

Andrew Jones Associates Ltd: Services

Inception (RIBA Work stages: A-B)

Clients are always encouraged at the outset to commence with a feasibility exercise whereby concept schematics are prepared to assist with brief development and form the basis for budget and project planning advice. An initial introductory site meeting is arranged free of charge for the first hour to enable the design brief, client “wish lists” and scope of Architect services to be clarified and generate a fee proposal.

It is always recommended that the client provides an accurate measured survey information of the property and/or site and advice on any covenants that may restrict development. This can be prepared by the practice in house as a basis for the feasibility exercise and future design development. Alternatively an independent surveying consultant can be appointed by the client direct to prepare the survey.

Interpretation of the conceptual designs is assisted with freehand sketches, which are developed during feasibility review meetings. 3D Computer generated imagery (CGI) visuals can also be prepared to reinforce conceptual designs for an additional fee if requested.

At the end of every feasibility study, it should be possible for the client to make a valued judgment regarding the advancement of the project through the design stage towards planning.

The feasibility exercise will provide an approximate cost breakdown for the project as a whole. It will include advice with respect to the appointment of other consultants such as Structural Engineer; Quantity Surveyor; Arboriculturist; Ecologist; Acoustic Engineer, Energy Consultant; CDM Health and Safety coordinator and Party Wall Surveyor(s).

Beyond inception to Scheme Design and Consents (RIBA Work stages: C to E inclusive)

Scheme Design development based on accurate measured surveys and the preparation and submission of formal applications for Permitted Development; Planning, Listed Building and Building Regulation consent will include all necessary liaison with the Local Authority and independently appointed Design consultants; monitoring of application submissions and discharge of conditions as required.

There will always be an opportunity to tweak and tailor the scheme design during the development stage to suit client and /or Local Authority considerations and feedback. The success of planning applications cannot be guaranteed although every effort is made to ensure clients are aware of the risks and if necessary promote option appraisal; pre-application enquiries and/or multiple submissions to safeguard client interests.

There are occasions whereby the Freehold Owner/Landlord and/or Statutory Undertaker consent is required and this can be covered in this stage.

Beyond consents to project completion (RIBA Work stages F to L inclusive)

The **Technical Production Information** required for:- a) seeking contractor/builder and specialist sub contractor/supplier tender bids and/or quotations; b) e contract negotiations and appointments; and c) complimenting the procurement /implementation process can be tailored to suit clients needs and size of project.

Assistance can be provided with the vetting and formulation of a **tender list** of contractors/builders to suit the project requirements.

A **Contract Administration** service can be provided whereby an appropriate building contract between Client (“Employer”) and the main contractor/builder is prepared and impartially administered between the parties by the Architect. This service will deal with monitoring of progress during the contract period and a specified period beyond completion (*known as a “defects” period*) and inspections to ensure the works fully comply with Local Authority consents; Design /Construction drawings & Specifications; and achieve a good Standard of Workmanship. It will also cover essential administration in connection with formalising contract variations; contract valuations/payments; and final accounting.

As an alternative to Contract Administration an **Architect Consultancy** service on an "as and when required" basis can be offered which covers monitoring and reporting on the building works and assisting with technical queries and disputes etc. This will provide a degree of comfort and possible cost saving where clients feel confident in negotiating and working with contractors; developers and consultants direct.

Additional services

- **Party Wall negotiations.** *This can range from simply assisting with the serving of Party Wall notices and preparation of schedules of conditions of neighbouring properties who consent to the works to providing Full Party Wall Surveyor service and preparing Party Wall Award documentation if adjoining owners dissent to the works.*
- **Professional Consultant Certificates.** *These can be issued to suit the requirements of funding banks and mortgage lenders etc if necessary.*
- **3D Computer generated imagery (CGI) visuals.**
- **Lighting design**
- **Bathroom interior design**
- **Kitchen master planning**
- **Expert Witness/Adjudication/dispute resolution**

Architect fees

- **Introductory meetings** are free of charge for the first hour although charity donations to one of Andrews supporting charities is welcomed. (viz; **MS Society UK; Halow Project; or Shelter UK**)
- **Feasibility exercise fees** are typically charged as a lump sum fee. These are typically in the region of £750 to £1,000.00 for small scale domestic alteration and extension projects and £1,500.00 to £3,000.00 net for large scale residential and commercial development projects.
- Fees for **partial or full Architect services** covering **RIBA work stages A - L inclusive** are normally negotiated as a lump sum once the brief has been developed and budget constraints clarified at the outset. For budget guidance purposes you should note the following:-
 - **WORK STAGE: C, D & E:** Scheme Design; Planning & Building Regulation applications. (*Fees are typically in the region of 40% of the total Architect fee* beyond inception stage.*)
 - **WORK STAGE: F, G & H:** Specification writing; construction drawing package; and competitive tender action. (*Fees are typically in the region of 35% of the total Architect fee* beyond inception stage.*)
 - **WORK STAGE: J, K & L:** Contract Administration. (*Fees are typically in the region of 25% of the total Architect fee* beyond inception stage.*)

(Note: * For budget guidance purposes you should note the "Total Architect fee" is typically 15 % of the contract "construction cost" including buildings services in the region of £100K net; 12% in the region of £500K net; and 9% in the region of £1 million net). "Construction cost" does not include elements of the works that do not form part of the contract or fall under the Architects design/procurement remit (e.g. Kitchen installation packages and supply costs of sanitary ware etc)

- Fees for **additional time and expense** incurred due to additional services related to significant authorised design variations to completed/approved work or any authorised "other activity" not covered in the fee proposal (e.g. Consultancy service; Planning Appeals; Party Wall Negotiations; Interior design; Landlord consultation; Expert Witness /Dispute resolution etc.,) will be negotiated on an hourly rate basis. Current hourly rate charges are as follows:-
 1. *Senior Architect/Designer: £135.00 per hour;*
 2. *Senior Architectural Assistant: £95.00 per hour;*
 3. *Junior Assistant: £50.00 per hour).*
- **Invoices** for fees and expenses are normally submitted monthly on account with strict 14-day credit terms being applicable. Interest at the rate of 8% above current Bank of England Bank base rate will be charged on late payment. VAT (20%) is added to fees and expenses.
- **Expenses** properly incurred in connection with my appointment will be charged in addition to fees and will include the cost of printing; copying; postage; site location plan purchase; travel, and contract documentation, etc. A schedule of standard charges in connection with printing costs can be provided if required. Mileage rates are charged at 55 pence per mile. Telephone/ e-mail charges may be deemed included in the percentage, hourly rate and/or lump sum fees. Fees

charged by Local Authority and independent Design Consultant fees are normally expected to be paid by clients direct or covered as **disbursements** by agreement with up to 15% mark up added.

Terms of appointment

- Appointment terms are in strict accordance with the **RIBA Standard Form of Agreement**. A copy is normally attached to the fee proposal and can be made available in advance if necessary upon request.
- Architects are subject to the disciplinary sanction of the **Architects Registration Board (ARB)** in relation to complaints of unacceptable professional conduct or serious professional incompetence. Andrew Jones Associates Ltd has a complaints procedure in place and a copy can be provided upon request.
- Andrew Jones has a “Chartered Architect” status being a member of the **Royal Institute of British Architects (RIBA)**.
- Andrew Jones Associates Ltd is an “**RIBA Chartered Architect Practice**”. The RIBA offer an additional facility for complaints.
- Andrew Jones Associates Ltd has effective mandatory **Professional Indemnity Insurance (PII)** in place and evidence can be provided upon request.

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