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BArch (Hons). MA

AA Professional Practice

RIBA Part 3

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Paper 1 Submission



PRIDY SQUARE, CROYDON

PROPOSAL FOR SERVICE

FOR PYDL

CONTENTS

For Internal Use Only

0.0	Project Description	<i>Page 4</i>
1.0	Risk Assessment	<i>Page 8</i>
2.0	Regulatory Framework Statement	<i>Page 14</i>
3.0	AAA Resource Plan	<i>Page 21</i>
4.0	Schedule of Consultants	<i>Page 26</i>

For External Use

5.0	Fee Proposal	<i>Page 30</i>
6.0	Project Programme	<i>Page 33</i>
7.0	Procurement Strategy	<i>Page 34</i>
8.0	Cost Strategy	<i>Page 39</i>
9.0	AA Appointment	<i>Page 41</i>

	<i>References</i>	<i>Page 42</i>
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INTERNAL COMMUNICATIONS

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0.0 PROJECT DESCRIPTION



Site location of the Borough of Croydon within the context of Greater London.

0.1 Purpose

The purpose of this document is to set out AA Architect's appraisal for the feasibility of developing The Priddy Square Site for a potential client, PYDL. The document evaluates key factors of the Business Case and will thus determine the level of commercial viability for any potential development. The information in this document has been compiled to prepare advice for the client submission and is also intended to guide AA Architects on determining the suitability of this project within our evolving portfolio of high quality and sustainable mixed-use schemes. The document also contains a proposal for AA Architect's full scope commission for RIBA Stages 0-6 should the project commence.

0.2 Project Summary

The site is located in the Central Croydon Conservation area, considered to be the commercial and civic heart of the borough. It has also been designated as an Archaeological Priority Zone with previous archaeological finds including Mesolithic, Neolithic and Roman artefacts. The conservation area includes significant heritage assets such as the 16th Century Grade I Listed Whitgift Almshouses, previously known as the 'Hospital of the Holy Trinity' and the Surrey Street Market, one of the oldest Markets in London still in continuous use. Currently the predominant land uses in the conservation area are commercial and retail.

0.0 PROJECT DESCRIPTION



Location of the Priddy Square site in the Central Croydon Conservation Area

The London Plan 2021 identifies Croydon Town Centre as a Metropolitan Centre, Opportunity Area and a Strategic Outer London Development Centre. The Croydon Opportunity Area Framework has outlined objectives that seek to attract significant numbers of new homes to the area, to promote the reinvigoration of the retail core and to develop the commercial sector. The development potential within the area is supported politically by both the Mayor of London and Croydon Council who are both keen to see a change and growth in the area.

Within the immediate context of the site, there is an existing unoccupied three-storey building with former retail use. It is located at the end of Church Street on Crown Hill, identified by its steep incline and architectural variety. Crown hill is reserved for pedestrians and trams which run one way from George Street. The site is located within a protected view of the Whitgift Almshouses from Church Street. The existing building itself has been identified as a Post-War Building (1945+) in the Central Croydon CAAMP (Conservation Area Appraisal and Management Plan) SPD. Yet it has been further described as being a “modern infill development” that is “time expired” and detracts from the special character of the conservation area. PYDL have expressed an interest in purchasing and developing the site with a view to enhancing its commercial potential. They have further articulated a strong desire to adopt a sustainable approach to any future development which is well-aligned to AA Architect’s own practice ethos.

0.0 PROJECT DESCRIPTION

0.3 Assumptions

For the purpose of compiling this document, the following assumptions have been made:

Client

Priddy's Yard Development Ltd. (PYDL)

PYDL is an experienced property developer with a vast portfolio of successful small and medium scale developments across London. They are a commercial client and have considerable experience in mixed-use, new build and refurbished sites.

AA Architects have not previously worked with PYDL.

Local Authority

The London Borough of Croydon.

Project Duration

It is assumed that should PYDL bid successfully for the site, and the proposed development be granted planning permission, that the project will continue until completion.

It is assumed that AA will be appointed for its architectural services and will submit a full scope of works for RIBA Plan of Work 2020 Stage 0 – 6 accordingly.

Additional services required for post-occupancy evaluation monitoring at RIBA Stage 7 will be provided upon written client request and charged as a separate fee.

The Site

The site is not owned by PYDL. It is currently unoccupied and has been for the past 6 months.

The site is within the archaeology priority zone.

The site is located within a conservation area.

The site has opportunity area status.

The existing building within the site is not a listed building. It is assumed the existing building was built prior to 2000.

There are no covenants attached to the land that will restrain future use or development.

There is restricted vehicular access to the site.

Development Area

Existing 1560m² over 3 storeys.

Ground Floor 310m²

First Floor 625m²

Second Floor 625m²

Party Walls and Existing Frontages

The existing building has a secondary retail frontage on Church Street.

There are existing party walls with the two neighbouring buildings on Church Street and also a further party wall to the rear of the site boundary.

It is assumed all of the neighbouring buildings with shared party walls are within Use Class E.

Use Classes

PYDL would like to explore a mixed-use development with preference to Use Class E - *Commercial, Business and Service*, as defined by the Town and Country Planning (Use Classes) Order 1987 (amended 2020).

The existing building is currently defined as Use Class E(a) - *Display or retail sale of goods, other than hot food*.

0.0 PROJECT DESCRIPTION

Planning

There have been no previous planning applications submitted for this site.

CDM Regulations 2015

It is assumed that AA Architects could also be appointed as Principal Designer under the Construction (Design and Management) Regulations 2015, and will enter into a separate Professional Services Contract with the client on this basis.

This service will not be included in AA Architect's scope of works and will be charged as a separate fee.

Consultants

It is assumed that all consultants will be directly appointed by PYDL.

Building Contract

A preferred procurement route and building contract have not been discussed at this stage.

Funding



The target budget for the development has not been disclosed at the stage.

The funding method also has not been disclosed at this stage.

1.0 RISK ASSESSMENT

1.1 SWOT Analysis

The strengths, weaknesses, opportunities and threats presented by the project:

	Strengths
Suitability	<p>Successful completion of this medium-scale project would support the ‘steady and manageable growth’ of the practice</p> <p>The project would suit the scale of AA Architect’s current portfolio.</p>
Experience	<p>AA Architects is well resourced with good in-house experience in mixed-use, residential, refurbishment and sustainable developments that would suit the project requirements.</p> <p>The client is an experienced developer so will be aware of additional costs such as planning application fees, survey fees or other consultants’ fees etc.</p>
Resources	<p>AA Architects is nearing completion on several ongoing projects elsewhere in the practice so would have available resources to start a new project without delay.</p> <p>The practice has suitable resources available for staff such as computers and BIM (Building Information Modelling) licenses ensuring there would be no delay in starting the project.</p> <p>AA Architects has good experience with BIM so could accurately test possible feasibility options and assess site restrictions at an early stage.</p>
Practice Ethos	<p>The location of the development in Croydon, which has been identified as an area needing urgent regeneration, would complement the practice’s social ethos of reinstating ‘<i>people, communities and places as the central focus of architectural work</i>’.</p> <p>The client has similar business objectives of prioritising sustainability and regeneration in their projects.</p>
Reputation	<p>AA Architect’s successful reputation has enabled the potential for a long-lasting business relationship with a new client.</p>
Additional Services	<p>AA Architects can provide additional services to the client such as the Principal Designer role, Contract Administration and post-occupancy monitoring if required.</p>
	Weaknesses
Experience	<p>AA Architects does not have any strong in-house experience of heritage projects or developments within conservation areas.</p> <p><i>AAA to advise the client of the necessity to seek early consultations with the local planning authority and a conservation officer to obtain suitable pre-planning advice.</i></p> <p>AA Architects has not undertaken any previous work in the Borough of Croydon and as such is not familiar with its Local Plan and Statutory Policies.</p> <p><i>AAA to seek early consultation with the local planning authority and establish a relationship with the Borough. Research into the key regulatory frameworks affecting the development will also be required.</i></p> <p>AA Architects has not previously worked with PYDL so is not familiar with their style of working.</p> <p><i>A clear line of communication should be established. AAA to request a named client representative to act as the main point of contact to avoid lack of co-ordination. AAA to further inform the client of the expectation for any appointment to be via a standard professional services contract such as the RIBA PSC 2020 and will consult a solicitor to advise on any client agreements.</i></p>

1.0 RISK ASSESSMENT

Strategic Brief	<p>The value of the project and specific outcomes of the strategic brief have not yet been fully established.</p> <p><i>AAA to submit a fee proposal based on previous experience and assumptions of the client brief to date. This will be made clear to the client upon presentation of the submission. AAA to suggest a pre-commencement workshop with the client to further discuss their intentions for the project and to clarify any grey areas.</i></p>
Project Team	<p>No other consultants have been appointed for the project.</p> <p><i>AAA to communicate clearly and openly with the rest of the project team, especially if the appointed consultants to be appointed are unfamiliar. There should be a good level of co-ordination as part of the professional service provided to the client.</i></p>
Project Costs	<p>A target project budget has not been disclosed at this stage of the project.</p> <p><i>AAA to clarify the financial aspirations of the project prior to providing any detailed advice. AAA to inform the client that any fee proposal submitted prior to this clarification will be based on previous experiences of similar developments and shall only be used on an indicative basis to guide discussions about the project's potential.</i></p> <p>An existing structure on site will require several initial surveys to be completed to determine the feasibility of the project incurring upfront costs.</p> <p><i>AAA to make the client aware of the requirement for any external services that will facilitate the development of the project and of any costs to be incurred as a result.</i></p>
Project Security	<p>There is no guarantee that the project will commence as the client has not yet purchased the site.</p> <p><i>To mitigate the risk of unknown financial stability and project uncertainty AAA should ensure that there is a variety of projects in the office to stabilise the cashflow of the practice and that employees are evenly distributed across the practice workload requirements. AAA to monitor the resource plan and update accordingly. The resource plan should incorporate all project work expected for the next year in order to make a suitable financial forecast for the practice.</i></p> <p>There is no guarantee that AA Architects will be appointed for all work stages across the project should the project go ahead.</p> <p><i>AAA should consider charging higher fees in the earlier work stages where our input to the project is more valuable.</i></p>
Planning Feasibility	<p>As there has been no previous planning applications for the site there is uncertainty regarding the feasibility of securing planning permission.</p> <p><i>AAA to encourage the client to seek early consultation with the local planning authority to understand the potential for development on the site.</i></p> <p>The location of the site in a conservation area will restrict the potential development in terms of the form, scale, materiality and use of the site and extensively dictate the project outcomes.</p> <p><i>AAA to consult the local planning authority and conduct thorough research into the key regulatory frameworks to understand how this will affect the development.</i></p> <p>There is existing secondary retail frontage on the existing building. The council would be unlikely to approve a change in use for the ground floor level as it is located in the retail core. Commercial use of the ground floor would only be acceptable if an active retail frontage is retained.</p>

1.0 RISK ASSESSMENT



Opportunities

Services	Opportunity for additional services to be provided such as Contract Administrator and Principal Designer to be charged as an additional fee and would ensure the project will be more profitable for the practice.
Future business	Opportunity to develop the skills and reputation of AA Architects. Successful completion of the project in Croydon could lead to further work in the South London area, potentially on other local regeneration projects in Croydon.
Development potential	The type of development sought by the client is within the same use class as the existing building. Use Class E - <i>Commercial, Business and Service</i> . This type of development also been identified in the Croydon Opportunity Area Framework and Local Plan which increases the chance of gaining planning approval.
	Opportunity to fulfil the residential requirements of the Local Plan by either a change of use on the second floor or the possibility of proposing an extension to the existing building to match the height of neighbouring buildings.
	Opportunity to redevelop the external façade to ensure it is more aligned to the materiality of the conservation area and no longer detracts from its heritage surroundings. A similar architectural palette would enhance the conservation area and improve the protected view of the Grade 1 Listed Whitgift Almshouses.
Refurbishment	Could enhance the performance of the existing building comparable to a new build development using the BREEAM Refurbishment and Fit Out (RFO) technical standard to assess and alleviate sustainability related issues.
	Could provide an earlier start on site and shorter construction period, ensuring more speed to market.
	Would reduce project expenses, thus more of the budget could be spent on the internal fit out and furniture. It would also ensure a minimal amount of CIL (Community Infrastructure Levy) would be payable.
	Refurbishment only would ensure the scheme would be considered as a minor development, with a shorter statutory determination period of 8 weeks required.
Extension	Potential to extend the development by adding additional floors to the existing structure would increase the rentable floor area.
	Could give the project more flexibility of uses.
New Build	Would allow for optimum environmental performance. The life cycle costs could exceed those of a refurbishment with modern sustainability techniques.
	Inclusive design standards that meet the current building regulations could be easily implemented.
	Could provide more design flexibility.
Materiality	The re-use of building materials could reduce project costs and would ensure the project is more sustainable.
	Off-site manufacturing such as DFMA (Design for Manufacture and Assembly) could be a solution for the on-site construction restraints and could reduce project costs.

