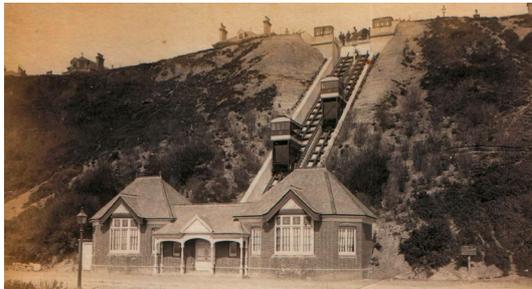




Thanks to National Lottery players

Leas Lift – Restoring Folkestone’s Gem for the community

ITT for Structural/Civil Engineer



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.

Brief for Structural/Civil Engineer

This brief is for a Structural/Civil Engineer to provide professional services in accordance with the Schedule of Services (Appendix B).

Scope of work

- Structural/Civil Engineer *
 - 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 *)
- Quantity Surveyor
- Principal Designer*
- MEP Services Engineer*
- 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. They should also be experienced in unusual civil input such as this scheme.

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 £6,000 excluding VAT. This must include all expenses.

The fee for the Delivery Phase of work must not exceed £15,000 excluding VAT. This must include all expenses.

Insurance

The Structural/Civil Engineers 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)*
- Programme – please provide a design programme using the timetable dates provided earlier in the ITT. Your programme should consider your discipline specific design activities as well as any required investigations or approvals you deem necessary. *(Max 2 sides of A3 20% weighting)*
- Sustainability - How would you make the lift environmentally sustainable, whilst considering the constraints of its heritage designation *(Max 1000 words 20% weighting)*
- Proposed Delivery Team – Please provide CV's of the proposed delivery team listing their applicable experience and skills. *(Max 3 CV's 10% 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: Structural/Civil Engineer

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

Please note: the below scopes reference tick boxes to indicate if a service is required, to avoid ambiguity all services detailed on the following pages are required by the selected consultant.

2.2 Preparation and Brief – Stage 1

- 2.2.1 Seek the Brief and instructions from the Client or the Client's authorised representative describing the Client's requirements in respect of the Works, what they are intended to achieve, their cost and programme.
- 2.2.2 Discuss with the Client the role of the Consultant and the Client's relationship with the Lead Consultant if appointed and any Other Consultants, the various contractors and sub-contractors and any Principal Designer appointed in accordance with the Construction (Design and Management) Regulations 2015.
- 2.2.3 Discuss with the Client the likely requirements for Site Staff, these shall be considered again prior to and following the appointment of Contractors.
- 2.2.4 Discuss with the Client and agree the submissions and approvals required of statutory Authorities.
- 2.2.5 Discuss and agree the design services to be undertaken by various Contractors, sub-contractors and Other Consultants.
- 2.2.6 Discuss with the Client and agree the type of construction contract and the timing of tender activities in relation to the various stages of design.
- 2.2.7 Discuss with the Client and agree whether Building Information Modelling is to be utilised in the production of information and if so agree any appropriate protocol.
- 2.2.8 Seek from the Client all information and data relevant to the Works in the Client's possession or control and in accordance with the Construction (Design and Management) Regulations 2015.
- 2.2.9 Outline the effects of limitations of the Site on the Works caused by the topography and any reasonably identifiable previous uses thereof and the presence or possible presence of contaminants as a result of such uses where such matters are apparent from the data and other information provided by the Client.
- 2.2.10 Review such information as is contained in readily available data on the existence and extent of relevant public services such as water, gas, electricity, sewerage, culverts, tunnels and telecommunications services. Comment to the Client on any effect that these may have on the Works, both during construction of the Works and on completion.
- 2.2.11 Comment to the Client on any physical site restrictions including access which may affect the engineering options for the Works.
- 2.2.12 Liaise with those appointed to prepare a desk study of the Site. If necessary, and with the Client's agreement, bring forward from 2.3.3 of Stage 2 a site geotechnical investigation.
- 2.2.13 Collaborate with the Lead Consultant if appointed and any Other Consultants in seeking from the Client any further information needed so that they can perform their services under their various agreements with the Client.
- 2.2.14 Collaborate in making initial recommendations to the Client on the technical viability of the Works.
- 2.2.15 Seek the Client's consent to proceed to Stage 2.

Deliverables for Stage 1 (delete/add to as required)

Core Deliverables

Provide or obtain written confirmation of Client's brief and instructions.

Optional Deliverables

- iii. Provide assessment of significant risks from any existing Health & Safety file.

