

Sarah McCaffrey
Kenilworth Centre
Car Park
65 Abbey End
Kenilworth
CV8 1QJ

July 31st, 2023

RE: Kenilworth Centre – Fee Proposal

Dear Sarah,

It was really nice to meet you last week. I would welcome the opportunity to work with you to help plan for the relocation of the radio station and to secure the additional funding. As discussed in our meeting, I have allowed for a topographical and building survey, and the preparation of visuals including coloured plans and a finished quality pen and ink drawing of the radio station container and surrounding area to be used in your presentations. I have split the fee into stages which would be on a 'pay-as-you-go' basis and is as follows:-

1. Topographical and Building Survey

Survey and preparation of existing drawings in cad by Cryfield Surveys Ltd (Their quote is for £650 + VAT). These survey drawings will then need to be simplified so they are more appropriate for your presentations, including changing the text, layout and orientation. I will also prepare Location and Site Plans and set the survey into an Ordnance survey file which is best to set up at this stage. You will also need these for any applications in the future. I have allowed £200 to cover my time for my involvement in the above.

£980 (includes the VAT that will be charged by Cryfield Surveys)

2. Preparation of Proposed Plans in cad

This stage would involve meeting with you at the Centre to run through the changes that you wish to make and the preparation of coloured plans to illustrate these to be used for your presentations.

£400

3. Preparation of Pen and Ink Sketches

Main sketch with the purpose to illustrate the design and surrounding area for the proposed Radio Station container in pen and ink. Ideally this will be from an elevated viewpoint and I will add the proposal over a photograph of the area. I should be able to take this photo from one of the first-floor windows or the fire escape stair. I normally charge £500 per sketch, and I have assumed that one sketch will suffice in first instance.

£500

The fees quoted above exclude expenses, which we will use our best endeavours to keep to a minimum. The fees also exclude Statutory Authority Fees and other Consultant's fees.

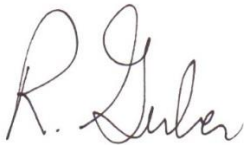
In order to give you an idea of the other fees and expenses that are likely to be incurred I have listed them below.

- Ordinance Survey site plan (approx.) £50-60
- Good quality colour presentation prints if required

Also worth noting, R.A.G. Architects is not VAT registered which saves you from paying this tax for my work.

I trust that you will find this acceptable and will await your confirmation but if you wish to discuss any of it, please do not hesitate to contact me. Otherwise, I will look forward to hearing back from you and to working with you and the rest of your team on this project.

Yours sincerely,
R.A.G. Architects

A handwritten signature in black ink, appearing to read 'R. Gerber', written in a cursive style.

Rod Gerber
Architect