



## Project Management Proposal for the Melbourn Community Hub, 30 High Street, Melbourn SG8 6DZ.

### Private & Confidential

#### Introduction

Further to your enquiry dated 9<sup>th</sup> September and our meeting on site on Friday 18<sup>th</sup> September 2020, Build Momentum Limited are pleased to offer the following project management services associated with the proposed extension and refurbishment works at the Melbourn Community Hub:

#### Scope of Works

- The project management services are to be provided as per the stages detailed below:

#### Stage I – Tender Stage

- Issue Requests for Pricing (RFP) to all necessary consultants (principally the Structural Engineer and Building Control) and make recommendations to the Parish Council as to which consultants are to be appointed. We anticipate the RFP being sent to three consultants as a minimum to ensure a competitive tender process.
- Produce a master project program for the project including the construction works.
- Quantify materials required and obtain costings from local builder's merchants where necessary.
- Work alongside the Parish Council to determine a suitable list of main contractors to tender for the works.
- Produce a detailed schedule of works to ensure the tendering contractors (as far as practicably possible) allow for all works necessary.
- Arrange and attend pre-tender site meetings with the Parish Council and the main contractors as required.
- Produce a tender package including Site Set Up Plan, Project Program, Project Preliminaries, Pricing Schedule, Schedule of Works, and Tender Return Form.
- Identify within the tender package any incumbent contractors (i.e. security and fire alarms) whose pricing/input is to be sought as part of the tender process.
- Issue tender package (including all available design information) to tendering contractors for pricing purposes. We anticipate the tender being sent to three contractors as a minimum to ensure a competitive tender process.
- Liaise with the tendering contractors during the tender process and, in conjunction with the project team, respond to any queries main contractors may have regarding the works.
- Produce a detailed comparison of all received tender prices.
- Arrange and attend post-tender meetings with the Parish Council and the main contractor(s) as required.
- Work alongside the Parish Council, the design team, and the main contractors(s) should any Value Engineering be required to identify areas of possible savings.
- Make a recommendation to the Client as to which contractor should be awarded the contract.
- Compile overall project budget including main contractors' costs, consultants' fees etc.
- Confirm Contract Sum including relevant breakdown. Clearly identify any Provisional Sums.
- Ensure execution of the Head Contract by all parties.



### Stage II – Pre-Construction Stage

- Alongside the successful main contractor, develop the site set up plan and project methodology to ensure the construction works are safely segregated from the core activities of The Hub and that those activities (primarily the café and the Parish Council offices) can operate without interruption.
- Ensure that all necessary health and safety documentation (i.e. insurances, risk assessments and method statements etc) are complete and on file prior to commencement on site.
- Provide notification as to when the works are to commence on site to all necessary parties.

### Stage III - Construction

- Ensure that the site set up is undertaken in accordance with agreed site set up plan and works begin on site in a timely and safe manner.
- Liaise with the main contractor regarding site/technical queries.
- Liaise with the main contractor and the Parish Council to ensure that any disruptive works (i.e. noise, dust, plant movement) are co-ordinated to ensure minimal disruption to the building users.
- Liaise with the appointed Building Control Officer regarding site visits and queries.
- Maintain regular communications with the main contractor to ensure the works are progressing on site in a timely and safe manner.
- Assess and comment upon any contract variations (including additional or unforeseen works) which may arise during the project.
- Regular site visits to assess the progress and value of works completed.
- Produce regular project reports for the Parish Council including details of the projected completion date, expenditure against any contingency and Projected Final Account value to ensure all parties are aware of the status of the project at all times.
- Attend progress meetings with the Parish Council as required.
- Assess and certify the main contractor's progress claims for payment by the Parish Council.
- Agree and sign off the final account with main contractor for payment by the Parish Council.
- Maintaining accurate records and documentation on file for issue to the Parish Council upon project completion.

