

Building Development and Project Support to Schools

DBE Services are able to offer professional support to schools and academies to assist with development, design planning, procurement and management of building projects.

How we can help

We have an Approved List of Consultant, Architects and Surveyors who will:

- Prepare a Development Plan for your School/Academy, against which informed decisions can be made and any future bids for funding can be assessed.
- Prepare and submit the necessary documentation for financial approval. and Payment.
- Lead and assist in the management and procurement of your project from start to finish.
- Manage all certifications and payments

The Consultant is able to assist you with Repairs, Extensions, Internal Alterations, or simply offer advice and support.

Costs

There is no initial cost for the development plan

We want to make sure your project is viable, affordable and will comply with current DFE recommendations and advice. We also want to help you deliver the project with ease and hopefully hassle free. We can suggest a suitable Consultant to assist you with the complexities of your proposals.

However, I must stress that, in providing the Development Planning Professional Services to you, there is an expectation that you will retain the Consultant to act on your behalf, and that they will be remunerated in accordance with the Diocesan and DFE Approved Fee Scales .In addition, should you decide not to proceed with a particular project where drawings and estimates have been provided, or to instruct others to procure or implement the work without retaining the suggested Consultant, then the Consultant will be entitled to payment for the Services carried out.

The Consultants role:

Typically, a Consultant will be able to offer the following professional service to you:

Initially, he will meet with you, obtain existing asset management information, and discuss a brief with you, all with a view to preparing a Development Plan which meets the Schools long term needs.

The Development Plan will inform the future development of the School, and will identify particular projects for which funding may be made available.

Then, once a project has been identified, the Consultant will continue to:

- Discuss the specific brief with you.
- Liaise with the School and other Stakeholders throughout the Design and Construction processes.
- Prepare Sketch Plans to illustrate the Proposals.

- Prepare Budget Estimates to inform the project's affordability and viability.
- Complete the necessary Forms with a view to securing the necessary Finance.
- Prepare appropriate Drawings and Specifications upon which Tenders for the work can be obtained.
- Appoint other Consultants to support the Design Process.
- Obtain Planning and Building Regulation Approvals.
- Ensure the Project complies with current Legislation.
- Ensure compliance with Health and Safety matters including the legal requirement to act as Principle Designer.
- Secure the necessary Financial Approvals following the receipt of Tenders.
- Place the Order with the Contractor on behalf of the Governing Body.
- Monitor and Inspect the works on site through to Completion.
- Arrange the Handover of the Works to you.
- Certify the work for payment.
- Prepare the Snagging List and ensure the Contractor responds in a timely manner.
- Agree the Final Account and obtain Final Approvals.
- Continue to liaise with the School beyond Completion and to assist in other matters or Projects.

May I encourage you to make use of this Service; it is a very important part of asset management which needs to be correctly handled on your behalf.

Let us help you to ensure your important project is a success.

Kind regards,

Peter.

Please contact DBE Services on **01254 958858** or peter@dbeservices.co.uk to discuss your specific Project in the first instance.