



Highways England Company Limited

Concrete Roads Framework - Design

SCOPE

Cost Capture Data Requirements

Annex 16

CONTENTS AMENDMENT SHEET

Amend No.	Revision No.	Amendments	Initials	Date
0	0	Tender Issue	SOS	19/06/20
1	1	Minor formatting changes	SOS	16/07/20
2	1	Appendix A addition of line item for support to wider Concrete Roads Programme	SOS	16/07/20
3	1	Appendix A add “The Consultant captures its Price for Services for the above against each product/activity delivered as detailed in the Scope and the 3D Scheme Delivery Process for that stage for each Scheme.”	SOS	16/07/20
4	1	Appendix B insert “– to be issued upon award”	SOS	16/07/20

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1 COST CAPTURE REQUIREMENTS

1.1 Clients Requirements

- 1.1.1 This Annex explains the *Client's* requirements in relation to the capture and reporting of the *Consultant's* Price for Services.
- 1.1.2 The *Consultant* maintains and submits the *Consultant's* Design Services Cost Report monthly to the *Client* showing the *Consultant's* Price for Services.
- 1.1.3 The *Consultant* submits reports electronically using a format specified in Appendix B or a similar format specified by the *Client*. Design Services Cost Reports must be sent to the *Client* mailbox:
CostCaptureMailbox@highwaysengland.co.uk.
- 1.1.4 The *Consultant* gives open access to the *Consultant's* costing system to the *Client*, as is necessary for the *Client* to verify the accuracy of the data being reported.
- 1.1.5 The *Consultant* properly captures all costs within a data collection system to output in a format specified by the *Client*.
- 1.1.6 If the *Client's* minimum requirements for the *Consultant's* data collection system are not met, the *Consultant* is required to affect such modifications or enhancements to its own data collection system, or those of its supply chain, as are necessary, to meet the *Client's* requirements. Any investment costs associated with implementing such enhancements shall be borne totally by the *Consultant* or its *Subcontractor* and not charged back to the *Client*.
- 1.1.7 The cost capture requirements do not preclude any other separate requirements that may be needed.
- 1.1.8 The *Client* reserves the right to adjust the cost capture report (found in Appendix A) accordingly during the period of the contract of which the *Consultant* must make the adjustments in a reasonable amount of time agreed between both parties.

1.2 Item Breakdown Structure

- 1.2.1 The *Consultant* captures its Price for Services against the items in Table 1 against each activity.

1.3 Item Coverage

- 1.3.1 The item coverage for each item must be referenced back to the Contract documents.
- The *Consultant* allocates its Price for Services against the following cost headings:
- Directly Employed People

- Subcontract/Agency People
- Subcontract
- Other

1.4 Output

- 1.4.1 The *Consultant* submits output data for those items indicated in Table 1. All items in with a payment basis of Time Charge should be recorded as number of staff hours.

2 COST BREAKDOWN DATA COMPONENTS FUNCTION

- 2.1.1 The *Consultant* allocates Price for Services assessed through the Schedule of Cost Components.

APPENDIX A

Table 1: Item Schedule

Work to be carried out	Payment basis
Stage 0: Scheme Identification	Defined cost plus Fee
Stage 1: Option Assessment	Defined cost plus a Lump Sum Fee
Stage 2: Preliminary Design	Defined cost plus a Lump Sum Fee
Stage 3: Detailed Design	Defined cost plus a Lump Sum Fee
Stage 4: Commercial Pricing	Defined cost plus Fee
Stage 5: Scheme Construction	Defined cost plus a Lump Sum Fee
Stage 6: Scheme Close - Out	Defined cost plus a Lump Sum Fee
Delivery Phase Project Manager	Defined cost plus Fee
Design and Supervision of Small Works	Defined cost plus Fee
Integration Works Between Schemes	Defined cost plus Fee
Support to the wider Concrete Roads Programme	Defined cost plus Fee

The Consultant captures its Price for Services for the above against each product/activity delivered as detailed in the Scope and the 3D Scheme Delivery Process for that stage for each Scheme.

APPENDIX B

Design Services Cost Report

Cost Capture Template – to be issued upon award

