



Highways England Company Limited

**Concrete Roads Framework –
Reconstruction**

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