1.0 RISK ASSESSMENT



Threats

Liability	<p>An offer of appointment under a bespoke contract has the potential for AAA to incur extra liability and could contain unfair terms and conditions.</p> <p><i>AAA to ensure the standard professional contract terms and conditions are implemented within any bespoke contract and review client agreements with both a solicitor and PI insurers.</i></p> <hr/> <p>It is not known whether there will be any third-party involvement in the project.</p> <p><i>AAA to source information about potential third-party funders and to assess any associated risks regarding Collateral Warranty Agreements or liability in tort.</i></p>
Copyright	<p>If the copyright is transferred to the client there is a risk that they could terminate their appointment with AA Architects and pass the copyright license to a new architect to develop the project. AAA's copyright design proposal could be further used on other future business opportunities of which AA Architects would see no benefit.</p> <p><i>AAA to ensure they retain copyright of any proposed development and should only give the client permission to use the copyright license during the project.</i></p>
Cashflow	<p>The lack of financial clarity regarding all aspects of the project could threaten the viability of the project and the guarantee of dependable income for AA Architects.</p> <p><i>AAA may need to check the financial track record of the client prior to entering into a Professional Services Contract to ensure there are sufficient funds available to pay for all consultant fees and any further project associated costs.</i></p> <hr/> <p>A complete re-development of the site would take longer to design and construct and thus restrict immediate cashflow for the client. The longer the asset is redundant the greater the risk for the client on initial investment returns.</p> <p><i>Given the instability of present market conditions due to the pandemic, the client could consider an interim low-cost refurbishment option that could provide an income stream while the design is finalised. This would be supported by the local council as it has identified the temporary occupation of empty buildings and sites as having potential opportunity for uses by creative, cultural and local organisations and others that would contribute to regeneration and enhance the area's character and vitality.</i></p>
Resources	<p>There is a risk of experienced members of AA Architects leaving the practice subsequent to agreeing the scope of services and being formally appointed by the Client.</p> <p><i>AAA to update the resource plan accordingly and monitor the cashflow of the practice. If necessary, AAA should outsource work for an interim period to sustain project resources while recruitment processes are in place. AAA to also consider reducing the scope of works if there is any potential for an under-resourced team likely to affect the success of the project. AAA will immediately inform the client if there is confirmation of any change to the project architect.</i></p>
Disputes	<p>There is potential for disputes with the neighbouring buildings who have shared party walls with the site.</p> <p><i>AAA to ensure the client correctly serves Party Wall Notices to all adjoining neighbours and consults an independent surveyor to assess the development.</i></p> <hr/> <p>There is risk of local objection during the community engagement process.</p> <p><i>AAA to seek early consultation with the local community to incorporate their views into the proposal. AAA should also conduct thorough research into local planning policies to ensure any proposal is sympathetic to the local character.</i></p>

1.0 RISK ASSESSMENT

Construction	<p>There is a risk that the Covid-19 Pandemic may affect the construction programme which could cause delays and result in additional expenses.</p> <p><i>The mitigation for this option should be detailed in the building contract terms. AAA to recommend the client has a contingency plan in place should such a risk arise. AAA to keep up to date with any government or other professional advice such as via the RIBA.</i></p>
	<p>There is lack of vehicular access to the site and close vicinity to a tramline which is in constant use and will severely constrain the logistics of the construction site. Therefore, a new build or extension would be a more difficult option than refurbishment.</p> <p><i>AAA to advise the client to seek early consultation with the Local Planning Authority and to notify TFL as required. AAA to recommend that the client appoint a specialist transport consultant to provide specialist advice in this area. AAA to also recommend early contractor involvement in the project to suitably plan how work could be carried out.</i></p>
Refurbishment	<p>Retrofitting the existing building may cause additional costs if accommodating multiple land uses such as ensuring there are suitable means of escape and inclusive design for all future occupants.</p> <p><i>Following analysis from initial surveys, AAA should assess the design implications of each option in their feasibility study and report any concern of increased costs to the client.</i></p>
	<p>There is risk of extensive damage to the existing building that could result in increased project costs, increased risk to health and safety during construction thus rendering the option of refurbishment unachievable.</p> <p><i>AAA to inform the client of the importance of obtaining initial surveys such as structural and asbestos to determine the viability of each design option.</i></p>
Extension	<p>There is potential for height restriction for the development given its location in a conservation area. It is unlikely that there is scope to extend beyond 2-3 storeys higher than the existing building, as this matches the surrounding townscape.</p> <p><i>This option would require early consultation with the local planning authority to discuss the potential for the development.</i></p>
	<p>Additional floors may not be possible if the existing building cannot support any further loads.</p> <p><i>This will need to be confirmed by a structural survey.</i></p>
	<p>Additional floors may also increase the amount of development charges payable such as CIL and could change the project status into a major development which would increase planning response time to 13 weeks.</p>
New Build	<p>Demolition would be difficult considering the extent of the existing party walls, the central town location and restricted vehicular use of the site. There is also a risk of the possible presence of asbestos which makes this process more complex.</p>
	<p>Demolition would incur further costs and a longer project programme.</p> <p><i>The programme could be reduced with a suitable procurement method that allows for an overlap of the design and construction phases.</i></p>
	<p>There is increased archaeological risk with demolition and ground works as it may prompt the council to become involved and require an archaeological inspection of the site. Any site discoveries could cause significant delay the project.</p>

1.0 RISK ASSESSMENT

1.2 Conclusion

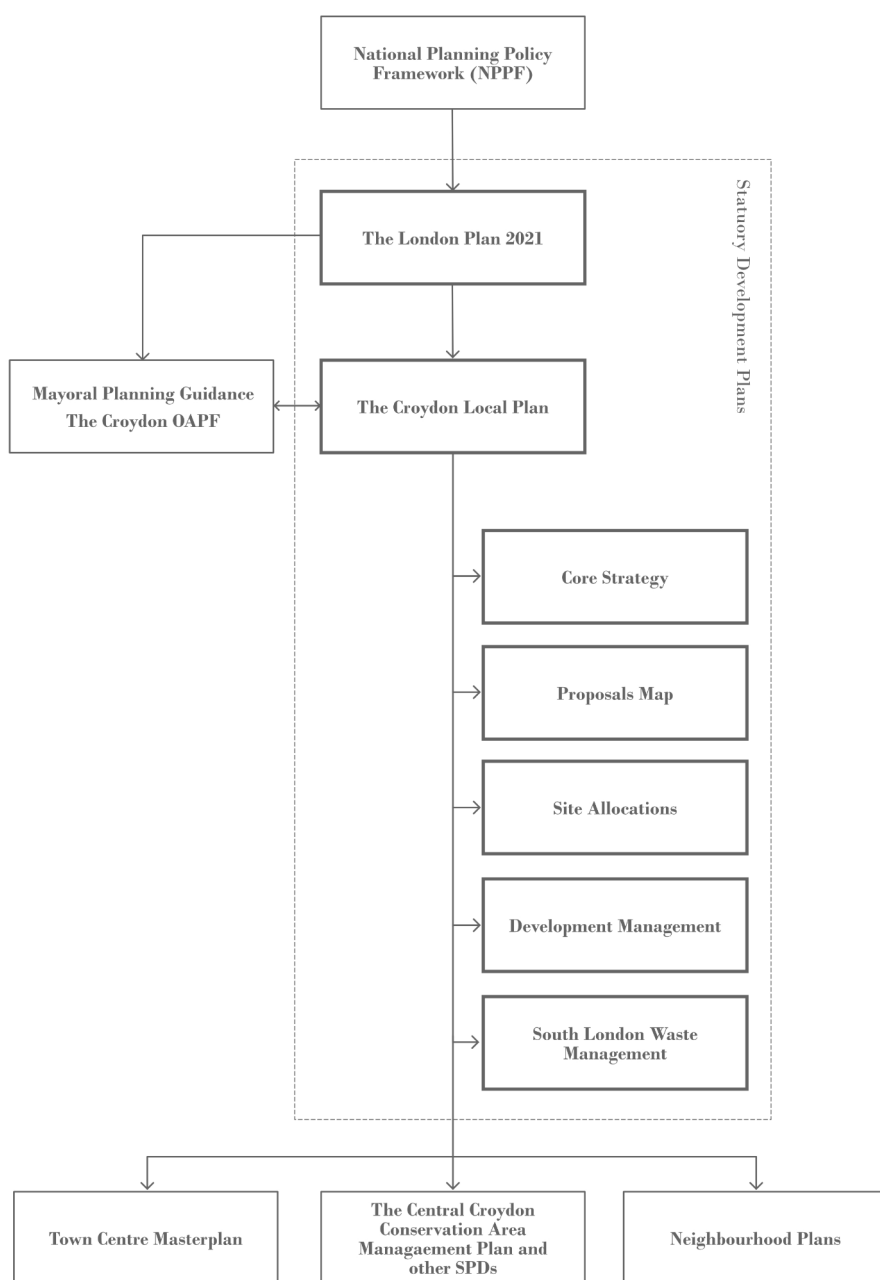
It is evident from the SWOT analysis that there are several key risks involved in the project which should be carefully considered by both the client and AA Architects. However, there is also clear opportunity to mitigate any of the threats to the viability of the project through careful planning, early specialist involvement and suitable project measures in place such as cost control procedures, a clear resource plan, an up-to-date programme and health and safety strategies. A risk-assessment log will be kept by AA Architects and revised throughout the scheme to identify the foreseeability and impact of any further risks.

All options for the design of the site shall be discussed in more detail during RIBA stages 0-1 upon the formal appointment of AA Architects. The priority of time, cost or quality can greatly influence the design and construction process of a development and therefore establishing how the client will define the value of their project aspirations is fundamental to efficiently guide the feasibility process further.

2.0 REGULATORY FRAMEWORK

2.1 Regulatory Framework

The successful delivery of this project is reliant on full compliance with several statutory frameworks. The relevant legislation will not only dictate the course of the project but continue to affect the building throughout its lifespan. The following matrix sets out the key regulations that are applicable to Priddy's Square, with any associated risks. It includes planning policies, building standards, legal agreements and design and construction health and safety regulations. The matrix will help to inform all ingredients necessary to execute the project efficiently, including the resource plan, fee proposal, project programme and procurement route.



The regulatory planning framework for Croydon. A hierarchy of the Statutory Development Plans and other material planning considerations.

2.0 REGULATORY FRAMEWORK

Planning

■ High risk
■ Medium risk
■ Low risk

Key Legislation		
Town and Country Planning Act 1990	<p><i>The basic system of development plans, development control and enforcement.</i></p> <p><i>Full planning permission is required.</i></p>	
Town and Country Planning (Use Classes) Order 1987	<p><i>Sets out the use class for planning permission.</i></p>	
Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2015	<p><i>Sets out the classes of development for which the grant of planning permission is automatically given.</i></p> <p><i>Of relevance is Part 3 - Class G and D and Part 4 Class D. A lawful development certificate would be recommended to confirm any potential development sought under this legislation is acceptable.</i></p> <p><i>Article 4 Directions are powers by the local planning authority to remove permitted development rights.</i></p> <p><i>There are currently no Article 4 Directions in place that apply to the Croydon Conservation Area but the council maintains a right to serve an Article 4 Direction as deemed appropriate to protect the special character of the area.</i></p>	
Planning (Listed Buildings and Conservation Areas) Act 1990	<p><i>Development in a conservation area must “preserve or enhance” the appearance of the Conservation Area.</i></p>	
Key Policies		
National Planning Policy Framework (NPPF)	<p><i>Sets out the Government’s planning policies for England and how these should be applied. Policies are covered in local plans.</i></p> <p><i>Paragraphs 7-14 – Achieving sustainable development</i></p> <p><i>Paragraph 20 – Strategic policies</i></p> <p><i>Paragraph 24 – Maintaining effective cooperation</i></p> <p><i>Paragraph 39,46 – Pre-application engagement</i></p> <p><i>Paragraph 80 – Building a strong, competitive economy</i></p> <p><i>Paragraph 85-86 – Ensuring the vitality of town centres</i></p> <p><i>Paragraph 91-92 – Promoting healthy and safe communities</i></p> <p><i>Paragraph 102 - Promoting sustainable transport (the impact of development on transport networks)</i></p> <p><i>Paragraph 118, 120 - 121 – Making effective use of land</i></p> <p><i>Paragraph 124-132 – Achieving well designed places</i></p> <p><i>Paragraph 149-154 – Planning for climate change</i></p> <p><i>Paragraph 180-182 – Health and air quality management</i></p> <p><i>Paragraph 184-190 – Conserving and enhancing the historic environment</i></p> <p><i>Paragraph 200-201 – Conservation areas</i></p>	
The London Plan 2021	<p><i>Policy SD1 – Opportunity areas</i></p> <p><i>Policy SD6 – Town centres and high Streets</i></p> <p><i>Policy SD7 – Town centres: development principles and Development Plan documents</i></p> <p><i>Policy SD8 – Town centres: network</i></p> <p><i>Policy SD9 – Town centres: local partnerships and implementation</i></p>	

2.0 REGULATORY FRAMEWORK

	<p> <i>Policy SD10 – Strategic and local regeneration</i> <i>Policy D3 – Optimising site capacity through the design-led approach (circular economy)</i> <i>Policy D4 – Delivering good design</i> <i>Policy D5 – Inclusive design</i> <i>Policy D11 – Safety, security and resilience to emergency</i> <i>Policy D12 – Fire safety</i> <i>Policy D14 – Noise</i> <i>Policy E9 – Retail markets and hot food takeaway</i> <i>Policy HC1 – Heritage, conservation and growth</i> <i>Policy HC3 – Strategic and local views</i> <i>Policy HC4 – London View Management Framework</i> <i>Policy SI1 – Improving air quality</i> <i>Policy SI2 – Minimising greenhouse gas emissions</i> <i>Policy SI3 – Energy infrastructure</i> <i>Policy SI4 – Managing heat risk</i> <i>Policy SI5 – Water infrastructure</i> <i>Policy SI6 – Digital connectivity infrastructure</i> <i>Policy SI7 – Reducing waste and supporting the circular economy</i> <i>Policy SI13 – Sustainable drainage</i> <i>Policy T1 – Strategic approach to transport</i> <i>Policy T7 – Deliveries, servicing and construction</i> </p>	
The Croydon Local Plan	<p> <i>SP1: The places of Croydon</i> <i>SP3: Employment</i> <i>SP4: Urban design and local character</i> <i>SP6: Environment and climate Change</i> <i>DM4: Development in Croydon Metropolitan Centre, District and Local Centres</i> <i>DM10: Design and character</i> <i>DM11: Shop front design and security</i> <i>DM12: Advertisement hoardings</i> <i>DM13: Refuse and recycling</i> <i>DM16: Promoting healthy communities</i> <i>DM17: Views and landmarks</i> <i>DM18: Heritage assets and conservation</i> <i>SP6: Environment and climate change</i> <i>DM23: Development and construction</i> <i>DM29: Promoting sustainable travel and reducing congestion</i> <i>DM38: Croydon Opportunity Area- Specific development management policy</i> </p>	
The Croydon Opportunity Area Framework	<p> <i>Paragraph 1.10, 4.15, 4.24-6, 4.33, 4.35 – Opportunity for the retail core</i> <i>Paragraph 1.1, 1.6, 1.8, 2.8-10 – Growth and regeneration</i> <i>Paragraph 1.12, 2.24, 3.21, 3.27– Enhancing the character of the area</i> <i>Paragraph 2.1, 2.5, 2.7 – Existing site context</i> <i>Paragraph 2.23, 3.16 – Potential for mixed use</i> <i>Paragraph 4.13-14, – Proposed land use</i> <i>Paragraph 4.36 – Temporary use</i> <i>Paragraph 4.68 – Decentralised energy</i> <i>Paragraph 6.33-4 – Tall buildings</i> <i>Paragraph 9.6, 9.15-7 - Delivery approach</i> <i>Paragraph 9.46-50– Community Infrastructure Levy (CIL) and Section 106 funding</i> </p>	
The Croydon Central Conservation Area Management Plan SPD	<p> <i>Paragraph 2.3 – Archaeological priority zone</i> <i>Paragraph 3.2.3, 4.1.3, 5.3.3 – The significance of the Whitgift Almshouses</i> <i>Paragraph 3.1.5, 5.2.3 – Crown Hill</i> <i>Paragraph 4.2.2 Existing land uses in the conservation area</i> <i>Paragraph 4.4.2 Existing ground level</i> <i>Paragraph 4.4.3 – Existing key views (2. Whitgift Almshouses from Crown Hill)</i> </p>	

