

**Sutton on Trent Parish Council c/o the parish clerks**

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24 May 2022

Dear Sirs/Madam,

**Proposed Village Hall at Sutton on Trent – Appointment as Project Manager/ Contract Administrator and Principal designer.**

Damian Ellis has issued me your revised design proposals for the village hall. I understand due to budgetary constraints that the size of building has been reduced and the scheme simplified. I now write to provide a revised fee proposal to act as Project Manager and Contract Administrator together with Principal Designer for the construction of the proposed village hall. I hope I am successful in being appointed to assist you in achieving a successful outcome.

**Your Requirements**

As stated above Damian Ellis has issued me the revised design for the Village Hall. Having reviewed the information I understand that the existing planning permission will need to be amended or a new application submitted. My role will be to act as a project manager to oversee the construction.

I am informed that the build cost estimate for the revised scheme will be circa £325,000 plus VAT.

You also require us to act as Principal Designer as you are required to appoint a Principal designer under the CDM regulations.

**Our scope of Service**

Please see attached with this letter our schedules of service for role of Project Manager and Principal Designer. I hope these are comprehensive and provide you with the level of service you require. Please contact me if I have misinterpreted your requirements.

**3.0 Programme**

I am not aware of your desired programme and when you anticipate the Village Hall will be operational. As confirmed in our schedule of service attached, we will provide initial programmes and will prepare an outline Master Programme which considers the timescales associated with the Pre-Contract and Post Contract activities. Programme will obviously be dictated by the time involved in obtaining the revised planning approval.



#### 4.0 Other Consultants

Having reviewed the information received I consider the following consultants will need to be appointed to finalise the design/prepare tender documentation and to allow discharge of the planning conditions.

- Architect
- Structural Engineer (To design Steel frame/structure, foundations, drainage and external works)
- Landscape designer/Architect.
- Arboriculture consultant (I note there is mention of trees with TPOs and retained hedge rows.)
- M and E consultant (To provide design advise for the tender documents, (to cover plant and external lighting)

Our fee proposal does not include these services, but we are able to obtain fee proposals from consultants we have worked with previously who will be able to undertake these services on your behalf.

#### 5.0 What we will charge

Our fee based on a build cost of £325,000 to act as the PM and CA for the contract would be 6% which would mean a total fee based on £325,000 of £19,500 plus VAT. This fee would include disbursements for travel but excludes the cost of purchase of JCT documents and printing costs associated with preparation of contract documentation.

This fee assumes the building will be procured using a design and build contract.

Our fee for a project of this size and complexity to act as Principal Designer would be £3000 plus VAT including travel disbursements.

We would propose to invoice at the end of each months' work depending on the length of the project. Our fee for the pre contract and post contract stages would be as follows:-

Service	Precontract	Post Contract	Total
Project Manager/CA	£11,700	£7800	£19,500
Principal designer	£1500	£1500	£3000
Total fees	£13,200	£9300	£22,500

This proposal incorporates our standard terms and conditions which we attach for your information. We commit to maintain Professional Indemnity Insurance of not less than £1 million pounds providing such insurance remains available at reasonable rates. We propose that our total liability under, or in connection with this commission, shall not exceed £1 million.

Yours faithfully



Martin Dalley BSc (Hons) MRICS

Director

Encs. – Schedules of service, Terms and conditions.



