

## **Appendix 5**

Rossendale Borough Council

Capital Projects Procedures

CAPITAL PROJECT NO: \_\_\_\_\_

NAME: \_\_\_\_\_

APPROVAL: \_\_\_\_\_

PROJECT LEADER: \_\_\_\_\_

DESCRIPTION OF WORKS:

ESTIMATE: £ \_\_\_\_\_

TENDER: £ \_\_\_\_\_

CONTRACT FORMALITIES: \_\_\_\_\_

FILE REFERENCE: \_\_\_\_\_

CAPITAL PROJECT PROCEDURE		RESPONSIBLE	TIMESCALE	JOB TITLE JOB NO.	CHECKLIST	Tick
STAGE	ACTION					
Feasibility	<ol style="list-style-type: none"> <li>1. Prepare estimate.</li> <li>2. Allocate time.</li> <li>3. Outline proposals.</li> <li>4. Consultation.</li> <li>5. Develop brief.</li> </ol>	<p>QS QS DH C PL</p>			<ol style="list-style-type: none"> <li>1. Consultation EMB's. Neighbourhood Manager, Maintenance.</li> <li>2. Verify approval.</li> <li>3. Complete time and cost form.</li> <li>4. Authorisation to proceed.</li> </ol>	
Design	<ol style="list-style-type: none"> <li>1. Confirm brief.</li> <li>2. Update estimate.</li> <li>3. Update time allocation.</li> <li>4. Define responsibilities.</li> <li>5. Identify risk.</li> <li>6. Health and safety.</li> <li>7. Pre-tender H&amp;S documents.</li> <li>8. CDM.</li> <li>9. Prepare contract documents.</li> <li>10. Select contractors.</li> <li>11. Invitation to tender.</li> </ol>	<p>PL QS QS PL PL/QS PS PS PS PL/QS PL/QS QS</p>			<ol style="list-style-type: none"> <li>1. Select project leader.</li> <li>2. Select project team.</li> <li>3. Prepare working drawings.</li> <li>4. Planning approval.</li> <li>5. Select method of procurement.</li> <li>6. Select contract.</li> <li>7. Prepare contract documentation.</li> <li>8. Tender sent out.</li> <li>9. Select date of return of tender.</li> <li>10. Allocate tender period.</li> <li>11. Allocate construction period.</li> <li>12. Authorisation to proceed.</li> </ol>	

<u>Glossary of abbreviations.</u>	
QS: Quantity Surveyor	DH: Head of design team.
PL: Project Leader	C: Client
PS: Planning Supervisor	

Tender	<ol style="list-style-type: none"> <li>1. Letter to Admin.</li> <li>2. Issue any design variations.</li> <li>3. Develop H&amp;S plan.</li> <li>4. Tender return.</li> <li>5. Tender evaluation.</li> <li>6. Contract to Legal.</li> <li>7. Contract award.</li> </ol>	<p>QS PL PS QS QS QS QS</p>		<ol style="list-style-type: none"> <li>1. Design review.</li> <li>2. Check approval to accept tender.</li> <li>3. Obtain BoQ/Schedules.</li> <li>4. Technical check.</li> <li>5. Financial check.</li> <li>6. Letter to unsuccessful.</li> <li>7. Letter to insurance.</li> <li>8. Authorisation to proceed.</li> </ol>	
Construction	<ol style="list-style-type: none"> <li>1. Pre contract meeting.</li> <li>2. Health and safety plan.</li> <li>3. Obtain construction plan.</li> <li>4. Approve construction plan.</li> <li>5. Construction phase.</li> <li>6. Practical completion.</li> <li>7. Customer satisfaction surveys.</li> <li>8. Update time/cost prediction.</li> </ol>	<p>PL PS PL PL PL PL Cont/client QS</p>		<ol style="list-style-type: none"> <li>1. Minutes issued.</li> <li>2. Update health and safety plan.</li> <li>3. Contract administration form.</li> <li>4. Contract finance form.</li> <li>5. Review communications.</li> <li>6. Authorisation to proceed.</li> </ol>	
Defects/Final Account	<ol style="list-style-type: none"> <li>1. Identify defects.</li> <li>2. Issue Practical Completion.</li> <li>3. Finalise safety file.</li> <li>4. Finalise time/cost.</li> <li>5. Review project.</li> <li>6. Review contractor performance.</li> <li>7. Final account.</li> <li>8. Report to Client.</li> <li>9. Update HSCS.</li> </ol>	<p>PL PL PS QS PL PL QS QS QS</p>		<ol style="list-style-type: none"> <li>1. Review contract administration.</li> <li>2. KPIs.</li> <li>3. Refreshment strategy.</li> </ol>	
Contract closure	<ol style="list-style-type: none"> <li>1. Finalise contract file.</li> <li>2. Pass contract file to Asset Manager.</li> </ol>	<p>PL PL</p>			

## CAPITAL SCHEME

### CONTRACT ADMINISTRATION CHECKLIST

PROJECT: \_\_\_\_\_

PROJECT NO: \_\_\_\_\_ PROJECT LEADER: \_\_\_\_\_

		Tick
<b><u>Pre contract</u></b>	Confirm Authorisation. Select team. Define responsibility. Health and Safety plan. Pre contract meeting.	
<b><u>Contract</u></b>		
Supervising Officer's Instruction No. 1	Identify start and completion dated and authorise Contractor to take possession.	
Interim certificate	Authorise payments, normally monthly.	
Clerk of works Directive	To be backed up on Architects Instruction.	
Verbal instruction	Confirm in writing within 7 days.	
Practical Completion	Issue certificate on "practical" completion. Minor "snags" can be completed within Defects Liability Period.	

## CAPITAL SCHEME

### CONTRACT ADMINISTRATION CHECKLIST

PROJECT: \_\_\_\_\_

PROJECT NO: \_\_\_\_\_ PROJECT LEADER: \_\_\_\_\_

		Tick
<b><u>Post Contract</u></b>		
Certificate of Making Good Defects	Acceptance that all works are completed.	
Final Certificate	Authorises final payment of monies due to contractor/partner.	
<b><u>Other</u></b>		
Certificate of Non-Completion	Issued where the contract period is over-run without justification.	
Extension of Time	Must be claimed as soon as delay is apparent in accordance with contract conditions. Considered on merit.	
Damages	Consult Quantity Surveyor.	