2.0 REGULATORY FRAMEWORK

	<p>Paragraph 6.1.1 – The general character of the Central Croydon Conservation Area</p> <p>Paragraph 6.2.20 – Designation of the site as detracting from the conservation area</p> <p>Paragraph 7.3 – Threats to the conservation area</p> <p>Paragraph 8.1.1, 8.1.3-4 – Demolition in the conservation area</p> <p>Paragraph 8.2.4 – Active ground floor levels</p> <p>Paragraph 8.2.5-6, 8.9.2 – Materials in the conservation area</p> <p>Paragraph 8.3.2, 10.0.1-2 – Opportunities to enhance the conservation area</p> <p>Paragraph 8.5.1, 8.6.1 – Shopfronts and signage</p> <p>Paragraph 9.0.1-2 – Maintenance of properties</p> <p>Paragraph 11.0.1 – Additional Considerations</p> <p>Paragraph 11.4 – Article 4 Directions</p> <p>Paragraph 11.5 – Compliance with Building Regulations</p> <p>Paragraph 11.6 – Planning enforcement</p> <p>Paragraph 11.7 – Archaeological Investigations</p>	
Archaeological Priority Zone	<p>If the site is identified as having potential archaeological significance, applicants will be required to undertake an archaeological desk-based assessment and, if necessary, a field investigation.</p> <p>The council will notify the client for the need to conduct a full archaeological survey if grounds work construction is considered.</p>	
Key Regulations		
Community Infrastructure Levy Regulations 2010	<p>Community Infrastructure Levy (CIL and MCIL) is a planning charge that is applicable to all developments creating 100sqm+ of new floor space.</p> <p>CIL is to be spent on infrastructure schemes, facilities and services such as schools. The CIL schedule is set out in paragraph 9.48 of the Croydon Opportunity Area Framework.</p> <p>The MCIL is charged in London to help finance the Elizabeth rail for Crossrail. In Croydon, the MCIL is charged at £25 per sqm.</p> <p>A Section 106 Agreement can be charged on top of CIL contributions. It is a legally binding agreement with the local planning authority to help mitigate any negative impacts from a new development on the local community and infrastructure. Not all developments are liable to a S106 agreement and applicants will be notified of its applicability during the planning consultation period.</p>	
Key Standards		
CLOCS Standards (Construction Logistics and Community Safety)	<p>A framework to regulate safety of construction vehicle journeys. This will be of relevance to the contractor and will inform the CDM Construction Phase Plan.</p> <p>CLOCS case study for the London Borough of Croydon states the following:</p> <p>Any project with part of the site boundary within 10m of the tram track will need to consult with TFL Trams in relation to Construction Logistics arrangements as well as the London Borough of Croydon.</p> <p>No site traffic shall deliver to site or arrive in proximity to the site between 7.30-9.30am and 4- 6.30pm except concrete deliveries. Sites are instructed to display the hours of delivery and are accountable to the public.</p>	

2.0 REGULATORY FRAMEWORK

Design

■ High risk
 ■ Medium risk
 ■ Low risk

Key Legislation

Building Act 1984	<i>Legislation concerning the construction process, the design and specifications for buildings and their component parts, and related matters, in England and Wales. This act governs the building regulations.</i>	
The Party Wall Act 1996	<i>Procedure for resolving disputes between owners of neighbouring properties, arising as a result of one owner's intention to carry out works which would affect the party wall.</i>	
Rights of Light Act 1959	<i>A law of property relating to an easement (right) whereby a building has the right to receive sufficient natural light through defined apertures to allow a building to be used for its ordinary purpose.</i>	
Climate Change Act 2008	<i>A long-term legally-binding framework to tackle climate change and includes a target to reduce greenhouse gas emissions by at least 80% by 2050. This act is particularly important for the retrofit of buildings to meet energy efficient standards.</i>	
Sustainable and Secure Buildings Act 2004	<i>To improve the sustainability of building and covers the design, construction and demolition of buildings and encourages the whole life-cycle to be considered. Further powers under the Building Act 1984.</i>	

Key Regulations

The Building Regulations 2010	<i>Detailed technical and procedural rules governing building control by Local Authorities. It regulates the design and construction of buildings and the provision of services, fittings, fixtures and equipment. All new development should comply with the Building Regulations.</i>	
The Building Regulations Approved Documents	<i>Contain practical guidance with respect to the requirements of any provision of the Building Regulations.</i> <i>Part A – Structural safety</i> <i>Part B – Fire safety</i> <i>Part C – Site preparation</i> <i>Part D – Toxic substances</i> <i>Part E – Resistance to the passage of sound</i> <i>Part F – Ventilation</i> <i>Part G – Sanitation, hot water safety and water efficiency</i> <i>Part H – Drainage and water disposal</i> <i>Part K – Protection from falling, collision and impact</i> <i>Part M – Access to and use of buildings</i> <i>Part L – Conservation of fuel and power</i> <i>Regulation 7 – Materials and workmanship</i>	

Key Standards

The British Standards	<i>Standards of good quality and good practice. Most construction contracts require the design to conform to British Standards and oblige contractors to use materials and goods to conform to British Standards.</i>	
BREEAM Standards	<i>Method of assessing, rating, and certifying the sustainability of buildings.</i>	

2.0 REGULATORY FRAMEWORK

Health and Safety

■ High risk
 ■ Medium risk
 ■ Low risk

Key Legislation

Health and Safety at Work Act 1974	<i>Primary act that governs almost all health and safety law. Places a duty on those in control of a premises to ensure, as far as is reasonably practical, that premises will be safe and without risk to health at all times when used by a person at work.</i>	
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Key Regulations

Construction (Design and Management) Regulations 2015	<i>Require persons involved with construction projects to take into account any decisions regarding health and safety matters made regarding the design, planning, construction and maintenance of a building.</i> <i>The client is required to appoint a principal designer and principal contractor for the project as part of their duties under the CDM regulations.</i>	
Control of Asbestos Regulations 2012	<i>Applies to non-domestic premises and requires management of the risk of asbestos. Primarily affects buildings constructed prior to 2000.</i>	
The Regulatory Reform (Fire Safety) Order 2005	<i>Provides legislation on fire prevention and applies to all non-domestic premises in England and Wales. Applies to contractors with control over any premises or a person responsible for business premises.</i>	
Work at Height Regulations 2005	<i>To prevent death and injury caused by a fall from height. Employers and those in control of any work at height activity must make sure work is properly planned, supervised and carried out by competent people.</i>	

2.0 REGULATORY FRAMEWORK

Other

■ High risk
■ Medium risk
■ Low risk

Key Legislation

The Housing, Construction and Regeneration Act 1996	<p><i>To improve payment within the construction industry and provide for a quicker and less costly dispute resolution procedure for adjudication.</i></p> <p><i>The act has been amended by the Local, Democracy, Economic Development and Construction Act 2007.</i></p>	
Arbitration Act 1996	<p><i>Regulates arbitration proceedings in England, Wales and Northern Ireland.</i></p> <p><i>Arbitration is a statutory right in all construction contracts.</i></p>	
Architects Act 1997	<p><i>Provides protection of the title “Architect”.</i></p>	
Contracts (Rights of Third Parties) Act 1999	<p><i>Allows third parties who are not party to a contract to enforce rights under the terms of that contract if expressly stated. Can be an alternative to a collateral warranty.</i></p>	
Copyright Designs and Patents Act 1956	<p><i>Gives the creators of literary, dramatic, musical and artistic works the right to control the ways in which their material may be used.</i></p>	
The Equality Act 2010	<p><i>The act makes it unlawful to discriminate against people in respect of their disabilities in relation to employment and the provision of goods and services.</i></p>	
Employment Rights Act 1987	<p><i>Enactments relating to employment rights.</i></p>	

3.0 RESOURCE PLAN

3.1 Cost Rates and Fee Forecast

After completion of several successful mixed-use developments in the South-West London area, AAA has recently welcomed 6 new members of staff since the start of this year, to mirror the stream of incoming opportunities to the practice. Despite the instability of present market conditions, AAA experienced its largest turnover in 2020 and we now look forward to developing our portfolio further by seeking alternative prospects in larger schemes and additional sectors. Whilst there are numerous existing schemes being developed in the office at present, several of these are drawing to a close and AAA has identified scope for increasing the volume of projects to reflect the expanded team. AAA has recently secured two new commercial schemes which will run through to next year, and it is looking positive that several more developments will be acquired within the next two quarters. The successful bid of Priddy Square Development would certainly strengthen our position in the commercial sector and could further enhance our reputation in the South-East London region. This scheme would be expected to bring in an additional £212,300 by the end of the year. The following cost rates schedule, fee forecast, cashflow forecast and fee calculation for the Priddy Square development have been included to reflect the changes to the resource plan as outlined above.

AA Architects Cost Rates

Cost rates 2021

		Salary cost	%age on contracts	Salary recovered on contracts	Salary left in overhead	Hours	Hourly cost	Ohd	Total cost	Hours on project	Multiply by cost rate
Director 1	Zahra Hassan	£ 75,000.00	50%	£ 37,500.00	£ 37,500.00	1950.00	£ 38.46	£ 49.43	£ 87.89	975.00	£ 85,693.55
Director 2	Adam Williams	£ 75,000.00	35%	£ 26,250.00	£ 48,750.00	1950.00	£ 38.46	£ 49.43	£ 87.89	682.50	£ 59,985.48
Project Architect 1	Karolina Lewandowski	£ 46,000.00	80%	£ 36,800.00	£ 9,200.00	1950.00	£ 23.59	£ 30.32	£ 53.91	1560.00	£ 84,093.93
Architect 1	Sofia Andrews	£ 40,000.00	80%	£ 32,000.00	£ 8,000.00	1950.00	£ 20.51	£ 26.36	£ 46.88	1560.00	£ 73,125.16
Architect 2	Laura Duffey	£ 36,000.00	80%	£ 28,800.00	£ 7,200.00	1950.00	£ 18.46	£ 23.73	£ 42.19	1560.00	£ 65,812.64
Part II	Olivia Moore	£ 28,000.00	80%	£ 22,400.00	£ 5,600.00	1950.00	£ 14.36	£ 18.45	£ 32.81	1560.00	£ 51,187.61
Part II	Josephine Taylor	£ 28,000.00	80%	£ 22,400.00	£ 5,600.00	1950.00	£ 14.36	£ 18.45	£ 32.81	1560.00	£ 51,187.61
Part II	Alexander Wright	£ 28,000.00	80%	£ 22,400.00	£ 5,600.00	1950.00	£ 14.36	£ 18.45	£ 32.81	1560.00	£ 51,187.61
Part II	Claude Schmidt	£ 28,000.00	80%	£ 22,400.00	£ 5,600.00	1950.00	£ 14.36	£ 18.45	£ 32.81	1560.00	£ 51,187.61
Part II	Victor Moreno	£ 28,000.00	80%	£ 22,400.00	£ 5,600.00	1950.00	£ 14.36	£ 18.45	£ 32.81	1560.00	£ 51,187.61
Part II	Cecilia Michel	£ 28,000.00	80%	£ 22,400.00	£ 5,600.00	1950.00	£ 14.36	£ 18.45	£ 32.81	1560.00	£ 51,187.61
Part I	Sean Taylor	£ 22,000.00	90%	£ 19,800.00	£ 2,200.00	1950.00	£ 11.28	£ 14.50	£ 25.78	1755.00	£ 45,246.19
Part I	Charlize Anderson	£ 22,000.00	90%	£ 19,800.00	£ 2,200.00	1950.00	£ 11.28	£ 14.50	£ 25.78	1755.00	£ 45,246.19
Part I	Julius Van de Meer	£ 22,000.00	90%	£ 19,800.00	£ 2,200.00	1950.00	£ 11.28	£ 14.50	£ 25.78	1755.00	£ 45,246.19
Part I	George Thompson	£ 22,000.00	90%	£ 19,800.00	£ 2,200.00	1950.00	£ 11.28	£ 14.50	£ 25.78	1755.00	£ 45,246.19
Technical Consultant	Herbert Santos	£ 42,000.00	80%	£ 33,600.00	£ 8,400.00	1950.00	£ 21.54	£ 27.68	£ 49.22	1560.00	£ 76,781.42
The Studio Manager	Rishi Singh	£ 46,000.00	0%	£ -	£ 46,000.00	1950.00	£ 23.59	£ 30.32	£ 53.91	0.00	£ -
		£ 616,000.00		£ 408,550.00	£ 207,450.00						£ 933,602.64
Note			Payroll burdens	£ 75,616.64		Total cost in business					£ 933,602.64
			Overheads	£ 241,986.00							
Fee proposal costs rates will be marked up to cover contingency, expenses, inflation and profit			Total overhead	£ 525,052.64							
			Overhead percentage	129%							

