

## Order of Cost Estimate

Project	Epping Forest District Council Reception Improvements
Client	Epping Forest District Council
Date	January 2017
Prepared by	Glenn Edwards



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Comp' Checked

Approved

## 1.00 Document Issue Register

	Document Name	Rev	Issue Date	Issued to
.1	Order of Cost Estimate Nr 1	-	30/01/2017	S. Mitchell - EDFC

### Comments

- First draft for comments

## 2.00 Introduction

- .1 This document represents an Order of Cost Estimate for the works at the Epping Forest District Council Civic offices.
- .2 The proposed scheme comprises the alteration and refurbishments of the existing reception and atrium layouts to for an open plan reception area based on layout option 1 drawings by Stace LLP.
- .3 Order of Cost Estimates are produced as an intrinsic part of Royal Institute of British Architects (RIBA) Work Stage 1. The core objectives of this RIBA stage as described in the RIBA Plan of Work 2013 is as follows: -
  - Stage 1 Preparation and Brief - Develop project objectives, including quality objectives and project outcomes, sustainability aspirations, project budget, other parameters or constraints and develop initial project brief. Undertake feasibility studies and review of site information.
- .4 The purpose of an Order of Cost Estimate is to establish a realistic cost limit for the building project. The cost limit being the maximum expenditure that the Client is prepared to make in relation to the completed building project, which will be managed by the project team
- .5 Stace Order of Cost Estimates use industry benchmarking data to provide an order of cost typically expected of a project of this type The benchmarking data takes into account the nature/specification of the project, the expected method of construction, the location and defined uses.
- .6 The data considered in providing the benchmarking Order of Cost Estimate relates to the first quarter 2017 (2Q17) and has been sourced from:
  - Stace Projects
  - BCIS data
  - Industry published cost data
- .7 This Order of Cost Estimate is based on information noted in Section 6.0
- .8 We draw your attention to the notes in Section 7.0
- .9 We draw your attention to the exclusions in Section 8.0
- .10 Increased cost projections are excluded.
- .11 The costs are based on the assumption of a single stage competitive tender to main contractors using a traditional form of contract. It should be noted that an alternative form of procurement would require a review of the budget.
- .12 Fees are excluded.
- .13 VAT is excluded.

RIBA Work Stage	0	1	2	3	4	5	6	7
RICS Estimate Stage/ Stace Document	Preparation and Brief	Order of Cost Estimate	Formal Cost Plan 1	Formal Cost Plan 2	Pre-Tender Estimate	Cost Reports	Final Account	In Use

### 3.00 Schedule of Areas

		m <sup>2</sup>	ft <sup>2</sup>	Notes
.1	Reception/Atrium	394	4,241	
<b>Total Gross Internal Area (GIA)</b>		<b>394</b>	<b>4,241</b>	

Notes:

The above areas should be considered approximate

The above areas have been measured to the boundaries of work areas and are not reflective of the buildings gross internal floor areas.

## 4.00 Order of Cost Estimate Summary

Ref	Item		Total £	£/m <sup>2</sup> £	£/ft <sup>2</sup> £
.1	Building Works Estimate (brought forward from Section 5.00)		415,562	1,054.73	97.99
.2	Main Contractor's Preliminaries Estimate	13.00%	54,023	137.11	12.74
.3	Scaffolding to atrium		12,000	30.46	2.83
.4	Sub-Total		481,585	1,222.30	113.55
.5	Main Contractor's Overheads and Profit	6.00%	28,895	73.34	6.81
<b>Total Building Works Estimate</b>			<b>£ 510,480</b>	<b>1,295.64</b>	<b>120.37</b>
.6	Risk allowance estimate:				
.6.1	• Design Development Risks Estimate	5.00%	25,524	64.78	6.02
.6.2	• Construction Risks Estimate	5.00%	25,524	64.78	6.02
.6.3	• Employer Change Risks Estimate		-	-	-
.6.4	• Employer Other Risks Estimate		-	-	-
<b>Total Building Works Estimate incl. Risk</b>			<b>£ 561,528</b>	<b>1,425.20</b>	<b>132.40</b>
.7	Inflation estimate				
.7.1	• Tender inflation estimate		Excluded		
.7.2	• Construction inflation estimate		Excluded		
<b>Total Building Works Estimate incl. Risk &amp; Inflation</b>			<b>£ 561,528</b>	<b>1,425.20</b>	<b>132.40</b>
.8	Professional Fees (PROVISIONAL)		Excluded		
<b>Total Building Works Estimate incl. Risk, Inflation &amp; Fees</b>			<b>£ 561,528</b>	<b>1,425.20</b>	<b>132.40</b>
.9	VAT Assessment (PROVISIONAL)		Excluded		
<b>Total Building Works Estimate incl. Risk, Inflation, Fees &amp; VAT</b>			<b>£ 561,528</b>	<b>1,425.20</b>	<b>132.40</b>

