



EGYPT
EXPLORATION
SOCIETY
FOUNDED IN 1882

Invitation to Tender: Quantity Surveyor

Clients:

The Egypt Exploration Society
2-4 Doughty Mews
London
WC1N 2PG

Contact:

Dr Edward Scrivens (Development Manager)
edward.scrivens@ees.ac.uk



Outline

Since its foundation 144 years ago, the Egypt Exploration Society (EES) has supported and promoted Egyptian cultural heritage. We have explored more than 150 sites and monuments, published more than 350 volumes of scientific research, and engaged thousands of people across the world.

The EES has embarked on an exciting and ambitious redevelopment project – [*Building the Future*](#) – which was recently awarded a Delivery Phase grant by The National Lottery Heritage Fund. We seek to save our unique collections and make them accessible to everyone by regenerating our central London premises into an accessible and sustainable heritage centre, where our collections will be housed and made the centre of a new activities programme.

We are seeking an experienced **Quantity Surveyor** to support the delivery of our capital works, which will be delivered in two phases (Enabling Works, and the Main Works – see Appendix A below). Please refer to the accompanying programme for the current timelines associated with this approach.

Methodology

The first stage of the application process is to submit a tender document including the information outlined below. We want to hear about how you work, your previous projects, and your suggested approach for carrying out the required services. If shortlisted, you will be invited to attend an online interview.

The Quantity Surveyor will work closely with our appointed Project Manager (Chana Projects, Architect (Studio Becoming), and with the Society's Development Manager, though they may work with other members of staff and appointed contractors where necessary or appropriate.

Scope of Services

The Quantity Surveyor will carry out the works detailed in **Appendix B: Scope of Services** below.

Budget

As part of your response, applicants should submit a fixed fee schedule inclusive of all expenses along with their application. We expect to pay any contracted fees by invoice in monthly instalments, though other payment arrangements can be discussed.

Award criteria

The decision to award the contract will be made according to a range of factors, including cost, prior experience, and ability to deliver the brief on time and to budget.

Tell us about your experience of working with heritage organisations, or how your experience might be transferable to that context. Candidates with prior experience of The National Lottery Heritage Fund projects are encouraged to apply.

To tender for this work, please respond **by 12:00 (UK) on 30th October 2026** latest with the following information:

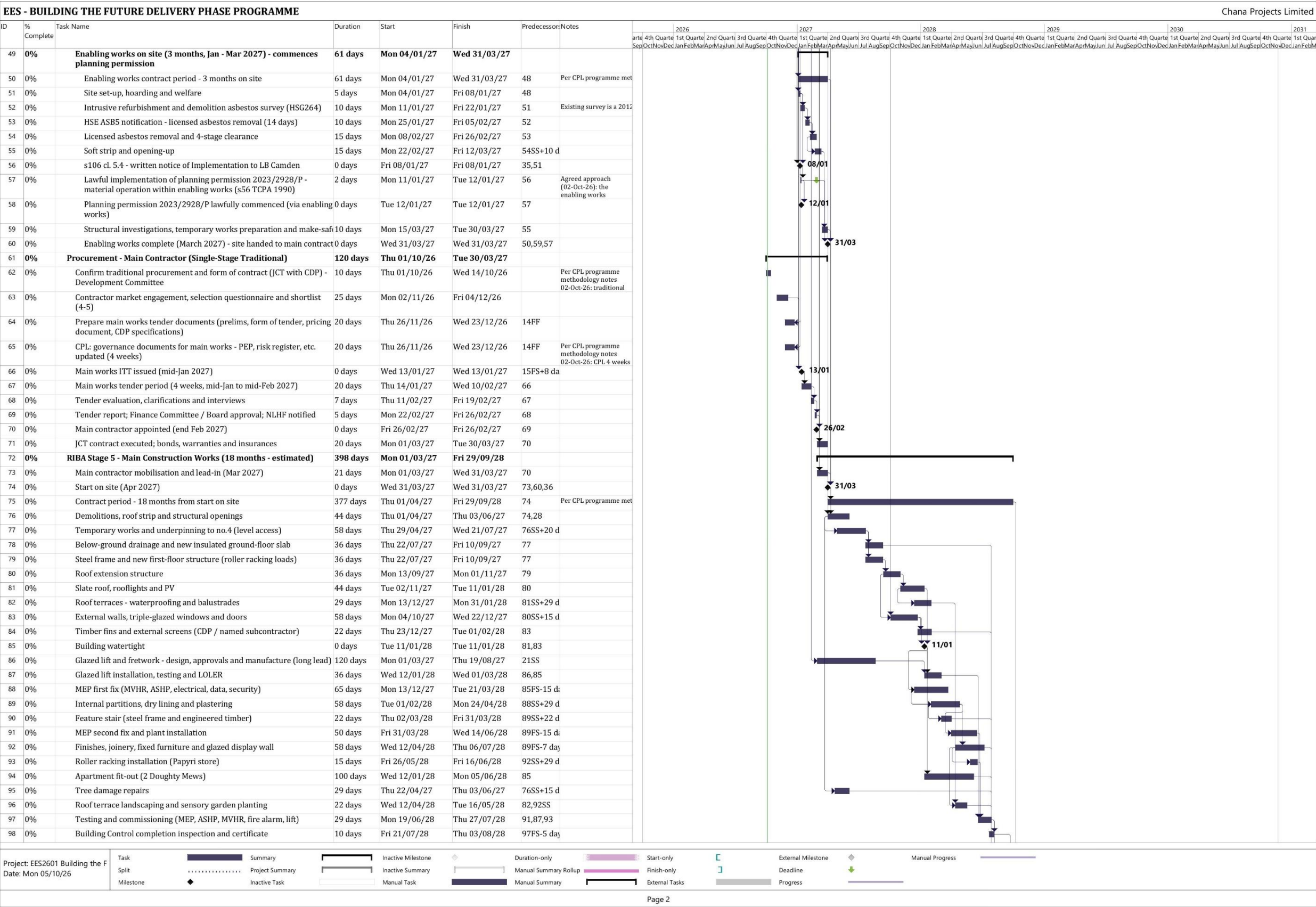
- A concise 500-word summary of how you would approach this work.
- Costs and a fee schedule for your proposed work plan.
- Details of your professional indemnity, public liability and employers liability insurance that you have in place. The EES requires a minimum of £2million public liability insurance cover.
- Professional profile with details of similar projects undertaken in the last three years.
- Three references which should reflect projects from the last five years.