2.3 Concept Design – Stage 2

After receiving the Client's consent to proceed to the concept design Stage:

- 2.3.1 Visit the Site as appropriate and study data and information relating to the Project and relevant to the Works which are reasonably accessible to the Consultant, and consider reports relating to the Works which have either been prepared by the Consultant or have been prepared by others and made available to the Consultant by the Client.
- 2.3.2 Liaise as may be necessary with any Other Consultants to agree a programme for the whole of the design and construction of the Works.
- 2.3.3 Advise the Client on the need for arrangements to be made for geotechnical investigations of the Site. Arrange as agent for the Client, when authorised by the Client, for such investigations and interpretive report to be undertaken, certify the amount of any payments to be made by the Client to the persons or firms carrying out such investigations and advise the Client on the results and recommendations of such investigations.
- 2.3.4 Advise the Client on the need for arrangements to be made for topographical and dimensional surveys of the site, surveys to obtain details of construction in existence on or adjacent to the site, special investigations or model tests. Arrange, as agent for the Client when authorised by the Client, for such works to be undertaken, certify the amount of any payments to be made by the Client to the persons or firms carrying out such works, and advise the Client on the results of such works.
- 2.3.5 Where appropriate consult any local or other authorities about matters of principle in connection with the design of the Works.
- 2.3.6 Consider alternative outline solutions for the Works.
- 2.3.7 Develop the Client's Brief into a full Brief for the Project in consultation with the Client and any Other Consultants. Such Brief shall describe the Client's requirements in respect of the Services and both the Client and the Consultant shall work to the Brief. Discuss and agree with the Client any changes to the arrangements for payments to be made to the Consultant which may have become necessary as a result of changes to the Brief. Comment to the Client on any restrictions the Brief may impose on any future use of the Project suggested by the Client.
- 2.3.8 Provide sufficient preliminary information in relation to the Works in the form of advice, sketches, reports or outline specifications to enable the Lead Consultant if appointed to collate the concept design and assist any Other Consultant to prepare the outline Cost Plan.
- 2.3.9 After review, seek the Client's approval of the concept design and the Client's consent to proceed to Stage 3.

Deliverables for Stage 2 (delete/add to as required)

Core Deliverables

- i. Provide outline scheme sketches and layouts indicating basic proposals, general grid layout of typical area of the development with preliminary sizing of primary structural elements.

Typically for a building structural design:

- a. Updated Client Brief.
- b. Sketch layouts of structural solution in plan and section for critical elements of the building with typically structural steel weights per gross area of steel building or element sizing for buildings of structural concrete and other materials.
- c. Documentation for procurement of geotechnical investigation and topographical and dimensional surveys.
- d. Foundation types and size estimates.
- e. Requirements for earth retaining structures.
- f. Outline specification.

Optional Deliverables

- i. Provide external drainage layouts showing primary routes and connection locations to adopted sewers.
- iii. Provide concept structural design model including appropriate geometric detail and object information.

Provide advice and design input in respect of lift civil works

2.4 Developed Design – Stage 3

After receiving the Client's approval of the concept design and the Client's consent to proceed to the developed design Stage:

- 2.4.1 Develop the design of the Works in collaboration with any Other Consultants and prepare sufficient calculations, drawings, schedules and specifications to enable the Consultant, or any Other Consultant to prepare the final developed design.
- 2.4.2 Integrate into the design of the Works any requirements of specialist sub-consultants, Contractors or sub-contractors (if available at this Stage).
- 2.4.3 Prepare such representative sketches, drawings, specifications, and/or calculations in respect of the Works as are necessary to enable the preparation of the Cost Plan.
- 2.4.4 Collaborate with any Other Consultants to prepare detailed proposals for presentation to the Client, drawing attention to any significant differences from the previously agreed requirements for the Works.
- 2.4.5 Assist in coordinating the design of the Works into the overall design.
- 2.4.6 Seek the Client's approval of the developed design and the Client's consent to proceed to Stage 4.

Deliverables for Stage 3 (delete/add to as required)

Core Deliverables

- i. Provide drawings showing the extent of the civil and structural solutions that are co-ordinated with the architecture and building services.

Provide advice and design input in respect of lift civil works

Typically for a building structural design:

- a. Layout and section drawings of all floor levels indicating structural element sizes and structural zones. Drawings should generally be at a level of detail commensurate with a printed scale of 1:100 (or suitable for development).
- b. Typical structural system support and restraint details.
- c. Details of building stability elements and sizes.
- d. Foundation details and sizes.
- e. Sizing and construction of retaining structures.
- f. Drainage layouts.
- g. Road layout and details.
- h. Detailed specification.

Optional Deliverables

- i. Provide developed design model including appropriate geometric detail and object information.

