

# Freeland Rees Roberts Architects

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The Old Rectory  
Graveley  
Cambridgeshire  
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24 April 2024

Dear Simon

## **Graveley Village Hall**

Thank you for inviting us to submit a fee proposal to carry out a feasibility study to act as your Architect for **Alterations and Extensions** at **Graveley Village Hall**. We now write to confirm our discussions and fee proposal to prepare a feasibility study.

The feasibility study will look at a number of options and possibilities and aim to provide two or three alternative schemes and would include approximate construction costs. The feasibility study schemes would provide sufficient information to submit for Pre-Application planning advice.

### **Services**

Our services will be provided in accordance with the RIBA Small Project Services Schedule which also describes the various work stages. If it becomes necessary to vary the services, we can discuss how this might be arranged.

As discussed, we cannot give you firm cost advice, but we can provide you with information to enable you to obtain a budget estimate from a Quantity Surveyor. The likely cost of the project will depend on the quantity of additional accommodation provided, the extent of internal alterations required, and the standard/quality of the work/finishes/building services you wish to achieve. Another factor affecting the cost will include the market conditions at tender stage.

### **Fees**

Our fees are set out as noted below. A full service (normally taking you through RIBA Plan of Work 2020, Briefing and Concept, Developed Design including planning, Technical Design from brief, seeking tenders, administration of a building contract, completion of work, etc.) would be based upon a project fee of 12.5% of total construction costs (or a professional quantity surveyors estimate, or an otherwise agreed estimate), plus expenses and VAT.

| <b>Scope of Work</b>             | <b>Internal</b>   | <b>Approx. Construction</b> | <b>Approx.</b>           |
|----------------------------------|-------------------|-----------------------------|--------------------------|
| <b>RIBA Stage 1&amp;2 only</b>   | <b>Area (sqm)</b> | <b>rate (£/sqm)</b>         | <b>Construction Cost</b> |
| Retrofit existing hall           | 52                | 2500                        | £130,000                 |
| New WC's including accessible WC | 15                | 3500                        | £52,500                  |
| New Kitchen                      | 10                | 3500                        | £35,000                  |
| New Entrance lobby               | 5                 | 3500                        | £17,500                  |
| <b>Total</b>                     | <b>30</b>         |                             | <b>£105,000</b>          |

The full RIBA Service fee of 12.5% of construction cost would be total fee of £13,125.00 plus VAT. We therefore would propose a fixed fee for the Feasibility Study (RIBA stage 1&2 20% of fee) of **£2,625.00** plus VAT. Which would be invoice upon presentation of the study.

For your information going forward, the full architectural service fee is invoicing according to RIBA Plan of Work stages as follows:

| <b>RIBA Work Stage</b>                    | <b>Proportion of Fee</b>                   | <b>Cumulative Total</b> |
|---|--|-------------------------|
| 1 & 2 Briefing & Concept Design           | 20% (of 12.5% fee)                         | 20%                     |
| 3 Developed Design & Planning Application | 15% (of 12.5% fee)                         | 35%                     |
| 4 Technical Design including:             |  |                         |
| Tender Documentation & Building Regs      | 37.5% (of 12.5% fee)                       | 72.5%                   |
| Application                               |  |                         |
| Tender Action                             | 2.5% (of 12.5% fee)                        | 75%                     |
| 5 Construction                            | 22.5% (of 12.5% fee)                       | 97.5%                   |
|   | <i>divided into bimonthly installments</i> |                         |
| 6 Handover & Rectification Period         | 2.5% (of 12.5% fee)                        | 100%                    |

### **Disputes**

Freeland Rees Roberts Architects aims to provide a professional standard of service, but if at any time you are not satisfied, please bring the issue to our attention as soon as possible and we can discuss how to resolve the issue.

### **Completing the Agreement**

We confirm that performance of the Services will commence when we have received this appointment document (ie. when completed by you). If you have queries or concerns about these arrangements, please let me know.

We are delighted you wish to appoint us as your architects and look forward to working with you on this project.

Yours sincerely



**Ross Langtree**

For and on behalf of Freeland Rees Roberts Architects