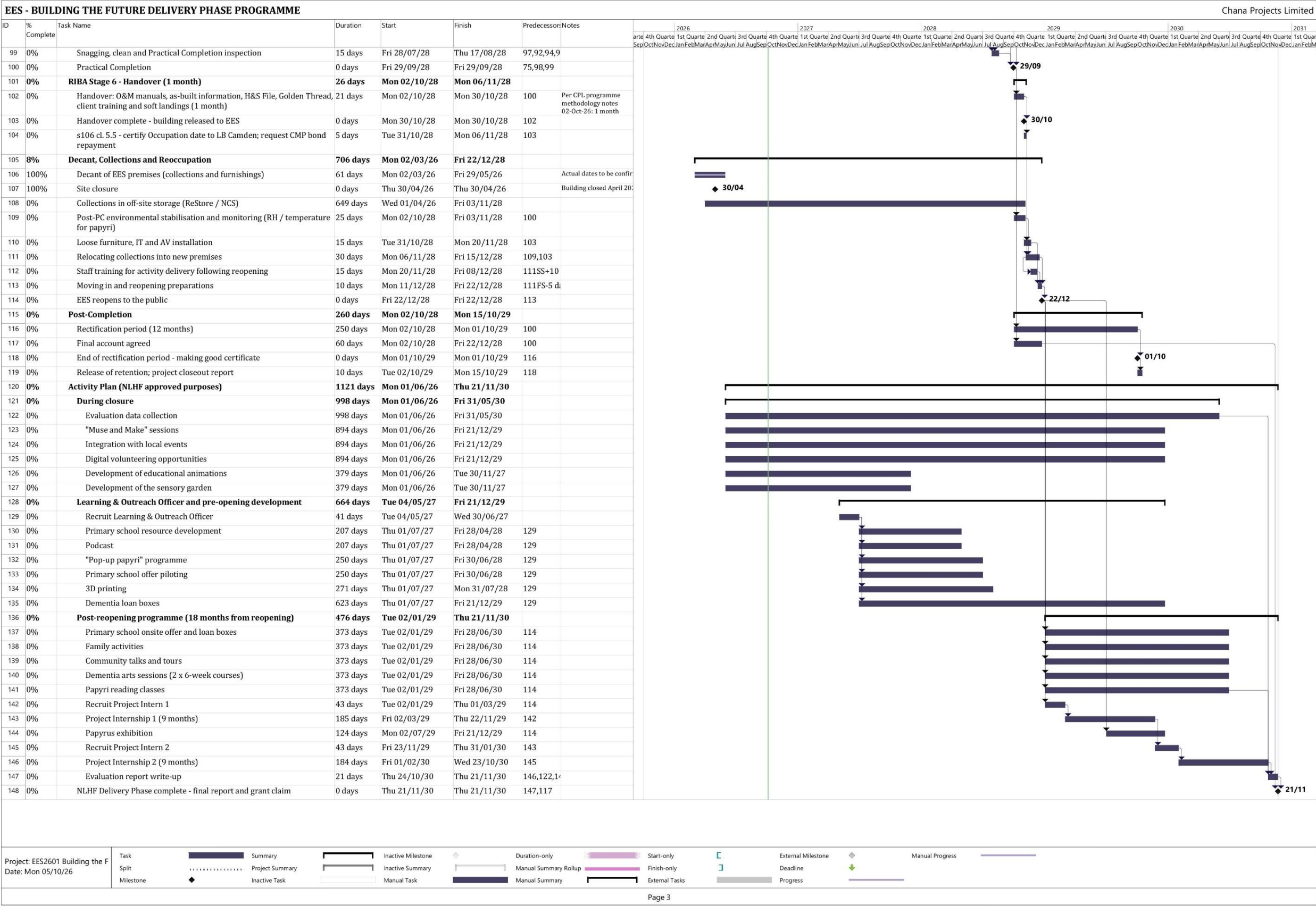
We anticipate that interviews will be held on **4th November 2026** with the successful candidate expected to attend a kick-off meeting with the project team on **11th November 2026**.

