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Hicks Titley Partnership
Consulting Engineers

K Architects
18 Llwyn Coch
Broadlands
CF31 5BJ

2nd June 2021

Dear Darren

Re:- Bridgend Town Hall - Sunnyside

We thank you for your recent enquiry for the above project, please find detailed below our fee proposal for the associated Mechanical and Electrical Consultancy Services.

Our fee is based on the Invitation to tender proposal dated 15th May 2021.

We will provide a mechanical and electrical services, survey, record drawings, design drawings for Tender purposes along with post contract services.

Our fees are based on the below works schedule and the approximate budget costs detailed within the 2021 project review Bridgend Town Hall document along with our assessment of the required services refurbishment.

Project G1 & G2: Building reconfiguration and creation of new reception area and offices
Project B: Council Chambers and Clerk's Office
Project C1: New Outdoor Maintenance Depot
Project C2: External Access to Outdoor Maintenance Depot and Van Parking
Project E: Community Use Refreshments and Storage Area
Project S: External Storage Facility Budget

Works Schedule

- a. To undertake a visual and measured survey of the existing services currently in and around the building.21-105: PROPOSED BRIDGEND TOWN HALL CONVERSION TO TY'R ARDD, SUNNYSIDE ROAD, BRIDGEND CF31 4AR
- b. To prepare a set of Mechanical & Electrical drawings indicating all the existing recorded services. Drawings to be issued in 2D DWG and PDF format.
- c. To prepare a Conditional Report on all the services installed in the building and advising on if systems need to be replaced or upgraded.

Directors: Michael R Titley IEng ACIBSE Peter M Hicks IEng MIET

Registered office address: 28 Cathedral Road, Cardiff CF11 9LJ

Registered in England and Wales No: 3722665

- Mechanical & Electrical Engineering Services Design
- Mechanical & Electrical Engineering Services Project Management
- Mechanical & Electrical Engineering Services Sustainable Solutions

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d. Develop the Stage 2 design with the Architect and Quantity Surveyor. All M&E drawings are to be in sketch form until the layout and scope of works have been improved by the clients.

e. Produce a detailed set of M&E service drawings covering Drainage, hot / cold water, heating, mech vent / extraction, Power, Data, Lighting, CCTV etc.. Drawings are to be inserted into the tender and building regulation packages. All drawings are to be issued 2D DWG and PDF format.

f. Produce a Performance Specification document covering the works required, with detailed specification on any specialist items.

g. To assess the tender return cost on the M&E items.

h. To provide assistance to all M&E onsite queries once the building contract is live. This will include site visits and inspections as and when will be required by the client.

i. To provide a final inspection prior to the practical completion certificate being issued to ensure all works are completed and to the required standards

Fee Schedule:

The fees for the above would be as follows:

Item A, B and C	£4,160.00
Item E,F	£9,500.00
Item G, H and I	£3,850.00

Total Fee - Mechanical and Electrical Services **£17,510.00** ex VAT

We have included for attendance at 3 No Teams meetings during design and tender stage.

Fees include reasonable disbursements and South Wales Travel.

Fees exclude third party charges, such as registration fees, enquiry charges, etc.

Fees exclude intrusive surveys, which are assumed to be procured directly by the client.

Other exclusions are as follows:

1. We have not allowed to design sprinklers or water supplies for sprinklers if required.
2. As-built drawings – by MEP contractor.
3. O&M manuals – by MEP contractor.
4. Noise/Acoustic calculations – by acoustic engineer.
5. U values calculations – by architect.
6. The design drawings will be delivered in 2D Autocad. We understand that there is no requirement for 3D Revit design.
7. SBEM/EPCs/SAP calculations.
8. MEP Working drawings – by MEP contractor.
9. Utility searches.
10. Rainwater Design.
11. Water Waste Calculations
12. Overheating Calculations or thermal modelling.

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Payment

Invoices for works completed on a percentage basis will be presented at the end of each month. Our payment terms are 30 days from date of invoice.

The above fees exclude VAT, which would be charged at the applicable rate at the time of invoice.

We can confirm that our Professional Indemnity Insurance covers a maximum of £5m for any one claim.

We hope the enclosed is acceptable, however should you require any further information, please do not hesitate to contact myself or Mike Titley.

Yours sincerely

Peter Hicks IEng MIET
Director – Hicks Titley Partnership

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