

Fee Proposal:

Date: 20.01.2025
Fee Proposal Ref: 25-FP-011
Revision: --

CLIENT:	Trust Team		
LOCATION:	Site Adj. Brookfield School, Burlington Ave, Langwith Junction, Shirebrook, Mansfield NG20 9AD		
PROJECT:	New single storey specialist school building (facilitating 6 classrooms, toilets, stores, entrance lobby and staff facilities) with additional parking, sheltered walkways, external play areas and new playground.		
STAGE:	ACTIVITY:	NOTES:	FEE:
1 PREPARATION & BRIEF	Brief	In confirming a project brief. In advising the client of any third party consultants that may need to be appointed.	£600
	Ordnance Survey	In purchasing an electronic OS plan and paying relevant licenses.	Already paid - 24-FP-02
	Topographical Survey	In obtaining quotations for topographical survey OR to be provided by client in AutoCAD format.	Exc
	Measured Survey	In undertaking a site visit ff the existing site sufficient to describe the proposal for design and planning application purposes.	£600
	As Existing Drawings	In preparing as existing layout and elevation drawings and updating concept layouts.	£600
	Principal Designer	In being appointed as the Principal Designer for Stage 1 only.	£300
2 CONCEPT DESIGN	Concept Drawings	In preparing a design concept layout, elevations and site plan and basic schedule of works proposed (annotated on the drawings) for tendering purposes in response to the client brief. Attending site.	Already paid - 24-FP-02
	Principal Designer	In being appointed as the Principal Designer for Stage 2 only.	Exc.
3 DEVELOPED DESIGN	Planning Drawings	In producing the following drawings suitable for a planning application: · Site location plan · 1:100 sections · 1:100 elevations · 1:100 layouts · 1:200 site plan · 1:500 site plan	£3,600
	Supporting Statements	In preparing a Design & Access Statement to support the application. In preparing a Heritage Statement if required.	£1,200 Exc.
	Planning Consultancy	In managing the input of third party consultants. In preparing either one or two separate formal planning application/s documentation and lodging the application. In managing the application, responding to queries and advising on progress.	£1,200
	3D Visualisations	In updating the External 3D visualisation to assist Planning Officers and Committees in understanding the proposals.	£150
	Principal Designer	In appointing a CDM Advisor and discharging the Stage 3 Principal Designer Duties.	£300
4 TECHNICAL DESIGN	Building Regulation & Construction Drawings	In producing drawings and specifications as necessary to obtain building regulation approval. In advising the client on any third party consultants that may need to be appointed to produce information in support of a building regulation application. In preparing the formal building regulation application and lodging the application. In managing the application, responding to queries and advising on progress. In developing the building regulation drawings to construction stage information including, as appropriate: -General Arrangement -Door / Window Schedule -General Arrangement Elevations -Reflected Ceiling Plans -General Arrangement Sections -Finishes Plans -Fire Strategy Plan -Site External Works Plan -Typical Details In coordinating information from specialist suppliers / sub-contractors and third party consultants such as structural and mechanical engineers.	£13,800
	Discharge of Planning Conditions	In advising client of requirements under the planning conditions. In managing (but NOT preparing) the discharge of conditions as necessary.	£900
	Principal Designer	In appointing a CDM Advisor and discharging the Stage 4 Principal Designer Duties.	£450
5 CONSTRUCTION	Procurement	In pre-qualifying and drawing up a list of suitable contractors to tender the works In collating all drawings and documentation informing the works. In producing Pricing Instructions including contract sum analysis and Conditions of Contract documents necessary for tendering purposes. Administering the process, reviewing, and providing a tender report and recommendation for appointment. Finalising cost plan / project costs and agreeing project sign off.	Exc.
	Contract Administration & Project Management	• Reviewing quality and conformance of specification • Assessing and administering contractor claims for variations in costs and program • Providing client with Project reports including financial updating • Liaising with Client and Contractor in relation to statutory sign off documentation • Assessing completed building for snagging / defects Based upon a maximum build duration XX Months	Exc.
	Design Support	In attending pre-start and site meetings (X No. allowance). Responding to contractor RFI's and advising on any contractor proposed changes in specification and / or building methodology.	£1,200
		Any significant client or contractor instigated variations which are subject to re-design work will be charged separately.	
	Principal Designer	In appointing a CDM Advisor and discharging the Stage 5 Principal Designer Duties.	£300
6 HANDOVER & CLOSEOUT	As Built' Drawings	In producing a set of 'as built' layouts, elevations, site plan and section based on site survey information provided by the client.	Exc
	Principal Designer	In appointing a CDM Advisor and discharging the Stage 6 Principal Designer Duties.	Exc.
Notes: Where fees are noted as 'Excluded' these services are excluded.			
£25,200.00			plus VAT

Project Appointment – Acceptance Form


Please complete and return this form if you wish to confirm our appointment. Work cannot commence until this form is completed and returned.

PROJECT NAME:	Trust Team Site Adj. Brookfield School, Burlington Ave, Langwith Junction, Shirebrook, Mansfield NG20 9AD New single storey specialist school building (facilitating 6 classrooms, toilets, stores, entrance lobby and staff facilities) with additional parking, sheltered walkways, external play areas and new playground.	
PROPOSAL REFERENCE:		
PROPOSAL ISSUE DATE:	20.01.2025	
COSTS QUOTED:	Stage 1: Preparation & brief	£2,100.00 + VAT
	Stage 2: Concept Design	£0.00 + VAT
	Stage 3: Developed Design	£6,450.00 + VAT
	Stage 4: Technical Design	£15,150.00 + VAT
	Stage 5: Construction	£1,500.00 + VAT
	Stage 6: Handover & Closeout	£0.00 + VAT
	Total	£25,200.00 + VAT

We the Client accept the above referenced quotation from INCO Construction & Developments Ltd as a client or on behalf of our client to carry out the work detailed in the scope of works within the quotation at the agreed cost above.

We the Client agree to the Standard Terms of Engagement included with the quotation, including the payment terms detailed in the proposal document and / or the Standard Terms of Engagement.

Please note that printing costs are charged in addition to the above costs (refer to paragraph 5 xii of the attached terms of engagement).

NAME:	Sarah Baker
SIGNED:	
ON BEHALF OF:	T.E.A.M Education Trust
DATED:	24th January 2025

The above named individual has full authority within the Company to make appointments and agree conditions.

INVOICE CONTACT DETAILS:

NAME:	Nicola Cook
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