Please send your submission, or any questions about the project, to the Society's Development Manager Dr Edward Scrivens at edward.scrivens@ees.ac.uk.

Appendix A: Delivery Phase Preliminary Programme

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Appendix B: Scope of Services - Quantity Surveying

- 1.0 General Services
- 2.0 Preparation and Brief Stage
- 3.0 Design Stage
- 4.0 Tender Stage (Pre-Construction Stage)
- 5.0 Tender Action
- 6.0 Construction Stage
- 7.0 Handover and Close Out Stage
- 8.0 In Use Stage

1. General Services

Carry out all services necessary to deliver the Project that could be reasonably expected of a suitably qualified competent and experienced Quantity Surveyor when carrying out services on Projects of similar size, scope, character and complexity as the Project including but not limited to:

- 1.1 Gain a thorough understanding of the Client's conservation policies and other information relating to the architectural and historical significance of the Property in which the Project is taking place.
- 1.2 Progress the Project in line with the Client's policies and procedures including but not limited to the Client Project Management Framework and General Requirement for Building works.
- 1.3 Ascertain the Client's requirements in respect of collateral warranties, performance bonds, parent company guarantees and general insurances and ensure these remain in the Project documentation as appropriate.
- 1.4 Comply with the Construction (Design and Management) (CDM) Regulations insofar as they relate to this Appointment.
- 1.5 Receive Client's instructions and information about the Project.
- 1.6 Assist in the assembly of the Professional Team including contribute to the design responsibility matrix, information exchange points and the Project execution plan.
- 1.7 At all stages in the Project, advise the Client on the adequacy of warranties, guarantees and bonds offered from other Specialists, Professional Team, Contractors and Sub Contractors utilised on the Project.
- 1.8 At all times collaborate, liaise and cooperate with all members of the Project and Design Team.
- 1.9 Attend Client, Design, Project, Site and other meetings as necessary under this appointment.

- 1.10 Communicate with the Client, Project Manager and the Professional Team on cost and quality issues.
- 1.11 Collaborate with the Project Manager and the Professional Team in seeking from the Client any further information needed so that the Professional Team can perform their agreed services for the Client.
- 1.12 Liaise with the Project Manager, and prepare and maintain a cash flow forecasts and other statements monitoring the expenditure throughout the Project. Prepare regular / monthly cost reports. Advise the Client of any decisions required and obtain authorisation.
- 1.13 Liaise as may be necessary with the Project Manager and the Professional Team to agree a programme for the whole of the design and construction of the works.
- 1.14 At all stages, contribute to services in connection with risk management, contributing to Project risk register, advising on mitigation measures and suitable contingency allowances.
- 1.15 At all stages, contribute to services in connection with value engineering to meet the requirements of the agreed client brief.
- 1.16 Contribute to Project execution plan for all matters which the consultant is responsible for.
- 1.17 If required, prepare documentation and/or provide advice to support dispute resolution proceedings and/ or litigation proceedings. Attend if required arbitration and/or litigation proceedings.

