



Highways England Company Limited

Concrete Roads Framework – LEW

SCOPE

Cost Capture Data Requirements

Annex 18

CONTENTS AMENDMENT SHEET

| Amend No. | Revision No. | Amendments | Initials | Date |
|-----------|--------------|--------------|----------|------------|
| 0 | 0 | Tender Issue | SOS | 04/08/2020 |
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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 *Contractor's* Defined Cost incurred in Providing the Works.
- 1.1.2 The *Contractor* maintains and submits the *Contractor's* Scheme Cost Report monthly to the *Client* showing the *Contractor's* Price for Works.
- 1.1.3 The *Contractor* submits reports electronically using a format specified in Appendix B or a similar format specified by the *Client*. Scheme cost capture reports must be sent to the *Client* mailbox:
CostCaptureMailbox@highwaysengland.co.uk.
- 1.1.4 The *Contractor* gives open access to the *Contractor'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 *Contractor* 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 *Contractor's* data collection system are not met, the *Contractor* 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 *Contractor* 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 *Contractor* must make the adjustments in a reasonable amount of time agreed between both parties.

1.2 Item Breakdown Structure

- 1.2.1 The *Contractor* captures its Price for Works against the items in Table 1 and Table 2 against each activity.
- 1.2.2 The *Contractor* associates all Defined Costs as either Direct or Subcontract.
- 1.2.3 The *Contractor* allocates its resources against the Breakdown Structure in Cost Capture Report (Appendix B) or a similar format specified by the *Client*

1.3 Item Coverage for Staff

- 1.3.1 The item coverage for each item must be referenced back to the Contract documents.

The *Contractor* allocates its Price for Works against the following cost headings:

- Directly Employed People
- Subcontract/Agency People
- Subcontract
- Other

1.4 Item Coverage for Works

1.4.1 The Contractor shall allocate its Defined Cost against the following cost headings in the cost capture report:

- Staff
- Labour
- Equipment
- Materials
- Charges
- Other

1.5 Output

1.4.1 The *Contractor* submits output data for those items indicated in Table 1 and 2. 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 *Contractor* allocates Price for Works assessed through the Schedule of Cost Components.

APPENDIX A

Table 1: Item Schedule for Staff

| Work to be carried out | Payment basis |
|--------------------------------|----------------------------------|
| 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 Contractor captures the staff element of its Price for Works 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.

Table 2: Item Schedule for Works

| MMHW Code | Activity Description | Quantity Unit |
|------------------|---|----------------------|
| 0100 | 0100-100 Preliminaries (Excluding TM) | days |
| 0100A | 0100-100A Traffic Safety and Management | days |
| 0200 | 0200-100 Site Clearance | item |
| 0300 | 0300-100 Fencing, Gates and Stiles | lin m |
| 0400 | 0400-100 Vehicle Restraint Systems (Rigid) | lin m |
| 0400 | 0400-200 Vehicle Restraint Systems (Deformable) | lin m |
| 0400 | 0400-300 Guardrails | lin m |
| 0500 | 0500-100 Drainage & Service Ducts | lin m |
| 0500 | 0500-300 Drainage - Chambers and Gullies | no. |
| 0500 | 0500-400 Drainage - Headwalls and Outfall Works | no. |
| 0500 | 0500-200 Drainage - Filter Drains | cu m |
| 0600 | 0600-100 Earthworks | cu m |
| 0700 | 0700-100 Pavements - Sub Base | cu m |
| 0700 | 0700-200 Pavements - Road Base | cu m |
| 0700 | 0700-300 Binder Course | cu m |
| 0700 | 0700-400 Surface (wearing) course | cu m |
| 0700 | 0700-500 Planing | cu m |
| 0700 | 0700-600 Rigid Pavement | cu m |
| 0700 | 0700-700 Surface Treatment | sq m |

| | | |
|------|--|-------|
| 0700 | 0700-800 Overbanding and Inlaid Crack Sealing Repair System | lin m |
| 1100 | 1100-100 Kerbs and Channels | lin m |
| 1100 | 1100-200 Footways and Paved Areas | sq m |
| 1200 | 1200-200 Permanent Traffic Signal Installations | no. |
| 1200 | 1200-300 Road Markings | item |
| 1200 | 1200-400 Road Studs | lin m |
| 1200 | 1200-100 Traffic Signs and Bollards | no. |
| 1300 | 1300-100 Road Lighting Columns and Masts | no. |
| 1400 | 1400-100 Electrical work for road lighting, traffic signs - Cable and Duct | lin m |
| 1400 | 1400-200 Electrical work for road lighting, traffic signs – Chambers | no. |
| 1400 | 1400-300 Electrical work for road lighting, traffic signs – Equipment | no. |
| 1500 | 1500-100 Motorway Communications equipment - Cable and Ducts | lin m |
| 1500 | 1500-200 Motorway Communications equipment – Chambers | no. |
| 1500 | 1500-300 Motorway Communications equipment - Technology Equipment | no. |
| 1500 | 1500-400 Motorway Communications equipment - Looper Detector Installations | no. |
| 2400 | 2400-100 Brickwork, Blockwork and Stonework | sq m |
| 2700 | 2700-100 Other Works (SUs, noise insulation, Acc works etc) | item |
| 3000 | 3000-100 Landscape and Ecology | sq m |

APPENDIX B

Scheme Cost Report

Cost Capture Template — to be issued upon award