### Stage IV – Project Completion

- Produce a defects list and ensure defects rectification works are completed by the main contractor in line with project completion.
- Co-ordinate the testing and commissioning procedures and collate all necessary documentation for issue to the relevant parties including the Parish Council.
- Collate the project file containing all relevant documentation relating to the project and issue to the Parish Council upon completion.



### Fee Proposal

- Our fee proposal to undertake the project management for this project will be **£8,470.00 + VAT**.
- The above fee proposal is based on a total project duration of 6 months (including tender and pre and post contract stages). Should the project duration be extended, Build Momentum reserve the right to charge additional fees.
- We would invoice for our works monthly.

We trust that the above is an accurate representation of your expectations in terms of the types and levels of service offered by Build Momentum. Should you have any queries on any of the above please do not hesitate to contact us.

**Peter Mumford**

Director

Build Momentum Limited

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## About Build Momentum

Build Momentum is a multi-disciplinary construction consultancy based in Essex covering the whole of the United Kingdom. We work with a range of companies within the construction industry providing a range of services including project management, contracts management, cost consultancy and estimating.

## Our Team

### Peter Mumford - Director

Build Momentum Director Peter has 17+ years' experience operating within the construction industry, both in the United Kingdom and Australia. He has operated in a wide variety of roles ranging from Site Manager to Contracts Manager. His extensive experience as a Site Manager gives him an excellent understanding of the build process, along with the necessary tools to solve problems logically and quickly whilst maintaining project progress. Peter's commercial experience as a Project Manager and Contracts Manager ensures that projects are efficiently managed from a commercial point of view.

Having graduated from Nottingham Trent University with a degree in Construction Management in 2003, Peter operated in the London commercial fit out industry for several years as a Site Manager, working for ISG and Mansell Construction Services. He relocated to Sydney in 2008. During his time in Sydney, Peter progressed from Site Management into Contracts Administration then into Project Management working in both the commercial fit out and residential development sectors. Having returned to the UK, Peter joined London-based commercial fit out company square metre as a Contracts Manager before establishing Build Momentum Ltd in May 2017. His number of years within the industry mean that Peter has a large network of contacts ranging from Directors, Estimators and Senior Management of various main contractors to sub-contractors, designers, suppliers, and end users.

### Tim Carter – Health and Safety Consultant

Build Momentum Consultant, Tim Carter has extensive experience within the construction industry, originally fulfilling a number of "hands on" roles as diverse as scaffolding and groundworks before embarking on a successful career in Construction Safety, seeing him contributing to numerous projects including the 2012 Olympic Park, Bury St Edmunds Cathedral, Great Ormond Street Hospital, Crossrail, HS2, the SMART Motorway programme and Mersey Gateway amongst many others.

Two spells at Kier Group (1989 to 2002 and 2005 to 2019) sandwiched a brief association with an Eastern European construction support services provider, and a three-year spell with Morgan Sindall.

Establishing a track record for achieving results in the most challenging of circumstances, including joint ventures, mergers, acquisitions and restructures, Tim has experience within many sectors of the industry, including transport, housing, water, defence, tunnelling, commercial property, health, education and heritage.

Having operated in recent years at a strategic level influencing Supply Chain, Business Improvement, Project Assessment and Leadership training, Tim brings a new dimension to the Build Momentum team, together with an enviable network of construction orientated contacts.



### Ali Stubbings - Surveyor

Having completed a degree in surveying at Oxford Brookes University, Ali spent several years working for a local construction firm in the capacity of a Quantity Surveyor. In 1996 she became a Contracts Managers for Overbury Plc in London, specialising in large fast track fit out projects. The projects centred around high-end Clients in the city, providing high quality internal finishes. Her principal responsibilities were sub-contract management, cost reporting to the client, programming and generally ensuring Clients were handed successful projects. The main challenges were working to short time frames, such as a £1million project completion in 8 weeks, working in occupied offices and ensuring the Clients requests for high quality finishes were met. Ali left the construction industry for a period and focused on the management of a group of local Alms houses. The work involved the day-to-day management of 44 properties including maintenance and internal refurbishments. Ali currently provides project management and cost consultancy support for Build Momentum.

