



RHF Contractor Quote Tool Guidelines



Contents

Section	Slide
Purpose	pg. 3
Overview of the tool	pg. 4
Tab 1: Project ID	pg. 5
Tab 2: Scope of Works <ul style="list-style-type: none">• Part 1: select resilience strategies and assign trades• Part 2: list out line items• Part 3: add preliminaries, head contractor margin and non-margin items	pg. 6-8
Tab 3: Trades	pg. 9
Tab 4: Summary of Resilience Works	pg. 10
Further information and contacts	pg. 11

Purpose

Using the RHF contractors quoting tool

The RHF Contractor Quoting tool was created to provide a standardised method of quoting for Industry Builders participating in the Resilient Homes Fund (RHF). It will streamline the funding application process by allowing the RHF to easily identify the resilience strategies associated with each piece of quoted work, calculate total eligible and non-eligible costs and determine whether the work is value for money.

While the use of our quote tool is optional, we highly recommend it as it provides the necessary level of detail for us to accurately assess the value for money and may expedite processing times. If you prefer to use your own quote tools, we kindly request that you incorporate this level of detail to ensure accurate assessments and efficient processing.

The tool has been locked to prevent accidental changes to formulas or the structure of the tool. You can unlock the tool to see the formulas and the cells they reference by clicking **Review > Unprotect Sheet** in the ribbon/banner at the top of the worksheet.

How to use the guide

The following guide is intended for use by the head contractor to help them navigate the tool. The most effective way to use the guide is to have the quoting tool open and to navigate through the different tabs with the guide. Ideally, the quoting process will not deviate significantly from standard practice, but listing items in this standardised way will allow builders to get approval and receive funding sooner.

Overview of the tool

The RHF contractors quoting tool is an excel file divided into five different tabs. Contractors can move between tabs by selecting the relevant sheet in the bottom left-hand corner of the page. **Only the first two tabs are required to be filled out by the head contractor**, the other tabs are for reference only.

Opening the excel workbook, there are four sheets:



1. Project ID (mandatory) *

For basic details regarding the applicant and Head contractor including Name, address, ABN, and Queensland Building and Construction Commission (QBCC) License Number. This is required to ensure compliance with regulatory requirements.

2. Scope of Works (mandatory) *

For the head contractor to build the quote itself. Quote is to be broken down into resilience works, preliminaries, margin, and non-margin items. Work that cannot be attributed to a resilience strategy or is spread across multiple strategies can be put in as “other costs”.

3. Trades

Gives full list of trades and trade codes to be used as part of the scope of works tab. Additional trades can be added in by the head contractor as required.

4. Summary of Resilience Works

Summarises quoted amount against each resilience strategy and breaks down the total cost into total resilience and non-resilience work costs.

*Of the sheets Only the Project ID and Scope of Works tabs are required. The other tabs are for reference only.

Tab 1: Project ID

The Project ID requires basic details to verify the identity of the applicant and Head Contractor and ensure compliance with regulatory requirements.

All mandatory fields are marked in yellow. These details will be automatically filled out throughout the rest of the quote template.

Applicant Details / Ref Numbers etc	
Application Reference	RHF-00000
Owner Name:	Mr and Mrs Sample Owner
Address:	Line 1 1 Example St
	Line 2 Suburb
	Line 3
Shire / Local Gov	Brisbane City Council
Town / City:	Brisbane

Builder / Head Contractor Details	
Head Contractor:	Registered Builder Name
ABN	64 123 456 789
Phone	0400123456
Email	exampleemail@headcontractor.com
Quote Date	27-02-23
Quote Reference	Quote Ref
QBCC Licence No	1234567

Tab 2: Scope of Works

Part 1: Select resilience strategies and assign trades

Select the relevant resilience works and trade using the drop-down menus. The available resilience strategies can only be seen once a work category has been selected. For a full list of strategies and trades see the *Summary Of Resilience Works* and *Trades* tabs included in the tool. If there is no resilience strategy associated with the quoted works, select *Other Project Costs* from the resilience works category.