2. Preparation and Brief Stage

- 2.1 Visit the Site. Advise the Client on any factors likely to affect cost, time or method of implementation.
- 2.2 In liaison with the Architect and Project Manager advise on the need for opening up parts of the property and for the provision of special access for inspection, this relates to the Phase 2 (Enabling Works) and Phase 3 (Main Works) contracts.
- 2.3 Advise the Project Manager on any required specialist services, including internal Client specialists, external consultants / Contractors / sub-Contractors / suppliers required in connection with the Project.
- 2.4 Liaise with the Project Manager and Architect and advice the Client on any structural, building, condition, measured, ground investigations, utilities and any other surveys required in connection with the Project.
- 2.5 Contribute to discussions on the Design Responsibility Matrix and Information Exchanges points.
- 2.6 Contribute to discussions with the Professional Team and make recommendations on the design services to be undertaken by Contractors, Sub-Contractors and 3rd Party Specialists.
- 2.7 Make recommendation on if Building Information Modelling (BIM) should be utilised in the production of Information and if so provide a schedule that describes the BIM information to be delivered to an agreed information delivery plan.
- 2.8 Define the Project Budget and advise on the cost of alternative designs and construction options.
- 2.9 Liaise with Professional Team and prepare a baseline RIBA Stage 3 Project Cost Plan and cash flow forecast. Discuss Cost plan with Project Manager, Client and other

- relevant members of the Professional Team and seek consensus on budget and allowances.
- 2.10 Advise on and evaluate capital tax allowances, grants or other financial assistance available in respect of the Project.
 - 2.11 Advise on VAT payable in respect of the Project. Provide a breakdown of the cost plan, interim valuations and final accounts or similar financial statement for VAT purposes.
 - 2.12 Advise on Programme for design and construction of the Project.
 - 2.13 Discuss with the Client and the Professional Team and make recommendations on the use of a JCT traditional construction contract and the timing of tender activities in relation to the various stages of design.
 - 2.14 Liaise with the Project Manager and other members of the Professional Team and advise on tendering and contractual procurement options. Prepare tender recommendations for the Client's approval.
 - 2.15 Prepare sustainability options cost studies.
 - 2.16 Prepare accessibility options cost studies.
 - 2.17 Prepare security options cost studies.
 - 2.18 Advise on financial impact of proposed logistics plan.
 - 2.19 Contribute to risk mapping workshop and advise on appropriate levels of provisional sums, PC Sum, Contingencies and preparing appropriate daywork clause.
 - 2.20 Consider all information available and make recommendations to the Client and Project Manager on the financial viability of the works for all matters which the designer is responsible for.

3. Design Stage (RIBA Stage 4 to 6)

- 3.1 Prepare stage reports in accordance with agreed information exchanges and submitting to the Client and the Professional Team.
- 3.2 Advise on a structure and procedure for cost management. Establish review, approval, variation and reporting procedures.
- 3.3 Advise on the cost of the Professional Team's proposals, including effects of the site usage, alternative forms of design, procurement and construction etc. Advise on any cost variances to the allowances contained in the Project Cost Plan, updating said cost plan at agreed stages during the design period.
- 3.4 Liaise with the Project Team and prepare, maintain and develop a detailed Project Cost Plan and cash flow forecast.
- 3.5 Collaborate with the Project Manager and any Other Consultants to prepare the final proposals for presentation to the Client, drawing attention to any significant differences from the final project brief.
- 3.6 If required, prepare any pre-application documentation to support any statutory consent applications
- 3.7 Advise on any long delivery building components and systems. Prepare recommendations for the Client's approval.
- 3.8 Advise on any specialist/proprietary building components and systems. Prepare recommendations for the Client's approval.

