

Ref: Q000997E(1)/CGR

Date: 17<sup>th</sup> November 2020

## **Farnsfield Parish Council - Provision of Project Management Services**

Dear Sir

We refer to the meeting held on 13/11/2020 (Farnsfield PC/Inspire Design), regarding the provision of professional services with respect to conducting a topographical survey on the land known as Hadleigh Park, Reynold's Field and the Acres.

Inspire Design & Development Ltd. will be pleased to provide a topographical survey based on the discussions on the aforementioned meeting. A 'Proposed Topo Extent' plan has been attached to this fee proposal to indicate the survey area. We also understand that the Council wish to undertake a topographic survey of the footpath between Wilson's Field and Mansfield Road as part of a future project.

This letter and the attachments constitute our offer.

### **Scope of Services**

Our services and fees are set out below and based on the deliverables defined within the email and attachments referred to above.

- Conduct a topographic survey and preparation of the data to be used to assess drainage and highway design of the proposed development.
- Conduct a topographic survey for the area around the public footpath between Wilsons Field and Mansfield Road for the proposed installation of a wheelchair access ramp.

### **Fees**

We will be pleased to provide the aforementioned services for the fees below:

- £1,680.00

Our offer is subject to the terms and conditions defined within this letter and our attached standard terms of business. All fees are exclusive of VAT.

## **Programme**

Inspire Design & Development Ltd will be pleased to provide you with a programme of works in the event that our offer is of interest. This fee proposal outlines the work to be carried out during the concept and design stage of the project. We look forward to delivering a successful concept design which we hope to be able to take forward to the planning and delivery stages at a later date.

## **Assumptions and Limitations**

- The fee is based on '1522- Farnsfield Acres Proposed Topo Extent' and '1522-Wilson's Field Topo Extent' Plans attached to this fee proposal;
- We assume that all land within the attached extent plans is publicly accessible for our surveyor to access.