## 5.00 Order of Cost Estimate Breakdown

Ref	Description	Qty	Unit	Rate	Total
.1	<b>Demolitions and Alterations</b>				
.1.1	Soft strip and clear out generally	394	m <sup>2</sup>	3.00	1,182
.1.2	Strip out existing mechanical and electrical installations	394	m <sup>2</sup>	25.00	9,850
.1.3	Remove and dispose partitions; make good	214	m <sup>2</sup>	25.00	5,351
.1.4	Remove and dispose floor finishes; make good	243	m <sup>2</sup>	5.00	1,215
.1.5	Remove and dispose ceiling finishes; make good	327	m <sup>2</sup>	6.00	1,962
.1.6	Remove doors and frame to generally	11	nr	25.00	275
.1.7	Break out and make good coved skirting's	88	m	20.00	1,760
.1.8	Remove existing glazed entrance screen and doors	1	item	350.00	350
.1.9	Remove existing reception desk	1	item	750.00	750
.1.10	Form opening in existing wall to house cash points	2	nr	500.00	1,000
.1.11	Allowance for WC strip out	1	item	1,500.00	1,500
.1.12	Remove existing glazed screens to meeting rooms	2	nr	300.00	600
	<b>To Element Summary</b>				<b>£ 25,795</b>
.2	<b>Substructure</b>				N/A
.3	<b>Frame</b>				N/A
.4	<b>Upper Floors</b>				N/A
.5	<b>Roof</b>				N/A
.6	<b>Stairs and Ramps</b>				N/A
.7	<b>External Walls</b>				N/A
.8	<b>Windows and External Doors</b>				N/A

## 5.00 Order of Cost Estimate Breakdown

Ref	Description	Qty	Unit	Rate	Total
<b>.9</b>	<b>Internal Walls</b>				
.9.1	Stud partitions	119	m <sup>2</sup>	70.00	8,325
.9.2	Extra over fire rated to interview rooms	29	m <sup>2</sup>	9.00	257
.9.3	Glazed screen and accessible doors to proposed meeting room locations	4	nr	4,500.00	18,000
	<b>To Element Summary</b>			£	<b><u><u>26,582</u></u></b>
<b>.10</b>	<b>Internal Doors</b>				
.10.1	Single doors generally	10	nr	750.00	7,500
.10.2	Double doors generally	1	nr	900.00	900
.10.3	Fire door to stair core	1	nr	1,200.00	1,200
.10.4	Modifications to first floor doors to ceremonial staircase	1	item	750.00	750
	<b>To Element Summary</b>			£	<b><u><u>10,350</u></u></b>
<b>.11</b>	<b>Wall Finishes</b>				
.11.1	Decoration to stud walls; emulsion	238	m <sup>2</sup>	7.00	1,665
.11.2	Make good existing walls and columns	428	m <sup>2</sup>	3.00	1,285
.11.3	Decoration to existing walls and columns	428	m <sup>2</sup>	7.00	2,999
.11.4	Plasterboard lining to existing stone cladding including skim and decoration	492	m <sup>2</sup>	50.00	24,605
.11.5	Splashbacks to wash hand basins only	3	nr	450.00	1,350
.11.6	Make good existing walls where partitions are removed	1	item	500.00	500
	<b>To Element Summary</b>			£	<b><u><u>32,404</u></u></b>
<b>.12</b>	<b>Floor Finishes</b>				
.12.1	Latex levelling screed to all floors	367	m <sup>2</sup>	7.00	2,569
.12.2	Carpet tiles to reception, atrium and cash areas	352	m <sup>2</sup>	45.00	15,840
.12.3	Vinyl to bathroom areas and around tea point including coved skirting	15	m <sup>2</sup>	50.00	750
.12.4	New Skirting to stud walls and external walls	313	m	18.00	5,629
.12.5	Mat well and mat	1	item	1,200.00	1,200
	<b>To Element Summary</b>			£	<b><u><u>25,988</u></u></b>



