

1<sup>st</sup> June 2021

Mr Darren Knight  
k-architects  
Design Studios  
18 Llwyn Coch  
Broadlands  
Bridgend  
CF31 5BJ

Dear Darren

**Re: Bridgend Town Hall Conversion, Sunnyside**

Thank you for your enquiry requesting a fee proposal for QS services.

I have considered the requirement and prepared our fee proposal for Quantity Surveying services as follows:

1. Client Details

The Client for the project is Bridgend Town Council

2. Project Title Description

The project is a proposed series of changes to the existing building to repurpose the building as a new Bridgend Town Hall with rooms for community use.

3. Development Control

At present I am not aware of the status of development control.

4. Budget

I am not aware if a budget has been set for the project.

5. Programme

I understand the Programme as outlined in Invitation to submit a fee proposal for Quantity Surveying Services.

## 6. Other Consultants

I understand the Client has or will appoint all other consultants to include:

1. Architect/Contract Administrator – k-architects
2. Structural/Civil Engineer – TBA
3. M&E consultant - TBA
4. Principle Designer (CDM) - TBA
5. Other - tba

## 7. Collateral Warranties

This proposal assumes that we are not required to provide any collateral warranties.

## 8. Form of Procurement

I understand the project is to be procured on a traditional basis with Drawings, Specification and Bills of Quantities. I assume that this is likely to be a standard JCT Building Contract. I understand there may be a requirement to have the work carried out in Sections (Phases) I assume the Architect will be the Contract Administrator.

## 9. Services and Fee Proposal

We outline below the proposed services and the fee based upon our normal rates.

### Quantity Surveying

#### Pre-Contract Services

- |   |            |
|---|------------|
| • Stage 1 and 2 Feasibility period and Cost Plan 1.   | £ 795.00   |
| • Attend Video call Design team Meetings (max 3nr)  | £ 270.00   |
| • Stage 3 and 4a design and Cost Plan 2   | £720.00    |
| • Prepare Tender Documents including Bills of Quantities and issue electronically to tenderers                    | £ 2,995.00 |
| • Assist with the Tender process, provide answers to queries, analyse tender returns and prepare a Tender Report. | £ 840.00   |
| • Prepare Building Contract Documentation and issue for completion.   | £1,395.00  |

#### Post Contract (based upon assumed 6 month contract period)

- |   |           |
|---|-----------|
| • Prepare and issue monthly valuations to Architect. ( 6nr max) | £1,440.00 |
| • Measure and value instructed variations.                      | £990.00   |
| • Attend monthly Site Meetings. (6nr max)                       | £675.00   |
| • Prepare Final Account for agreement.                          | £995.00   |

The total fee works out at £ 11,115.00 excluding VAT.

The fee includes all reasonable disbursements.

Our proposal specifically excludes any services, should the need arise, in relation to dispute resolution and claims of any kind. The Post contract fee relates to the assumed Building Contract Period no longer than six months. If for any reason the Post Contract Period is extended, additional Post Contract monthly fees would be chargeable on a pro-rata basis.

Should you or require any additional services in addition to those listed, we would be pleased to offer a separate fee proposal.

#### 10. Conditions of Appointment

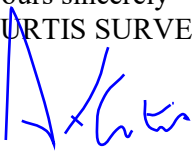
Our proposed terms and conditions of Appointment would be the RICS Standard Form of Consultants Appointment, or alternatively the Standard Short Form of Appointment. All design responsibility is excluded.

#### 11. Professional Indemnity Insurance

I confirm we maintain PI Insurance of £ 2 million, although our proposal is offered with a limit on liability capped at twenty times the agreed fee.

I trust our proposal is clear, however should you have any queries, please give me a call.

Yours sincerely  
CURTIS SURVEYORS LTD



Andrew Curtis  
Managing Director