

8th December 2022

Updated Rev. 29th September 2023

FEE PROPOSAL

Proposed new building. Mampitts Community Hub for: Shaftesbury Town Council

Brief

Initial/outline brief as set out in S 106 Request Form prepared by Shaftesbury Town Council 19th May 2022. In summary this sets out a requirement for a building of around 170sq.m on an allocated site in the eastern expansion of Shaftesbury. The building with its associated park will serve a number of social, education and health objectives.

Cost and Programme

Calculated initially at £550K but subject to adjustment.

The Client would like to open the building in the summer of 2024. Noted at achievable subject to swift instruction and running some services in parallel.

Architectural Services

Overall fees proposed for RIBA Work Stages 1 - 6 Inception through to completion of construction phase. 10.5% of construction value not to exceed £60,000. The fee structure has been calculated to back load the project thus:-

Broken down between Work Stages

RIBA Work Stages 1 - 3. Briefing, Concept and Scheme design sufficient to submit a full planning application. To include preliminary sketches for discussion with advisory group to develop brief and generate a scheme design.

Fee - 20% of fee. But initial at risk fee at this stage - £5000.

NB If project proceeds to next Work Stage the balance of the fee to be recouped in next Work Stage

RIBA Work Stages 4. Divided into two as
Technical draw design and obtain Building Regulations approval.

Fee - 20% of fee

NB Balance of fee for Work Stages 1 - 3 becomes due if proceed to this work stage.

Technical design for specification, and co-ordinate specialist subcontract design, tender package and obtain competitive tenders.

Fee - 20% of fee

RIBA Work Stage 5

Construction phase - prepare contract documents, put work in hand, inspect work and certify stage payments to contractor, issue instructions and issuing Certificate of Practical Completion.

Fee - 33% of fee

RIBA Work Stage 6

Agree final contractors account, Final Inspection and Certificate.

Fee - 2% of fee

Town Planner Services

1. Prepare and submit planning application with supporting statement, co-ordinate other consultants as appropriate and post application queries and general town planning advice.

Fees charged at hourly rate, budget say £1500-2,000.

To all fees are added out-of-pocket expenses, as itemised on the attached blue sheet and VAT.

Other Consultants/Services envisaged at this stage

Topographic survey

Ecologist - preliminary ecology survey

Tree assessment and aboricultural impact assessment

Structural engineer

Quantity surveyor?

Principal designer

Landscape Designer

Energy Assessment

Fees & Expenses

To 31st December 2023



Hourly Rates

	General	Survey
Technician/Technologist.....	£40.00 per hour	£60.00 per hour
Senior Technician/Technologist.....	£75.00 per hour	£60.00 per hour
Architectural Assistant.....	£70.00 per hour	£60.00 per hour
Architect.....	£85.00 per hour	
Computer Modelling.....	£65.00 per hour	
Director/Town Planner RTPI	£110.00 per hour	
Director/Architect RIBA.	£130.00 per hour	

Where time charges apply, a 25% uplift will apply for time spent outside office hours beyond 6pm weekdays (excluding Friday), 50% on Fridays after 6pm, 75% on Saturdays, and 100% on Sundays.

Professional Fees - Architectural Services

- Measurement surveys. Fee charged at hourly rates as set out above.
- Feasibility studies, concept designs, brief development. Fees charged at hourly rates or as otherwise agreed.
- Plans Only Service
This service consists of two parts:
 - I. Establishing/developing brief, preparing schemes suitable for planning and/or listed building consent applications.
 - II. Technical drawings suitable for obtaining Building Regulations approval. Fees for this service will be proposed as a lump sum fixed fee for each service or as otherwise agreed.
- Normal Architectural Service
This describes a service from agreeing a project brief through to completion of construction work as set out in the RIBA booklet *A Domestic Client's Guide to Engaging an Architect*. A project is divided into different works stages (RIBA Plan of Work) and a proportion of the fee is assigned to each. Fees for a project over £200K are normally charged as a percentage of the construction cost.

Other architectural services are available including

- 3D computer modelling
- Principal Designer duties (CDM/health and safety)
- Party Wall advice

The fees for these additional services can be charged at hourly rates, included within other fees or as otherwise agreed.

Professional Fees - Town Planning

We offer a town planning service to support architectural services or as a stand-alone service. Fees are charged on an hourly rate basis unless otherwise agreed.

In all cases, a fee proposal will be issued to all clients for agreement before commencing any project work.

Out of Pocket Expenses

	<u>Price Per Copy</u>
Copies	A0 £7.95
.....	A1 £4.95
.....	A2 £2.50
.....	A3 £0.20
.....	A4 £0.10

Car Travel Expenses..... per mile £0.50
Postal Expenses at cost
Disbursement Handling Fee.....£15.00 per item

To cover other administration expenses, a charge of £30.00 will be added to each account.

Terms & Conditions

Brief means the latest statement of requirements for the Project issued or approved by the Client:

- At inception, any initial statement by the Client
- After clarification of the objectives, the Design Brief; and
- Any subsequent development into the Project Brief. The Brief shall include any information or drawings prepared by or on behalf of the Architect and approved by the Client during the development of the Brief.

Collaborate means to co-operate with and to provide to or receive from Other Persons information reasonably necessary, as and when requested, for performing the Services or for such Other Persons to carry out their work or services, to consider and, where competent to do so, to comment on such information.

Construction Cost means:

- The Client's target cost for constructing the Project as specified in the Project Data or where no such amount is specified a fair and reasonable amount; or subsequently
- The latest professionally prepared estimate approved by the Client; or where applicable
- The actual cost of constructing the Project upon agreement or determination of a final account for the Project; and Includes (without limitation)
 - The cost as if new of any equipment and/or materials provided or to be provided by the Client to a contractor for installation during construction of the project;
 - Any direct works carried out by or on behalf of the Client; and
 - Provision for contractor's profit and overheads; and Excludes:
 - Value Added Tax;
 - Fees;
 - The costs of resolution of any dispute;
 - The Client's legal and in-house expenses;
 - Any loss and/or expense payments paid to a contractor;
 - Any adjustments for any liquidated damages deducted by the Client.

Terms of Business

Fees are due within 30 days of the date of submission. Any sum remaining unpaid at the expiry of 30 days from the date of submission of an account shall bear interest (5% over Bank of England Base Rate) thereafter, in accordance with the Late Payment of Commercial Debts (Interest) Act.

Acceptance of our fee proposal will be in accordance with terms as set out in the RIBA Professional Services appointment document or JCT Consultancy Agreement for Homeowners where appropriate.

We are currently not accepting any liability for matters pertaining to fire safety and cladding