

Works and Project pre-planning and cost estimation

Unplanned or Planned Minor Works and Replacement Refurbishment or Small Construction Works.

This is a guide note on pre-planning and cost estimation under the Across Government Facilities Management Arrangements. This guide should be read in conjunction with the [Agency Work Procedure Manual](#).

Under the Arrangements the Facilities Management Service Provider's (FMSP) are not obliged to provide quotes without a job being raised in FAMIS. There are several reasons for this it allows for clear documented requests for works, enables tracking in the system and reduces enquiries that result in wasted effort by the FMSP.

Preliminary cost advice may be required from the FMSP. AGFMA recommend that when planning for Minor Works / Small Construction Works or Replacement / Refurbishment the following guide is used:

| Order of cost Definition: | | |
|---|---|---|
| An estimate of what the FMSP thinks the work will cost based on past experience. Used where a rough idea of the cost is required. | | |
| <i>High level scope definition and Agency seeking indicative advice</i> | Uncertain scope and specification; or where: | ACTION |
| | <ul style="list-style-type: none"> Estimating techniques employed for similar / type building works Available time and level of effort allowed to prepare estimate <p>All parties are of the understanding that the Order of Cost will be a high level estimate that will have a low confidence level in the cost.</p> <p>Risk of the uncertainty of costs could be managed by applying a contingency when seeking budget approval.</p> | <p>Informal advice from the FMSP via email.</p> <p>The FMSP could advise that a scope and specification are required and FMSP decline to proceed to provide an Order of Cost.</p> |

Feasibility Assessment

Definition: An analysis and evaluation of a proposed concept to determine if it is:

- 1) technically feasible
- 2) feasible within estimated cost and time
- 3) considers the life cycle of a concept.

A feasibility assessment will likely require professional or expert advice to develop the concept to draft a broad scope and specification and to obtain an estimate of costs

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| <i>Feasibility Assessment where there is technical and financial uncertainty</i> | There is a broad scope and specification, but further work is required to proceed or other risk factors such as: <ul style="list-style-type: none"> • Complex project or staging • Non familiar technology | ACTION: |
| | | <u>FAMIS work request</u> Planned Minor Work or Replacement Refurbishment Next day in FAMIS raise - Consultancy – Project Feasibility / Concept |
| Work Request | | |
| Definition: A work order / purchase order using the FAMIS system. | | |
| <i>Feasibility Assessment where there is technical and financial uncertainty</i> | There is a broad scope and specification, but further work is required to proceed or other risk factors such as: <ul style="list-style-type: none"> • Complex project or staging • Non familiar technology | ACTION: |
| | | <u>FAMIS work request</u> Unplanned or Planned Minor Work or Replacement Refurbishment Small Construction Work |
| <i>Business decision has been made and financial approval.</i> | There is a scope and specification that the FMSP and the Agency is confident to proceed. | |

Refer to [Agency Works Procedure Manual](#) and [FAMIS Training Modules](#) for instructions. Need more help? Contact your Agency Advocate or the [AGFMA Business System Service Desk](#).