

Appendix D Capital checklist managed by Environmental Services Dept.



The location for the children's centre agreed by WCC Cabinet	
Outline feasibility study commissioned according to the DfES design brief. (The feasibility studies give the suitability and costings of the potential projects and these were assessed to give a picture of the potential costs overall. The Environmental Service Dept. was advised of the total capital budget available)	
Accommodation brief drawn up for each centre to bring them in line with the available funds	
Documentation prepared to outline design / works programmes and construction budgets	
Competitive tenders obtained from Registered Architects.	
Commission is awarded to the bid which offers best value. (The successful architect takes on the responsibility for design and project / financial management.)	
Architect liaises with WCC Planners / external Building Control Certifiers and takes on the role of Planning Supervisor under the CDM Regulations.	
Tender documents are prepared and these are issued to Contractors via ESD for tendering purposes. (Normally five sealed tenders per project are returned to Corporate Services which are opened in a formal session witnessed by Audit.)	
Tenders passed to the Consulting Architect for assessment	
Following receipt of the Consulting Architect's report a best value assessment is made of all tenders to determine which Contractor is appointed to undertake the works.	
The Contractor is appointed with a contract under seal.	
Monthly site meetings are held during the contract with an ESD representative, the Architect, other specialist consultants, the Contractor and a representative of the school/centre.	
ESD post project review procedure with the individual head of establishment once the building is handed over	