## 5.00 Order of Cost Estimate Breakdown

Ref	Description	Qty	Unit	Rate	Total
<b>.13</b>	<b>Ceiling Finishes</b>				
.13.1	Suspended plasterboard ceiling; taped and skimmed	327	m <sup>2</sup>	40.00	13,080
.13.2	Decoration to ceiling	327	m <sup>2</sup>	7.00	2,289
.13.3	Allowance for bulkheads	1	item	5,000.00	5,000
.13.4	Allowance for acoustic panels/features	1	item	5,000.00	5,000
.13.5	Allowance for access panels	33	nr	250.00	8,250
.13.6	Make good existing ceilings where partitions are removed	1	item	500.00	500
	<b>To Element Summary</b>			£	<b><u>34,119</u></b>
<b>.14</b>	<b>Furniture, Furnishings and Equipment</b>				
.14.1	Allowance for televisions monitors	4	nr	750.00	3,000
.14.2	Allowance for blinds	7	nr	500.00	3,500
.14.3	Allowance for feature signage	1	PS	3,500.00	3,500
.14.4	Allowance for statutory signage	1	PS	500.00	500
.14.5	Joinery to reception desk	1	PS	25,000.00	25,000
.14.6	Joinery to touch screen boards	1	PS	7,500.00	7,500
.14.7	BWIC with installation of cash machines	2	nr	500.00	1,000
.14.8	Joinery to tea point	1	nr	2,500.00	2,500
.14.9	Lockers	10	nr	150.00	1,500
.14.10	Allowance for loose furniture	1	PS	7,500.00	7,500
	<b>To Element Summary</b>			£	<b><u>55,500</u></b>
<b>.15</b>	<b>Rainwater Installations</b>				N/A
<b>.16</b>	<b>Sanitary Fitting and Plumbing</b>				
.16.1	Doc M Pack	1	nr	1,600.00	1,600
.16.2	WCs	2	nr	500.00	1,000
.16.3	Wash hand basins	2	nr	450.00	900
.16.4	IPS panelling; unisex	2	nr	1,100.00	2,200
.16.5	IPS panelling; disabled	1	nr	1,100.00	1,100
.16.6	Toilet roll holders, coat hooks, etc	3	nr	300.00	900
.16.7	Baby change unit	1	nr	400.00	400
.16.8	Allowance for mirrors	3	nr	75.00	225
	<b>To Element Summary</b>			£	<b><u>8,325</u></b>

