

Employer's Agent Specification

Project: Refurbishment of Dodleston Village Hall

Client: Dodleston Village Hall Project Steering Group

Commissioner: Dodleston Parish Council

Role: Employer's Agent

1. Background

The Dodleston Village Hall Project Steering Group is working on behalf of the Dodleston Village Foundation, DVF (a not-for-profit organisation that owns the Village Hall) and the Parish Council (expected to be a major funder of the project). The Project Group intends to undertake a major refurbishment of the Village Hall to extend its useful life, improve accessibility, modernise facilities, and enhance energy efficiency. The hall is a key community asset used for public meetings, social events, private functions, health & wellbeing activities, cultural activities and is the base for Dodleston Pre-school. Funding is anticipated to be from a mix of Parish Council grant, other grants (for example The Lottery), and community fundraising.

2. Scope of Services

The Employer's Agent (EA) will be appointed to act on behalf of the Project Steering Group to ensure delivery of the project in line with agreed objectives of cost, quality, time, and compliance. The EA will act as the principal point of liaison between the Project Group, the Parish Council, DVF and the design/construction teams.

2.1 Pre-Contract Services

- Prepare project programme
- Advise on procurement strategy (e.g. JCT D&B, Traditional, or other appropriate form).
- Co-ordinate and manage the consultant team (architect, engineer, QS, M&E etc.).
- Prepare cost estimates/plans
- Support funding applications with programme/cost information if required.
- Advise on statutory requirements (planning, building regulations, listed building consent if applicable, CDM).
- Prepare and/or review tender documentation.
- Manage tender process, including responding to queries, tender analysis, and reporting with recommendations.

- Prepare Employer's Requirements (if Design & Build route is selected).
- Facilitate Parish Council and DVF decision-making, presenting clear reports for approval.

2.2 Post-Contract Services

- Act as Employer's Agent under the chosen form of building contract.
- Issue formal instructions and certifications in accordance with the contract.
- Chair and minute project meetings.
- Monitor contractor's compliance with Employer's Requirements.
- Manage change control procedures.
- Oversee cost reporting in conjunction with the Quantity Surveyor.
- Monitor programme and progress, providing regular updates to the Project Steering Group
- Ensure contractor compliance with health and safety duties under CDM.
- Assist liaison with stakeholders, including hall users, neighbours, and funding bodies.
- Administer practical completion, defects liability period, and final account.

3. Deliverables

- Initial procurement and programme report.
- Regular progress reports (monthly minimum).
- Meeting agendas and minutes.
- Tender analysis report with recommendation.
- Contract documentation package.
- Employer's Requirements (if applicable).
- Certification under the building contract (e.g. payment certificates, practical completion, final certificate).
- Handover report, including Operating & Maintenance manuals and warranties review.
- Evaluation report for funders post-completion (if required)

4. Skills and Experience Required

The EA must demonstrate:

- Proven track record acting as Employer's Agent / Contract Administrator for public or community projects.
- Knowledge of relevant UK construction contracts (especially JCT forms).
- Experience in refurbishment projects, preferably involving community or heritage assets.
- Strong stakeholder engagement and communication skills.
- Professional qualification (RICS, RIBA, CIOB, or equivalent).
- Understanding of statutory requirements, including planning, building regulations, accessibility, and sustainability standards.

5. Appointment and Reporting

- The Employer's Agent will be commissioned by the Parish Council.
- They will report to the Parish Council via the Project Steering Group.
- Key decisions will require formal Parish Council and DVF approval.
- The successful appointee will be expected to work closely with the Project Steering Group, and to attend occasional Parish Council and DVF evening meetings as required (in person or virtually as agreed), which are anticipated to be less than once a month.

6. Programme

- Anticipated appointment: mid-October 2025
- Target commencement of works: late Spring/ early Summer 2026
- Target completion (RIBA 7): late Spring 2027

7. Fee Proposal Requirements

Interested parties should provide:

- A lump-sum or capped fee proposal, broken down by pre-contract and post-contract services.
- An hourly rate schedule for additional services outside scope, including attending occasional evening meetings with the Parish Council/DVF.
- A lump-sum or hourly rate for monitoring quality of work on site, advising on defects and remedial works.

- Evidence of relevant experience and case studies.
- CVs of key staff.
- Confirmation of professional indemnity insurance (£2m minimum).
- Confirmation of no conflicts of interest and compliance with public sector procurement rules.

8. Governance and Compliance

- The EA must comply with all applicable UK legislation and professional standards.
- The Parish Council is a public body and subject to transparency, value-for-money, and public procurement obligations.

The Council does not undertake to accept the lowest bid or any bid.