Once done with the quote, filter to 1 to see print view

Print Filter	Line Reference	Resilience Works Category	Works Category Reference No.	Related Resilience Strategy	Resilience Strategy Ref No	Trade	Trade Code
Filter to 1 if required to print	Auto created line reference for communication between parties	Select Type of Works from drop down menu. If no associated works category, select "other project cost"	Auto generated code based on selected Type of Work	Select the most closely related resilience strategy from drop down. If no related resilience strategy select "other project costs - non resilience"	Auto generated code based on selected resilience strategy	Nominated Trade	Auto generated trade code
1	1	Internal Walls	7.0	Install water resistant linings	7.01	Linings & Claddings	CL
0						Electrical	
0						Mechanical	
0						Masonry	
0						Linings & Claddings	
						Doors & Hardware	
						Joinery	
						Resilient Surfaces	
						Floor Coverings	

1. Select the associated resilience works category from the drop-down menu. For full list of resilience works, see the "Summary of Resilience Works" tab.

2. Select the related resilience strategy from drop down. This will be limited list to the strategies associated with the resilience works category.

3. Select the most relevant trade from drop down menu – for full list of trade see Trades tab. If the associated trade is not available in the current selection, you can use the Trades tab to add more (see slide 9 for more information on how to do this).

Tab 2: Scope of Works

Part 2: listing out line items

Fill out the details for each selected resilience strategy in the green highlighted cells. Be sure to confirm whether the proposed materials and works are compliant with the Flood Resilience Guidelines. For work that is partly resilience and partly non-resilience (e.g., where funding is to be split between RHF and Insurance), split the work onto separate lines according to its eligibility. The spreadsheet is also protected to prevent accidentally editing formulas. To see formulas and the cells they reference click **Review > Unprotect Sheet** in the ribbon.

Eligible resilience work are to be marked “Yes” in the column “Eligible Resilience Works”. Refer to the [Flood Resilience Guidelines](#) for more information on what is and is not eligible works. Items that are marked as non-eligible resilience works will be added up separately and will not be included in total quote for eligible RHF funding.

Legend for the different sections of the contractors quoting template

Legend	
	Selectable Response based on 'Resilient Strategy'
	Head Contractors' Response
	Sub contractor quote (attach separately with submission)

Description / Scope of Work	Eligible Resilience Work (meets Flood Resilience Guidelines)	Quantity	Unit of Measure	Rate	Sub Contract Quote	Subtotal (Resilience Works)	Subtotal (Non-Resilience Works)	Total Amount (All Works)
Declared Scope of Works by Head Contractor in sufficient detail to validate and verify the offered solution to each Resilient Strategy. Please nominate	Confirm that the proposed materials and works required are compliant with Flood Resilience Guidelines? (LINK)	Nominated Quantity for declared scope of works	Applicable Unit of Measure for Nominated Qty	Offered rate for declared scope of works	Declaration that SC Quote has been adopted, nominate 'Y' if true, attach with submission	Auto Calculation (Quantity x Rate) Resilience Works Only	Auto Calculation (Quantity x Rate) Non-Resilience Works Only	Auto Calculation (Quantity x Rate)
Supply and install fibre cement sheeting to lower section of wall (1200mm high)	Yes	150	m2	\$ 55.00		\$ 8,250.00		\$ 8,250.00
Install new closed cell insulation.	Yes	40	m2	\$ 35.00		\$ 1,400.00		\$ 1,400.00
Supply and install 5 solid core doors	Yes	5	each	\$ 920.00		\$ 4,600.00		\$ 4,600.00
Supply and install ceramic tile in lounge room to replace carpet.	Yes	45	m2	\$ 15.00		\$ 675.00		\$ 675.00
Install ceramic tile with semi epoxy grout in lounge room to replace carpet.	Yes	45	m2	\$ 30.00	Y	\$ 1,350.00		\$ 1,350.00
Supply and install compact laminate wall hung bathroom cabinets	Yes	1.2	lm	\$ 150.00		\$ 180.00		\$ 180.00
Repair tiling to backyard pool damaged during the flood	No	40	m2	\$ 100.00			\$ 4,000.00	\$ 4,000.00

Head contractor to first fill out the sections in green with each line item completed as part of the project. The head contractor margin and other, non-margin costs (such as site-supervision and project management costs) can be added later.

