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| --- | --- | --- | --- | --- | --- | --- | --- |
| COST MANAGER PROFESSIONAL SERVICE CONTRACTORMONTHLY COMPLIANCE STATEMENT No:CLAIM DATE:PROJECT:PSC CONTRACT NO: *Insert a ‘C’, ‘NC’ or ‘N/a’ in the non-shaded cells relevant to this statement (‘C’ = Compliance* : *‘NC’ = Non Compliance* : *‘N/a’ = Not applicable)* | | **CONCEPT *(Part 1)*** | DESIGN *(Part 2)* | DOCUMENTATION *(Part 2)* | TENDER *(Part 2)* | CONSTRUCTION *(Part 3)* | DLP *(Part 3)* |
| CCL1 | A cost estimate for the project, inclusive of construction contract, professional and Department for Infrastructure and Transport (the Department) fees, contingency, Client managed and other costs, has been undertaken, based on Briefing information and documentation received from both the Lead and associated discipline professional service contractors. A copy of the estimate has been issued to the Department Project Manager |  |  |  |  |  |  |
| CCL2 | Participation in relevant value management sessions with the Design Team, the Client and the Department Project Manager has, where required, been provided, with relevant options and financial implications for cost strategies forwarded to members of that discussion group for consideration |  |  |  |  |  |  |
| CCL3 | A documentation review and pre-tender cost estimate based on documentation has been undertaken, enabling the project to proceed to tender. The financial portion of the Gateway 6 document has been populated (*or the information has been provided to the Department Budget Manager to enable them to do so*) |  |  |  |  |  |  |
| CCL4 | Co-ordination and cross-checking of documentation prepared by professional service contractors has been undertaken, and the project cost estimate at tender comparison stage has been completed. Copies of the estimate have been issued to the Department Project Manager |  |  |  |  |  |  |
| CCL5 | A full elemental cost analysis of the tender comparison estimate has been produced and forwarded to the Department Budget Manager for review |  |  |  |  |  |  |
| CCL6 | The tender appraisal and assessment has been conducted, with a preferred tenderer identified, in accordance with Department tendering policies and procedures |  |  |  |  |  |  |
| CCL7 | The GBC tender reconciliation statement has been populated (*otherwise information has been provided to the Department Budget Manager to enable them to do so*) and forwarded to the Department Project Manager for authorisation and approval |  |  |  |  |  |  |
| CCL8 | A full tender cost analysis (by Trade) of the accepted tender sum has been produced and forwarded to the Department Budget Manager for review |  |  |  |  |  |  |
| CCL9 | There has been prompt response to all Contractor progress payment, variation and extension of time claims, and assessment, endorsement, and certification within the time limits established under the construction Contract. Work completed for amounts certified on progress payments verified by the Lead PSC as reflective of the documented scope of Work. Check Statutory Declarations are submitted |  |  |  |  |  |  |
| CCL10 | Schedule 30 has been provided where Contractor’s claimed amounts have been negotiated, if the Contract falls under Security of Payments Act provisions |  |  |  |  |  |  |
| CCL11 | The monthly financial reports on progress of the work under the construction contract (including cashflow and variation reporting, forecast final cost at completion, trending data, etc), plus identification of professional fees, Agency managed and other non-Contact items, have been undertaken and given to relevant stakeholders for Project Control Group meetings |  |  |  |  |  |  |
| CCL12 | Resolution of all variation claims reached, Maintenance & Operations manuals and as-constructed drawings, etc paid out, and final account processed |  |  |  |  |  |  |

🞎 I confirm that compliance with CCLs as indicated above has been achieved

* I confirm that we have maintained compliance with 4.1.1 Probity in relation to conflict of interest as per the Conditions of Tendering document. In the event that compliance has not been achieved, the reasons for non-compliance have been documented and attached to this form for consideration by the Client/Probity Advisor to consider the most appropriate course of action to manage the Conflict of Interest
* In the event that compliance has not been achieved, the reasons are to be summarised and attached to this form, together with appropriate recommendations to address the issues and/or requests for specific directions from the Project Manager.

**Signature:** ………………………………………………

Name: ……………………………………………… Date: ………………………