

Ivor Smit
Whitebox Architecture

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Date: 26-Oct-2023
Project ref:
Letter ref: WFS-WBA-L-001

Dear Ivor,

Subject: Bradstone Rd – Construction Management Plan – Proposal

I refer to your request for proposal in relation to the undertaking of Construction Management Plan for the Bradstone Rd development and have the pleasure in submitting our proposal as follows:

Scope of Service:

WorkFlow Services (WFS) has been engaged to prepare a Construction Management Plan to support the discharge of planning conditions at the Bradstone Rd site. The Condition discharge consists of;

Condition 15 – Construction management

1. Council have requested the following be included in the CMP:
2. Confirmation of the which days that work will take place;
3. Details of dust monitoring, including the location and action to be taken should dust from the site escape;
4. Details of how debris will be prevented from escaping from construction vehicles;
5. Details of how will materials be stored, located and covered;
6. Details of how the surrounding highway be kept clean after vehicles have driven off site;
7. Details of water suppression techniques to be used, details of hoarding and sheeting to be used should also be provided to control fugitive dust emissions.
8. Further noise and vibration control measures, including site noise levels and maximum vibrations at the site boundary with any receptors, particularly during nosier or more intrusive activities.
9. Details of noise and vibration monitoring;
10. Complaints and consultation procedure.

Co-ordination with the Client/builder will be needed to determine their preferred course of actions with the conditions and so the report is written in a way which reflects the clients proposed methodology.

Clarification:

Our proposal is based on the following set of clarifications;

- This Proposal is valid for 30days.
- It is estimated that upon receipt of order confirmation and purchase order, the Reports will be prepared and issued within a two week period.
- We have made no allowance for 3rd party fee's, application payments and the like, ie local authorities, land owners, etc.
- We have included for our own investigations and research but have not included for any third-party costs associated with consultative meetings with statutory bodies or utility searches.
- We have not included for any site visits.
- We have not included for the production of a Primavera P6 or Microsoft Projects Programme of Works.
- We have not included for the production of any drawings, design deliverables, or construction related deliverables (eg lifting plans).

Our Fee:

Based on the content of this proposal, our Fix Price offer is **£2,167.50** exclusive of VAT charged at the prevailing rate.

Description	Duration	Rate	Total
Project Manager – Nathan Jury – engagement and preparation	3 days	£660.00	£1,980.00
Director – Jacob Kilroy – review, check, quality control	0.25 days	£750.00	£187.50
Total			£2,167.50

Rates:

Where possible we would endeavour to undertake any variation on a lump sum quotation basis, however, where this is not possible or feasible, we will adopt the following rates:

- Director – £83.34/hr;
- Project Manager – £73.34/hr;
- Mileage – £0.45 per mile;
- Accommodation & Subsistence – cost +5%; and
- Subcontractor & External Services – cost +12.5%.

The rates are based on 9 hours per day and inclusive of OH&P but exclusive of VAT charged at the prevailing rate.

Our payment terms are 14 days from date of invoice. WorkFlow Services Ltd reserves the right to charge interest on late payments at a rate of 4% above the base rate of the Bank of England, subject to a minimum of 4%.

This quotation is valid for 30 days and we require you to supply us confirmation of order before any work can proceed.

I trust our proposal meets with your approval, however should you require further information please contact me on 07738077024.

Yours sincerely,

For WorkFlow Services Ltd



Jacob Kilroy

Director