

A	Pre site work, RIBA stages 3 and 4 being the work noted below as necessary for this project.	
1.	Review design work carried out to date.	
2.	Review brief and clarify client's requirements in particular with regard to low energy solutions.	
3.	Prepare briefs for Quantity Surveyor, Structural Engineer and Mechanical and Electrical Services Engineers, including heat loss calculations and investigations into photovoltaic panels and heat pumps, issue briefs. Alternatively Nominate Mechanical and Electrical Sub-Contractors.	
4.	Issue Arboriculturist's report to Structural Engineer to assist in considering extent of any special foundation work required.	
5.	Arrange for trial hole to be dug to determine ground conditions generally and adjacent to tree.	
6.	Arrange for existing ground floor to be opened up to determine below floor ground conditions which may affect design of concrete slab.	
7.	Complete RIBA Stage 3, prepare developed design including updated proposals for structural design, building services systems, outline specifications, maintenance implications and working closely with the Client consider sustainability strategies.	
8.	Complete RIBA Stage 4 prepare detailed drawings, specifications and schedules and co-ordinate the activities of the other consultants.	
9.	Make an application for Building Regulations Approval.	
10.	Issue drawings to Quantity Surveyor to prepare Bills of Quantity.	
11.	Check with Client whether or not tender has to be advertised. Draw up list of appropriate contractors and check availability for tender. Assemble and issue tender documents.	
12.	On Client's receipt of Quantity Surveyors tender report and assemble contract documents and arrange for signing.	
13.	Arrange for receipt of Contractor's Health and Safety Plan, contract programme, cash flow and start date.	
	Total fee RIBA Stages 3 and 4.	£9,750.00
B	Site work, RIBA stages 5 and 6	
1.	Hold Pre-Contract meeting, receive contractors risk assessment, programme and insurances including PI insurance for any contractor designed related work. Issue form F10 to Health and Safety Executive.	
2.	Visit site every week to inspect the works and answer queries, hold monthly meetings and issue minutes.	
3.	Receive Quantity Surveyor's valuation, issue certificates.	
	Total fee RIBA Stages 5 and 6.	£9,750.00
C	Overall total fee	£19,500.00
	<i>Note this includes the role of Principal Designer under the CDM regulations</i>	
1.	All fees and expenses plus VAT, given the rising fuel costs travelling expenses would be added at 60p per mile. Invoices to be paid within 14 days. Fees to other parties to be paid direct by the Client. Invoices would be submitted monthly.	
D	Not included	
1.	All local authority fees to be paid direct by the Client. An asbestos survey and potentially asbestos removal would be required before work commences on site. Purchase of two copies of the Intermediate Form of Contract to be added as an expense.	
2.	Fees to other consultants to be paid direct by the Client as required, for example Quantity Surveyor, Structural Engineer, Mechanical and Electrical Services Engineers. Alternatively, the Client may decide to Nominate Mechanical and Electrical to carry out the works and include the design element in their costs on the basis that should the project move forward they would be carrying out the works subject to the Quantity Surveyor agreeing their rates.	