3.0 RESOURCE PLAN

AA Architects

Forecast fee

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Year end Total
Booked work													
Grosvenor Acre	£25,000	£25,000	£25,000	£25,000	£5,000	£5,000							£110,000
Beverly Wharf	£30,000	£30,000	£30,000	£30,000	£30,000	£30,000							£180,000
Westgate Road	£15,000	£15,000	£15,000	£15,000	£15,000	£15,000	£15,000	£15,000	£15,000				£135,000
Regents Close	£0	£20,000	£20,000	£20,000	£25,000	£25,000	£25,000	£30,000	£30,000	£30,000	£30,000	£30,000	£285,000
Bishops Close	£0	£0	£12,000	£12,000	£12,000	£18,000	£18,000	£18,000	£18,000	£18,000	£18,000	£18,000	£162,000
Broad Street	£0	£0	£0	£7,000	£7,000	£12,000	£12,000	£12,000	£12,000	£12,000	£12,000	£12,000	£98,000
Priddy Square	£0	£0	£0	£0	£12,100	£27,700	£27,700	£27,700	£27,700	£29,800	£29,800	£29,800	£212,300
Total booked work	£70,000	£70,000	£70,000	£70,000	£50,000	£50,000	£15,000	£15,000	£15,000	£0	£0	£0	£1,182,300
80% likely													
Woodland Drive	£0	£0	£0	£0	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000	£20,000	£90,000
Orchard Court	£0	£0	£0	£0	£0	£0	£15,000	£15,000	£15,000	£15,000	£15,000	£15,000	£90,000
	£0	£0	£0	£0	£10,000	£10,000	£25,000	£25,000	£25,000	£25,000	£25,000	£35,000	£180,000
Factored at 80%	£0	£0	£0	£0	£8,000	£8,000	£20,000	£20,000	£20,000	£20,000	£20,000	£28,000	£144,000
50% likely													
Victoria Place	£0	£0	£0	£0	£0	£25,000	£25,000	£25,000	£25,000	£25,000	£25,000	£25,000	£175,000
Highfield Avenue	£0	£0	£0	£0	£0	£0	£5,000	£5,000	£0	£0	£0	£15,000	£25,000
Kent Road	£0	£0	£0	£0	£0	£0	£0	£0	£10,000	£10,000	£10,000	£10,000	£40,000
	£0	£0	£0	£0	£0	£25,000	£30,000	£30,000	£35,000	£35,000	£35,000	£50,000	£240,000
Factored at 50%	£0	£0	£0	£0	£0	£12,500	£15,000	£15,000	£17,500	£17,500	£17,500	£25,000	£120,000
30% likely													
Ferndale Wharf	£0	£0	£0	£0	£0	£0	£50,000	£50,000	£50,000	£50,000	£50,000	£50,000	£300,000
Castle Close	£0	£0	£0	£0	£0	£0	£0	£0	£0	£25,000	£25,000	£25,000	£75,000
	£0	£0	£0	£0	£0	£0	£50,000	£50,000	£50,000	£75,000	£75,000	£75,000	£375,000
Factored at 30%	£0	£0	£0	£0	£0	£0	£15,000	£15,000	£15,000	£22,500	£22,500	£22,500	£112,500
10% likely													
Byron Street	£0	£0	£0	£0	£30,000	£30,000	£30,000	£30,000	£30,000	£30,000	£30,000	£30,000	£240,000
Riverside Close	£0	£0	£0	£0	£0	£0	£0	£50,000	£50,000	£50,000	£50,000	£50,000	£250,000
	£0	£0	£0	£0	£30,000	£30,000	£30,000	£80,000	£80,000	£80,000	£80,000	£80,000	£490,000
Factored at 10%	£0	£0	£0	£0	£3,000	£3,000	£3,000	£8,000	£8,000	£8,000	£8,000	£8,000	£49,000
Total turnover	£70,000	£70,000	£70,000	£70,000	£61,000	£73,500	£68,000	£73,000	£75,500	£68,000	£68,000	£83,500	£1,607,800
Total of likely	£0	£0	£0	£0	£11,000	£23,500	£53,000	£58,000	£60,500	£68,000	£68,000	£83,500	£425,500

AA Architects

Cash flow

Cash in	BFWD	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Year End Total
Grosvenor Acre		£25,000	£25,000	£25,000	£25,000	£25,000	£5,000	£5,000	£0	£0	£0	£0	£0	£135,000
Beverly Wharf		£30,000	£30,000	£30,000	£30,000	£30,000	£30,000	£30,000	£0	£0	£0	£0	£0	£210,000
Westgate Road		£15,000	£15,000	£15,000	£15,000	£15,000	£15,000	£15,000	£15,000	£15,000	£15,000	£0	£0	£150,000
Regents Close		£0	£0	£20,000	£20,000	£20,000	£25,000	£25,000	£25,000	£30,000	£30,000	£30,000	£30,000	£255,000
Bishops Close		£0	£0	£0	£12,000	£12,000	£12,000	£18,000	£18,000	£18,000	£18,000	£18,000	£18,000	£144,000
Broad Street		£0	£0	£0	£7,000	£7,000	£12,000	£12,000	£12,000	£12,000	£12,000	£12,000	£12,000	£98,000
Priddy Square		£0	£0	£0	£0	£12,100	£27,700	£27,700	£27,700	£27,700	£27,700	£29,800	£29,800	£182,500
VAT		£14,000	£14,000	£18,000	£21,800	£21,800	£19,800	£21,000	£14,000	£15,000	£15,000	£12,000	£12,000	£198,400
Bank interest		£20	£20	£20	£20	£20	£20	£20	£20	£20	£20	£20	£20	£240
Other income		£100	£150	£200	£20	£0	£0	£0	£500	£500	£500	£500	£500	£2,970
Total cash in booked		£84,120	£84,170	£108,220	£130,840	£130,820	£130,920	£153,720	£112,220	£118,220	£118,220	£102,320	£102,320	£1,376,110
Cash in other likely work		£0	£0	£0	£0	£0	£11,000	£23,500	£33,000	£58,000	£60,500	£68,000	£68,000	£342,000
Total cash in		£84,120	£84,170	£108,220	£130,840	£130,820	£141,920	£177,220	£165,220	£176,220	£178,720	£170,320	£170,320	£1,718,110
Cash out														
Salaries		£36,200	£42,700	£45,000	£51,000	£51,000	£51,000	£51,000	£51,000	£51,000	£51,000	£51,000	£51,000	£582,900
PAYE/NI		£14,500	£17,000	£18,500	£21,200	£21,200	£21,200	£21,200	£21,200	£21,200	£21,200	£21,200	£21,200	£240,800
Rent		£6,750	£6,750	£6,750	£6,750	£6,750	£6,750	£6,750	£6,750	£6,750	£6,750	£6,750	£6,750	£81,000
Rates		£1,500	£1,500	£1,500	£1,750	£1,750	£1,750	£1,750	£1,750	£1,750	£1,750	£1,750	£1,750	£20,250
Subconsultants		£0	£0	£0	£0	£5,000	£5,000	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000	£70,000
Other Direct expenses		£1,000	£1,000	£1,000	£1,000	£1,000	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£15,000
Overheads		£10,000	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000	£120,000
VAT on purchases		£2,200	£2,200	£2,200	£2,200	£3,200	£3,300	£4,300	£4,300	£4,300	£4,300	£4,300	£4,200	£41,000
VAT to Government		£0	£0	£18,000	£0	£0	£38,000	£0	£0	£38,000	£0	£0	£30,000	£124,000
Corporation tax		£0	£0	£0	£0	£0	£0	£0	£0	£30,000	£0	£0	£0	£30,000
Bank charges		£20	£20	£20	£20	£20	£20	£20	£20	£20	£20	£20	£20	£240
Total cash out		£72,170	£81,170	£102,970	£93,920	£99,920	£138,520	£106,520	£106,520	£174,520	£106,520	£106,520	£135,920	£1,325,190
Monthly movement		£11,950	£3,000	£5,250	£36,920	£30,900	£3,400	£70,700	£58,700	£1,700	£72,200	£63,800	£34,400	£392,920
Cash balance	£153,250	£165,200	£168,200	£173,450	£210,370	£241,270	£244,670	£315,370	£374,070	£375,770	£447,970	£511,770	£546,170	£546,170

3.0 RESOURCE PLAN

3.2 Fee Calculation

Whilst PYDL is presently assessing the viability of the development, we have identified the following members of staff as suitable resource to successfully deliver the scheme through RIBA stages 0-6. Whilst Zahra Hassan will oversee the entirety of the project, with particular focus on the management duties and initial strategic development, Karolina Lewandowski has a surplus of experience within the practice and will be able to skilfully lead the project through the full commission. Whilst the need for other services such as CDM principal designer and contract administrator have not been disclosed at present, it is expected that Karolina could also fulfil these roles for an additional fee. To support her through to completion, Laura Duffey, Alexander Wright and George Thompson will join the team at RIBA stages 0-1, although it is also expected that they may be engaging on other projects in parallel during this time. We have further noted that it is likely that Herbert will be required to assist the team during the detailed design phases of the works, but again it is likely he will have to manage his time between several ongoing jobs in the practice. The following fee calculation reflects this allocation of resource.

AA Architects

Fee calculation spreadsheet

Grade	Name
Director	Zahra Hassan
Project Architect	Karolina Lewandowski
Architect	Laura Duffey
Architectural Assistant	Alexander Wright
Architectural Assistant	George Thompson
Technical Consultant	Herbert Santos

RIBA Stage	0	1	2						
Cost	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21			
£ 87.89	10%	5%	5%	5%	5%	5%			
£ 53.91	70%	100%	100%	100%	100%	100%			
£ 46.88	20%	50%	50%	50%	50%	50%			
£ 32.81	0.00%	100%	100%	100%	100%	100%			
£ 25.78	0.00%	50%	50%	50%	50%	50%			
£ 49.22	0.00%					0%			

Cost		£	9,084.08	£	20,709.73	£	20,709.73	£	20,709.73	£	20,709.73	£	22,309.38
Direct Expenses	2.00%	£	181.68	£	414.19	£	414.19	£	414.19	£	414.19	£	446.19
Contingency	5.00%	£	454.20	£	1,035.49	£	1,035.49	£	1,035.49	£	1,035.49	£	1,115.47
Total cost before inflation		£	9,719.96	£	22,159.41	£	22,159.41	£	22,159.41	£	22,159.41	£	23,871.04
Inflation	2.50%	£	-	£	-	£	-	£	-	£	-	£	-
Final Cost		£	9,719.96	£	22,159.41	£	22,159.41	£	22,159.41	£	22,159.41	£	23,871.04
Mark-up	25.00%	£	2,429.99	£	5,539.85	£	5,539.85	£	5,539.85	£	5,539.85	£	5,967.76
Fee to bill		£	12,149.95	£	27,699.27	£	27,699.27	£	27,699.27	£	27,699.27	£	29,838.80
Minimum monthly invoice		£	12,100.00	£	27,700.00	£	27,700.00	£	27,700.00	£	27,700.00	£	29,800.00
Profit			20%		20%		20%		20%		20%		20%

ANY SUBCONSULTANTS ADDED SEPARATELY TO FEE AND COST

Inflation	0%	Year 0
	2.50%	Year 1
	5.06%	Year 2
	7.69%	Year 3
	10.38%	Year 4
	13.14%	Year 5

3.0 RESOURCE PLAN

3			4									
Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	
5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
100%	100%	100%	100%	100%	100%	20%	20%	20%	20%	20%	20%	20%
50%	50%	50%	50%	50%	50%	50%	50%	50%	10%	10%	10%	10%
100%	100%	100%	100%	100%	100%	100%	100%	100%	5%	5%	5%	5%
50%	50%	50%	50%	50%	50%	50%	50%	50%	0%	0%	0%	0%
20%	20%	20%	70%	70%	70%	70%	70%	70%	0%	0%	0%	0%
£ 22,309.38	£ 22,309.38	£ 22,309.38	£ 26,308.51	£ 26,308.51	£ 26,308.51	£ 19,300.21	£ 19,300.21	£ 19,300.21	£ 3,494.56	£ 3,494.56	£ 3,494.56	
£ 446.19	£ 446.19	£ 446.19	£ 526.17	£ 526.17	£ 526.17	£ 386.00	£ 386.00	£ 386.00	£ 69.89	£ 69.89	£ 69.89	
£ 1,115.47	£ 1,115.47	£ 1,115.47	£ 1,315.43	£ 1,315.43	£ 1,315.43	£ 965.01	£ 965.01	£ 965.01	£ 174.73	£ 174.73	£ 174.73	
£ 23,871.04	£ 23,871.04	£ 23,871.04	£ 28,150.10	£ 28,150.10	£ 28,150.10	£ 20,651.22	£ 20,651.22	£ 20,651.22	£ 3,739.18	£ 3,739.18	£ 3,739.18	
£ -	£ -	£ -	£ -	£ -	£ -	£ 516.28	£ 516.28	£ 516.28	£ 93.48	£ 93.48	£ 93.48	
£ 23,871.04	£ 23,871.04	£ 23,871.04	£ 28,150.10	£ 28,150.10	£ 28,150.10	£ 21,167.50	£ 21,167.50	£ 21,167.50	£ 3,832.66	£ 3,832.66	£ 3,832.66	
£ 5,967.76	£ 5,967.76	£ 5,967.76	£ 7,037.53	£ 7,037.53	£ 7,037.53	£ 5,291.88	£ 5,291.88	£ 5,291.88	£ 958.17	£ 958.17	£ 958.17	
£ 29,838.80	£ 29,838.80	£ 29,838.80	£ 35,187.63	£ 35,187.63	£ 35,187.63	£ 26,459.38	£ 26,459.38	£ 26,459.38	£ 4,790.83	£ 4,790.83	£ 4,790.83	
£ 29,800.00	£ 29,800.00	£ 29,800.00	£ 35,200.00	£ 35,200.00	£ 35,200.00	£ 26,500.00	£ 26,500.00	£ 26,500.00	£ 4,800.00	£ 4,800.00	£ 4,800.00	
20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	

5											
Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23
5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%
10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
£ 3,494.56	£ 3,494.56	£ 3,494.56	£ 3,494.56	£ 3,494.56	£ 3,494.56	£ 3,494.56	£ 3,494.56	£ 3,494.56	£ 3,494.56	£ 3,494.56	£ 3,494.56
£ 69.89	£ 69.89	£ 69.89	£ 69.89	£ 69.89	£ 69.89	£ 69.89	£ 69.89	£ 69.89	£ 69.89	£ 69.89	£ 69.89
£ 174.73	£ 174.73	£ 174.73	£ 174.73	£ 174.73	£ 174.73	£ 174.73	£ 174.73	£ 174.73	£ 174.73	£ 174.73	£ 174.73
£ 3,739.18	£ 3,739.18	£ 3,739.18	£ 3,739.18	£ 3,739.18	£ 3,739.18	£ 3,739.18	£ 3,739.18	£ 3,739.18	£ 3,739.18	£ 3,739.18	£ 3,739.18
£ 93.48	£ 93.48	£ 93.48	£ 93.48	£ 93.48	£ 93.48	£ 93.48	£ 93.48	£ 93.48	£ 93.48	£ 93.48	£ 93.48
£ 3,832.66	£ 3,832.66	£ 3,832.66	£ 3,832.66	£ 3,832.66	£ 3,832.66	£ 3,832.66	£ 3,832.66	£ 3,832.66	£ 3,832.66	£ 3,832.66	£ 3,832.66
£ 958.17	£ 958.17	£ 958.17	£ 958.17	£ 958.17	£ 958.17	£ 958.17	£ 958.17	£ 958.17	£ 958.17	£ 958.17	£ 958.17
£ 4,790.83	£ 4,790.83	£ 4,790.83	£ 4,790.83	£ 4,790.83	£ 4,790.83	£ 4,790.83	£ 4,790.83	£ 4,790.83	£ 4,790.83	£ 4,790.83	£ 4,790.83
£ 4,800.00	£ 4,800.00	£ 4,800.00	£ 4,800.00	£ 4,800.00	£ 4,800.00	£ 4,800.00	£ 4,800.00	£ 4,800.00	£ 4,800.00	£ 4,800.00	£ 4,800.00
20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%

