

11 August 2022

Samantha Heynes
Parish Clerk
Cuckfield Parish Council
Queen's Hall
Cuckfield
West Sussex
RH17 5EL

Dear Sam

Re: Cuckfield Village Hall Redevelopment

Thank you for the invitation to provide a further fee proposal for the Cuckfield Village Hall Redevelopment following our recent meeting to discuss the project.

Now that there are two reasonably supportive Pre-apps back from MSDC and the car parking scheme approved by MSDC Planning, the Council would like to move the Village Hall rebuild project to the next stage to obtain more accurate cost information.

This means developing the outline design into a more developed concept design. This will be to RIBA Stage 2 as defined in the RIBA Plan of Work 2020 (copy attached).

The fee will be based on the estimated construction cost and this in turn is based on the current proposed gross internal area (GIA) of the building and the projected construction cost per m2. I have attached a copy of the currently proposed Schedule of Areas based on the outline design we have used for the Pre-app. This is giving a an approximate GIA of 800m2. Using the figures in Andrew's cost report, the estimated construction cost per m2 is circa £2500, giving an estimate of £2m.

As we are not sure at this point how the construction stage will be procured, ie either by Design and Build or Traditional contracting, I propose that my overall fee is only calculated up to RIBA Stage 4 ie up to the end of the design stages. The Architectural fee for the combined RIBA Stages 0-4 inclusive will be 4% of the construction cost, an overall fee of £80,000. This can be split further into the RIBA Stages as follows;

Stages 0-2	1% (25% of overall fee) = £20,000
Stage 3	1.4% (35% of overall fee) = £28,000
Stage 4	1.6% (40% of overall fee) = £32,000

As we have already carried out some of the tasks in Stages 0-2, for the remainder of Stage 2 the fee will be £20,000 less the amount already invoiced for the initial work undertaken on the new Village Hall Pre-apps. I propose that the Stage 2 fee is to be split into two instalments as follows;

Stages 0-2 fee £20,000 - £2,275 = £17,725 ÷ 2 = £8,862.50 instalments

I propose that the form of Appointment will be the RIBA Concise Professional Services Contract 2020 as this is a simplified version of the Standard form and should be appropriate to this project. A sample copy copy is attached.

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I would summarise the proposed architectural input for Stage 2 as follows;

- draft briefs for topographic and arboricultural surveys and request quotes from consultants on behalf of the Council.
- summarise the brief for the new Village Hall so this can be further developed with the key stakeholders ie Pre-school Playgroup
- update brief and SoA as required following consultation
- prepare concept design including drawings, sketches, 3D views and models
- prepare outline specification
- prepare Stage 2 design report including proposals for achieving the Council's ambitions for the design to be sustainable, low energy, low carbon and low maintenance
- make initial studies and investigations into potential structural systems and off-site fabrication to address limited access to the site
- issue drawings and outline specification for Cost Consultant to prepare Stage 2 Cost Plan
- attend meetings with Council's steering group

I hope that this is of interest and I look forward to hearing from you.

Yours sincerely



Peter Liddell

enc. Cuckfield Village Hall Schedule of Accommodation - CVH-SoA-040822
 RIBA Plan of Work 2020
 RIBA Concise Professional Services Contract (sample copy)