

This quotation is exclusive of statutory application fees, printing & specialist surveys and does not contain an allowance for other consultants.

Disbursements, which will be agreed with the client beforehand, will be added to each invoice as they occur.

Any significant variation to the agreed brief that results in abortive or additional work effected by client instruction / change control to be charged at the following hourly rates (plus expenses):

Architect / Principal £60/h

FEE PROPOSAL

Date	Specimen	Payment:
Reference	Specimen	Please make payment either by cheque, or preferably direct transfer, to Adrian Higson Architecture.
Project	Typical Extension at Address	TSB Business
Budget	C. £20,000	Sort: 30-13-53
Client	Specimen	Account: 19308960
Stage	Completion	Accounts are payable within 14 days of submission.

DESCRIPTION OF SERVICES



CONCEPT

Cost (£)

- Assist the client in preparing the Strategic Brief
- Visit the property and carry out an initial appraisal
- Assist the client in developing the Initial Project Brief
- Prepare and discuss alternative Feasibility Studies
- Establish the clients Project Budget
- Advise on project roles/need for other consultants
- (a) Make or (b) Arrange: survey of site and/or buildings
- Arrange investigation of soil or structural conditions
- Prepare a preliminary Concept Design for discussion
- Develop the Concept Design and Final Project Brief
- Provide updated Cost Information
- Present Concept, Final Brief and Costs for approval

✓
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✓

£345



PLAN

- Develop design (with rest of project team)
- Provide updated Cost Information
- Submit Developed Design and Cost Info for approval
- Make an application for detailed Planning Permission
- Co-ordinate and integrate other project team designs

✓
✓
✓
✓
✓

Make an application for Building Regulations approval

✓
£805

TENDER

Develop the Design to enable tender(s) to be obtained
Prepare (a) a specification or (b) a schedule of works
Advise on an appropriate form of Building Contract,
Advise contractual conditions/responsibilities of all parties
Identify extent of design work by contractor
Prepare documents required for tendering purposes
Advise on potential contractors to be invited to tender
Invite, appraise and report on tenders
Prepare the Building Contract and arrange for signing

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✓
£575

BUILD





Provide the contractor with all construction information
Review contractor's specialist subcontractors designs
Visit site to check work is in accordance with Contract
Certify payments for work carried out or completed
Advise on final cost
Provide or obtain 'As Constructed' information
Give general advice on maintenance
Make final inspections and advise on resolution of defects
Agree final account and issue a final certificate

✓
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✓
£575

QUOTATION TOTAL

£2,300

SCHEDULE OF PAYMENTS

Stage	Stage deliverable	%
	Preferred scheme identified	15%
	Planning & Warrant submissions prepared	35%
	Tender Documentation Prepared	35%
	Completion	35%

