3.1 Ancillary information

The following information should be provided:

**Note:** The information requirements relate specifically to an analysis at the element level, however, they apply equally to building total, group element, element and sub-element analyses where appropriate.

### 3.1.1 Project Details

**Project title:** Make the title descriptive of the building and meaningful to someone who does not know the project, e.g. ?Meat Packing Factory, St John?s Estate? rather than ?St John?s Estate Phase 2?.

**Building type:** Defined by its user function (Uniclass Table D Facilities).

**Type of work:** New build, horizontal extension, refurbishment, etc.

**Location:** Site address including town, county and postcode (Note: the location of the project may be reported less precisely if the client so desires).

**Client:** Name of client and/or the client type, e.g. local authority, private owner/occupier, property company, health trust, government department, etc.

**Dates:** Provide:
- base date: the contractual date at which the pricing levels have been set;
- date for receipt of tenders (where relevant);
- date of acceptance (where relevant); and
- date of possession of site.

**Project descriptions:** Brief description of the building, its function and the project as a whole, e.g. facilitating works, other buildings and external works. Include any special or unusual features affecting the overall costs that are not noted elsewhere.

**Site conditions:** Description of the site conditions with regard to:
- topography, slope, contours;
- ground conditions;
- water table, running water;
- details of the site prior to building, e.g. woodland, existing buildings, reclaimed brownfield, etc.;
- working space, proximity of other buildings, infrastructure, etc.; and
- access.

**Accommodation, design features:** Provide:
- general description of accommodation;
- where a building incorporates more than one function (e.g. a block of offices with shops or car park deck), the gross internal floor areas of each should be shown separately;
- a description of the building shape, or where drawings are not provided, a thumbnail sketch should be given showing overall dimensions and number of storeys in height;
- any particular factors affecting design/cost relationship resulting from user requirements or dictates of the site; and
- brief specification and construction details.

Complex contracts: A cost analysis must apply to a single building. In a complex contract (i.e. a contract which contains a requirement for the erection of more than one building), the size of the contract may have an important bearing on price levels obtained. If this situation occurs, it should be identified in the project details showing totals of:

- building analysed
- building 2
- building n
- external works
- facilitating works
- preliminaries
- main contractor?'s overheads and profit
- total contract costs

3.1.2 Details of Building

Floor areas:

- gross internal floor area;
- area of basement floors;
- ground floor area;
- area of upper floors;
- usable floor area;
- circulation floor area;
- ancillary floor area;
- internal divisions floor area;
- area of lowest floor; and
- area of floor spaces not enclosed.

Internal cube

Number of units: Where the analysis is for more than one building of the same type or for more than one unit in a block, e.g. terrace of industrial units or block of flats, state the total number of units covered by the analysis.

Roof area (as built)

Area of vertical envelope (external wall area): The area of the vertical enclosure of the building measured on the internal face. This would normally be the sum of the external wall and windows element unit quantities.

Site area
**Number of storeys:** provide:

- total number of floors including basement floors;
- the number of basement floors, i.e. the number of floors below the ground floor;
- where the parts of the building have different numbers of storeys, give the approximate percentage of building (based on Gross Internal Floor Area), having a different number of storeys, i.e. 20% single storey, 30% two storey, 50% three storey; and
- exclude structures such as lift, plant or tank rooms and the like above main roof slab.

**Storey height:** Give average storey height for the building. Alternatively, give the differing heights and the floor areas to which they relate.

**Functional units:** State any relevant functional units, e.g. numbers of bedrooms and bedspaces in housing, numbers of vehicle spaces in car parks, etc. (see Appendix 2 for recommended functional units).

**Building accreditation scores:** Provide details of any quality, energy, sustainability, etc. rating. Give score and details of accreditation scheme and version.

**Carbon emissions:** Provide details of carbon equivalent emissions (CO\(_2\)), both operational and embodied. Give details of basis of calculation and result.

### 3.1.3 Procurement details

**Project tender price index:** State project index, indexing authority and base date.

**Type of contract:** State name of contract, any option choice and edition.

**Cost fluctuations:** Details of any provision for fluctuations (variation of price) in the contract.

**Contract period in weeks:** Stipulated by client, offered by builder (if different), agreed.

**Contract pricing documentation:** Details of contractual pricing documents, e.g. employer’s requirements and contract sum analysis, bill of quantities, bill of approximate quantities, schedule of rates, target cost, specification and drawings, schedule of works, etc.

**Selection of contractor:** Details of selection process, e.g. open or selected competition, two stage tenders, negotiated, serial contract, framework agreement, etc.

**Market conditions:** Give details of market for construction affecting the project. Indicate level of current work, availability of labour and materials, keenness of competition, and any special contract requirements. State if project is part of a larger framework or partnering agreement. Give details of any gain/ share. If project tendered, give details of any amendments made prior to award and, where applicable, state reasons why lowest tender was not accepted.

