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Ms S Burrows, Town Clerk  
Saltash Town Council  
By Email Only:

7 October 2022

Dear Sinead

## **BUILDING SURVEYING SERVICES FOR SALTASH TOWN COUNCIL**

Thank you very much for your email received on 5 October 2022.

You have asked that I provide for you an outline building surveyor's services quotation for working with Saltash Town Council on ad hoc building surveying instructions through your property stock.

### Background

is a Chartered Building Surveying company established in 2005.

The company is Regulated by RICS.

Our Chartered Building Surveyor is has been a Chartered Building Surveyor since 1997 and is a member of the Royal Institution of Chartered Surveyors.

has extensive experience of a wide range of building surveying instructions from individual property inspection and reports to large scale property stock condition surveys.

also undertakes project management services for a wide range of clients which includes architectural design work, detailed building regulations and design, tender procurement and analysis through to project site supervision and contract administration.

### Town Council Projects

We have worked over the years on a number of Town Council instructions.



- Chartered Building Surveyors
- Project Managers
- Property Inspections
- Architectural Design



**Callington Town Council** – our work for CTT includes work at the Pannier Market where we have specified, tendered and acted as contract administrator over a substantial re-roofing project. We have also undertaken full design and project management over the refurbishment of CTT's public toilet facilities which introduced a 'Changing Places' assisted cubicle which is a major asset to the town. We have also undertaken smaller design and project management work for Callington, including re-modelling a café interior to provide ambulant disabled facilities.

**Newquay Town Council** – we have been involved with NTC for a number of years and have recently acted as project manager and contract administrator over a substantial building repurposing project. At Mount Wise in Newquay, we worked with architects and mechanical and electrical engineers to prepare detailed design for the alteration of a redundant semi-derelict four-storey building in a town centre location to form municipal offices and work space for the town council but also four office suites with adaptable design suitable for short-term office space lets. The facility also has a multi-purpose meeting space and kitchen which is extensively used for weddings and other gatherings. We oversaw that project from inception to completion, from the initial building condition assessment through to final account and defect liability period with the appointed contractor. The project value was contained within the anticipated sum of circa £900k.

**Tavistock Town Council** – we have worked for TTC some time ago on property condition services and asbestos surveying services over the range of property around Tavistock Pannier Market.

#### Outline Fee Structure

You have kindly set out in your email 8 examples of types of work required from a Chartered Building Surveyor.

- 1) **Surveying Property.** We quote individually for all of our property surveys, based on our assessment of the property size and complexity.

As a guide, we are currently undertaking level 3 pre-purchase building surveys on residential property at an average fee of £850.00 + VAT (£1,020.00) per instruction.

We have undertaken larger commercial and office building stock condition style work or planned maintenance scheduling and fees for those instructions range from £1,250.00 to £2,250.00 + VAT (£1,500.00 to £2,700.00), again depending on size and complexity.

For building survey instructions, we would meet with Council representatives to discuss the instruction and then provide you with a formal written survey quotation for your consideration. Our initial scoping meeting of the instruction with you is at no cost.



- 2) **Procurement Documents to Tender.**
- 3) **Analysis from Tender.**
- 4) **Contracts.**

We are able to undertake design and specification services for building projects in-house where appropriate and working alongside other consultants where necessary, including architects, mechanical and electrical engineers and structural engineers. We have experience of producing tender documents including drawings, written specification and preliminaries, trade preambles and pricing documents.

Our fee structure is individual to each instruction but for production information work on projects, we would be working at a percentage fee for the whole project for which we would usually require around 45% stage fee up to tender information stage.

For example, if we were involved in a project with an expected value of £100k, and working at a percentage fee of 10%, then at tender production stage fees would be 45% of 10% £100k i.e. £4,500.00 + VAT (£5,400.00).

In relation to contracts – we prepare standard contract forms between employer and contractor using the JCT suite. On occasion we have collaborated with a quantity surveyor for specific contract variations where the standard suite documentation requires adjustment.

- 5) **Planning Applications.** We can prepare and submit planning applications for relatively and straightforward projects.

Where projects are more complex, or involve potentially contentious change of use, we have worked alongside a planning consultant such as Planning Consultancy. On those occasions we have led the project planning application, drawing in consultancy experience to assist with design statements and responding to particular planning policy.

Fees for planning applications vary depending on size and complexity. Typically, for a relatively simple and modest application for building extension work, fees would be around £2,500.00 + VAT (£3,000.00) for planning application preparation and submission.

- 6) **Project Management.** Our project management services include full contract administration with frequent site inspections and reports, progress meetings and programme review, dealing with day-to-day queries, variations, valuations and final accounts.

We usually act on project management instructions at a percentage fee based on the project cost. The percentage fee varies depending on size and complexity. We are currently working as contract administrator on a substantial social housing



project with a value of over £800k where our project fee is 5%. Equally, we are working as contract administrator on a domestic extension project with a value of under £100k where our percentage fee is 12%.

Hopefully this gives you some idea of the fee range. We would meet and review each project management instruction with you and prepare a dedicated quotation for that particular service for your consideration. Again, that initial scoping meeting is at no cost.

- 7) **To Attend Town Council Meetings.**
- 8) **To Advise the Town Council on the 5-Year Repair and Maintenance Plan to Allow Successful Budgeting Over a 5-Year Period.**

If we were to attend Council meetings and have meetings with representatives to advise on the 5-year plan, then that style of work would be charged at our standard hourly rate of £100.00 + VAT (£120.00). We do not charge for any travel or other disbursements.

Thank you also for providing some insight into the potential works at **The Guildhall** for external joinery and stone repair and energy efficiency improvements. We would be happy to discuss those issues with you further at a no-obligation scoping meeting.

I trust the above gives you some background to our company and the range of services that we can provide.

I enclose our standard terms and conditions for your perusal and also a flyer about our business with the email copy of this letter which has live links to our company website. You may also wish to review our yell.com ratings by visiting

us on three best rated [or you can find](#)

If you require anything further, please do not hesitate to make contact and I look forward to hearing from you in due course.

Kind regards,  
Yours sincerely