

Liskeard Town Council
C/O Jacqui Orange

Via email

26th April 2023

Dear Jacqui,

Updated Quote for Phase 2 Refurbishment of Liskeard Public Hall

I am very pleased that our initial proposals and suggestions for the Phase 2 refurbishment of the public hall has generally been well received by councillors.

With the WC fit out work taking priority at this stage with the view to tendering these works separately to the main hall works, I have revised our original fee quote to separate the work into two packages.

This fee letter is set out into the following areas:

- Outline of Royal Institute of British Architects (RIBA) work
- Fees
- CDM Obligations
- Next Steps

RIBA work stages

RIBA Stage 2 - Concept Design

Stage 2 sets the Architectural Concept for a project. Proposals that align with the site information and the project brief, including the spatial requirements, will be prepared. We will hold a design review with yourselves to seek your comments and the design will be iterated in response. Any Project Brief derogations will be amended and agreed, or the Project Brief will be adjusted to align with the Architectural Concept.

We will look to obtain sign off from yourselves prior to continuing to RIBA Stage 3.

RIBA Stage 3 - Developed Design (Spatial Coordination)

During this stage the concept design is further developed to include coordinated and updated proposals to sufficient detail, including all relevant drawings (plans, sections, elevations as required). Design details are undertaken to ratify assumptions made in the proposals during the earlier stages of the project.

RIBA Stage 4 - Technical Design

We will prepare a set of technical drawings, sufficient to co-ordinate components and elements of the project and information for statutory standards (Building Control) and construction safety as required.

To tender the project a comprehensive set of documents is required including technical drawings, preliminaries, specification and a schedule of works for pricing. Once the tender documents are compiled, we will then send this out to a selected list of contractors to tender and upon receipt of returns provide you with a tender report and our recommendation of who would be most suitable to carry out the work.

RIBA Stage 5 - Construction

With a contractor selected, this stage allows for the building contract to be drawn up based on the preferred contractors tender return. The works will be constructed in accordance with the building contract and the associated documents. This building contract is there to protect you as the client and the contractor, to control the spending on the project and have an outline programme to finish it by your required deadline of 31st March 2023.

Within our fee, we provide the services of contract administrator (CA) overseeing the works on site to answer any on-site queries as they arise and administering the contract. Works will be monitored to ensure they are constructed in accordance with the drawings and specifications, as well as monitored against the proposed programme and cost. CA works are very involved during this stage of the project and normally require weekly site visits and reports, followed by instructions as necessary using the building contract change control systems.

At the end of Stage 5 a Practical Completion Certificate will be issued certifying that the building or works are fit for their intended use.

RIBA Stage 6 - Handover and Close Out

Use of the building will re-commence during this phase of the project following the issuing of the Practical Completion Certificate. After the building has been handed over, the construction team rectify any residual defects as promptly as possible. Within the first twelve months any defects that are discovered are to be rectified by the contractor prior to the Final Certificate being issued, which concludes the contractual involvement of the design and construction teams.

Please note if you use a minor works or intermediate JCT contract you will hold 2.5% retention of the overall project cost for the 12 months defects period (after practical completion) and until all the defects are rectified and the final certificate issued by the contract administrator, this retention will not be released. This gives the contractor incentive to rectify any defects.

Fees

The RIBA stage 2 Concept design work for the main hall and wcs has been completed with our work to date and meeting with the councilors.

WC Refurbishment Package

| RIBA Stage | Work in this Stage (+Vat and Expenses) | |
|------------|--|---------------|
| 3 | Developed design (including detailed drawing package) | £1,095 |
| 4 | Technical Design + Tender (including fittings and finishes specifications and tender schedule) | £2,490. |
| 5/6 | Site Construction / Handover (Overseeing site work and contract administration) | £810.00 |
| | Total | £4,395 |

Main Hall Refurbishment Package

| RIBA Stage | Work in this Stage (+Vat and Expenses) | |
|------------|--|---------------|
| 3 | Developed design (including detailed drawing package) | £1,095 |
| 4 | Technical Design + Tender (including fittings and finishes specifications and tender schedule) | £2,190 |
| 5/6 | Site Construction / Handover (Overseeing site work and contract administration) | £780.00 |
| | Total | £4,065 |

Please note our fees are separate from other consultants which may be required such as any input required from a Structural Engineer or specialist audio and lighting consultants.

CDM Obligations

With regards to the current 2015 Construction Design Management regulations (health and safety) I would like to confirm that our fee includes for our designer role under CDM for the duration of the project, including the issue of a Pre-Information Construction Pack at tender stage. The selected contractor will also be required to provide their own risk and method statements for the contract works once commissioned.

The Next Steps

The next part of the letter covers our standard terms which are set out in brief.

We propose to submit accounts for our fees and chargeable expenses monthly. Our terms for payment are 14 days from date of invoice. Please see the attached schedule for hourly rates and expenses. Please note that these are our practice rates for this year which are subject to uplift annually in January.

Expenses other than those specified and incurred with your prior authorisation and any disbursements made on your behalf, for example any statutory fees to accompany applications for Planning Permission and Building Regulations Approval, will be charged at net cost.

The basis of our appointment will be Domestic Professional Services Contract 2018 - Architectural Services published by the Royal Institute of British Architects.

We are very pleased to be involved in the refurbishment of Liskeard Public Hall and look forward to seeing things to completion.

Yours sincerely



Charlotte Kelshall
Architectural Interior Designer, BIID
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