



## Choosing an Archaeological Contractor

It is the applicant's responsibility to appoint an Archaeological Contractor. The following archaeological contractors have previously worked in the county of Worcestershire, and their addresses are included in the Institute of Field Archaeologists Yearbook & Directory of Members. **Inclusion or exclusion here should not be taken as approval for or disapproval of any particular body.** Further addresses can be obtained from the Yearbook, available from the IFA (Tel: 0118 9316446). The Planning Advisory Section of Worcestershire Archaeological Service will be happy to provide advice on all stages of the proceedings.

### IFA Registered Organisations:

#### Field Section

#### Historic Environment & Archaeology Service

Worcestershire County Council  
Woodbury Hall  
University College Worcester  
Henwick Grove  
Worcester, WR2 6AJ

**Tel: 01905 855499**

**Fax: 01905 855035**

**Email: [swoodiwiss@worcestershire.gov.uk](mailto:swoodiwiss@worcestershire.gov.uk)**

#### Cotswold Archaeology

Building 11  
Kemble Enterprise Park  
Cirencester  
Gloucestershire  
GL7 6 BQ

**T: 01285 771022**

**F: 01285 771033**

**Email: [enquiries@cotswoldarch.org.uk](mailto:enquiries@cotswoldarch.org.uk)**

#### Field Archaeology Unit

University of Birmingham  
Edgbaston  
Birmingham  
B15 2TT

**Tel: 0121 4145513**

**Fax: 0121 4145516**

**Email: [barch@bham.ac.uk](mailto:barch@bham.ac.uk)**

#### Oxford Archaeological Unit

Janus House  
Osney Mead  
Oxford  
OX2 0ES

**Tel: 01865 263800**

**Fax: 01865 793496**

**Email: [mail@oxfordarch.co.uk](mailto:mail@oxfordarch.co.uk)**



### Other Organisations:

#### Marches Archaeology

Marches House  
6 High Street  
Clun  
Shropshire  
SY7 8JB

**Tel: 01588 640976**

**Fax: 01588 640796**

**Email: [archaeology@marches.plus.com](mailto:archaeology@marches.plus.com)**

#### Mercian Archaeology & Historic Buildings

Flat 1 Malvern House  
7 Malvern Road  
Worcester  
WR2 4LE

**Tel/Fax: 01905 420087**

**Email: [paulwilliams@mercianarchaeology.co.uk](mailto:paulwilliams@mercianarchaeology.co.uk)**

#### Martin Cook BA MIFA

The School House  
Church Lane  
Tardebigge  
Bromsgrove  
**B60 3AH**

**Tel: 07850 918755**

**Email: [mjcook@globalnet.co.uk](mailto:mjcook@globalnet.co.uk)**

#### 110 Archaeology

6, Elm Close  
Pebworth  
Worcs.  
CV37 8XL

**Tel/fax: 01789 721107**

**Email: [seancook@btinternet.com](mailto:seancook@btinternet.com)**



## How To Get The Best Value For Your Money

Archaeological deposits are a finite resource, and as such all archaeological fieldwork carried out in the county must be of the highest possible standard, for once it has been removed or damaged, it can not be reinstated.

Commissioning archaeological projects is not like buying a product or providing many other services. For most products and services the quantities of materials, time taken in manufacture etc. are fairly well understood and a firm price can be given. For archaeological sites the archaeologists often have little idea of what they might *actually* find and cannot always give a single fixed price, as many briefs include the need for a 'contingency'. This is an additional period of time used to deal with unexpectedly complex archaeology. This is actioned only if significant archaeology is encountered.

What happens on site is only part of an archaeological project. You may see the archaeologists at work on site, but they have a great deal to do after fieldwork has been completed. In addition a number of other specialists are often involved (artefact, environmental, illustration specialists etc.) in order to provide the final report required for predetermination or as a condition of your planning application. Nevertheless you as the client should try and obtain a fixed maximum price before you agree to any archaeological project.

Perhaps most importantly you should be confident that whatever the archaeological contractor is doing for you, that it will achieve its aims. *You have to satisfy the condition of a planning permission or any predetermination works*, which will be further detailed in a brief provided by, or on behalf of, the planning authority. If your contractor does not satisfy this, you may find yourself in breach of the permission, as it is your responsibility to ensure the conditions are met. The proposal you are sent by the contractor should contain sufficient information to allow you to be confident that a good job will be done.

- The Institute of Field Archaeologists is the profession's guiding body. If your contractor is registered with, or their staff are members of, the IFA then they will abide by the IFA Code of Conduct.

### Seek advice!

Before work can commence, the contractor's proposal must be seen and approved by the Planning Advisory Section in order to ensure that it fulfils the aims of the brief. The Planning Advisory Section is happy to give advice on the methodological statements provided by contractors, but will not generally comment on costs. If you send a contractor's proposal to us *please leave out the financial details*. This is in order to maintain impartiality.

### Study the proposal

- Does the proposal give enough detail on what will actually be done? There may be technical details that you do not understand, any contractor should be happy to explain these to you.
- Does the proposal present a worst case for which a maximum cost will apply, or does it just give a daily rate and make no attempt to give a ceiling?
- Do you think that everything has been allowed for (SMR fees, backfilling of trenches)? Are any items marked or implied for you to provide at your expense or which will be added to the cost quoted?

### If you have sought more than one quote

When seeking quotes from contractors you may like to ask that a breakdown of costs is provided in sufficient detail to enable you to identify the following, which will help to provide comparisons. Usually the breakdown should identify the following:

- Where possible the person days to be spent on tasks (usually only the fieldwork can be estimated at an initial stage).
- The rates used to calculate project cost for staff, other non-staff costs (e.g. travel, plant hire, equipment, materials etc.) and overheads.