1. **The value of the contract listed within the Contract Summary document is £45k. Is this the fee that is payable to the Architectural Consultancy for managing the process? Will the architectural fees, which will be paid to the architectural consultancy by the grant applicants for the works, be in addition to the £45k figure?**

The figure of £45,000 is the total sum the council has made available for the contract with the architectural consultancy for the performance of the duties listed in the tender brief. This is the maximum sum available if the architectural consultancy’s fees for individual frontage projects combine to reach the total budget.

The architectural consultancy fees will be calculated in accordance with the relevant fee percentage for each individual frontage project, in accordance with the percentage fees cited in the consultancy’s tender response. The council will pay the architectural consultancy fees directly to the architectural consultancy. It may however be the case that the applicant wishes to commission the architectural consultancy to provide services for works outside of the scope of what can be supported through the grant scheme. Please note that the applicant would require permission from the council to undertake other works at the same time as the works on which a grant offer has been made.

Please note that section 2.2 of the tender brief has been amended to state that the amount of grant funding yet to be allocated through the Frontage Improvement Scheme is £350,000 (rather than the figure of £400,000 stated in the original version of the brief).

1. **Are consultant’s fees grant aided under the Shopfront Improvement Scheme and if so at what percentages please?**

The council is able to award funding to the applicant for additional professional services recommended by the architectural consultancy to facilitate the delivery of individual frontage improvement projects, subject to approval from the council’s grant panel. The percentage grant award for additional professional services will be at the discretion of the grant panel. There is scope for applicants to be awarded up to 100% of the cost of additional professional services.

The architectural consultancy will procure and manage additional professional services on behalf of the applicant. Three quotes will be required for each form of professional service. The professional advisers will need to be a member of a recognised professional institution and possess an appropriate level of specialist experience.

1. **Item 6 of the tender brief refers to “Contract Management – Contractor’s responsibilities” – does this relate to the appointed contractor who would carry out the building works, or does this refer to the Architectural Consultancy?**

Item 6 of the tender brief refers to the responsibilities of the architectural consultancy.