amendment of bespoke forms of contract or contribute to the drafting of particular Client requirements.			
<input type="checkbox"/>	2.3.3	Advise on the Contractor's entitlement to extensions of time. Analyse and report on the Contractor's application(s) for extensions of time. Prepare recommendations for the Client's approval.			
<input type="checkbox"/>	2.3.4	Advise on the cost and contractual consequences arising from an acceleration instruction.			