



# **EVESHAM TOWN HALL**

## FEE SUBMISSION DOCUMENT FOR INTERIOR DESIGN SERVICES

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5 JUNE 2024

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GEARED UP FOR A CHALLENGE, OUR GOAL IS TO GAIN A COMPLETE UNDERSTANDING OF OUR CLIENT'S NEEDS. WE BEGIN BY ASKING ABOUT YOUR PROJECT REQUIREMENTS, VISION AND OBJECTIVES. WE THEN ALIGN OUR IDEAS WITH YOUR EXPECTATIONS.

THROUGH OUR ATTENTION TO DETAIL AND DECADES OF EXPERIENCE, WE PROVIDE BESPOKE DESIGN SOLUTIONS THAT CATER TO THE UNIQUE NEEDS OF EACH CLIENT AND THEIR BUSINESS.

HSC  
INTERIORS

WE ARE

# OUR EXPERIENCE

A collection of our current & previous commercial clients & project designer experience.



# FEE PROPOSAL

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Fee proposal for **Evesham Town Hall**

Town hall entrance and stairway design development stages breakdown to assist with budgeting for the fit-out stages.

## **1NO. ADDITIONAL 3D VIEW FOR THE GROUND FLOOR ENTRANCE SPACE** (TIMESCALE 1 WEEK)

Produce 3D visual in line with proposed look and feel moodboards with up to 1no. revision.

This fee proposal for this stage is estimated on a time & resource basis with **a fee of £575** excl. VAT to complete the above stage only.

## **RIBA STAGE 3 : DESIGN DEVELOPMENT** (TIMESCALE 4 WEEKS)

Undertake design development work to incorporate collective comments and develop interior design scheme.

Provide sample boards for each space within scope for approval.

3D visuals updated in line with approval of samples boards and design development.

Allowance for 1 design review/presentation of proposed samples on site.

This fee proposal for this stage is estimated on a time & resource basis with **a fee of £1,650** excl. VAT to complete the above stage only.

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## **RIBA STAGE 4 : TECHNICAL DESIGN & SPECIFICATION** (TIMESCALE 5 WEEKS)

Production of drawing and specification package for tender to include:

GA plans

RCP including small power and lighting

Floor finishes

Wall finishes

Interior elevations and sections

Furniture layout and selection / FF&E

Signage & artwork

Door design intent

Specification and design intent for sanitaryware

Bespoke joinery drawings

Full FF&E considerations to include acoustics, decorative lighting, furniture, ironmongery

This fee proposal for this stage is estimated on a time & resource basis with **a fee of £2,200** excl. VAT to complete the above stage only.

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Town hall entrance and stairway design development stages breakdown to assist with budgeting for the fit-out stages.

## RIBA STAGE 5 : CONSTRUCTION

Following receipt of contractor quotations, the HSC team will liaise with client and contractor to ensure the project meets the required budget.

Agree full scope of works with client and contractor to establish timescales of installation.

Liaise with contractor and client to finalise suitable material and finishes selection in line with budget.

Discuss and agree all parties role under CDM where applicable.

Update specification drawings in line with the final agreed scope to enable contractor ordering and manufacturing process to begin.

Support and sign off of details as required with contractor to ensure project meets client expectations and budget.

This fee proposal for this stage is estimated on a time & resource basis with **a fee of £1,760** excl. VAT to complete the above stage only.

## RIBA STAGE 6 : HANDOVER

Provide digital copy of 'As Built' drawings to client in line with site fit out works.

Attend site visit for contractors handover of site to client.

Walk around site with contractor on handover day prior to meeting with client, to agree snagging where applicable.

This fee proposal for this stage is estimated on a time & resource basis with **a fee of £500** excl. VAT to complete the above stage only.

# ADDITIONAL WORKS

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Should the nature, cost or scope of works change significantly from the agreed brief anticipated above, then we would again anticipate agreeing a revised fee with you.

## EXCLUSIONS

- All costs exclude VAT.
- Any areas outside of that outlined on previous page.
- Purchasing/installation of FF&E – however recommendation can be offered as an extra service.
- Design consideration of external signage - however this can be offered as an extra service.
- Lighting calculations (we will advise on design and feature lighting)
- Acoustician calculations - however this can be offered as an extra service.
- If alterations to the design surpass the number stated in the fee proposal, additional revisions will incur a charge of £150 per revision. These costs will be communicated and mutually agreed upon before proceeding with further revisions.
- Submitting for planning permissions and building consent for works to be carried out.
- CGI's standard allowance is one update per image unless stated otherwise. Additional updates are available at a rate of £150 per image.
- Additional site visits to those identified within fee proposal will be charged at a standard day rate of £450/day

## TERMS & CONDITIONS

Due to project stages 1-2 having been carried out previously, we would not issue an invoice for an front payment on this occasion, however we will require receipt of instruction in writing with by email or in the form of a Purchase Order.

Upon completion of each stage, an invoice will be raised and will be payable within 30 days.

If any additional work is required for the project, this will be quoted and invoiced seperatley. If the project timeline requires commencement of the additional works within 30 days of completion of the previous stage, payment is required before the additional works can commence, or no more than 30 days after the date of the invoice if the project timeline does not require commencement of the next stage within 30 days of the date of the invoice.

Please note, if the design process exceeds the expected timeline as stated within the fee proposal above, we may require an interim payment for works carried out to date with the same payment terms as stated above.

This quote is valid for 30 days from the date stated at the top of the quotation.

**DREAM IT.  
DESIGN IT.  
CREATE IT.**

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