**Template to request a quote from a professional consultant**

Dear [insert consultant's name ],

I hope this email finds you well.

My name is [insert your name], and I am the [insert your position, i.e. Director] of [insert name of your service]. We are currently in the process of applying for the Government of South Australia’s Flying Start Infrastructure Grants and are seeking a professional head consultant to assist us in complying with the “project implementation” part of the detailed grant requirements, and potentially delivering our project through to construction handover if we are successful in obtaining the grant. Refer to the following [link](https://www.earlychildhood.sa.gov.au/__data/assets/pdf_file/0020/1026263/FIG-Guidelines_FINAL_MD.pdf) for a copy of the grant requirements and the following [link](https://www.earlychildhood.sa.gov.au/for-providers/investing-in-infrastructure/infrastructure-supports-for-providers) for the Guidance Pack which I may consult during the project.

Our project goal is to: [insert your goals]. For information on how to come up with your goals, please refer to Worksheet 1 in the Guidance Pack. Example goal could be: add a new part to the building that will provide classroom space for 10 more preschool places

Existing Building details: If planning an expansion of your existing facility, include details of your existing facility including location, approximate size, and rough age of the building to assist the professional consultant provide a more accurate quote.

We will only be able to engage you one stage at a time and may rediscuss your extent of services if there are significant unexpected changes to our project scope. As such, please provide a breakdown your quote into 3 stages in alignment with the grant requirements by [**insert date** – suggest 1 week from when you issue this email].

Please refer to the below table for a guide to the minimum services I may need to help me comply with the minimum grant submission requirements. However, I am open to considering a revised scope of services that may provide better value for money while successfully delivering my project. Please outline your proposed scope of services in your quote.

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| --- |
| **Guide – Scope of services** |
| **1.0 Stage 1 grant application**   * Discuss and develop the scope of works * Propose number of additional approved preschool places within the budget * Site analysis * Concept design in compliance with all relevant regulations. * prepare an initial project summary document (e.g. return brief document) to be included in grant submission * Assistance in establishing the project budget * Assistance in developing a risk register * Initial project cost estimate * Assistance in key stakeholder management, including authorities * Analyse and develop a plan to minimise project disruption to our operations and services, including minimising disruption to other co-located services * Assistance in building a project timeline based on the template in the Guidance Pack * Discuss suitable procurement methods to provide value for money and minimise our project risks (i.e. ECI / D&C / lump sum) * Assistance in monitoring the project health, including scope, budget and time. * Discuss and sub-contract other necessary consultants, as agreed * Design coordination, if required |
| **2.0 Stage 2 grant application**   * Full site investigation and technical reports relevant to the project * Engage subconsultants, if necessary * Design management, if required * Design and documentation to a developed level\* with integrated engineering drawings in compliance with all relevant regulations, and in line with the selected procurement method. * Updated project timeline * Assistance in key stakeholder management, including authorities * Detailed project cost estimate by a suitably qualified professional * Plan(s) for the project management and delivery methodology * Provide all necessary documentation for planning and development approval * Provide all necessary documentation for Education Standards Board approval * Procurement preparation discussion, including recommendation of builders, tender evaluation plan etc * Assistance in monitoring the project health, including scope, budget and time.   *\* For a definition of “developed level”, refer to the definition of key terms in the grant requirements.* |
| **3.0 Successful grant application stage**   * Project management * Assistance in procuring a builder, including preparation of pre-tender documentation * Contract administration role for the building contract * Assistance in key stakeholder management, including authorities * Assistance in regular reporting to the Office for Early Childhood Development as per the grant deed * Assistance in obtaining all necessary approvals, certificates and handover documents near the end of construction * Assistance with operational readiness * Assistance in monitoring the project health, including scope, budget and time * Assistance with closing the project after operation commencement |

Your expertise and support in this matter would be greatly appreciated as we aim to enhance our facilities and provide a better learning environment for our children.

If you require any further information or details to prepare the quotation, please do not hesitate to contact me.

Thank you for your time and consideration. I look forward to your response.

Kind regards,

[ Your full name ]  
[ Your position, i.e. Director ]  
[ Name of your service ]

[ Address of your service ]  
[ Contact information ]