



# HASLEMERE TOWN COUNCIL

## Town Meadow Drainage

### Background:

We have obtained additional quotes from specialist drainage contractors following tender information being put on the Government Contracts Finder Site. All 6 companies who have quoted have made a visit to Town Meadow to look at the drainage options, and the quotes range from approximately £15,600 - £53,375.

The current budget for the drainage project is up to £20,000.

Given that Town Hall officers have no engineering expertise a civil engineering consultancy (Philip Goacher Associates) has been approached for a quote to review the paperwork to give us a professional opinion about which drainage contractor we instruct. This does not include the approval of the scope of works that was provided to the drainage contractors by us.

### Quote received:

1. Review and evaluate the submitted tenders, provide a recommendation for which contractor should be instructed - Our fee would be **£800 + VAT**. A site visit has been recommended by the consultancy company at an extra cost of **£400 + VAT** – **Total initial cost £1,200 + VAT**
2. Contract administration - Our fees for contract administration are 12% of the construction value if over £20,000 or charged at our standard hourly rate of £145/hr + disbursements + VAT if the construction value is less than £20,000. We have asked for a fixed price.

A fixed price has now been agreed with the consultancy company - **£2,000 + Disbursements + VAT**.

**Recommended:** The quote from Philip Goacher Associates to undertake a site visit is approved

**Recommended:** The quote from Philip Goacher Associates is accepted to review and evaluate the submitted tenders and provide a recommendation.

**Recommended:** The quote to oversee the Town Meadow Drainage Project on the Town Council's behalf is accepted at the fixed rate.