

# Feasibility Request Form

The Employer hereby requests the Contractor to provide a Feasibility Report to include the services described herein as part of the Framework Agreement made between Places for People Group Ltd and Willmott Dixon Construction Ltd dated 4th April 2022.

## From

Name (Employer)

Address

Project No/Reference

## To

Name (Contractor)

Address

Project

## PART 1

The Contractor is to provide the following services:

### Services as defined by the preconstruction procedures:

Tick all that apply

- |    |  |                          |
|----|--|--------------------------|
| 1  | Organise and host project launch workshop.   | <input type="checkbox"/> |
| 2  | Provide an outline estimate of the works with initial commentary on the cost plan and construction strategy including buildability factors, logistics, material/component system selection, BREEAM, waste etc. | <input type="checkbox"/> |
| 3  | Manage risk and opportunity workshops.   | <input type="checkbox"/> |
| 4  | Develop outline programme for the project and, where appropriate, a statement of how the works will affect the operation on the existing occupiers/users.  | <input type="checkbox"/> |
| 5  | Provide surveys as agreed.   | <input type="checkbox"/> |
| 6  | If instructed, place a subcontract packages for enabling works such as site investigations.  | <input type="checkbox"/> |
| 7  | If instructed appoint design team members to prepare feasibility sketch layout and outline specification.  | <input type="checkbox"/> |
| 8  | Develop draft preconstruction order, which shall detail the costs for completing preconstruction activities.   | <input type="checkbox"/> |
| 9  | Prepare and submit the feasibility report.   | <input type="checkbox"/> |
| 10 | Assist the customer to develop and agree the initial project brief.  | <input type="checkbox"/> |
| 11 | Agree communication and change control process with Employer team.   | <input type="checkbox"/> |
| 12 | Organise design review meetings – if a Contractor design and build solution.   | <input type="checkbox"/> |
| 13 | Present design team cost proposals – if a Contractor design and build solution.  | <input type="checkbox"/> |
| 14 | Any additional services offered by the contractor as part of its tender stage offering (include as appropriate).   | <input type="checkbox"/> |
|    | a)   | <input type="checkbox"/> |
|    | b)   | <input type="checkbox"/> |
|    | c)   | <input type="checkbox"/> |
|    | d)   | <input type="checkbox"/> |

## PART 2

The Employer agrees to use its reasonable endeavours to provide the following assistance to the Contractor to:

- Bring the Employer side together and ensure that the Employer and end user are fully engaged in the process during the Feasibility Stage.
- Define the scope of the works.
- Fully explore with the Contractor the Employer's values and the key factors for a successful, identified outcome.
- Appoint a Principal Designer.
- Confirm the appointment arrangements for the design team/technical advisors.
- Determine performance and design quality indicators for the Project.

## PART 3

The Employer and the Contractor shall use all reasonable endeavours to prepare a document which sets out:

- A brief for the Project including a statement of values.
- The scope of the works including a sketch layout and an outline specification.
- A budget for the Project which includes the Contractor's estimate for the works.
- A programme for the execution of the works.
- The initial risk register.
- Performance measures for the Project.
- The Agreed Scope which shall detail the agreed sum and resource requirements for the carrying out of the preconstruction activities.

### Performance Measures Data

The Employer and the Contractor shall use all reasonable endeavours to complete the Feasibility Report by:

Date

## PART 4

No costs shall be payable by the Employer to the Contractor for services directly provided.

The Employer and Contractor may agree to undertake additional works and/or services such as preliminary design or surveys. It is hereby agreed that the Contractor will commission these additional works/services as set out as below.

Works/Service Item	Cost
01	
02	
03	
04	
05	
06	
07	
08	
09	
10	
<b>Total Cost</b>	

**Signed for and on behalf of [Employer]**

Signature
Name
Position
Date

**Signed for and on behalf of [Contractor]**

Signature
Name
Position
Date

