



Big Lottery Fund Energy Efficient Venues Programme

Getting Quotations for Builders and Project Managers and Managing Contracts

Introduction

This factsheet on getting quotes for builders and project managers and managing contractors has been produced by Community Places to assist community and voluntary groups who are planning to undertake work to improve the energy efficiency of their building.

£2,000 to £10,000 Grant

If you know what type of work you would like to carry out to improve the energy efficiency of your building, and you think that this work will cost less than £10,000 then you may choose to apply for a grant of between £2,000 and £10,000.

If you choose to apply for a £2,000 to £10,000 grant, you must send three quotations for the work proposed along with your application to the Big Lottery Fund. You should make sure that all three quotations are for the same list of works.

If you intend to include the costs of an Energy Audit of your building in the application to the £2,000 to £10,000 grant, you must also enclose three quotations for the cost of this with your grant application. For detailed guidance about how to tender for an energy auditor see our Energy Audit Pack.

You can apply for a £2,000 to £10,000 grant for the costs associated with obtaining planning permission or building control approval if these are required for the type of work that you hope to carry out.

£15,000 to £50,000 Grant

If you are applying for a grant of between £15,000 and £50,000, you must include an Energy Audit of your building with your grant application. For more information about Energy Audits see our Energy Audit Pack.

An Energy Audit makes recommendations about what work you should carry out to improve the energy efficiency of your building. It will give an indication of how much it will cost to complete this work, and whether planning permission and building control are required. When you are completing your grant application, you can use these indicative costs to work out how much the work that you want to complete will cost. If you are applying for a large grant, you do not need to tender for the building work before you submit your grant application.

If your grant application is successful, you must send three tenders for the building work to the Big Lottery Fund within six months of accepting the grant offer. You should get three competitive quotations. You should make sure that all three quotations are for the same list of works and that this list of works corresponds with your grant letter of offer.

If you decide to appoint a project manager you must also send three quotations for this to the Big Lottery Fund within six months of accepting the grant offer. You should get three competitive quotations. You should make sure that all three quotations are for the same range of services and that this corresponds with your grant letter of offer.

Choosing a Builder, Project Manager or Other Contractor

Before you appoint any builder, project manager or other contractor, you must get approval from the Big Lottery Fund. You should send copies of the three quotations to the Big Lottery Fund.

It is important that the contractor that you appoint to complete work to your community venue is properly qualified, to ensure that the work is carried out to a high standard. There are a number of recognised accreditations that you can look for to ensure that the person you chose is qualified to do the job.

Type of Work	Professional Accreditation/Qualification
Energy Audit	- See Energy Audit Pack for information
Oil Heating and Plumbing Systems	- OFTEC Approved
Gas Heating and Plumbing Systems	- CORGI registered or on Gas Safe Register list
Cavity Wall Insulation	- CIGA listed
Electrical	- Electrical Contractors Association or NICEIC Approved member
Renewable Energy	- Microgeneration Certification Scheme (MCS) Registered
Project Manager	- e.g. Architect, Architectural Technician, Energy Auditor, Engineer, Quantity Surveyor, Planner.

Insurance

You should check that the builder or other contractor has insurance to cover the works on site and ask them to confirm this to you in writing. You should also inform your insurance company about the works that will be undertaken and follow any advice given.

Managing the Builder, Project Manager or other Contractor

You may choose to manage the builder or other contractors yourself. Alternatively you could appoint a project manager to do this for you. A project manager can help you to complete the work to your building on time and within budget by overseeing the project from start to finish. They can advise and assist you on the building process, help with tendering, co-ordinate work and deal with day-to-day issues on site. This means that you only have one person to deal with regarding the building work rather than a number of contractors.

At the first meeting, you should agree one person from your organisation who will look after the builder, project manager or other contractors. Only this person should take decisions about changes or additions to the agreed work (which may mean changes in cost).

Write to the builder, contractor or project manager stating:

- the start and finish date of the work;
- an agreed sum for the work; and
- the name of the person who is authorised to agree any changes;

Get a letter confirming that the builder or contractor has insurance for the works.

You should agree with the builder, contractor or project manager what work will be done and when (programme of work) and keep written details of this. Also agree with the builder or contractor that the building and site must be cleared of all rubble and rubbish and ready for full normal use at the finish date. Every time there is any discussion with the builder, contractor or project manager about doing more or less work ask about cost implications (more or less). If an issue arises which may involve changes to the work you had planned, you should discuss this with the Big Lottery Fund before agreeing anything.

Contact Details

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Big Lottery Fund has appointed Community Places and partners to provide technical information, support and advice to potential applicants on energy efficiency measures, planning permission and building control processes, tendering and contracting for small scale capital projects, accessibility issues and sustainable development. Guidance notes and application forms for the Energy Efficient Venues Programme are available on www.biglotteryfund.org.uk