3.0 RESOURCE PLAN

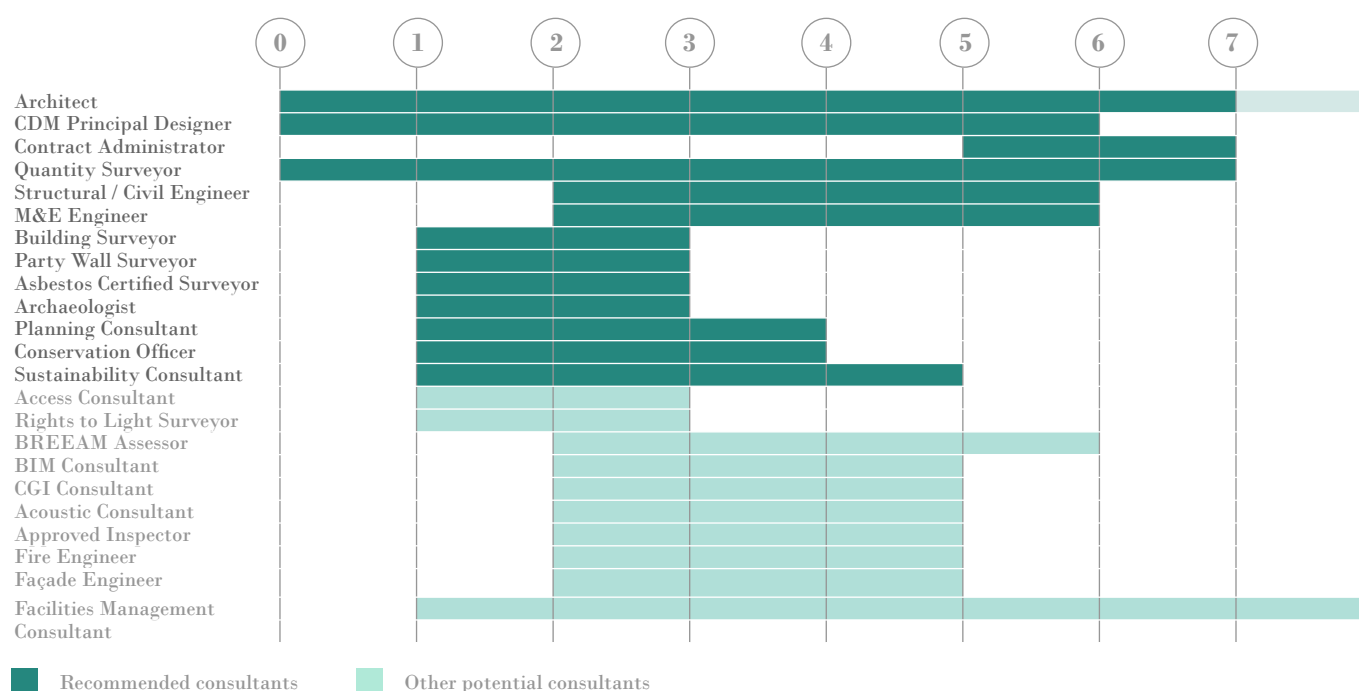
			6																
Nov-23		Dec-23		Jan-24		Feb-24		Mar-24		Apr-24		May-24		Jun-24		Jul-24		Totals	
5%		5%		5%		5%		5%		5%		5%		5%		5%		242.66	
20%		20%		10%		10%		10%		10%		10%		10%		10%		2,547.95	
10%		10%		0%		0%		0%		0%		0%		0%		0%		1,455.97	
5%		5%		0%		0%		0%		0%		0%		0%		0%		2,530.62	
0%		0%		0%		0%		0%		0%		0%		0%		0%		1,213.31	
0%		0%		0%		0%		0%		0%		0%		0%		0%		866.65	
£	3,494.56	£	3,494.56	£	1,590.14	£	1,590.14	£	1,590.14	£	1,590.14	£	1,590.14	£	1,590.14	£	1,590.14	£	359,921.41
£	69.89	£	69.89	£	31.80	£	31.80	£	31.80	£	31.80	£	31.80	£	31.80	£	31.80	£	7,198.43
£	174.73	£	174.73	£	79.51	£	79.51	£	79.51	£	79.51	£	79.51	£	79.51	£	79.51	£	17,996.07
£	3,739.18	£	3,739.18	£	1,701.45	£	1,701.45	£	1,701.45	£	1,701.45	£	1,701.45	£	1,701.45	£	1,701.45	£	385,115.91
£	93.48	£	93.48	£	42.54	£	42.54	£	42.54	£	42.54	£	42.54	£	42.54	£	42.54	£	2,670.60
£	3,832.66	£	3,832.66	£	1,743.99	£	1,743.99	£	1,743.99	£	1,743.99	£	1,743.99	£	1,743.99	£	1,743.99	£	387,786.51
£	958.17	£	958.17	£	436.00	£	436.00	£	436.00	£	436.00	£	436.00	£	436.00	£	436.00	£	96,946.63
£	4,790.83	£	4,790.83	£	2,179.99	£	2,179.99	£	2,179.99	£	2,179.99	£	2,179.99	£	2,179.99	£	2,179.99	£	484,733.13
£	4,800.00	£	4,800.00	£	2,200.00	£	2,200.00	£	2,200.00	£	2,200.00	£	2,200.00	£	2,200.00	£	2,200.00	£	484,700.00
20%		20%		21%		21%		21%		21%		21%		21%		21%		20%	

4.0 SCHEDULE OF CONSULTANTS

Consultant	Scope Description	RIBA Stage
Architect	<ul style="list-style-type: none"> Will comply with the Architect's obligations as set out in the RIBA Professional Services Contract and will exercise reasonable skill care and diligence. Will perform the services required to fulfil the project brief and will inform the client of progress and information/design decisions. Will collaborate with other client appointments. Will produce a feasibility report. Will produce architectural proposals and specifications. Will prepare and submit the planning application. Will prepare applications for statutory approvals. Will prepare the tender documentation and contribute to the tender assessment process. Will review designs by other consultants. Will complete design risk register as part of CDM requirements. 	0-6
CDM Principal Designer	<ul style="list-style-type: none"> Responsible for planning, managing, monitoring and coordinating the health and safety in the pre-construction under the CDM Regulations 2015. Will assist the client in preparing the pre-construction information and distributing to the rest of the design team and principal contractor. Will complete risk assessments of the design work. Will prepare and provide relevant information to other duty holders. Will provide relevant information to the principal contractor to assist in their duties. Will update and handover the health and safety file during RIBA Stage 6. <p><i>AA Architects can provide this service upon written client request.</i></p>	0-6
Contract Administrator	<ul style="list-style-type: none"> An individual responsible for administering the construction standard contracts – likely to be the project architect. Will certify works and give impartial assessments/decisions regarding issues arising from the contract documentation. <p><i>AA Architects can provide this service upon written client request.</i></p>	5-6
Structural/ Civil Engineer	<ul style="list-style-type: none"> Responsible for the structural viability of the design. Will produce a structural analysis report of the existing building. Will identify unsafe site conditions. Will prepare structural engineering proposals. Will inspect structural stability when required. Will complete design risk register as part of CDM requirements. 	2-5
M&E Engineer	<ul style="list-style-type: none"> Will prepare building service (mechanical and electrical) proposals. Will inspect the implementation of proposals when required. Will provide advice on sustainability requirements. Will complete design risk register as part of CDM requirements. 	2-5
Quantity Surveyor	<ul style="list-style-type: none"> Will liaise with the client and produce cost information throughout the project such as the budget and construction cost. Will advise cost implications and conduct feasibility studies. Will analyse construction costs, tenders and contracts. Will value completed work and arrange payments. 	0-6
Building Surveyor	<ul style="list-style-type: none"> Will conduct the initial measured site survey from which subsequent design drawings will be based on. 	1-2
Party Wall Surveyor	<ul style="list-style-type: none"> Is a specialist in resolving any disputes that may arise under the Party Wall Act 1996. Will provide advice and party wall awards if needed. 	1-2
Asbestos Certified Surveyor	<ul style="list-style-type: none"> Will conduct asbestos survey of the existing building. All buildings built before 2000 require an asbestos survey. 	1-2
Archaeologist	<ul style="list-style-type: none"> Will produce an archaeological survey and report of the findings. 	0-1

4.0 SCHEDULE OF CONSULTANTS

Planning Consultant	<ul style="list-style-type: none"> Will provide specialist advice on the relevant planning policies for the proposal. Will help mitigate risks concerning the planning application to ensure it does not impact on the project timeline. 	1-3
Conservation Officer	<ul style="list-style-type: none"> Will provide specialist advice on meeting the planning requirements for a site within a conservation area. 	1-3
Sustainability Consultant	<ul style="list-style-type: none"> Will provide advice and proposals for waste management, recycling and renewable energy strategies to improve the sustainability of the proposal and meet sustainability planning requirements. 	1-4
Access Consultant	<ul style="list-style-type: none"> Will provide advice and proposals for access strategies. Could be useful considering the constrained access of the site. 	1-2
Rights to Light Surveyor	<ul style="list-style-type: none"> Will provide advice on the impacts of the right to light of neighbouring buildings. Could be useful for guidance on the impact of proposal that would alter the height of the existing mass. 	1-2
BREEM Assessor	<ul style="list-style-type: none"> Responsible for managing the BREEM assessment process and validating the projects compliance against relevant BREEM criteria. 	2-4
BIM Consultant	<ul style="list-style-type: none"> Will ensure the consistency of information and coordination of consultant BIM information. 	2-5
CGI Consultant	<ul style="list-style-type: none"> Will provide CGI images of the proposal to support the planning application and marketing of the development. 	3-4
Acoustic Consultant	<ul style="list-style-type: none"> Will provide advice on the acoustic impact of the proposal. Would be useful considering the numerous existing party walls within the site. 	3-4
Approved Inspector	<ul style="list-style-type: none"> An independent consultant that will provide advice to ensure compliance with the building regulations – an alternative to consultations with the LPA. Will approve building regulation plans. Will carry out on site inspections during the construction phase. 	3-4
Fire Engineer	<ul style="list-style-type: none"> Will provide advice and proposals of fire escape strategies and fire preventative measures. 	3-5
Façade Engineer	<ul style="list-style-type: none"> Will provide advice and proposals for façade engineering efficiency and value. 	3-5
Facilities management consultant	<ul style="list-style-type: none"> Will advise on the maintenance and operation strategy for future use. Can be useful to have early FM involvement. 	1-7



FOR EXTERNAL USE

Priddy Square Development

Proposal for Service

AA Architects

Client Submission

PROPOSAL FOR SERVICE



Covering Letter

PYDL,
6 Priddy's Yard,
London,
CR0 1TS

24th April 2020

RE: Priddy Square Development Project Fee Proposal

Dear Priddy's Yard Developments Ltd,

On behalf of AA Architects, I would like to thank you for inviting us to submit a fee proposal and supporting information for the Priddy Square Development.

Our proposal outlines AA Architect's approach to providing the architectural services required to ensure a successful delivery of the project. We are pleased that you have a similar commitment to sustainable design and we hope that our proposal, which aspires to enhance the heritage of the area whilst simultaneously responding to the need for commercial regeneration using innovative solutions, will also suit your aspirations for the site and encourage the potential for development.

Included is our full fee proposal including the scope of works and deliverables for RIBA Stages 0-6, project programme and further recommendations for an efficient commencement of the project.

We hope that you find the attached agreeable and we look forward to cooperating together on this promising new venture in the near future.

Yours Sincerely,

Zahra Hassan,
Director of AA Architects

5.0 FEE PROPOSAL



5.1 Architectural services, deliverables and resources

The project team chosen to successfully deliver the architectural services for this development have a wealth of experience delivering high quality sustainable buildings and each represent the best of the profession. The following scope of services details the architectural services they will deliver and their allocation of time for the project.