Provide advice and design input in respect of lift civil works

2.5 Technical Design – Stage 4

After receiving the Client's approval of the Developed Design and the Client's consent to proceed to the Technical design Stage:

- 2.5.1 Develop the design of the Works in collaboration with any Other Consultants and prepare sufficient calculations, information, drawings, schedules and specifications to enable the Consultant and/or any Other Consultants to prepare Tender Documentation in respect of the Works.
- 2.5.2 Integrate into the design of the Works any requirements of specialist sub-consultants, Contractors or sub-contractors if available at this Stage.
- 2.5.3 Prepare such calculations or certification and details relating to the Works as may be required for submission to any appropriate statutory authority as agreed under 2.2.4 including the coordination of such information for the Works submitted by specialist suppliers and/or Contractors as is available which may need to be included in such submissions excluding any submissions or applications for planning consents and approvals.
- 2.5.4 Continue to prepare any further drawings and schedules necessary to enable Contractors to commence the Works, but excluding Co-ordination Information, designs and details for temporary works, formwork, shop fabrication and connection details. In the case of reinforced concrete work, general arrangement information and information of non-standard details should be prepared sufficient to enable a Contractor to prepare full details and bar bending schedules for the Works.
- 2.5.5 Assist in advising the Client on the need for any special conditions of contract relevant to the Works and on appropriate forms of contract and invitations to tender for the Works.

2.6 Tender Documentation and tender action (the Stage at which this may occur is dependent on 2.2.6)

After receiving the Client's consent to proceed to the production of Tender Documentation and tender action:

- 2.6.1 Assist in advising the Client as to the suitability for carrying out the Works of persons and firms to be invited to tender for any contract involving the construction, supply and/or installation of all or part of the Works.
- 2.6.2 Assist the Client in assembling the Tender Documentation and to issue it to firms selected to tender.
- 2.6.3 Assist in advising the Client as to the relative merits of tenders, prices and estimates received for execution of all or part of the Works.
- 2.6.4 Seek the Client's consent to proceed to Stage 5.

Deliverables for Stage 4 (delete/add to as required)

Core Deliverables

- i. Provide Information showing the extent of the technical definition of civil and structural solution except where detailed design is by a Contractor in which case sufficient information will be provided for development by the Contractor. This information will be appropriate to the method of procurement and programme of the Project and sufficient, in association with the Contractor's information, for Building Regulations submission.

Provide advice and design input in respect of lift civil works

Typically for a building structural design:

- a. Plan layouts should be to a scale of at least 1:100 (to suit building size). Fully dimensioned and including all section sizes and reinforcement requirements for concrete elements but not including reinforcement details or bar bending schedules.
- b. Sectional information for the building information.
- c. All critical building structure details at a scale appropriate for the element.
- d. Details of all foundations, layouts of piles (if required) including reinforcement requirements and typical details for buildings of structural concrete and other materials
- e. Details of all retaining structures.
- f. Detailed elemental specification documentation.
- g. Below slab and external drainage details.
- h. Road/car park construction details.
- i. Performance specifications for contractor design elements.

2.7 Construction – Stage 5

After receiving the Client's consent to proceed to Stage 5:

- 2.7.1 Continue to prepare any further information and schedules necessary to enable Contractors to complete the Works, but excluding Coordination Information, designs and details for temporary works, form work, shop fabrication and connection details. In the case of reinforced concrete work, general arrangement information and information of non-standard details should be prepared sufficient to enable a Contractor to prepare full details and bar bending schedules for the Works.
- 2.7.2 Advise the Client on the finalisation of formal contract documents relating to accepted tenders for carrying out the Works or any part of the Works. The Consultant shall not accept any tender in respect of the Works.
- 2.7.3 Examine detailed designs, shop fabrication drawings, standard details, bar bending schedules and specifications submitted by Contractors or sub-contractors for the Works or parts thereof, in respect of conformity with the Consultant's performance specifications. The Consultant shall not be required to examine the design of any proprietary products manufactured or supplied by Contractors or sub-contractors.
- 2.7.4 Advise the Client on the need for special inspections or tests arising during the construction of the Works.
- 2.7.5 Advise on the appointment and duties of Site Staff and, where they have been appointed, instruct Site Staff in accordance with the appointment agreement.
- 2.7.6 Attend relevant site meetings and make other periodic visits to the Site as stated in the appointment agreement to monitor that the Works are being executed generally in accordance with the contract documents and with good engineering practice and advise the Client on the need for instructions to Contractors.
- 2.7.7 Advise the Client on certificates for payment to Contractors in respect of the Works.
- 2.7.8 Perform any services which the Consultant may be so required to do under any contract for the execution of the Works including, where appropriate, the witnessing of any specified tests, provided that the Consultant may decline to perform any services specified in a contract, the terms of which have not been approved by the Consultant.

Deliverables for Stage 5 (delete/add to as required)

Core Deliverables

- i. Complete deliverables identified in Stage 4.
- ii. Provide Site visit reports.
- iii. Provide comments on technical submissions. Provide comments on technical submissions.
- iv. Provide completion observation report.

2.8 Handover and Close Out – Stage 6

- 2.8.1 Inspect the Works on completion and, in conjunction with any Site Staff, record and report any defects observed.
- 2.8.2 On completion of the Works deliver upon request to the Client one copy of each of the final drawings supplied by the Consultant to Contractors for the purpose of constructing the Works.

Deliverables for Stage 6

Core Deliverables

- i. Provide completion defects list.