4. Tender Stage (Pre-Construction Stage)

- 4.1 Review the Project execution plan including brief, scope, cost, programme, risk mapping, pre- construction information. Update and circulate as necessary with the Professional Team.
- 4.2 Provide all information and documentation required to procure demolition, strip-out, site investigation and enabling works contracts required before the performance of the Building Contract.
- 4.3 Assist in advising the Client and the Professional Team on the need for any special conditions of contract relevant to the works and on appropriate forms of contract and invitations to tender for the works. Prepare project preliminaries and proposed contract amendments for inclusion in final tender pack.
- 4.4 Liaise with the Professional Team and prepare / obtain all prelims, specifications, schedules, tender drawings PCI and contract amendments as required for the final tender documentation. Prepare final tender pack ready for distribution to Contractors
- 4.5 Prepare bills of quantities, or other pricing documents, for inclusion in tender pack.
- 4.6 Produce a- pretender estimate for comparison with tenders.
- 4.7 With the Project Manager and Professional Team investigate prospective tenderers and advise the Client on their financial status, technical competence and appropriateness for the role. Prepare recommendations on Tender List for the Client's approval.
- 4.8 Produce final tender pack and arrange delivery to selected tenderers and ascertain any changes to their intention to price.
- 4.9 Support Contractor visits and answer any associated queries

5. Tender Action

- 5.1 Check tender submissions for errors, omissions, exclusions, qualifications, inconsistencies etc. Provide an initial appraisal and commentary to Project Manager and Client. Review and agree tender report with Construction Manager and other relevant members of the Professional Team.
- 5.2 Attend and participate in the pre and post tender interviews process making recommendations for inclusion in tender report.
- 5.3 Advise on the tenderers' design and construction program and method statements.
- 5.4 Consider any alternative designs for the works submitted by Contractors.
- 5.5 Advise on the relative merits of tenders, prices and estimates received for the execution of all or part of the works.
- 5.6 Conduct negotiations with tenderers. Prepare documentation to confirm adjustments to the tender sums. Assist the Project Manager and prepare recommendations and the final tender report.
- 5.7 Liaise with the Client and the Professional Team and advise on methods of progressing design and/or construction works prior to the execution of the Building Contract.
- 5.8 Obtain contract documentation from the Client and the Professional Team. Liaise with the Client's legal advisors and prepare contract documents and deliver to the Client and the Contractor for execution.

6. Construction Stage

- 6.1 Attend pre-start meeting and make recommendations on a suitable structure and procedure for quality management. Establish review, approval, variation and reporting procedures.
- 6.2 Visit the Site regularly and assess the progress of the Project for interim payment purposes.
- 6.3 Respond to Contractor requests for information and site queries as reasonably required for construction.
- 6.4 Assist in resolving any day-to-day queries and disputes on the Site
- 6.5 Carry out off-site inspections of sub-Contractors' and suppliers' premises and off site materials included in valuations. Advise on suitable vesting certificate to protect Client.
- 6.6 Negotiate, agree and advise on the cost of variations prior to the issue of instructions by the Contract Administrator under the Building Contract.
- 6.7 Prepare and review valuations for interim payments to the Contractor. Issue written comments to the Project Manager, Contract Administrator and Client.
- 6.8 Attend pre-handover meeting and inspection and, in conjunction with the Professional Team, record and report any defects observed. Provide a completion defects list to the Project Manager.
- 6.9 Coordinate and make recommendation to Client / Contract Administrator on appropriate point to issue partial possession, sectional completion and/or practical completion certificates.
- 6.10 Contribute to preparation of handover plan for all matters which the designer is responsible for.

7. Handover and Close Out Stage

- 7.1 Contribute all documents reasonably required to achieve handover strategy.
- 7.2 Assist the Client during initial occupation period. Ensure all relevant documentation is made available to the Client and or building user.
- 7.3 Advise on resolution of any post completion defects.
- 7.4 Manage agreement to the final account or similar financial statement from the parties to the Building Contract. Lead on negotiations, agree and prepare the final account or similar financial statement for client approval.
- 7.5 Advise on the quantum and recovery of any associated liquidated and ascertained damages and assist the Contract Administrator with the resolution of any final disputes.

8. In Use Stage

- 8.1 Contribute to the administration of an 'In Use' defects administration plan provide advice to resolve matters where reasonably required.
- 8.2 Contribute to End of Project post-occupation evaluation process in compliance with the Client's Project Management Framework.
- 8.3 Produce a final Project Cost Plan (format to be agreed with the client team), summarising the total actual cost of the Project on completion of the Project.

- 8.4 Prepare a reinstatement cost assessment for insurance purposes on completion of Project. Any renewable technologies incorporated into the Project need to be highlighted separately.