RIBA Plan of Work Stage (2020)	0 Strategic Definition	1 Preparation & Brief	2 Concept Design	3 Spatial Coordination	4 Technical Design	5 Manufacturing and Construction	6 Handover & Closeout	7 In Use
Key Architectural Services Provided	<ul style="list-style-type: none">• Identify Client Requirements• Develop Client Business Case• Undertake Strategic Appraisal of Planning Considerations• Undertake Site and Climate Appraisals• Prepare a draft design responsibility matrix• Strategic Sustainability Review• Advise on need for and appointment of other consultants• Review Past Project Feedback	<ul style="list-style-type: none">• Develop Initial Project Brief<ul style="list-style-type: none">- Prepare Project Outcomes- Prepare Sustainability Outcomes- Establish Quality Aspirations• Establish Project Budget• Source Site Information<ul style="list-style-type: none">- Including Site Surveys• Identify Scope of Surveys and Investigative Reports Necessary• Undertake Client Meetings• Undertake Feasibility Studies• Review Project Programme• Prepare Project Execution Plan• Prepare Design Responsibility Matrix• Establish Project Quality Management Procedures• Source Pre-application Planning Advice• Assist with Identifying Procurement Method• Prepare Design Risk Management Register• CDM Designer Duties<ul style="list-style-type: none">- Review Health and Safety Risks	<ul style="list-style-type: none">• Prepare Concept Design• Prepare/ Review Design Stage Programme• Agree Brief Derogations• Develop Sustainability Strategy• Coordinate Information with other Client Appointments• Review Design Responsibility Matrix• Undertake Design Reviews• Undertake Design Team Meetings• Undertake Client Meetings and Prepare Monthly Report to Client• Obtain Pre-application Planning Advice• Agree Route to Building Compliance• Prepare BIM Execution Plan• Prepare Project Strategies• Prepare Outline Specification• Review Project Strategies• Review Cost Plan• Review Project Programme• Review Quality Management Procedures• Review Project Risks• Prepare End of Stage Report• CDM Designer Duties<ul style="list-style-type: none">- Review Health and Safety Risks	<ul style="list-style-type: none">• Prepare Developed Design• Prepare/ Review Design Stage Programme• Coordinate Information with other Client Appointments• Initiate Change Control Procedures• Review Design Responsibility Matrix• Undertake Design Reviews• Undertake Design Team Meetings• Undertake Client Meetings and Prepare Monthly Report to Client• Review Sustainability Strategy• Review Design against Building Regulations• Prepare and Submit Planning Application• Update Outline Specification• Review Project Strategies• Review Cost Plan• Review Project Programme• Review Quality Management Procedures• Review Project Risks• Prepare End of Stage Report• CDM Designer Duties<ul style="list-style-type: none">- Review Health and Safety Risks	<ul style="list-style-type: none">• Prepare Technical Design• Prepare/Review Design Stage Programme• Review Design Responsibility Matrix• Undertake Design Reviews• Undertake Design Team Meetings• Undertake Client Meetings and Prepare Monthly Report to Client• Review Sustainability Strategy• Prepare and Coordinate Design Team Building System Information• Prepare and Integrate Specialist Sub-Contractor Building Systems Information• Prepare Final Specification• Prepare and Submit Building Regulations Application• Prepare and Submit Application to Discharge Pre-Commencement Planning Conditions• Prepare Tender Package• Assist with Tender Process• Review Project Strategies• Review Cost Plan• Review Project Programme• Review Quality Management Procedures• Review Project Risks• Prepare End of Stage Report• CDM Designer Duties<ul style="list-style-type: none">- Review Health and Safety Risks	<ul style="list-style-type: none">• Visually Inspect Construction Quality• Resolution of Design Queries as Required• Review Project Programme• Update Health and Safety Strategy• Update Sustainable Strategy	<ul style="list-style-type: none">• Conclude Building Contract• Update Asset Information• Handover Building In Line With Plan for Use Strategy• Visually Inspect Site• Ensure Defects are Rectified	
Additional Services *	<ul style="list-style-type: none">• CDM Principal Designer Duties<ul style="list-style-type: none">- Gather Health and Safety File for Existing Building	<ul style="list-style-type: none">• CDM Principal Designer Duties<ul style="list-style-type: none">- Initiate collation, review and distribution of Health & Safety Pre-Construction Information	<ul style="list-style-type: none">• CDM Principal Designer Duties<ul style="list-style-type: none">- Develop Health and Safety Strategy- Update Pre-Construction Information	<ul style="list-style-type: none">• CDM Principal Designer Duties<ul style="list-style-type: none">- Review Health and Safety Strategy- Update Pre-Construction Information	<ul style="list-style-type: none">• CDM Principal Designer Duties<ul style="list-style-type: none">- Review Health and Safety Strategy- Review Hazard Elimination Management Schedule (HEMS) - Designers??	<ul style="list-style-type: none">• CDM Principal Designer Duties<ul style="list-style-type: none">- Finalise and Handover for Health and Safety File• Contract Administrator Duties<ul style="list-style-type: none">- Administer Building Contract- Issue Instructions- Certify Interim Payments- Issue Practical Completion Certificate including Defects List	<ul style="list-style-type: none">• Conclude Contract Administrator Duties<ul style="list-style-type: none">- Final Certificate- Certificate of Making Good Defects• Complete Initial Aftercare Tasks<ul style="list-style-type: none">- Light Touch Post Occupancy Evaluation	<ul style="list-style-type: none">• In Use Services<ul style="list-style-type: none">- Facilities Management- Asset Management• Post Occupancy Evaluation• Verify Project Outcomes<ul style="list-style-type: none">- Including Sustainability Outcomes
Project Team	Allocation of Time	Allocation of Time	Allocation of Time	Allocation of Time	Allocation of Time	Allocation of Time	Allocation of Time	Allocation of Time
Director	10%	5%	5%	5%	5%	5%	5%	
Project Architect	70%	100%	100%	100%	100%	20%	10%	
Architect	20%	50%	50%	50%	50%	10%	0%	
Part II Architectural Assistant	0%	100%	100%	100%	100%	5%	0%	
Part I Architectural Assistant	0%	50%	50%	50%	50%	0%	0%	
Technical Consultant	0%	0%	0%	20%	70%	0%	0%	
								Architectural Services For RIBA Stage 7 provided upon written client instruction only and will be charged as an additional fee.

* Note - Additional Services such as Principal Designer, Contract Administrator and Post Occupancy Evaluation will be provided upon written client instruction only and will be charged as an additional fee.

5.0 FEE PROPOSAL

5.2 Fee Proposal

The fee proposal outlined below covers RIBA stages 0-6 and has been calculated in accordance to the Schedule of Services in the RIBA Professional Services Contract 2020. Without the admission of a project budget, the proposed Basic Fee has been calculated on a lump sum basis and could be subject to variation upon the disclosure of more detailed financial information. The charge out rates for each of the selected project team has been stated opposite and the fee proposal broken down into the Work Stages described in the project programme. Please note that any modification to the schedule of services or project programme could result in additional fees. Fee adjustments for additional work and exclusions will be calculated on a set time charge basis.

Fee Inclusions:

- Architectural services as specified in the resource plan
- Site travel expenses
- Limited number of architectural models
- Direct costs such as printing

Fee Exclusions:

- RIBA Stage 0
- CDM Principal Designer
- Contract Administrator
- Project disbursements (such as planning application fees, surveys and other statutory fees)
- Any subsequent planning application appeals
- Outsourced models and CGIs
- Any substantial variations to the services or programme
- VAT

Time Charge Rate	Grade	Per Hour	Per Day	Per Week (5 days)
Director	A	£ 120.00	£ 900.00	£ 4,500.00
Project Architect	B	£ 75.00	£ 562.50	£ 2,812.50
Architect	C	£ 65.00	£ 487.50	£ 2,437.50
Architectural Assistant	D	£ 45.00	£ 337.50	£ 1,687.50
Architectural Assistant	E	£ 35.00	£ 262.50	£ 1,312.50
Technical Consultant	F	£ 66.00	£ 495.00	£ 2,475.00

Stage 0					
	Grade	Cost Rate	Total Hours		Fee
Director	A	£ 120.00	16	£	1,950.00
Project Architect	B	£ 75.00	114	£	8,531.25
Architect	C	£ 65.00	33	£	2,112.50
Architectural Assistant	D	£ 45.00	0	£	-
Architectural Assistant	E	£ 35.00	0	£	-
Technical Consultant	F	£ 66.00	0	£	-
				£	12,593.75

Stage 1					
	Grade	Cost Rate	Total Hours		Fee
Director	A	£ 120.00	8	£	975.00
Project Architect	B	£ 75.00	163	£	12,187.50
Architect	C	£ 65.00	81	£	5,281.25
Architectural Assistant	D	£ 45.00	163	£	7,312.50
Architectural Assistant	E	£ 35.00	81	£	2,843.75
Technical Consultant	F	£ 66.00	0	£	-
				£	28,600.00

Stage 2					
	Grade	Cost Rate	Total Hours		Fee
Director	A	£ 120.00	24	£	2,925.00
Project Architect	B	£ 75.00	488	£	36,562.50
Architect	C	£ 65.00	244	£	15,843.75
Architectural Assistant	D	£ 45.00	488	£	21,937.50
Architectural Assistant	E	£ 35.00	244	£	8,531.25
Technical Consultant	F	£ 66.00	0	£	-
				£	85,800.00

Stage 3					
	Grade	Cost Rate	Total Hours		Fee
Director	A	£ 120.00	33	£	3,900.00
Project Architect	B	£ 75.00	650	£	48,750.00
Architect	C	£ 65.00	325	£	21,125.00
Architectural Assistant	D	£ 45.00	650	£	29,250.00
Architectural Assistant	E	£ 35.00	325	£	11,375.00
Technical Consultant	F	£ 66.00	130	£	8,580.00
				£	122,980.00

Stage 4					
	Grade	Cost Rate	Total Hours		Fee
Director	A	£ 120.00	49	£	5,850.00
Project Architect	B	£ 75.00	975	£	73,125.00
Architect	C	£ 65.00	488	£	31,687.50
Architectural Assistant	D	£ 45.00	975	£	43,875.00
Architectural Assistant	E	£ 35.00	488	£	17,062.50
Technical Consultant	F	£ 66.00	683	£	45,045.00
				£	216,645.00

Stage 5					
	Grade	Cost Rate	Total Hours		Fee
Director	A	£ 120.00	138	£	16,575.00
Project Architect	B	£ 75.00	553	£	41,437.50
Architect	C	£ 65.00	276	£	17,956.25
Architectural Assistant	D	£ 45.00	138	£	6,215.63
Architectural Assistant	E	£ 35.00	0	£	-
Technical Consultant	F	£ 66.00	0	£	-
				£	82,184.38

Stage 6					
	Grade	Cost Rate	Total Hours		Fee
Director	A	£ 120.00	57	£	6,825.00
Project Architect	B	£ 75.00	114	£	8,531.25
Architect	C	£ 65.00	0	£	-
Architectural Assistant	D	£ 45.00	0	£	-
Architectural Assistant	E	£ 35.00	0	£	-
Technical Consultant	F	£ 66.00	0	£	-
				£	15,356.25

Total £ 564,159.38

5.0 FEE PROPOSAL

5.3 Payment of Fees

AAA's fees, any additional expenses incurred and VAT for each work stage will be charged on a monthly basis as set out in the invoicing schedule opposite. Following the conclusion of each Work Stage, AAA will undertake a fee review to balance the payment being charged in order to reflect any adjustments that have been made to the services provided. Additional services for CDM Principal designer or Contract administrator will be charged as a separate percentage-based fee upon written client request. Payment should be made within 14 days of receipt or will be subject to interest of 5%.

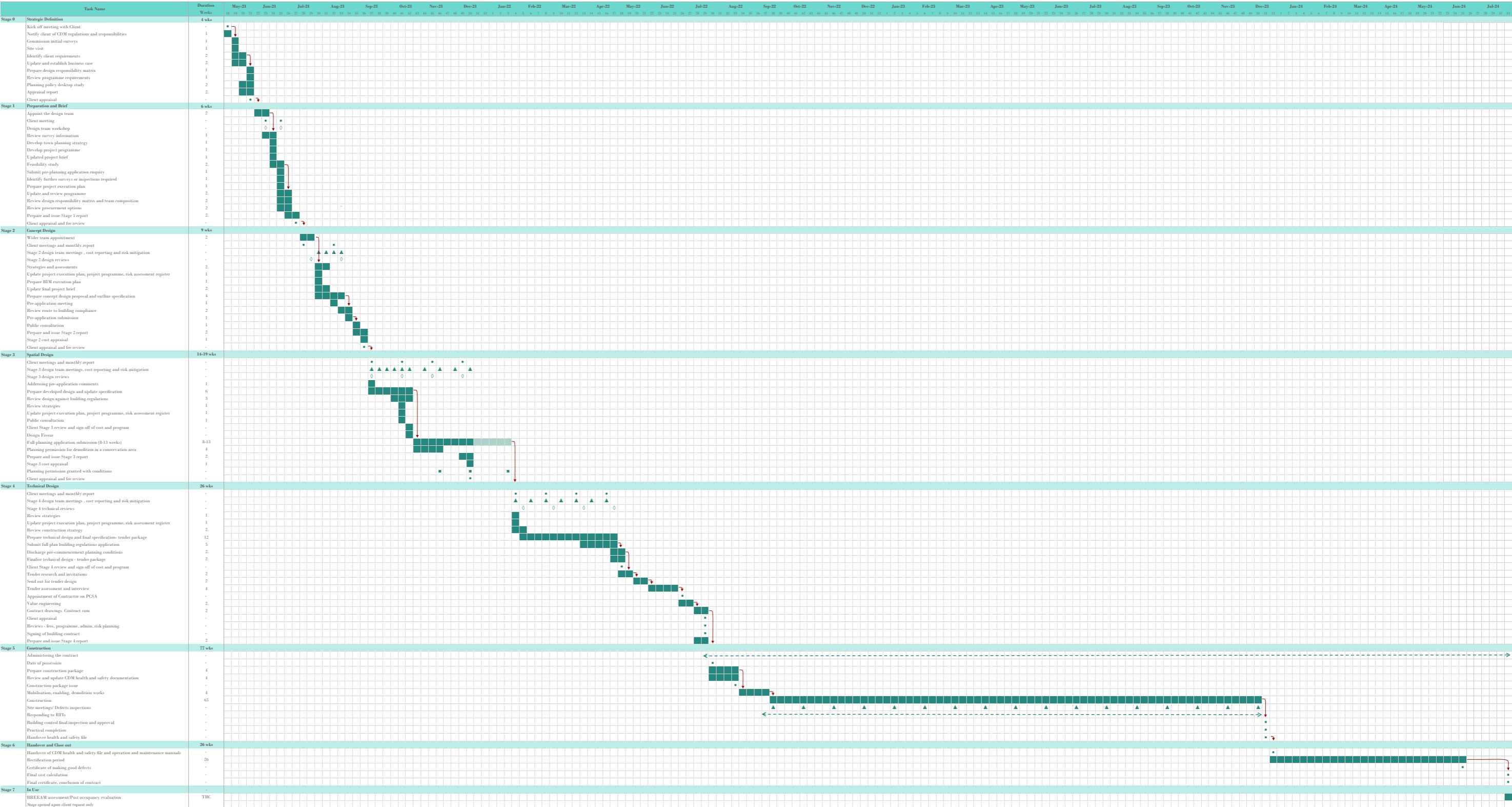
Additional Services			
CDM Principal Designer	2%	£	10,932.19
Contract Administrator	2%	£	1,950.81

Work Stage	Invoice No.	Date	Amount Due	
Stage 0	1	01-Jun-21	£	12,593.75
			£	12,593.75
Stage 1	2	01-Jul-21	£	28,600.00
			£	28,600.00
Stage 2	3	01-Aug-21	£	28,600.00
	4	01-Sep-21	£	28,600.00
	5	01-Oct-21	£	28,600.00
			£	85,800.00
Stage 3	6	01-Nov-21	£	30,745.00
	7	01-Dec-21	£	30,745.00
	8	01-Jan-22	£	30,745.00
	9	01-Feb-22	£	30,745.00
			£	122,980.00
Stage 4	10	01-Mar-22	£	36,107.50
	11	01-Apr-22	£	36,107.50
	12	01-May-22	£	36,107.50
	13	01-Jun-22	£	36,107.50
	14	01-Jul-22	£	36,107.50
	15	01-Aug-22	£	36,107.50
			£	216,645.00
Stage 5	16	01-Sep-22	£	4,834.38
	17	01-Oct-22	£	4,834.38
	18	01-Nov-22	£	4,834.38
	19	01-Dec-22	£	4,834.38
	20	01-Jan-23	£	4,834.38
	21	01-Feb-23	£	4,834.38
	22	01-Mar-23	£	4,834.38
	23	01-Apr-23	£	4,834.38
	24	01-May-23	£	4,834.38
	25	01-Jun-23	£	4,834.38
	26	01-Jul-23	£	4,834.38
	27	01-Aug-23	£	4,834.38
	28	01-Sep-23	£	4,834.38
	29	01-Oct-23	£	4,834.38
	30	01-Nov-23	£	4,834.38
	31	01-Dec-23	£	4,834.38
	32	01-Jan-24	£	4,834.38
			£	82,184.38
Stage 6	33	01-Feb-24	£	2,193.75
	34	01-Mar-24	£	2,193.75
	35	01-Apr-24	£	2,193.75
	36	01-May-24	£	2,193.75
	37	01-Jun-24	£	2,193.75
	38	01-Jul-24	£	2,193.75
	38	01-Aug-24	£	2,193.75
			£	15,356.25
Grand Total			£	564,159.38

6.0 PROJECT PROGRAMME



The project programme has been prepared for the stage 0-6 delivery of architectural services for the Priddy Square Development. The preparation of the technical design will be determined by the selected procurement strategy, however a standard tender process has been indicated below to indicate the typical route leading into the construction phase.



