

**JOHN INNES CENTRE – NEXT GENERATION INFRASTRUCTURE  
COST MANAGER**

**SCHEDULE OF SERVICES TO BE PROVIDED  
BASED ON GC/WORKS/5 GENERAL CONDITIONS FOR THE APPOINTMENT OF  
CONSULTANTS 1998  
GENERAL DUTIES - ALL CONSULTANTS / ALL STAGES**

As amended for JIC-NGI Project.

Consultant services are arranged generally over the five GC Works stages as outlined below.

GC Works/5 Stage	Activity	RIBA Plan of Work
Stage 1	Covering inception of the Project	<ul style="list-style-type: none"><li>• Stage 0 Strategic Definition</li><li>• Stage 1 Preparation and Brief</li><li>• Stage 2 Concept Design</li></ul>
Stage 2	Covering the development of the design and the preparation of tender documents for the first and second stage tenders	<ul style="list-style-type: none"><li>• Stage 3 Developed Design</li><li>• Stage 4 Technical Design</li></ul>
Stage 3	Covering first and second tender stages	<ul style="list-style-type: none"><li>• First stage tender</li><li>• Second stage tender</li></ul>
Stage 4	Covering the construction and operations on site	<ul style="list-style-type: none"><li>• Stage 5 Construction</li><li>• Stage 6 Handover and Close Out</li><li>• Stage 7 In use</li></ul>

1. Advise as to the pre-purchase of any materials or products which may be subject to long delivery periods.
2. Collaborate with Project Teams undertaking other works on site (including attending programme co-ordination meetings as required).
3. Liaise with other consultants on the project team and ensure that the services listed hereunder are fully co-ordinated with the services provided by those consultants.
4. Promote adherence to the principles of the OGC 'Achieving Excellence in Construction' and support the Employer in achieving the objectives for this project. Provide all necessary information and advice to support the OGC Gateway process and other third-party reviews and audits (including National Audit Office (NAO), Research Councils Internal Audit Service (RCIAS), and Peer Reviews. Attend any external reviews if requested to do so.
5. The Employer, Project Manager, Cost Manager, Design Team, other Consultants, Contractor and all others involved with the project will work closely together to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful project on time and to budget.
6. Advise the Employer on current Government Policies and Best Practice pertinent to the project, the impact this may have on design and cost and recommendations for implementation.
7. Discuss the Development as appropriate with outside groups who may influence the design and construction, including adjoining owners, environmental groups, archaeological departments and statutory undertakers.
8. In conjunction with the other consultants and subject to the allocation to them of specific duties pursuant to their respective appointments, submit applications to and make all necessary arrangements with planning, local and other statutory bodies to enable the Project to proceed.

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9. In conjunction with the others, co-ordinate the review by the other consultants of any proposals for works to be carried out by prospective users and the integration of the same as necessary into the Project.
10. Work in conjunction with the Employer and PMO in setting out a clear delivery strategy.
11. Participate in the operation of an early warning system to enable the Project Manager to notify the Employer, other consultants and contractor as soon as the Multi-Disciplinary Design Team is aware of a matter that may adversely affect the project or its performance.
12. Provide advice on contract strategy, from a design and engineering perspective.
13. Assist the Employer, their procurement advisor and the Project Manager in the preparation of contract documentation and act as an evaluation team member for other procurements including construction works contracts.
14. Attend any periodic or ad hoc meetings between the other parties concerned in the Development, as reasonably necessary.
15. Co-operate at all times with the Principal Designer and Principal Contractor in respect of the Construction (Design and Management) Regulations (CDM Regulations) 2015.
16. Attend meetings with the Project Manager, Employer, other consultants and principal contractor as necessary for the performance of the services.
17. Assist the Project Manager and other consultants in undertaking active risk management including where applicable Hazard Risk Assessment, environmental assessment and value management exercises including for whole life cycle costing for all principle elements of the construction.
18. Together with the Employer, Contractor and other Consultants, proactively manage and control costs using a design-to-budget ethos to ensure that the project is delivered within the approved business case financial parameters for capital, operational and revenue costs.
19. Comply with *BS 1192:2007+A2:2016 Collaborative production of architectural, engineering and construction information. Code of practice* and *PAS 1192-2:2013 Specification for information management for the capital/delivery phase of construction projects using building information modelling*.
20. Comply with *BIM Protocol: the CIC Building Information Modelling Protocol* in the form attached to this Request for Proposal, this document is titled 9. Building Information Modelling. The consultants shall throughout the project provide for such input to the BIM Manager as is necessary for them to perform their duties in achieving the JIC objective of a full Level 2 BIM model for the purposes of design, construction and onwards in asset management in operation.
21. Provide soft landing support towards operational readiness for an initial aftercare period of 3 months' post completion.
22. Facilitate pre-engagement with any specialist equipment suppliers and ensure provision is included within the design to accommodate said specialist equipment, including but not limited to:
  - Autoclave
  - Scientific gases
  - BMS
  - Cold Rooms & Freezers
  - Fume Cupboards
  - Microbiological Safety Cabinets
  - Controlled Environment Rooms
  - Air Handling and HEPA filtration in containment laboratories
  - ICT fit out

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- General laboratory fit out
23. Provide bio-containment specialism relevant to the project, which is to include, but not limited to:
- Strategies to ensure risk is reduced, in particular that the safety considerations around bio security and bio containment are identified and then protected;
  - Review existing risks and onsite protocols with the Employer and assist in the development of a range of SOPs to provide confidence in how the facility will be operationally managed taking into consideration all potential risk factors and ensuring containment procedures are fully followed.