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

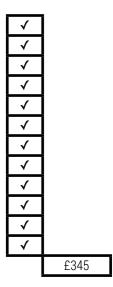
DESCRIPTION OF SERVICES



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





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

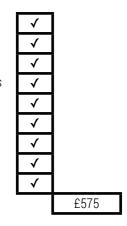








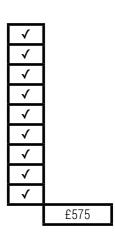
Develop the Design to enable tender(s) to be obtained
Prepare (a) a specification or (b) a schedule of works
Advise on an appropriate form of Building Contract,
Advise contractual conditions/responsibilities of all parties
Identify extent of design work by contractor
Prepare documents required for tendering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





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



QUOTATION TOTAL

£2,300

SCHEDULE OF PAYMENTS

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