Sub contract quotes should be attached as a separate attachment.

Work indicated to be non-resilience works in the "Eligible Resilience Works" column will be added up separately in the total cost fields. To see formulas and the cells they reference click **Review > Unprotect Sheet** in the ribbon/banner.

Tab 2: Scope of Works

Part 3: adding preliminaries, head contractor margin and non-margin items

Declared Scope of Works by Head Contractor in sufficient detail to validate and verify the offered solution to each Resilient Strategy. Please nominate	Confirm that costs are necessary for resilience works to be conducted.	Nominated Quantity for declared scope of works	Applicable Unit of Measure for Nominated Qty	Offered rate for declared scope of works	Declaration that SC Quote has been adopted, nominate 'Y' if true, attach with submission	Auto Calculation (Quantity x Rate) Resilience Works Only	Auto Calculation (Quantity x Rate) Non-Resilience Works Only	Auto Calculation (Quantity x Rate)	Auto Calculation (Quantity x Rate)
Toilet Block Hire	Yes	1	Unit	\$ 600.00		\$ 600.00		\$ 600.00	
Fence Hire	Yes	1	Unit	\$ 440.00		\$ 440.00		\$ 440.00	
SUBTOTAL TRADE PRELIMINARIES						\$ 1,040.00	\$ -	\$ 1,040.00	
Total Construction Sum, Including Trade Preliminaries						\$ 18,695.00	\$ 4,000.00		
Head Contractor Margin for Resilience Works Only						\$ 1,869.50	\$ 400.00	\$ 2,269.50	
Non-Margin Costs - Site Supervision, Project Management etc.									
Site Supervision	Yes	8	days	\$ 640.00		\$ 5,120.00		\$ 5,120.00	
Project Management / Contract Management	Yes					\$ 5,120.00		\$ 5,120.00	
SUBTOTAL WORKS COST (EXCLUDING WARRANTY AND LEVY)						\$ 25,684.50	\$ 4,400.00	\$ 30,084.50	
Portable Long Service Levy (if works exceed \$150K)						\$ -	\$ -	\$ -	
QBCC - Queensland Building & Construction Commission Insurance Premium (if works exceed \$3,300)						\$ 550.00	\$ 200.00	\$ 750.00	
Other Warranty/Levy- (Please Specify)						\$ -	\$ -	\$ -	

Provide details of any preliminaries that are necessary to deliver the resilience scope of works.

Specify the quantity, units and costs

Indicate whether preliminaries were necessary for resilience works to be conducted. This will be reviewed by the Resilient Homes Fund to ensure costs are reasonable and appropriate given the scope of work submitted.

Subtotals used to calculate warranty and premiums. For detailed breakdown of how to calculate premium and relevant tables see: <https://www.qbcc.qld.gov.au/running-business/home-warranty-obligations/calculating-premium>

Head contractor's margin for resilience works only

Non-margin costs

Enter any relevant industry premiums and warranty, divided between resilience and non-resilience works

Tab 4: Summary of Resilience Works

This tab provides a breakdown of all costs listed in *Scope of Works* for both resilience and non-resilience works across resilient strategies, preliminaries, margin costs, and non-margin costs.