Critical path

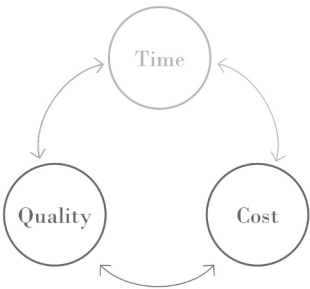
7.0 PROCUREMENT STRATEGY

The contractual framework will govern the design and production of the tender package and it is vital to ensure the correct building contract is selected and thus an efficient management process can be achieved. The project's success relies on clear understanding of your preferences regarding factors such as the level of risk, design responsibility, programme management, degree of design flexibility and cost management amongst other things. These decisions will determine the suitability of the various procurement methods. The following matrix sets out the cost, time and quality implications of the main two-party procurement methods. Should the desire to pursue a multilateral contract arise, this can be accommodated alongside any of the strategies outlined below.

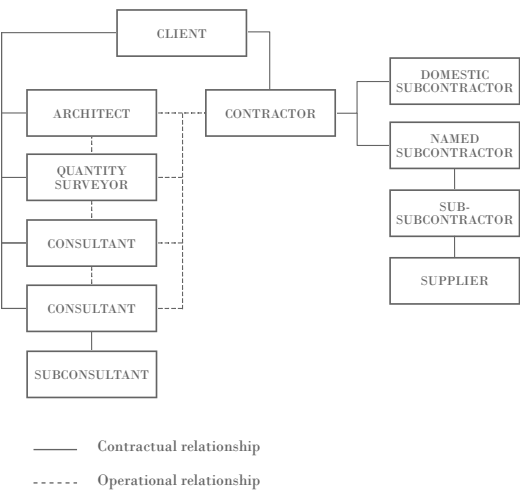
Procurement Method	Description	Level of Risk	Design Responsibility	Construction Responsibility	Contractual Relationships	Tender	Contract Administration	Price basis of Contract	Management of Programme	Changes	Type of commercial activity
Traditional (Design-bid-Build)	Separation of the design and construction functions and between the design team and the contractor. Suitable for all types of experienced clients.	The responsibility and risk lies with the client. Can lead to disputes from cost or time overruns if problems occur. The design and construction team are separated so there can be a lack of communication. In the event of a dispute, it can be hard to determine which party is responsible. If contractor is not appointed early enough then they can't advise on the buildability of the design.	The client has control of the design, specified quantities and standards through the appointed design consultants. Suitable if a high degree of design control and product specification is required. In some variations the contractor or a specialist subcontractor may provide limited design services under the ""contractor's design portion".	The contractor is responsible for the workmanship and materials associated with construction which is to be carried out in accordance with the design. The client can select some of the subcontractors to be engaged by the contractor known as nominated subcontractors.	The client enters into direct contractual relationship with the design consultants and also separately with contractor. Sub-contractors have a direct contractual link to the contractor. The client may wish for collateral warranties with the sub-contractors. The contract administrator is appointed by the client and has no contractual link with the contractor.	Often single-stage competitive tendering which typically occurs around RIBA Stage 4 using documents providing complete information about the works to be constructed. Alternatively, the tender can be negotiated at an earlier stage with a single contractor, but they will not be appointed until there are complete tender documents and an agreed contract sum. This option can be more time beneficial. Tenders priced on a fixed design so can be an accurate lump sum/fixed price. The single stage tender process is simple and well defined but restricts the main contractor's involvement in the design, although it is possible to appoint specialist sub-contractors earlier.	Consultants administer the contract on behalf of the client and advise aspects associated with the design, progress and stage payments. The contract administrator should act impartially where required by the contract to decide any matter between the parties.	Suitable where price certainty is required. Not suitable for fast-track projects where efficiency is required. The design is finalised before construction commences and work is to be carried out in sections. The contractor can be appointed on partial/notional tender information through the "accelerated traditional method" variation which can allow for an early start on site but has less cost certainty.	Suitable where robust variation is required so will allow the client more flexibility. Variations need to be managed appropriately to achieve cost certainty.	Suitable for a variety of projects of different sizes. Not suitable for complex projects.	
Design and Build	The client engages a single contractor who is the sole point of responsibility for the design, management and delivery of the project.	Level of risk lies with the contractor as they are the single point of liability. There is a less guarantee of good design quality as the contract documents are based on the contractor's proposals. Allows the contractor can be involved in an earlier stage so they can advise on the buildability of the project.	Employer Requirements - The client can control the design through appointed design consultants at the beginning of the project. Contractor's Proposals - Once the contract is signed the contractor prepares and completes the design by subcontracting or novating the architect and design team to carry out the detailed design. Not suitable for an uncertain or developing employer brief. The amount of contractor design input can vary depending on the stage of development when the contract is tendered. To avoid disputes, the selected contract should clearly state the priority assigned to the employer's requirements or contractor's proposals should they later be found to conflict.	The contractor constructs work to meet the requirements of the employer. The contractor appoints all subcontractors and suppliers.	The main contractual link is between the client and the contractor. It is likely the client will engage outside consultants to advise on the preparation of the employer's requirements and to evaluate and select tenders. The contractor will have a direct contractual link with its own design consultants and with subcontractors and suppliers. The contractor remains solely responsible for the performance of the parties. The client may require collateral warranties with the sub-contractors to ensure liability from them. In novated design and build, the client will require the contractor to take on some or all of its consultants at the time of entering into the contract.	There is the option of single and two-stage tender process. The contractor may be appointed either by single stage competitive tender or as the result of a single-stage (direct) negotiated process usually during RIBA Stage 1-2. Alternatively during a two-stage tender the contractor can be selected after an early stage competitive tender and then appointed as part of the design team on a pre-construction services agreement. The second stage tender during RIBA Stage 4 involves a bids for the works and will finalise the terms of the contract. During a two-stage tender there is risk the client may not get the best price due to less competition but there is opportunity for value-engineering, early contractor's design advice and reduced programme.	Usually no independent contract administrator but there is often a named employers agent or project manager. Matters relating to valuation and payment are carried out by the contractor.	Used for projects that require certainty of cost as the price of contract is known at the outset. It is often a fixed price lump sum contract. The contractor is obliged, subject to conditions, to complete the project for the project sum, unless there are employer changes.	Suitable for fast delivery of a project. The contractor has responsibility for completing the project on time. It is possible to overlap the design and construction phase.	The employer can control the design as part of the employer's requirements but once the contract is signed they have no control over the development of the contractor's detailed design. Although the client can request design or specification changes during construction, the contractor is obliged to advise on the consequence of additional time and disruption and therefore there is much less flexibility for design variations. However, this can also ensure there pricing is more accurate.	Commonly used for larger projects.
Management	The central management responsibility is undertaken by either the client or a contractor. The work is tendered sequentially as separate packages under works or trade contracts to client selected firms.	There is a high level of risk with the client so this method is not advisable for those with little experience. Due to the divisive nature of the works into packages, it can be difficult to identify a responsible party when problems arise.	The client can retain design responsibility through their directly appointed design consultants. Suitable where much of the detailed design is of a complex or innovative nature requiring components or systems designed by specialists. The management contractor is involved from an early stage as an equal member of the design team to work alongside them and develop the programme. The design does not need to be too detailed when the management contractor is appointed.	The management contractor does not directly undertake construction work but can be responsible for the administration and operation of works/trade contractors under the management contracting procurement route. In the construction management variant, the client takes overall responsibility and the construction manager acts as an adviser to the client. Each of the sub-contracted works/trade contractors are supplied with all the information required to construct their package and do not carry design liability.	In management contracting, the management contractor is directly and contractually responsible for the trade contractors. It is likely the client would have collateral warranties in place for this procurement method. In construction management, the employer is directly and contractually responsible for the management contractors. The construction manager liable only for the proper performance of its services.	The contractor is usually appointed by tender, negotiation or an interview on a professional basis similar to members of the design team. Usually a single-stage tender process, prior to which the design consultants prepare the project drawings, specifications and cost plan. The client is closely involved in the tendering process of each of the constituent parts and selects all of the separate specialist contractors.	Consultants administer the contract on behalf of the client and advise aspects associated with the design, progress and stage payments. The contract administrator should act impartially where required by the contract to decide any matter between the parties.	It is not a fixed price, lump sum contract. The amount to be paid to the management contractor is the prime cost of all the work done under the management contract plus the management contractors fees. Suitable where the employer wants maximum competition for the price of building work. As each package is tendered separately, often with fully detailed information, this can allow tight control over cost. But since the packages are tendered sequentially, the only figures available at the start will be those in the project cost plan so there is less cost certainty	Suitable for fast-track projects where early start on site and early completion are desirable. Not suitable where there is uncertainty of programme. Design is developed in parallel with construction.	There is flexibility as the client can request changes to the employer's requirements during construction. Design development and cost fluctuations can be accommodated but the potential for change will need effective control by the design team and a robust and realistic cost plan.	Most suitable for large, complex projects where early completion is desirable.

7.0 PROCUREMENT METHOD

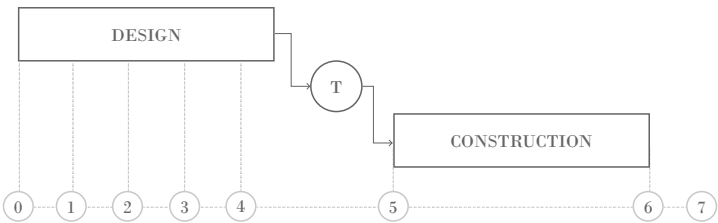
Traditional (Design-bid-build)