## 5.00 Order of Cost Estimate Breakdown

Ref	Description	Qty	Unit	Rate	Total
<b>.17</b>	<b>Mechanical Installations</b>				
.17.1	Alternations to above ground drainage to suit new WC location	1	item	3,000.00	3,000
.17.2	Adaptations and extension to LTHW heating system	394	m <sup>2</sup>	65.00	25,610
.17.3	Cold water supply to tea point	1	item	500.00	500
.17.4	Comfort cooling units	4	nr	6,000.00	24,000
.17.5	Allowance for modifications to existing ventilation	1	item	7,500.00	7,500
.17.6	Mechanical ventilation to WC areas	1	item	1,500.00	1,500
.17.7	Fire curtain to staircore	1	nr	7,000.00	7,000
.17.8	Warm air curtain to main entrance doors	2	nr	3,500.00	7,000
	<b>To Element Summary</b>				<b>£ 76,110</b>
<b>.18</b>	<b>Electrical Installations</b>				
.18.1	Relocate existing IT switch and equipment	1	item	10,000.00	10,000
.18.2	Relocate existing electrics and fire alarm services	1	item	5,000.00	5,000
.18.3	New lighting and controls throughout remodelled areas	394	m <sup>2</sup>	150.00	59,100
.18.4	Extra over for feature lighting	1	PS	5,000.00	5,000
.18.5	Alterations to existing small power distribution	394	m <sup>2</sup>	35.00	13,790
.18.6	Alterations to existing access control	1	PS	2,000.00	2,000
.18.7	Alterations to existing CCTV system	1	PS	10,000.00	10,000
.18.8	Alterations to existing fire alarm	1	PS	5,000.00	5,000
.18.9	Alterations to existing intruder alarm	1	PS	3,000.00	3,000
.18.10	Alterations to existing data installations	1	PS	3,000.00	3,000
.18.11	Panic alarms	1	PS	2,000.00	2,000
.18.12	Allowance for hearing loops	1	item	1,000.00	1,000
.18.13	Localised panel heaters to WCs	3	nr	500.00	1,500
	<b>To Element Summary</b>				<b>£ 120,390</b>
<b>.19</b>	<b>Lift and Conveyor Installations</b>				N/A
<b>.20</b>	<b>External Works and Services</b>				N/A

## 5.00 Order of Cost Estimate Breakdown

Ref	Element Summary	Total	£/m <sup>2</sup>	£/ft <sup>2</sup>
		£	£	£
.1	Demolitions and Alterations	25,795	65.47	6.08
.2	Substructure	N/A	N/A	N/A
.3	Frame	N/A	N/A	N/A
.4	Upper Floors	N/A	N/A	N/A
.5	Roof	N/A	N/A	N/A
.6	Stairs and Ramps	N/A	N/A	N/A
.7	External Walls	N/A	N/A	N/A
.8	Windows and External Doors	N/A	N/A	N/A
.9	Internal Walls and Partitions	26,582	67.47	6.27
.10	Internal Doors	10,350	26.27	2.44
.11	Wall Finishes	32,404	82.24	7.64
.12	Floor Finishes	25,988	65.96	6.13
.13	Ceiling Finishes	34,119	86.60	8.05
.14	Furniture, Furnishings and Equipment	55,500	140.86	13.09
.15	Rainwater Installations	N/A	N/A	N/A
.16	Sanitary Fitting and Plumbing	8,325	21.13	1.96
.17	Mechanical Installations	76,110	193.17	17.95
.18	Electrical Installations	120,390	305.56	28.39
.19	Lift and Conveyor Installations	N/A	N/A	N/A
.20	External Works and Services	N/A	N/A	N/A
<b>Building Works Estimate (C/F to Order of Cost Estimate Summary)</b>		<b>415,562</b>	<b>1,054.73</b>	<b>97.99</b>

## 6.00 Information Used for Order of Cost Estimate

### Project Information Used for the Order of Cost Estimate

.1	Location of site	Epping, Essex
.2	Building use	Civic offices
.3	Floor Areas (of remodelled/refurbished areas only)	394 m <sup>2</sup> 4,241 ft <sup>2</sup>
.4	New Build/Remodelling/Refurbishment	Remodelling/Refurbishment
.5	Project/design brief	To be developed
.6	Enabling works	Included
.7	Indicative programme	
	• Pre Contract	TBC
	• Contract	TBC
.8	Restrains	Occupied offices
.9	Site Conditions	Existing building
.10	Budget/Cashflow restraints	TBC
.11	Assumed Procurement Route	Single stage traditional
.12	Proposed/Assumed storey height	c 3.0m
.13	Proposed/Assumed M&E Installation	Adaption of existing
.14	Project Team Fees	Excluded
.15	Other development/project costs	Excluded
.16	Inflation	Excluded
.18	Value Added Tax	Excluded

### Drawings

### Rev

### Ref

.19	Stace - Plan for discussion Option 1	-	17/523/01
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## 7.00 Notes

