

**Asset Delivery (AD)**

**Construction Works Framework (CWF)**

**Annex 10**

**Cost Capture Data Requirements**



# **1 COST CAPTURE DATA 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 Service.
- 1.1.2 The Contractor shall maintain and submit a scheme cost report upon the completion of the Task Order to the Client showing the Contractor's and Subcontractor's total resource, Defined Cost and quantities for the Task Order. The Contractor shall provide all back up to the Defined Cost to a Schedule of Cost Component granularity in a format specified by the Client.
- 1.1.3 The Contractor shall submit reports electronically using a format specified in Appendix A or a similar format specified by the Client. Scheme cost capture reports must be sent to the Client's mailbox('s) of choice.
- 1.1.4 The Contractor shall give 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 for use on the scheme.
- 1.1.6 If the Client's minimum requirements for the Contractor's data collection system are not met, the Contractor is required to effect 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 Coverage**

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

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

### 1.3 Item Breakdown Structure

1.3.1 The Contractor shall allocate its Defined Cost and actual quantities against the following activity descriptions in the cost capture report:

<b>MMHW Code</b>	<b>Activity Description</b>	<b>Quantity Unit</b>
<b>0100</b>	0100-100 Preliminaries (Excluding TM)	days
<b>0100A</b>	0100-100A Traffic Safety and Management	days
<b>0200</b>	0200-100 Site Clearance	item
<b>0300</b>	0300-100 Fencing, Gates and Stiles	lin m
<b>0400</b>	0400-100 Vehicle Restraint Systems (Rigid)	lin m
<b>0400</b>	0400-200 Vehicle Restraint Systems (Deformable)	lin m
<b>0400</b>	0400-300 Parapets and Guardrails	lin m
<b>0500</b>	0500-100 Drainage & Service Ducts	lin m
<b>0500</b>	0500-300 Drainage - Chambers and Gullies	no.
<b>0500</b>	0500-400 Drainage - Headwalls and Outfall Works	no.
<b>0500</b>	0500-200 Drainage - Filter Drains	cu m
<b>0600</b>	0600-100 Earthworks	cu m
<b>0700</b>	0700-100 Pavements - Sub Base	cu m
<b>0700</b>	0700-200 Pavements - Road Base	cu m
<b>0700</b>	0700-300 Binder Course	cu m
<b>0700</b>	0700-400 Surface (wearing) course	cu m
<b>0700</b>	0700-500 Planing	cu m
<b>0700</b>	0700-600 Rigid Pavement	cu m
<b>0700</b>	0700-700 Surface Treatment	sq m
<b>0700</b>	0700-800 Overbanding and Inlaid Crack Sealing Repair System	lin m
<b>1100</b>	1100-100 Kerbs and Channels	lin m
<b>1100</b>	1100-200 Footways and Paved Areas	sq m
<b>1200</b>	1200-200 Permanent Traffic Signal Installations	no.
<b>1200</b>	1200-300 Road Markings	item
<b>1200</b>	1200-400 Road Studs	lin m
<b>1200</b>	1200-100 Traffic Signs and Bollards	no.
<b>1300</b>	1300-100 Road Lighting Columns and Masts	no.
<b>1400</b>	1400-100 Electrical work for road lighting, traffic signs - Cable and Duct	lin m
<b>1400</b>	1400-200 Electrical work for road lighting, traffic signs - Chambers	no.
<b>1400</b>	1400-300 Electrical work for road lighting, traffic signs - Equipment	no.
<b>1500</b>	1500-100 Motorway Communications equipment - Cable and Ducts	lin m
<b>1500</b>	1500-200 Motorway Communications equipment - Chambers	no.
<b>1500</b>	1500-300 Motorway Communications equipment - Technology Equipment	no.
<b>1500</b>	1500-400 Motorway Communications equipment - Looper Detector Installations	no.
<b>1600</b>	1600-100 Piling and Embedded Retaining Walls	item
<b>1700</b>	1700-100 Structural Concrete (incl steel reinforcement)	cu m
<b>1800</b>	1800-100 Structural Steelwork	t

<b>MMHW Code</b>	<b>Activity Description</b>	<b>Quantity Unit</b>
<b>1900/5000</b>	1900/5000-100 Protective Systems (Incorporation Series 1900 & 5000)	sq m
<b>2000</b>	2000-100 Waterproofing	sq m
<b>2100</b>	2100-100 Bridge Bearings	no.
<b>2300</b>	2300-100 Bridge Joints	lin m
<b>2400</b>	2400-100 Brickwork, Blockwork and Stonework	sq m
<b>2500</b>	2500-100 Special Structures (incl. acoustic fences)	item
<b>2700</b>	2700-100 Other Works (SUs, noise insulation, Acc works etc)	item
<b>3000</b>	3000-100 Landscape and Ecology	sq m

- 1.3.2 The Contractor shall associate all Defined Costs as either Direct or Subcontract.
- 1.3.3 The Contractor shall allocate its resources against the Commodity Breakdown Structure in Cost Capture Report (Appendix A).
- 1.3.4 The Contractor shall reconcile notional rates with its Defined Costs annually. The Contractor shall correct any under or over reporting of Defined Costs by adjusting future rates.

#### **Appendix A – Cost Capture Report**

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