

CLIENT REFERENCE NUMBER

Name

Address 1

Address 2

Address 3

Postcode



Architecture
Graphic Design
Creative Media

DATE

Example Fee Proposal

I am pleased to enclose a fee schedule and scope of works for the project above should you decide to proceed.

For additional guidance, we outline the various services we provide to you for each stage of your project in coordination with the 'RIBA 2013 : Plan of Works' (a copy of which is attached). Project stages would be undertaken on an individual basis and an instruction to proceed would be requested in each instance.

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Strategic Definition (Stage 0) - £***

- Assist the client in preparing the Strategic Brief



Preparation & Brief (Stage 1) - £***

- Visit the property and carry out an initial appraisal
- Assist the client in developing the Initial Project Brief
- Establish the clients Project Budget



Concept Design (Stage 2) - £***

- Carry out a measured survey of the property
- Prepare preliminary Concept Designs and discuss with the client
- Develop the Concept Design and Final Project Brief
- Compile all information into a short 'Feasibility Report'
- Provided Indicative Cost Information



Unit³ Design Studio
Registration No. 08500206



Developed Design (Stage 3) - £***

- Develop design and produce further details with the rest of the project team (i.e. a structural engineer)
- Continue to provide updated Cost Information
- Submit the Developed Design and Cost Information for approval
- Make an application for detailed **Planning Permission**

Please note that application fees for the Planning Applications are not included above and would need to be paid direct by the client to the local authority when applications are submitted. Unit3 cannot guarantee the approval of a planning application - this is solely determined by the local authority



Technical Design (Stage 4) - £***

- Develop the Technical Design in sufficient detail to enable a tender or tenders to be obtained
- Co-ordinate and integrate the designs of the other project team members
- Make an application for **Building Regulations** approval

Please note that application fees for a Building Regulations Application are not included above and would need to be paid direct to the local authority by the client when applications are submitted.

- Prepare a specification
- Advise on an appropriate form of Building Contract, its conditions and the responsibilities of the client, the design team and the contractor
- Identify extent of design work by the contractor
- Prepare documents required for tendering purposes
- Advise on potential contractors to be invited to tender for the work
- Invite, appraise and report on tenders and prepare the Building Contract and arrange for it to be signed
- Provide the contractor with information required for construction
- Review design work produced by contractor's specialist subcontractors



Construction (Stage 5) - £***

- Visit the site (up to 6 visits) to see that the work is proceeding generally in accordance with the Building Contract
- Certify payments for the work carried out or completed. Advise on final cost
- Provide or obtain 'As Constructed' information showing the building and its services
- Give general advice on maintenance



Handover & Close Out (Stage 6) - £***

- Make final inspections and advise on resolution of defects
- Agree final account and issue a final certificate



Full Services Package - £***

- Our full services package includes all the work stages listed previously at a specially reduced rate. This is our recommended package to clients.

Please check that the services and basis for fee calculation is satisfactory. Payments would be invoiced as each stage is completed. If you have any queries or would like to discuss the above in more detail then please do not hesitate to contact me.

If you are happy to proceed, please contact me to arrange our next meeting.

I look forward to hearing from you.

Yours sincerely,

unit3 director

unit3 design studio



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Work Stages								
Tasks	Strategic Definition	Preparation and Brief	Concept Design	Developed Design	Technical Design	Construction	Handover and Close Out	In Use
Core Objectives	Identify client's Business Case and Strategic Brief and other core project requirements.	Develop Project Objectives , including Quality Objectives and Project Outcomes , Sustainability Aspirations , Project Budget , other parameters or constraints and develop Initial Project Brief . Undertake Feasibility Studies and review of Site Information .	Prepare Concept Design, including outline proposals for structural design, building services systems, outline specifications and preliminary Cost Information along with relevant Project Strategies in accordance with Design Programme . Agree alterations to brief and issue Final Project Brief .	Prepare Developed Design, including coordinated and updated proposals for structural design, building services systems, outline specifications, Cost Information and Project Strategies in accordance with Design Programme .	Prepare Technical Design in accordance with Design Responsibility Matrix and Project Strategies to include all architectural, structural and building services information, specialist subcontractor design and specifications, in accordance with Design Programme .	Offsite manufacturing and onsite Construction in accordance with Construction Programme and resolution of Design Queries from site as they arise.	Handover of building and conclusion of Building Contract .	Undertake In Use services in accordance with Schedule of Services .
Procurement <small>*Variable Task Bar</small>	Initial considerations for assembling the project team.	Prepare Project Roles Table and Contractual Tree and continue assembling the project team.			Design Team Stage 4 output issued for tender. Tenders assessed and Building Contract awarded. Specialist contractor Stage 4 information reviewed post award.	Administration of Building Contract , including regular site inspections and review of progress.	Conclude administration of Building Contract .	
Programme <small>*Variable Task Bar</small>	Establish Project Programme .	Review Project Programme .	Review Project Programme .	Review Project Programme .	Specialist subcontractor design work undertaken in parallel with Stage 5 in accordance with Design and Construction Programmes .			
(Town) Planning <small>*Variable Task Bar</small>	Pre-application discussions.	Pre-application discussions.	Pre-application discussions.	Planning application made at end of stage using Stage 3 output.	Planning conditions reviewed following granting of consent and, where possible, concluded prior to starting on site.			
Suggested Key Support Tasks	Review Feedback from previous projects.	Prepare Handover Strategy and Risk Assessments . Agree Schedule of Services , Design Responsibility Matrix and Information Exchanges and prepare Project Execution Plan including Technology and Communication Strategies and consideration of Common Standards to be used.	Prepare Sustainability Strategy , Maintenance and Operational Strategy and review Handover Strategy and Risk Assessments . Undertake third party consultations as required and any Research and Development aspects. Review and update Project Execution Plan . Consider Construction Strategy , including offsite fabrication, and develop Health and Safety Strategy .	Review and update Sustainability Strategy , Maintenance and Operational Strategy and Handover Strategies and Risk Assessments . Undertake third party consultations as required and conclude Research and Development aspects. Review and update Project Execution Plan , including Change Control Procedures . Review and update Construction and Health and Safety Strategies .	Review and update Sustainability Strategy , Maintenance and Operational Strategies and Risk Assessments . Prepare and submit Building Regulations submission and any other third party submissions requiring consent. Review and update Project Execution Plan . Review Construction Strategy , including sequencing, and update Health and Safety Strategy .	Review and update Sustainability Strategy and implement Handover Strategy , including agreement of information required for commissioning, training, handover, asset management, future monitoring and maintenance and ongoing compilation of ' As Constructed ' Information . Update Construction Strategy and Health and Safety Strategies .	Carry out activities listed in Handover Strategy including Feedback for use during the future life of the building or on future projects. Updating of Project Information as required.	Conclude activities listed in Handover Strategy including Post-occupancy Evaluation , review of Project Performance , Project Outcomes and Research and Development aspects. Updating of Project Information , as required, in response to ongoing client Feedback and maintenance or operational developments.
Information Exchanges <small>(at stage completion)</small>	Strategic Brief .	Initial Project Brief .	Concept Design including outline structural and building services design, associated Project Strategies , preliminary Cost Information and Final Project	Developed Design, including the coordinated architectural, structural and building services design and updated Cost Information .	Completed Technical Design of the project.	'As Constructed' Information .	Updated 'As Constructed' Information .	'As Constructed' Information updated in response to ongoing client Feedback and maintenance or operational developments.