Cost and quality priority



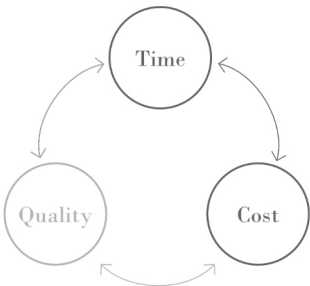
Contractual relationships



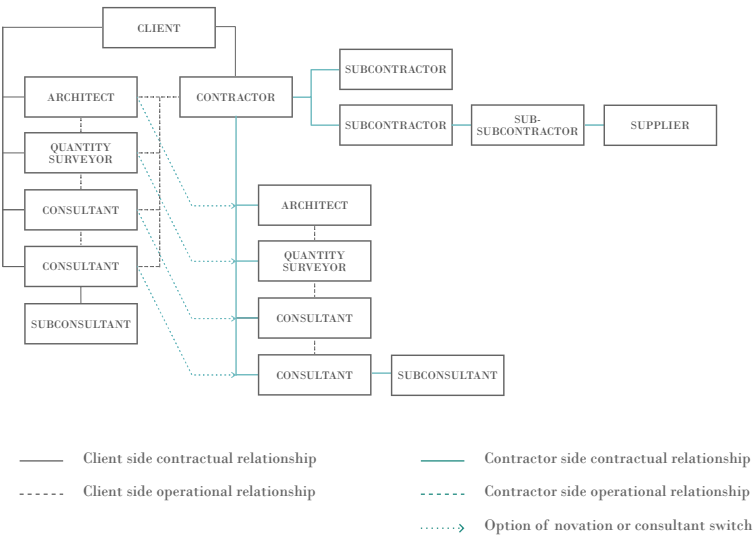
Tender process

7.0 PROCUREMENT METHOD

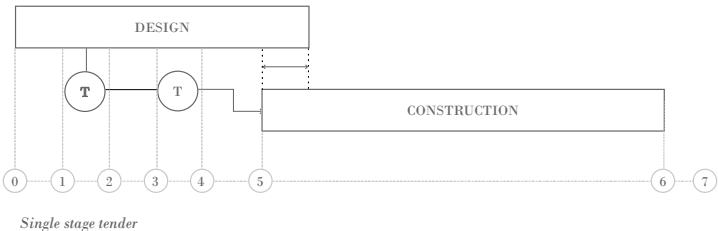
Design and Build



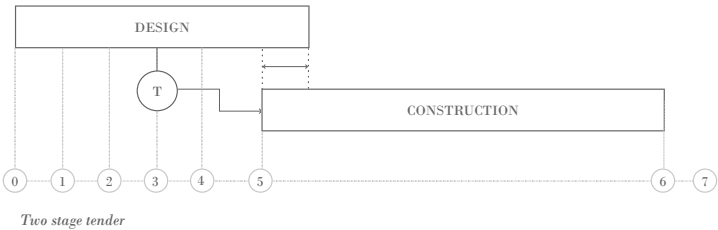
Time and cost priority



Contractual relationships



Single stage tender

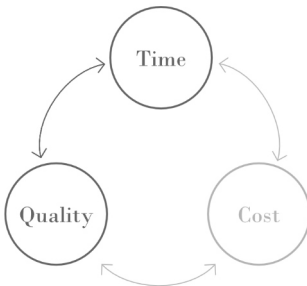


Two stage tender

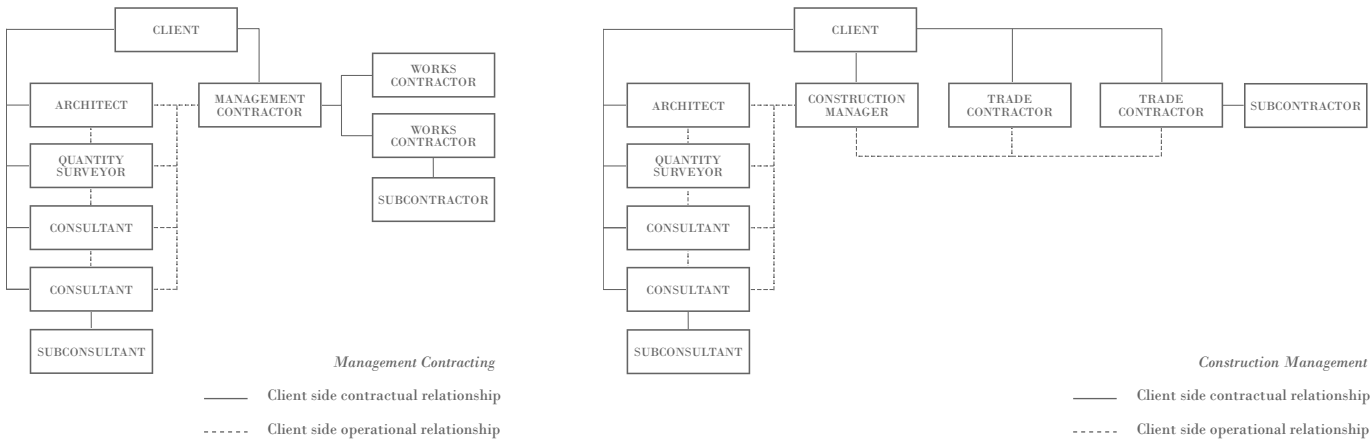
Tender process

7.0 PROCUREMENT METHOD

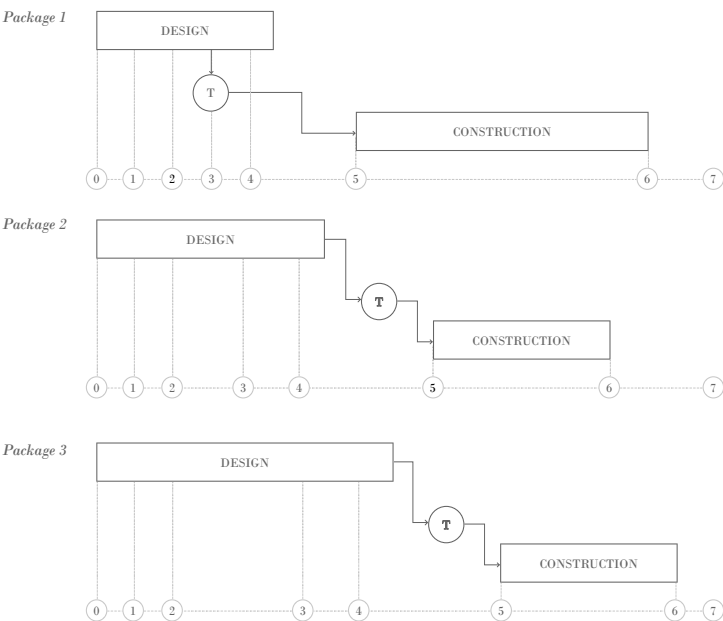
Management



Time and quality priority



Contractual Relationships

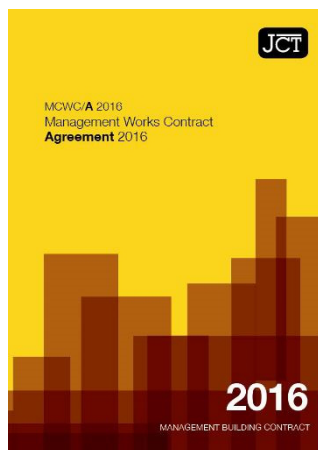


Tender process

7.0 PROCUREMENT METHOD

7.1 Recommendations

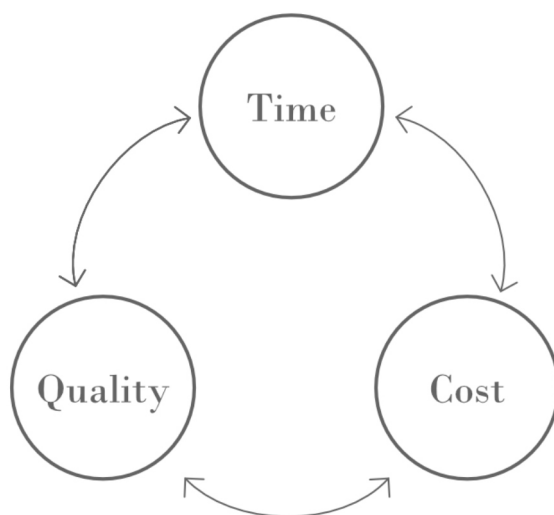
Following analysis of the procurement table above, AA Architects would recommend the management procurement method as the most suitable framework to carry out the construction of the Priddy Square Development. Due to the constrained logistics of the construction site, the early appointment of the management contractor would allow PYDL to benefit from their specialist advice and would encourage a more co-ordinated design and construction team. This could enable a more efficient strategy for achieving target costs and programme deadlines. Since PYDL is an experienced client, we also feel that it would be more suitable for you to retain a high level of control over both the design and the appointment of sub-contractors. A higher guarantee of quality can be achieved through this strategy which could equate to higher rents as a result. Coupled with the potential for an earlier completion date, this could ensure an earlier income stream. Furthermore, this method would allow for flexibility to vary the design at a later stage which could prove beneficial due to the constrained nature of the site and would allow the development to adapt to any potential detrimental features uncovered in the existing building during construction works and present unstable market conditions. The packaged nature of the works would also suit a DFMA construction process should you be encouraged to pursue this approach. It could also allow for additional works to be developed during construction if you would like to pursue this option at a later date. Although it is generally accepted that time and quality are at the forefront of this procurement method, cost certainty can be achieved through a more accurately defined scope of works should you be willing to accept some compromise to the programme.



A typical standard form management building contract by JCT

8.0 PROJECT COSTS

8.1 Project Costs



The value system

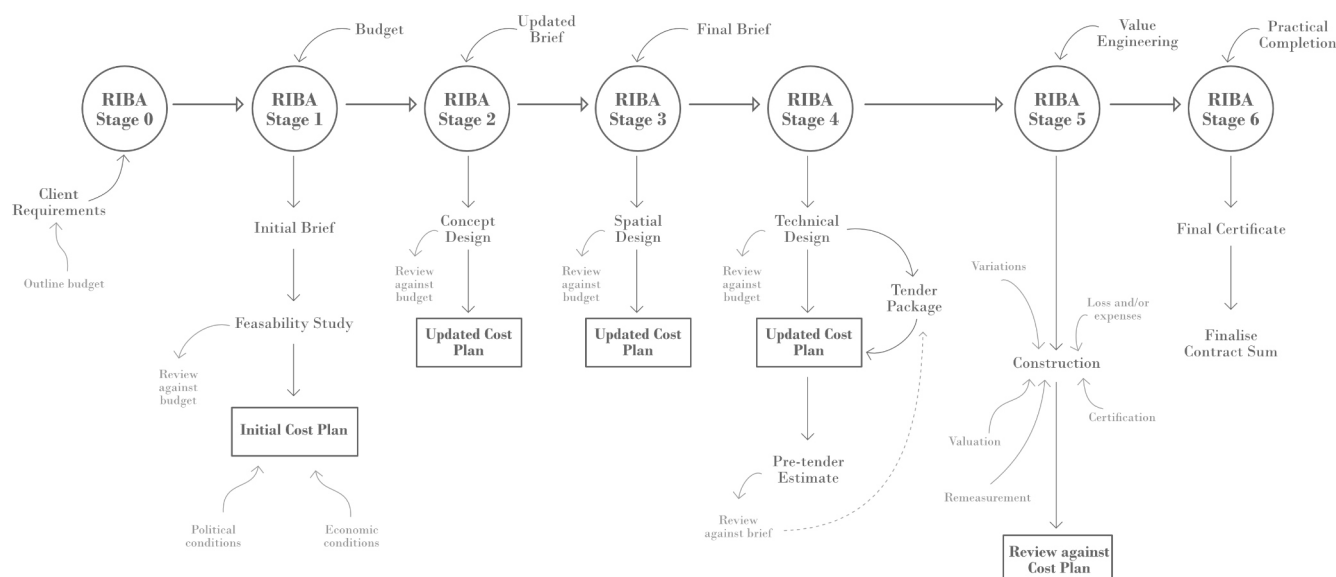
The efficient management of project costs is crucial to ensure the successful delivery of any construction project. We would highly recommend appointing a specialist quantity surveyor to analyse and manage the cost information for the project. It is the duty of both the quantity surveyor and the project lead to look after your interests and to prepare and maintain the overall cost plan. We would like to highlight how important it is to ensure that there is a regular system of information exchange in place regarding any updates to the project costs and thus suggest that a monthly report detailing any cost and completion forecasts should be sent to you for review and sign off. This should also contain input from any other appointed consultants who will each have a duty to inform you of any issues that may materially affect the construction costs and any information, decision or action that is required in mitigation.

If appointed, AA Architects would also like to ensure that there is also a good system in place for co-ordinating information between the appointed consultants, particularly with the quantity surveyor, as this is imperative to certify that the design remains aligned to the cost plan and thus the overall project budget during each RIBA Stage. This can be achieved through regular team meetings, but each consultant should also be individually responsible for proactive co-operation with other consultants and specialists. Failure to do so can create a much more difficult design that would be costly to implement and can

cause the project to become unfeasible. If at any point during the project, the services, cost or time targets are different from those agreed by you then a formal variation by letter or deed will need to be agreed as appropriate. Changes to the brief will need to be subject to the change control procedure as established in the project execution plan and may also result in a reassessment of professional fees. Further changes should be avoided towards the later stages of the project as they can have significant cost and time consequences.

Whilst the financial status of the project has not been disclosed at this stage, an understanding of the likely capital cost parameters will be necessary to assess the viability of the project. At RIBA Stage 0 it would be useful for the client requirements to contain appraisal studies and an outline of the overall project budget to assess the scope of the project. Both the project lead and quantity surveyor can help you to determine the initial construction costs at this stage. A high-level understanding of any spatial requirements will greatly assist with this task. A realistic budget will need to be determined during RIBA Stage 1 to accurately plan for the execution of the project and can be undertaken with the assistance of the quantity surveyor. Following this the feasibility study report completed by the design team consultants can then be tested against the project budget to confirm or amend any requirements to be included in the project brief before the design process commences at

8.0 PROJECT COSTS



The cost plan strategy through the RIBA work stages

RIBA Stage 2. The project brief should also set out the key milestones for decisions regarding cost, time and quality. At the end of RIBA Stage 1 an initial cost plan, cash flow forecast and cost appraisal should be completed by the QS. These documents will be vital for effective cost planning and to regularly assess financial implications of the design at each stage.

The cost plan must also assess the current political and economic context and determine that there are appropriate finances available to cover all expenses throughout the work stages. These include the development budget, insurance, surveys, planning obligation charges, land acquisition cost, professional fees, surveys, statutory submissions, contingency allowance, inflation and VAT. Future operational costs for the security, energy and maintenance of the building should also be taken into consideration. Ensuring an adequate financial stream is a crucial element of the project and any associated risks should be evaluated in a regularly updated “Risk Assessment” log. Work produced at each stage should be regularly assessed against the cost plan and construction costs should also be continuously reviewed and updated. It is important to recognise that if the project costs are exceeded during the design phase, the appointed consultants should step back to analyse where precisely the design decisions have had a significant impact on the budget. Following this measures should then be taken to bring it back in line with the financial requirements, either through a reduced design scope, or increase in budget.

At the time of procurement, the information given to the quantity surveyor to prepare the pre-tender estimate should be as detailed and finalised as possible to allow an accurate tender figure. If the estimate does not match the project brief the design and tender documents should be amended. A contingency allowance should be put aside to cover any risks that cannot be fully mitigated at this time. Following this, we also recommend value engineering which can be a useful and collaborative tool to ensure the design achieves a balance of good quality and cost efficiency and remains aligned to your objectives. During the construction phase, the standard form construction contract should have appropriate measures to manage costs and will be overseen by the contract administrator. During this period, both the Contract Administrator and Quantity Surveyor should implement regular financial reporting of cost matters such as expenditure, a current appraisal and a forecast of total costs for you to review. They should also liaise regularly and ensure that any instructions to be given by the Contract Administrator should be costed by the Quantity Surveyor prior to implementation. Financial matters at this stage will usually concern valuation, certification, variations, remeasurement, and expenses. Finally, following the completion of the project, we would strongly recommend the collation of any feedback, such as the effectiveness of cost control, as this can be a useful point of reference to successfully deliver any future projects.

9.0 APPOINTMENT

9.1 Appointment for Professional Services

Should PYDL wish to appoint AA Architects to provide the architectural services for the Priddy Square development, we recommend the use of the RIBA Standard Professional Services Contract 2020 to formalise our appointment. As part of our professional obligations under the ARB and RIBA codes of conduct we will require any formal appointment to be agreed in writing. We will be unable to commence with any work until a suitable agreement has been signed.

At this early stage of the commission, it is evident that the nature of the project and the scope of professional services are not yet clearly defined so it may be considered premature to enter into standard form of contract at this point. If PYDL wish to commence Stage 0 work immediately we recommend that a preliminary agreement by letter should be formulated as an interim measure. However, with any letter of appointment, we expect that all the services for Stage 0 should be confirmed in writing, alongside the scope of works and agreed fee. Furthermore, we require that this interim letter of appointment should refer to the terms and conditions as stated in the RIBA Standard Professional Services contract 2020 and associated standard clauses covering insurance, payments, net contribution liability and dispute resolution procedures etc. Should the commission continue beyond the remit of RIBA Stage 0 we will require the RIBA PSC 2020 to form the contractual arrangement of our continued appointment.



*The recommended standard form of appointment contract -
The RIBA Professional Services Contract 2020*

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