

Job	Work Stages D-H	Date				15.11.2018
No	P168-03 LANDSCAPE CONSULTANT'S APPOINTMENT: SCOPE OF SERVICES S1: LANDSCAPE DESIGN & ADMINISTRATIVE / POST CONTRACT SERVICES					page 1/1
Client	Frodsham Town Council					
Summary of Costs and Inputs by Work Stage		Director	Chartered Landscape Architect	Technical	Engineer	£ TOTALS
		£550	£425	£265	£550	
S1-4	Technical Design					
1	Liaise with utilities to obtain information on services and sewer capacity				0.5	£275.00
2	Walk-over survey of site and confirmation of levels and locations of existing drainage by visual inspection and dipping of chambers.	0.25		0.5	0.5	£545.00
2	Allowance for overseeing site camera survey and infiltration testing. Pressure testing water supply. (see estimates below)					£0.00
3	Preparation of scheme design for discussion with United Utilities regarding capacity and flow rates and new water supply.				0.5	£275.00
4	Preparation of ground model based on 3d topographic survey				0.5	£275.00
5	Prepare all detailed production drawings, schedules and specification of materials and workmanship required for the construction of the work.	0.25	2	1	1.5	£2,077.50
6	Provide detailed pre tender cost estimates for the work and check alignment with cost budget.		1			£425.00
7	Prepare tender package in to meet Frodsham Town Councils procurement requirements.	0.25	2		0.5	£1,262.50
8	Provide information for tender issue by others.		1.5			£637.50
9	Assist with or appraise and advise on tenders submitted.		0.75		0.25	£456.25
10	Advise the Client on the appointment of the Contractor and on the responsibilities of the Client, the Contractor and the Landscape Consultant under the terms of the contract document; prepare the contract and arrange for it to be signed by the Client and the Contractor. Provide contract information as required by the form of contract.	1.5				£825.00
S1-5	Construction					
11	Administer the contract during construction including reviewing the Contractor's programme; chairing progress meetings; issuing information and instructions; checking and certifying progress; checking and certifying accounts for payments due; providing financial reports to the Client with other consultants where appointed; identifying any variation in the cost of the works and any adjustment to the completion date. Assume 4 week construction period)	2				£1,100.00
12	Visit the site at intervals appropriate to the Contractor's programmed activities and/or to an inspection schedule agreed with the Client to inspect the progress and quality of the works and compliance with the construction information. Provide inspection reports to the Client. (allowance 4 No site visits to Frodsham)	2			1	£1,650.00
13	Allow for production of all final certificates, signing of defects etc	1				£550.00
14	Act as Principal Designer under CDM regulations	1.5				£825.00
15	Allow for visiting the site during the defects period and actioning any further requirements of the contractor		2			£850.00
	sub total days	8.75	9.25		5.25	
	Sub Total Fees Work Stages					£12,028.75
	Expenses from Expenses sheet					£240.25
	Total Fees and Expenses Work Stages					£12,269.00
	Other costs not carried to collection					
	Allowance for CCTV survey of existing drainage					£1,000.00
	Allowance for undertaking infiltration tests					£1,250.00
	Pressure test water supply					£450.00

Summary of Expenses and Disbursement

Job	Work Stages D-H													Date	15.11.2018	Page	2/2
Job No	P168-03 LANDSCAPE CONSULTANT'S APPOINTMENT: SCOPE OF SERVICES																
Job No	S1: LANDSCAPE DESIGN & ADMINISTRATIVE / POST CONTRACT SERVICES																
Client	Frodsham Town Council																
Reprographics																	
	A4 colour	A4 b/w	A3 colour	A3 b/w	A2 colour	A2 b/w	A1 colour	A1 full col	A1 b/w	A0 colour	A1 b/w	Folders	Digital ise	CDs	£TOTAL		
Rate	£0.50	£0.10	£1.00	£0.35	£7.50	£2.50	£10.00	£17.00	£3.00	£28.00	£4.00	£4.50	£25.00		£2.00		
No	0	0	10		0	0	2	0				0	2		2		
Total	£0.00	£0.00	£10.00	£0.00	£0.00	£0.00	£20.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00		£4.00		
Design and Specifications																	
Train/Mileage																	
date	miles	rate	trips														
	25	£0.45	5	£56.25	£56.25										£56.25		
Purchase of Contracts															£100.00		

Sub Total Fees Work Stages Technical Design and Construction **£240.25**

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Exchange of drawings in AutoCAD format (.dwg/.dxf/.dwf) would be subject to further agreement and limitations
 Max value of capital works in region of £60,000
 Commission will be carried out in single phase, with works carried out in a single phase of works
 Single form of contracts using an NEC form of contract

Exclusions
 Any works or liabilities in respect of Contaminated Land
 Any works or liabilities in respect of highways
 Third party costs eg Planning Application, Building Regs Fees, Statutory Undertakers Costs, licences
 Costs of third party surveys to be confirmed and paid directly by client
 Works to parts of the site outside of site boundary
 Use of designs produced under this commission other than for that part of the works/site intended
 Prolonged liaison with United Utilities
 Quotation Valid for 3 months

Terms
 Fees and costs are all shown exclusive of VAT. VAT is payable at the appropriate rate.
 Fees and costs are charged monthly and in arrears and payable within 28 days
 Appointment under the terms of the 'Landscape Consultants Appointment' (by the Landscape Institute- with services as included/excluded by this proposal equivalent to: S-4 Technical Design and S-5 Construction

Client Confirmation of Appointment

I agree with the terms of appointment as set out above and hereby appoint Harrison Design Development Ltd to undertake the commission as outlined and for the estimated costs quoted:

Signed _____ position/capacity _____

company (as applicable) _____

address _____

date _____

