23rd November 2022

Dear Sir/Madam,

**Re: Croydon College – FECTF Works**

On behalf of Croydon College, I would like to invite you to provide a fee proposal for the provision of **Building Surveyor** for the window replacement and façade renewal of Croydon College.

Project Overview

We are the appointed Project Managers on the following works at the Croydon College:

* External Window Replacement and Façade Renewal Works;
* Anticipated construction period of March 2023 to August 2023;
* Anticipated Construction Cost of £1.8m.

Project Brief

Croydon College have been granted public sector funding as part of the Further Education Capital Transformation Fund, to enable the College to complete essential refurbishment works to the existing College accommodation.

This project will upgrade and improve the existing Croydon campus, assessed as falling within condition categories B-D by the College’s property advisor and the FECDC in 2020. Independent survey reports from 3BM and Martech, commissioned for the development of the 2019 Estates Strategy, identified areas of necessary building condition works to improve the condition of failing external fabric as:

* Exterior stonework repair, localised replacement and cleaning,
* Roofing and guttering replacement,
* Significant window replacement of all remaining single glazed, 1950’s metal framed windows with double glazing.

It should be noted that neither the West End Entrance works, nor the FECTF works includes any internal works and the scope of these projects only include external works.

The College have appointed a Quantity Surveyor who will act as Contract Administrator, and will produce the contract preliminaries, although the successful tenderer will be required to feed into this process.

Scope of Works

A survey of the building is to be carried out with a subsequent report to be prepared with a schedule of works required to allow for pricing. This is to include the following elements:

* Windows to be replaced including any works to reveals internally and externally;
* Repairs, replacement, cleaning and other remedial works required to the external façade;
* Repairs, replacement, cleaning and other remedial works required to the roofs including all works necessary to abutments, parapets, rainwater goods, gullies, valleys, fascias, soffits etc and any remedial works required to roof decking / structure.

The anticipated procurement route is design and build and therefore, the successful consultant will be required produce Employer’s Requirements that can be used to tender for a main contractor.

The successful consultant will also be required to provide technical advisory support to the College during RIBA Stage 5. This will include site visits and general monitoring of the works being completed on site.

Tender Return

Could you please include the following within your submission:

* Fee for undertaking the Building Condition Survey and issuing the subsequent report;
* Fee for producing Employer’s Requirements to be used to procure a main contractor, as well as providing input into the development of contract preliminaries;
* Fee for a RIBA Stage 5 technical advisory role, assuming 5 site visits;
* Details for the point of contact;
* Standard Terms of Engagement;
* 2 References from previous similar works undertaken.

Submissions are to be returned electronically via email to Joe Ayling no later than **5pm on Friday 2nd December 2022.**

I trust the enclosed is clear and look forward to receiving your fee proposal.

Please do not hesitate to contact me should you wish to discuss the above opportunity in greater detail.

Yours Sincerely,

**Joe Ayling**

Project Manager

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