

1 July 2016

Offices at Pine Grove, Crowborough TN6 1DH - Expressions of interest

Cost Consultant / QS / Building Surveyor



1. Summary

Crowborough Town Council is to create a Business Centre / Serviced Office within Pine Grove, Crowborough which it owns.

The Office building extends to 24,800 sq ft (2,300 sq m) over three floors, two wings and six suites. The building also houses the Library facility which extends to circa 4,000 sq ft and is located on one of the six suites (i.e. circa 20,800 sq ft is to be housed within the new facility)

Attached is a location plan, site plan and floor plans.

An end operator/tenant for the new facility is shortly to be selected and the Town Council is looking to identify a consultant to assist it in the refurbishment of the building and creating the new centre.

2. Process

The Town Council requests a fee quote and breakdown of the services required to advise the Council through to completion of the project.

Due to ongoing discussions with the proposed operators it is unclear on the exact scope of work but please quote fees for services based on the following likely outcomes:

Route 1 – Proposed operator specifies and manages the refurbishment / build process – Employer's Agent.

Route 2 - Proposed operator provides a detailed specification; the specification is developed between the operator and the appointed Cost Consultant as necessary; the Cost Consultant tenders and project manages the works through to completion.

Route 3 – Appointed Cost Consultant prepares a Specification; tenders and project manages the works through to completion.

3. Timetable for expressions of interest

Expressions of interest to be received no later Friday 22nd July 2016

For further information and queries in the first instance please contact:

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A guide to the information required & interview

Information checklist

The evaluation criteria, is set out below as a guide.



Item	Provided (yes/no)
Previous experience	
Professional Indemnity Insurance cover	
Fee quote	