**Number of tenders issued and received:** Where appropriate.
Competitive tender list: List tenders received in descending order of value.

Basis of analysis: State the document used to prepare the analysis, e.g. lowest tender, amended tender, agreed target cost, final account, etc. If a lowest tender was not accepted or was amended, state reason.

Contract breakdown: Show make up of contract sum appropriate to the contract, e.g.:

- measured work;
- provisional sums;
- prime cost sums;
- preliminaries;
- contingencies;
- contractor’s design fees on a Design and Build contract; and
- contract sum.

3.2 Cost analysis

3.2.1 Element costs

Total costs should be provided for each element and sub-elements as appropriate. Costs should be shown separately where required in the elemental definitions and for different forms of construction.

The costs of sub-elements should total to the element costs. The cost of the elements should total to the contract sum less main contractor’s profit, where identified; preliminaries; contingencies and, where appropriate, contractor’s design fees.

The cost of each element and the items comprising it should correspond with the specification.

If no cost is attributed to an element a note should be made to that effect.

Where the costs of more than one element are grouped together, a note should be inserted against each of the affected elements explaining where the costs have been included. For example, if windows in curtain walling are included in ?External walls? it should be so stated in the element ?Windows?, and details of the cost and specification included with the element ?External walls?.

Where various forms of construction or finish exist within one element, the net areas and costs of the various types of construction should be included separately in the specification notes.

3.2.2 Preliminaries
The cost of preliminaries for the building being analysed should be stated and expressed as a percentage of the contract sum excluding preliminaries, contingencies and, where appropriate, contractor’s design fees.

### 3.2.3 Main contractor’s overheads and profit

The cost of overheads and profit, where identified separately, should be stated and expressed as a percentage of the contract sum excluding main contractor’s overheads and profit, contingencies and where appropriate, contractors’ design fees.

### 3.2.4 Contractor’s commercial risk

Where contractor’s commercial or other risk is included in a target cost, or the like, it shall be allocated across the elements and preliminaries or as shown in the contract.

### 3.2.5 Client’s risk (Contingencies)

The cost of contingencies for the building being analysed should be stated but does not form part of the building analysis.

### 3.2.6 Contractor’s design fees

The cost of contractor’s design fees for the building being analysed should be stated but does not form part of the building analysis.

### 3.2.7 Project design team fees and other development/project costs

Where they are available, project design team fees and other development/project costs should be stated but they do not form part of the building cost analysis.

### 3.2.8 Cost of building per m² or functional unit

Where the total building cost is expressed as £/m² floor area or £/functional unit, the cost of the building should be the sum of elements 1-7, with preliminaries and main contractor’s overheads and profit percentages apportioned. Unless shown otherwise in the contract, the preliminaries and main contractor’s overheads and profit shall be apportioned as shown in 3.2.2 and 3.2.3.

**Note:** The expression of cost of External Works and Facilitating Works related to Gross Internal Floor Area of the building is not particularly meaningful. It is used in the ‘Summary of element costs’ so that the totals agree arithmetically.

### 3.2.9 Cost of element per m² or functional unit

Where the cost of an element is expressed as £/m² floor area or £/element unit quantity, it should be stated whether or not the costs include preliminaries and/or main contractor’s overheads and profit.

### 3.2.10 Works outside the site

The costs and details of any work included in the contract that are outside the site should be shown separately.
3.3 Element unit quantities - 3.6 Drawings

3.3 Element unit quantities

The cost of the element should be expressed in units that relate solely to the quantity of the element itself – element unit quantities (EUQ). Element unit quantities are specified in the element definitions.

3.3.1 Area for element unit quantities

Floor areas for element unit quantities should be measured as for Gross Internal Floor Area (GIFA), i.e. to the internal face of the enclosing wall to the area treated or serviced.

3.3.2 Cubes for element unit quantities, etc.

Cubes for air conditioning, etc. (treated volume), shall be the floor area, measured to the internal face of the enclosing walls of the treated space, multiplied by the height from the floor finish to the underside of the ceiling finish (abbreviated to Tm³).

3.4 Specification and design criteria

Specification and design criteria relating to requirements, purpose and function of the element, should be given for each element.

The specification notes are considered to reflect designers’ solutions to the conditions expressed by the design criteria and should indicate the quality of building achieved.

Specification notes should adequately describe the form of construction and quality of material sufficiently to explain the costs in the analysis.

The element definitions (Section 5) provide a checklist of the items that should be included with each element.

Include costs of any significant items.

Any work included that is not covered by the elemental definition should be noted.

3.5 Credits

Details of the client, consultants and contractor. Permission should be obtained before providing names.

3.6 Drawings
Sufficient drawings should accompany an analysis to aid understanding of the costs. Normally, elevations and a typical floor plan should suffice.