



JOHN D CLARKE ARCHITECTS

Mrs C Harris
The Almonry
High Street
BATTLE
TN33 0EA

By email to: carolharris@battletowncouncil.org.uk

Dear Carol

THE ALMONRY, BATTLE – PROPOSED RENOVATION & ALTERATIONS

Further to our recent email correspondence with regards to the above we write to confirm the professional fees required to see the project through to completion of the building work on site. The fees are based on the revised tender sum from Vulcan Ellis Building Contractors of £573,193 plus VAT for the reduced scope of work with omission of the extension to reinstate the south wing. The work now includes:

- Repair, renovation and upgrading of the building – roofs, stonework, brickwork, windows, finishes, staircase, joinery, etc.
- Removal of modern partitions and reconfiguration of existing space
- Provision of new disabled persons WC and kitchenette
- Alterations to existing WC's
- Disabled access including provision of an external platform lift, ramped access, levelling porch and associated alterations to improve the existing access
- New electric heating system
- New lighting, power, fire and intruder alarms, etc.
- New induction loop

As mentioned in a previous email, we have obtained fee quotes from Blade Consulting Ltd (Quantity Surveying) and Carnell Warren Associates Ltd (M&E Consultants) for the remaining pre-construction services, construction phase and post construction services, which are detailed below together with our own fees for Architects and Principal Designer services.

The fees to extend the existing appointments for professional services are based on an estimated construction cost of £573,193 plus VAT and a 20week construction period.

We have not included any fees for the services of a Structural Engineer or Archaeologist at this stage but have included a contingency figure should they be required as work progresses or for any other consultancy fees not included.

The Mews, Unit C, 5 Watts Lane, Eastbourne, East Sussex BN21 1NP
Telephone: 01323 411506 Email: admin@jdcarchitects.co.uk www.jdcarchitects.co.uk
Directors: Mark D Anderson, BA(Hons), DipArch, RIBA, AABC. Tim J Wells, BA(Hons), DipArch, RIBA, IMApS.
Associate: Andrew P Doble, ACIAT.

John D Clarke Architects is a trading name for JDCArchitects Limited.
Registered in England & Wales Number: 11580904. VAT number: 309 0446 21. Registered office 19c Commercial Road, Eastbourne, East Sussex, BN21 3XE



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ARCHITECTS AND PRINCIPAL DESIGNER SERVICES

ARCHITECT

Pre-construction

- Amend all drawings, schedules of work, etc. to reflect revised scope of work
- Review planning conditions and submit details for RDC approval to satisfy the conditions
- Submit revised drawings to Building Control for approval under the building regulations
- Send revised drawings, schedules, etc. to Client, QS and Contractor for review
- Review contractors design portion elements, programme, RAMS, etc.
- Set up and attend pre-contract site meeting with Client, Design Team and Contractor

Architect - Pre-contract fees - £5,500.00 plus VAT

Construction Phase

- Attend Monthly Progress Meetings
- Attend fortnightly site meetings with Contractor
- Visit site as required throughout contract
- Liaise with Client and Consultants
- Answer contractor queries
- Issue Architects Instructions
- Issue certificates of payment based on QS's valuation
- Inspection on completion and issue of snagging lists
- Assist QS in agreeing the final account
- Check certificates, O&M Manuals, etc. and handover
- Issue penultimate certificate of payment releasing half of retention

Post-construction

- Carry out inspection at end of defects and issue list of work requiring contractors attention
- Carry out final inspection
- Issue final certificate

Architect - Post-contract fees - £17,912.28 plus VAT



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PRINCIPAL DESIGNER (CDM REGULATIONS)

Pre-construction

- Amend pre-construction information to reflect the revised scope of work and issue to Contractor
- Review Contractors H&S Plan, RAMS, etc. and make comment as required

Construction Phase

- Liaise with Contractor
- Review any modifications to the design from a H&S point of view
- Check H&S File

Principal Designer Fees - £2,877.90

Fee Summary

Architect

- | | |
|----------------------|----------------------------|
| • Pre-contract | £5,500.00 |
| • Construction Phase | £17,912.28 |
| • Total Fee | £23,412.28 plus VAT |

Principal Designer

- | | |
|--------------------|---------------------------|
| • Total Fee | £2,877.90 plus VAT |
|--------------------|---------------------------|

In the event any additional services are required fees will be calculated on the basis of time spent at our standard hourly rates which are set out in the attached Terms of Appointment sheets.

QUANTITY SURVEYING SERVICES

See attached fee proposal – letter dated 5th January 2021

Fee summary

- | | |
|-----------------------------|---------------------------|
| • Preconstruction / Lead-in | £520.00 |
| • Construction Phase | £7,600.00 |
| • Final Account | £1,719.58 |
| • Total Fee | £9,839.58 plus VAT |



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M&E SERVICES

See attached fee proposal – email dated 4th December 2020

Pre-construction

- Review Contractors Design and comment
- Discuss comments with the contractor
- Receive updated plans
- Attend pre-contract site meeting

Construction Phase

- Site visits to review the installation and comment/discuss accordingly

Fee summary

• Preconstruction	Review CDP	£1,250.00
	Pre-start meeting	£450.00
• Construction Phase	3 No. site visits	£1,350.00
• Total Fee		£3,050.00 plus VAT

TOTAL PROFESSIONAL FEES

• Architect	£23,412.28
• Principal Designer	£2,877.90
• Quantity Surveyor	£9,839.58
• M&E Consultant	£3,050.00
• Sub-total	£39,179.76 plus VAT
• Contingency for additional fees, say	£3,500.00
• Total	£42,679.76 plus VAT

The above figures exclude VAT and expenses which will be charged in addition as well as any local authority planning or building regulation fees paid on your behalf.

We trust you will find the above acceptable and we look forward to receiving your instructions to proceed. All consultant appointments will continue to be individual and direct with Battle Town Council.



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If you have any queries please do not hesitate to contact us.

Yours sincerely

Mark Anderson

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