Categories	Resilience Scope of Work	Suktatal (Resilience Works)	Suktatal (Non-Resilience)	Total Sum	SC Quote
1.0 External Services	1.01 Raise the electrical switchboard				
	1.02 Raise hot water unit				
	1.03 Install separate circuits (with breakers) on ground and upper levels				
	1.04 Raise air conditioning condenser units				
	1.05 Raise the water tank pump and electrical systems				
	1.06 Anchor rainwater tanks, relocate if necessary				
2.0 External Cladding and Structure	2.01 Install water-resistant external cladding				
	2.02 Use dimalc skin construction systems				
	2.03 Use composite construction systems				
	2.04 Provide adequate drainage and ventilation to subfloor				
	2.06 Replace water damaged or non-water resistant structural bracing				
	2.07 Allow water to drain from within steel columns				
	2.08 Design without cavities under stairs (external)				
	2.09 Consult a registered RPEQ Structural Engineer for advice, regarding damage to the external structure and				
	2.12 Replace non-water resistant linings				
	3.0 Wall Framing	3.01 Install water-resistant framing			
4.0 Insulation	4.01 Install suitable closed-cell insulation	\$ 300.00		\$ 300.00	
5.0 Internal Structural Members	5.01 Consult a registered RPEQ Structural Engineer for recommendations on any damaged internal structural members				
6.0 Internal Floors & Ceilings	6.01 Install water-resistant flooring	\$ 15,000.00		\$ 15,000.00	Y
	6.02 Design ceilings without linings and cavities				
	6.03 Use flood resilient grout when tiling or re-tiling				
7.0 Internal Walls	7.01 Install water resistant linings	\$ 25,200.00		\$ 25,200.00	
8.0 Wet Areas	8.01 Install a removable panel or replace cavity bathtub with a freestanding bathtub or shower				
9.0 Internal Stairs	9.01 Design without cavities under stairs (internal)				
10.0 Doors & Windows	10.01 Replace hollow core doors / install	\$ 4,600.00		\$ 4,600.00	
	10.02 Install flush thresholds (sills)				
	10.03 Seal all frames to building fabric				
	10.04 Install corrosion-resistant door and window hardware				
	10.05 Replace cavity sliding doors with swing or face of wall sliding doors				
	10.06 Change door configuration to maximize the existing opening				
	10.07 Retrofit garage doors with permeable doors to allow water to flow through				
11.0 Internal Services	11.01 Raise powerpoints and datapoints				
12.0 Cabinetry	11.02 Raise or relocate the washing machine and dryer				
	12.01 Install water-resistant cabinetry	\$ 4,000.00		\$ 4,000.00	
	12.02 Install stand-alone appliances				
	12.03 Raise kitchen appliances				
	12.04 Install wall hung cabinetry				
13.0 Home Raising Program	13.01 Housing Raising Program				
14.0 Demo / Rebuild	14.01 Demolish and Rebuild Program				
15.0 Other Project Costs	15.01 Other Costs - Resilience				
	15.02 Other Costs - Non Resilience				
16.0 Additional Costs	16.01 TRADE PRELIMINARIES (Excluding Supervision & Project Management)	\$ 1,040.00	\$ -	\$ 1,040.00	
	16.02 HEAD CONTRACTORS MARGIN	\$ 5,014.00	\$ 400.00	\$ 5,414.00	
	16.03 Supervision & Project Management	\$ 14,400.00	\$ -	\$ 14,400.00	
	16.04 Portable Long Service Levy (if works exceed \$150K)	\$ -	\$ -	\$ -	
	16.05 GBCC - Insurance Premium	\$ 685.75	\$ 222.00	\$ 907.75	
		Sub Total (Excluding GST)	\$ 70,239.75	\$ 622.00	\$ 70,861.75
	Goods and Services Tax - 10%	\$ 7,023.98	\$ 62.20	\$ 7,086.18	
	Total (Inclusive of GST)	\$ 77,263.73	\$ 684.20	\$ 77,947.93	

Resilience strategies

Preliminaries, margin and non-margin costs

Total by resilience and non-resilience works

Further information and contacts

For further information, regarding the fund including eligible and ineligible costs see the website at [Resilient Homes Fund | Homes and housing | Queensland Government \(www.qld.gov.au\)](https://www.qld.gov.au/resilient-homes-fund)

For feedback on the contractor quote tool or enquiries about the resilient homes fund:

Call 13 QGOV (13 74 68), available Monday to Friday 8am-6pm

Email the resilient homes fund team at resilienthomes@epw.qld.gov.au