



Department
for Environment
Food & Rural Affairs



Animal &
Plant Health
Agency

Consultant Quotation Request

PR10: Laboratory Science Building A

**Building Control Inspector Role on Behalf of DEFRA Re:
Contractor's Design Proposals.**

Authors

| Author: | Date: | Checked by: | Date |
|------------|----------|-------------|----------|
| [REDACTED] | 07/04/25 | [REDACTED] | 07/04/25 |

Document Revision History

| Revision | Date | Details | Author Sign / Date | Checked Sign / Date |
|----------|----------|--|--------------------------|--------------------------|
| 0 | 11/03/25 | First Draft for Review | [REDACTED] [REDACTED] | [REDACTED] [REDACTED] |
| 1 | 03/04/25 | Second Draft to Incorporate initial comments | [REDACTED] [REDACTED] | [REDACTED] [REDACTED] |
| 2 | 07/04/25 | Incorporation of further comments by contract manager | [REDACTED] [REDACTED] | [REDACTED] [REDACTED] |
| 3 | 23/04/25 | Final minor changes for issue version | [REDACTED] [REDACTED] | [REDACTED] [REDACTED] |

Abbreviations

| ACDP | Advisory Committee on Dangerous Pathogens |
|-----------|---|
| ACPH | Air Changes Per Hour |
| APHA | Animal and Plant Health Agency |
| AHU | Air Handling Unit |
| ASU | Animal Sciences Unit |
| APHA | Animal and Plant Health Agency |
| BMS | Building Management System |
| BREEAM | Building Research Establishment Environmental Assessment Method |
| BSRIA | Building Services Research and Information Association |
| CDM | Construction (Design and Management) Regulations 2015 |
| CIBSE | Chartered Institution of Building Services Engineers |
| COSHH | Control of Substances Hazardous to Health |
| CTSA | Counter Terrorism Security Advisers |
| CQR | Clients Quotation Request |
| DEFRA | Department for Environment, Food and Rural Affairs |
| EML | Expanded Metal Lathe |
| ETP | Effluent Treatment Plant |
| FAA | Fire Alarms Aggregation |
| GMO | Genetically Modified Organisms |
| GTD | Gas Tight Dampers |
| GUI | Graphical User Interface |
| HEPA | High Efficiency Particulate Absorption (Filter) |
| HSE | Health and Safety Executive |
| IACS | Industrial Automation and Control Systems |
| O2 | Oxygen |
| PEP | Project Execution Plan |
| PPM | Planned Preventative Maintenance |
| PL | Project Lead |
| PM | Project Manager |
| RIBA | Royal Institute of British Architects |
| RFI/RFC | Request for Information/Clarification. |
| SAPO | Specified Animal Pathogen Order |
| SHaW | Safety Health and Wellbeing |
| SoCN | Statement of Client Need |
| SOP | Standard Operating Procedure |
| TAP | Technical Assurance Panel. |
| URS / URB | User Requirement Specification / Brief |

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1. Introduction and Broad Project Requirements

The purpose of this Consultant Quotation Request (CQR) is for a 'Building Control Inspector' role on behalf of Defra.

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5. Communications & Information Flows

- b) The Building Control Inspector is to address all project communications via the Project Manager (PM).
- c) Information flow: Contractor's Design Information will be issued to the consultants for commentary using Aconex, The Building Control Inspector should respond to these reviews on Aconex.
- d) Working arrangements: The Building Control Inspector is to return comments to the PM via Aconex, within 7 working days from the information being issued. Where it is considered that a longer review duration may be required (e.g. large submissions requiring coordinated input from multiple disciplines), The Building Control Inspector should notify the PM within two working days. The Contractor shall produce a final Design Deliverables Schedule, which will aid the Consultant to resource the design review accordingly.

6. Separate Consultant Appointments

PR-10 currently has the following appointments:

- Planning Consultants – ■
- Design Guardian – ■

- Contractor - [REDACTED]

7. General Notes & Requirements with regards to delivery of this CQR:

- a. The Building Control Inspector is to nominate a key contact for all communications.
- b. All completed parts of this CQR scope are required to be evidenced with relevant specific deliverables.
- c. Drawing/Document Comments: Aconex platform to be used to facilitate review and commentary.
- d. Where formats of deliverables are unclear, liaise with the PM to confirm requirements.
- e. The price offered for this CQR shall include all design management / associated admin / back-office tasks /disbursements, Aconex license and training and travel to and from Defra offices as the meeting schedule dictates.
- f. The Building Control Inspector shall provide their detailed priced and resourced schedule, aligned with the project programme and design stages for ease of monitoring and completeness of deliverables against the costs submitted.
- g. Valuations of hours expended shall correlate with the values agreed in the Approved CQR tab of the spreadsheet, and are to be provided monthly using the valuations tabs. Completed valuations tabs are to be pdf printed and referenced as backup on the standard The Building Control Inspector valuation sheet (that is subsequently issued as an invoice once receipted).
- h. Once completed, the valuations tab and the standard Building Control Inspector valuation sheet are to be first sent to the PM and Cost Consultant for recommendation to the client. Once notified by Defra as receipted, formal invoices shall be submitted to Defra Commercial.
- i. The contract will be a cost reimbursable arrangement. The agreed price for the contract shall not be exceeded, and the Building Control Inspector and PM should work together to manage the forward look cashflow.
- j. The Weybridge site is recognised as a sensitive site and is therefore subject to strict security controls and processes. Contractors are provided with awareness of the activities that take place during business-as-usual hours by way of an online induction presentation. All visitors to site who have not undergone or completed security vetting are required to be escorted by security-cleared contractors. The Approved Inspector shall comply with all DEFRA site security Regulations as noted in the site Security Aspects Letter Ref Appendix C.

8. Response to this CQR

The Building Control Inspector shall respond to this CQR with the completed pricing schedule and invoice and cashflow table attached with this document.

9. Associated Documents

| Document | Reference |
|----------|--|
| A | PR10 Building Control Inspector CQR Activity Pricing Schedule.xlsx |
| B | PR10 LSBA - Mar25 Schedule |
| C | Security Aspects Letter-V2.0 |