

USER GUIDE FOR ESTIMATING SERVICES FEE CALCULATOR

This fee structure applies to complete buildings or projects where the value of work refers to the tender value including all costs, overheads, profit, etc; but excluding VAT. It is anticipated that the usual proportion of tender totals will take the form of sums include for: sub-contract, material or supplier quotations, provisional items, prime costs items, utilities, contingencies, etc.

This calculator will provide an indication of the fee for the relative project. The actual fee will generally be +/- 10% of the figure calculated. A fixed fee quotation will be issued by the sales team at TSA once an estimator has seen the relevant documentation and prior to any works commencing.

Fees are based on costing fully detailed and specified drawings where dimensions can be scaled. Changes in specification, additional instructions, etc., will be charged on a time-spent basis, as will formulating new specifications, contracts, 'price options', converting imperial dimensions to metric or calculating partial VAT totals.

Fees will generally reduce, for example, if the project involves elements of duplication or if it is similar to a project we have previously completed for the same client.

Fees may increase for example, if the client requires an unusual breakdown of costs or if the project is particularly bespoke and incorporates many specialist items.

A Company Name

A space of 25 characters your company name.

B Project Name / Reference

A space of 25 characters for a reference specific to the project you would like us to measure and/or rate. For example the client's name or part of project address.

C Type of Contract

From the drop down box select the type of contract the project is to be tendered on (if the project to be priced is not subject to a formal contract please leave this item on its default setting).

D Type of Service

In most cases works are to be taken off on an as specified basis. For lower cost services select the type of service you require from the drop down box - for further information on the different levels of estimating service we offer, and assistance in selecting the most appropriate service for you, please read the document titled '[Estimating Service Guide \(Part 1\)](#)' available in the [DOWNLOAD LIBRARY](#).

E-F (Approximate) Tender Value of Works

Our fee calculations are based on a reducing percentage of the (approximate) project value. Therefore, to use this calculator you will need to have a sense of the gross tender value of your project.

This calculator is designed to give an indication of fees for providing an estimate for works up to £10 million. For projects valued at more than £10 million fee quotations will be considered on application - please call and speak to the marketing and sales manager or one of our senior estimators.

You will need to have a sense of the amount of new build/extension work and the amount of alteration/renovation work involved in the project (if applicable). Should the project be a mix of new and alteration works the calculator will add the two figures together to get a total build cost. However it is important that the two areas of work are kept separate initially in order to provide a more accurate quotation.

New Build/Extension Works

In the box provided enter the approximate value of new build or extension work involved in the project. At this point do not include any works that would be classed as alterations or renovations.

Alteration/Renovation Works

In the box provided enter the approximate value of alteration or renovation works involved in the project.

Key Supplementary Services

G Site Visit

If a site visit is required please enter the mileage for a one way trip only, from Trevor Sadd Associates Head Office (NR9 4JB) to the site by road. The calculator will automatically double the mileage and add our standard £60.00 site visit fee for time spent on site.

H Preliminary Costs

From the dropdown box select the level of detail required on your preliminary costs.

We will, in relation to all jobs, provide an assessment of preliminaries based on an average percentage - which can then be replaced by the client before being submitted to tender.

If you would prefer us to complete a detailed preliminaries costing we would be pleased to do so following a conversation with you in which we will confirm, based on your previous projects;

1. Your methodology for works
2. An outline project plan
3. Your key base costs for people and equipment
4. Sources of specialist quotations (where appropriate)

For further details on how we cost preliminaries and the information we require to complete the same please refer to the document titled '[Preliminaries \(General Site Costs\)](#)' available in the [DOWNLOAD LIBRARY](#).

I Development Costs

From the dropdown box select whether you would like us to calculate your development costs.

Development costs only usually apply to developers or main contractors working on a design and build basis. However, this is not always the case and if any client would like us to calculate their development costs we would be pleased to do so however this does require a level of co-operation in order for us to obtain and confirm information fundamental to the process.

For further details on how we calculate development costs and the information we will require to complete the same please speak to one of our senior estimators.

J-M Sub-Contractor Quotation Service

Our fee for this element of the work is based on the client supplying the details of the sub-contractors to whom you would prefer we sent the quotation enquiries.

TSA can source sub-contractors in the area of the project (for an additional fee) however, for further details of our sub-contractor quotation services please refer to the document titled 'Establishing Construction Costs and Sources of Supply' available in the downloads library. It is unlikely that you will get the same ratio of returns or as competitive prices as you should get from known sub-contractors with whom you have formed an ongoing relationship.

Please enter the number of packages required in the relevant boxes (if applicable). If you are not sure which size of package will be required select Pack B as this is the most common package we currently prepare, the selection can be corrected by our estimator later in the process if necessary. Any applicable discounts will be calculated automatically.

Full details of the sub-contractor quotation service provided by TSA can be found in the document titled '[Establishing Construction Costs and Sources of Supply](#)', available in the [DOWNLOAD LIBRARY](#).

Definitions of each of the 4 packs are below;

Pack A - Postal enquiries based on a covering letter and extracts from the documents supplied (not exceeding 2 pages and 2 A1 plans)

Pack B - Postal enquiries based on a covering letter and extracts from the documents supplied (not exceeding 10 pages and 5 A1 plans)

Pack C - Postal enquiries based on a covering letter and extracts from the documents supplied (not exceeding 20 A4 pages and 10 A1 plans)

Pack D - Postal enquiries based on a covering letter and extracts from the documents supplied (exceeding 20 A4 pages and 10 A1 plans)

Packages requiring in excess of 50 A4 pages and 15 A1 plans will be quoted for on request.

N Other Supplementary Services

You can use this space to note any other supplementary services that you might require, for example a tender presentation letter. You may continue in the general notes box at the bottom of the page if required.

O Project Specific Adjustments

You can use this space to make adjustments to the standard fee as you see fit, based on the specific project in hand. Please refer to the introductory paragraphs on this document, for example, criteria that may affect our standard fees.

P-Q Digital or Hardcopy Bill Formats (and Delivery Options)

As part of our ongoing mission to keep costs to a minimum and to reduce waste Trevor Sadd Associates Ltd (TSA), offer our clients two options regarding the format in which they receive their documentation.

Our preferred format is digital, that is to say that on completion of the job we return the same to the client via email attaching the document set as a PDF file (to open such files the recipient will require Adobe Reader software - free to download from www.adobe.com) in a standard Microsoft Office format or for those contractors who also use ConQuest estimating software we can transfer the data directly into your system. Alternatively we can print the document set and collate either in preparation to be collected (by local clients only), faxed or posted by regular mail for the additional costs stated.

VAT

VAT will be calculated at the standard rate, currently 17.5%

Notes

This box has been provided for any relevant details or reminders you may wish to note. For example, in order to assist you in remembering how you came to the figures above.

Once you have completed the relevant fields press the **Calculate Totals** button to view the total fee for both the digital and printed estimate options.

If you would like to save a copy of the fee indication please press the **Save Calculation** button and follow the prompts.

If you are having trouble using this calculator please feel free to contact our marketing and sales team, by phone or email, who should be able to assist. It is sometimes possible for us to give you an indication of costs following a description over the phone. In any event, as explained above, a fixed fee quotation will be issued for every individual job by the sales team at TSA once an estimator has seen the relevant documentation and prior to any works commencing.