

[REDACTED]
Homes & Communities Agency
Arpley House
110 Birchwood Boulevard
Birchwood
Warrington
WA3 7QH

30 April 2015

Dear [REDACTED]

BUILDINGS 2, LIVERPOOL INNOVATION PARK CAT A WORKS TO 1ST FLOOR BUILDING 2 AND 16

Further to our ongoing involvement with the proposed Capital Projects at Liverpool Innovation Park, we set out below our fee proposal for the Lead Design, Principal Designer (CDM), Project Management, Contract Administration, M&E Consultancy and Cost Consultancy in connection with the CAT A works to refurbish the corridors and vacant floor space to the southern end of the first floor of Building 2 and first floor Building 16 (approximately 710sqm).

SCOPE OF INVOLVEMENT

To facilitate procurement of the above works CBRE would propose to provide the following services:

- Attend meetings to develop brief
- Detailed inspection of the premises
- Development of detailed specification for the mechanical & electrical services alterations
- Manage the detailed design stages.
- Provide cost consultancy advice
- Procurement of competitive tenders for the works in accordance with HCA requirements/ procurement rules
- Submission of building regulation application
- Analysing tender returns and reporting to HCA
- Instructing works and preparing JCT Contract documentation for signature liaising with HCA solicitors
- Reviewing contractor programmes and reporting to HCA
- Project management of the works on site including chairing regular formal progress meetings
- Reporting to HCA on progress of works on site
- Completing valuations and certificates for payment for the works
- Issuing Certificate of Practical Completion for the works
- Advising HCA on entitlement to Liquidated & Ascertained damages under the works
- Issuing Certificate of Making Good Defects at successful expiry of the Rectification Period

LEAD DESIGNER, PROJECT MANAGEMENT, CONTRACT ADMINISTRATION AND COST CONSULTANCY ROLE

Our fees for completing the Contract Administration role would be [REDACTED] of the cost of the tendered works.

We propose that our fees fluctuate in line with the RIBA Plan of Work stages and following percentage rates in relation to the net construction cost of the project (either the most recent budget costs or anticipated final account as appropriate). Should the project be terminated at any point, fees will be charged in line with the stage in which you have instructed us to progress.

RIBA Stage	Percentage of Overall Fee Due at Stage
Stage 1 (Outline Design)	[REDACTED]
Stage 2 (Detailed Design)	[REDACTED]
Stage 3 (Tender)	[REDACTED]
Stage 4 (Construction)	[REDACTED]

ADDITIONAL CONSULTANT FEES

The works require Mechanical & Electrical consultancy input in the identification of existing services, and the design and specification of the works associated with the removal of obsolete equipment, and relocation of retained equipment where required. The fees associated with this element of advice will be included within the above fee.

PRINCIPAL DESIGNER DUTIES (CDM REGULATIONS)

We have pleasure in setting out below our fee to assume the role of Principal Designer under the Construction (Design & Management) Regulations 2015. We shall undertake the duties of a Principal Designer for the duration of the project whilst design work is being undertaken and/or coordinated.

We appreciate that the new regulations impose additional responsibilities on the Client and therefore, in addition to the above, we shall complete the following CDM requirements to assist you in fulfilling your duties under the regulations:

Additional CDM Consultancy Services:

- Issue a form F10 to the HSE
- Ensure the Principal Contractor has the required skills knowledge, experience and organisational capability
- Ensure the appointment of principal contractor in writing
- Ensure the PC carries out their duties
- Review and advise on suitability of the Construction Phase Health and Safety Plan
- Ensure suitable welfare is maintained on site
- Carry out site inspections and hold regular progress meetings to ensure H&S arrangements are being maintained.

Our fee for completing the above would be [REDACTED] excluding VAT

I trust that the above proposal is of interest. If further clarification of matters raised, or additional advice is required, please do not hesitate to contact myself or Angela Seddon direct.

Yours sincerely



Associate Director – National Building Consultancy

I acknowledge and agree to the terms and conditions contained within this letter and wish for CBRE to commence with this instruction.

Name:

Date:

Position:

On behalf of HCA