Cost Estimate Report

Enter Project Name

Enter Project Phase

Enter Consultant Name (If Applicable)

Enter Report Date



Table of Contents

*The following table of contents provides an overview of the minimum level of information required, overall the partnering organising is responsible to ensure that sufficient project information is provided.*

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| Chapter Ref. | Chapter Title | Minimum Information Required |
|  | Executive Summary | Clear concise overview of the entire report to be provided.  |
| 1 | Introduction | Provide an overview of the project and the scope of the commission.  |
| 2 | Scope of Works  | Scope and objectives of project to be defined.  |
| 3 | Design Information  | Level of design to be stated. General basis of design to be summarised.  |
| 4 | Rates and Prices  | Provide:Details of the source of the rates and prices included with the cost estimate. Details on how the rates and prices have been adjusted from their base date to the estimate base date. Details of how the rates and prices have been adjusted for location.  |
| 5 | Estimate Qualifications  | Details of all assumptions, exclusions and cost allowances to be provided.  |
| 6 | Project Risk and Opportunities  | Summary of the key project risks and opportunities to be provided.  |
| 7 | Cost Estimate  | Summary cost estimate to be provided.  |
| 8 | Benchmarking | Benchmarking shall be carried out to establish if the cost estimate is comparable with other similar projects and to identify elements of the cost estimate that may not be consistent with historic costs. This shall include as a minimum; * A cost comparison with other similar projects based on a high-level unit of measurement. For Example, Cost Per Kilometre, Cost Per Storey or Cost Per M2.
* Unless otherwise agreed in writing with the NTA, a cost comparison of individual item rates with costs from other similar projects. For Example, Cost Per M3 of Excavation, Cost Per M2 of Bituminous Surfacing or Cost Per Nr for Street Lighting Columns.
* A commentary on any variances between the Preliminary Cost Estimate costs and the benchmarked cost data.
* Conclusion stating whether the benchmarking process supports the Preliminary Cost Estimate.
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| 9 | Comparison with Previous Phase Cost Estimate | Comparison with previous cost estimate to be undertaken. Variance exceeding set parameters agreed with NTA to be explained.  |
|  | Appendix A – VAT Assessment  | Copy of assessment to be appended.  |
|  | Appendix B – Contingency Assessment | Copy of calculator to be appended.  |
|  | Appendix C – Risk Register  | Copy of register to be appended.  |
|  | Appendix D – Quantitative Risk Analysis  | Copy of QRA to be appended.  |

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| **Version** | **Status** | **Prepared by** | **Checked by** | **Issue date** |
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