

## **Employer's Agent Brief**

### **Brief to recruit an Employers' Agent (EA/PM/QS) to work on the redevelopment of the FOLCA 2 building.**

#### **1 Introduction:**

- 1.1 Folkestone & Hythe District Council (F&HDC) is seeking to appoint an Employer's Agent to conduct works on a Council owned asset (a former department store) in Folkestone Town Centre.
- 1.2 Contextual information can be found within Appendix E.
- 1.3 A draft programme is offered to indicate our best estimation of the project to practical completion (Appendix F).
- 1.4 The works include the procurement of a lead design team, and the redevelopment of the building into a mixed-use occupancy. Please refer to Appendix B for more details.
- 1.5 A schedule of Information (Appendix G) is provided as part of the tender documentation, reviewing all documentations of existing work completed.
- 1.6 FHDC will work withing a strict budget which cannot be exceeded so the contractor's work will need to be procured in a manner which would allow for the prioritisation of the most critical elements in the first instance. With secondary priority items to be considered with any remaining budget.
- 1.7 It is proposed that the JCT 2016 Intermediate contract form is to be used.
- 1.8 It is proposed that a 1-phase Design & Build is to be used for the construction element of the project.
- 1.9 F&HDC has a strict contract variation policy which will need to be adhered to. Therefore, the minimisation of provisional sums will be ideal, and the management of the time required to allow for the variation process to run its course, will need to be considered to ensure against delay in dealing with any provisional sums or other variations which may become necessary during the management of the contract.

## 2 Baseline Programme

2.1 The project initial draft delivery programme, with assumed timeline, is set out within the table below:

Anticipated Date	Activity
WC 01/09/2025	Appointment of Employer's Agent
September 2025	Prepare tender documentation using the design/specifications for the Lead Design Team
WC 01/09/2025	Appointment of Employer's Agent
Dec. 2025 – March 2026	Prepare Design to Planning
March – July 2026	Planning application
May – August 2026	Prepare employer's requirement & all tender documentation
July – August 2026	Prepare JCT contract and Collateral Warranties
August 2026	Review Tender
August – November 2026	Tender period
November 2026	Appointment of Contractor
December 2026	Start On Site
April 2028	Practical Completion (PC)
March 2029	End of Retentions Period and Final Certification (12 months following PC)

2.2 The above programme is notional and an initial project programme will need to be produced by the Employer's Agents alongside the Lead Design Team upon appointment.

## 3 Employer's Agent Services

3.1 All Specification of the role are captured within Appendix B, the Employer's Agent Services under the RICS Scope of Services.

**4      Quantity Surveyor Services**

4.1    All Specification of the role are captured within Appendix C, the Quantity Surveyor Services under the RICS Scope of Services.

**5      Project Manager Services**

5.1    All Specification of the role are captured within Appendix D, the Project Manager Services under the RICS Scope of Services.