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- .1 No structural or services information was available for the preparation of this Order of Cost Estimate.
- .2 No other record surveys were available for the preparation of this Order of Cost Estimate.
- .3 No level survey was available at the time of preparation of this report therefore an even floor level has been assumed for the purposes of this study.
- .4 Estimating works to an existing building introduces many sources of uncertainty and these can affect the scope of the works, the cost and the programme. The risks include:
  - The availability of information about the buildings original design and construction including the existence of unrecorded alterations.
  - The condition of the existing building, the quality of the original construction and the effects of settlement, wear and tear.
  - The effects of demolition, alterations and temporary works on the progress of the works and the retained fabric.
  - The scale of anticipated temporary works and protection.
  - The presence of existing occupiers within the building. I.e. restrictions on noisy working hours; phased working and hoarding arrangements.
- .6 It is assumed that tiles will be bonded to a latex levelling screed directly onto the existing tiled floor.
- .7 Wall finish to WCs are assumed to be emulsion painted with tiled splashbacks .
- .8 Below ground drainage is assumed to be local to the new WC locations and all alterations are above ground.
- .9 Option includes retention of fire rated glazed screen to accessible interview room.
- .10 Localised making good has been allowed in offices to rear of interview rooms.

## 8.00 Exclusions and Risk Commentary

### .1 Exclusions

- .1.1 Professional fees
- .1.2 VAT
- .1.3 Insurances
- .1.4 Legal Fees
- .1.5 Finance costs and interest charges
- .1.6 Planning / Building regulation fees
- .1.7 Site investigation costs and/or asbestos survey
- .1.8 Works outside of the site boundary
- .1.9 Tenant Fittings, Loose furniture or other equipment not specifically described
- .1.10 Marketing
- .1.11 IT wiring and equipment including media and AV equipment not specifically described
- .1.12 Fire fighting appliances
- .1.13 Decanting, temporary accommodation and moving / relocation costs of existing tenants
- .1.14 Income loss during construction and vacant tenant periods
- .1.15 Works to the existing building envelope including windows
- .1.16 Structural alterations
- .1.17 Electric hand driers
- .1.18 Alterations to below ground drainage
- .1.19 External works

### .2 Risk Commentary

As the project develops risk analyses will be undertaken and properly considered assessment of risks will be calculated. At this stage of the project we prefer to highlight all the potential risks associated with a project and utilise our experience of project type, site conditions, level of design etc to provide a considered percentage against each heading.

- .2.1 Design Development Risks (allowances against risk in design process)
- .2.1.1 Scheme design, structure and services proposals
- .2.1.2 Planning requirements & restrictions
- .2.1.3 Legal agreements
- .2.1.4 Covenants
- .2.1.5 Environmental issues
- .2.1.6 Statutory requirements
- .2.1.7 Procurement methodologies
- .2.1.8 Tendering delays

## 8.00 Exclusions and Risk Commentary

### .2 Risk Commentary (continued)

#### .2.2 Construction Risk (allowances for risk associated with site conditions)

- .2.2.1 Extensive service diversions/upgrades unusually high requirements from statutory authorities
- .2.2.2 Restrictions on access
- .2.2.3 Presence of asbestos containing materials
- .2.2.4 Restrictions on noisy working hours
- .2.2.5 Phased working arrangements
- .2.2.6 Abnormal structural / substructure works to the proposed or existing buildings
- .2.2.7 Archaeological cost or associated delays
- .2.2.8 Site specific planning requirements
- .2.2.9 Abnormal acoustic measures
- .2.2.10 Measures to deal with air quality
- .2.2.11 Additional cost of consequential upgrading for Building Regulations Compliance
- .2.2.12 Additional cost of compliance with future changes in Building Regulations

#### .2.3 Employer Changes (allowance for risks associated with Employer changes)

- .2.3.1 Employer changes brief, scope of works, quality, time etc

#### .2.4 Employer Other Risks

- .2.4.1 Funding and the availability of funds
- .2.4.2 Special contractual arrangements
- .2.4.3 Early handover
- .2.4.4 Postponement
- .2.4.5 Acceleration
- .2.4.6 Availability of funds
- .2.4.7 Liquidated damages
- .2.4.8 Premiums on associated contracts for late delivery etc

#### .2.5 Other Considerations

- .2.5.1 Capital allowances for taxation purposes
- .2.5.2 Grants