



ESTIMATE

1731 Ltd
2 Trust Court
Histon, CB24 9PW
United Kingdom

BILL TO

Melbourn PC - Assistant Clerk

Claire Littlewood
Melbourn Community Hub
30 High Street
Melbourn, Cambridgeshire SG8 6DZ
United Kingdom

01763 263303
assistantclerk@melbournpc.co.uk

Estimate Number: 187

Estimate Date: September 15, 2020

Expires On: September 15, 2020

Grand Total (GBP): £7,590.00

Items	Quantity	Price	Amount
Project Managment Prior to tender period Gather and organise project information, produce schedule of works Quantify materials and obtain materials quotes Obtain quotes for engineering & building control for project Instruct engineers for calculations - Subject to approval Make alterations to plans and working drawings accordingly Instruct building control to complete pre works plan check Update all drawings Produce tender pack for contractors	37	£25.00	£925.00
Project Managment Tender period Send out tender packs Liaise with companies tendering, answer questions clarify information Compile prices and options for approval Appoint & schedule approved companies Address any areas of clification/concern with relevant professional Finalise schedule and produce any working drawings required Ensure all H&S & RAMS documents are updated Ensure all contractor insurance is in place	48	£25.00	£1,200.00



ESTIMATE

1731 Ltd
2 Trust Court
Histon, CB24 9PW
United Kingdom

Items	Quantity	Price	Amount
Project Management	168	£25.00	£4,200.00
Work starts			
2-3 weekly site visits to oversee			
Organise material deliveries			
Meet with building control onsite			
Manage certification			
Manage paperwork organisation			
Keep daily diary of works - updating parish council/ hub management.			
Keep in daily contact with all relevant contractors			
Ensure site is safe and considerate at all times			
Compliance certification			
Snagging requirements			
Note	1	£0.00	£0.00
Please note, the above outlines the main responsibilities required for the project.			
As part of the overall project management responsibilities I expect to be available at all times to contractors and members of the Parish council / Hub management team.			
When discussing the running of this project at Council, it may be worth considering a decision making mechanism so that technical, design and other general decisions can be made effectively, i.e what decisions project management can make with just general oversight and what requires authentication via someone further up the hierarchy.			
Additionally it should be noted that we use transparent management software as standard now, meaning that any member of the PC or Hub management can log in and see progress, digital copies of paperwork etc.			



ESTIMATE

1731 Ltd
2 Trust Court
Histon, CB24 9PW
United Kingdom

Subtotal:	£6,325.00
VAT 20%:	£1,265.00
<hr/>	
Total:	£7,590.00
<hr/>	
Grand Total (GBP):	£7,590.00