

## Grenfell Tower

### Fee proposal for inclusive access consultancy services

---

**Client:** TBC  
**Project Manager:** TBC  
**Architects:** Studio E

---

#### For access consultancy during RIBA Stages

Stage E                      Technical design

---

DBA ref: FP 2697

16 August 2013 (revision 00)

20 August 2013 (revision 01)

---

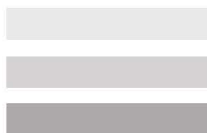
#### DAVID BONNETT ASSOCIATES

access consultancy  
research and design

Studio One  
32 Indigo Mews  
Carysfort Road  
London N16 9AE

tel  
fax

info@davidbonnett.co.uk  
www.davidbonnett.co.uk



RIBA 



National Register  Access Consultants

<b>Brief</b>	<b>RIBA Stage E</b>
<b>Details provided</b>	
Proposed floor plans	

<b>RIBA STAGE E – Technical Design</b>	
<b>Duration: 1 month</b>	
E1	Desktop review of up to 15 layouts against access standards, including the BREEAM Domestic Refurbishment Manual, and review of GA plans and approaches.
E2	Advice and correspondence
<b>Total fee Stage E    £1,690.00</b>	



<b>DBA team</b>	
Lead consultant: Rachael Marshall Support staff: Alan Pottinger, Lucy Shepherd	
<b>Duration</b>	
1 month	
<b>Meetings</b>	
No meetings for Stage E Meetings can be attended, charged at current DBA hourly rates.	
<b>DBA deliverables</b>	
Reports and Access Statements as listed above. Please note that reports are issued in electronic format only. Printing and collating of any copies/delivery is not included in this fee proposal and will be charged at cost.	
<b>Total fee</b>	
<b>Proposed fee excluding VAT (for above and including reasonable expenses)</b>	<b>£1,690.00</b>
VAT to be charged at applicable rate at time of invoice. Payments are to be invoiced at the conclusion of the RIBA stages as set out above or otherwise to be agreed on instruction. Conditions of payment are 30 days from date of invoice(s).	



### Explanation and scope of services

### 1.0 Programme duration

- 1.1 DBA's fees are based on a continuous programme for the project. If the programme is stopped and restarted, and the scope of the project changes so that additional reviews and amendments are required, DBA's fees may need to be amended accordingly.
- 1.2 If the programme extends beyond 15% of the specified duration, then DBA reserves the right to charge additional fees based on additional time spent on the project. DBA will provide validated data about additional work caused by the extended programme.

## 2.0 DBA's working hours

- 2.1 DBA's offices are open between 09:00 and 18:00 from Monday to Friday.

### 3.0 Information required

- 3.1 Drawings and reports can be issued to DBA electronically or as hard copies. DBA will access information through web-based systems if required for any project and rely on being directed to interrogate / review / examine information when specifically requested. DBA do not undertake to search for changes.

## 4.0 Standards

- 4.1 **Planning Authority requirements** - Planning consultants for the project are to confirm the requirements of the local planning authority, including local policies relevant to inclusive access that need to be applied in order to gain approvals.
- 4.2 **Responsibilities of DBA** - DBA's fees only include for advice and guidance in support of the issues directly addressed by our reports at the appropriate stage. We reserve the right to charge additionally for advice on separate issues.
- 4.3 **DBA's scope** - DBA's role is to advise on inclusive design issues arising from physical building design and approaches to buildings sufficient to meet all relevant planning and regulatory requirements. DBA can also advise on meeting best practice or other standards where this is specified by the client.
- 4.4 **Legislation** - Please note that the Equality Act 2010 does not contain any specific requirements for the built environment and therefore has no relevance to 'compliance' in respect of physical building standards or regulations.

## 5.0 Reviews

- 5.1 **Design reviews for checking compliance with the building regulations** - DBA fees allow for three reviews and updates to the Part M schedules. We reserve the right to charge additionally for additional reviews and updates to the schedules beyond those allowed for.
- 5.2 **Design responsibility** - DBA will provide general and specific advice with regard to meeting mandatory access regulations (Part M 2004). The architects remain responsible for ensuring that their design complies with the building regulations and they should obtain the appropriate approvals and eventual completion certificate from Building Control or equivalent Approved Inspectors.
- 5.3 **Residential access standards** - DBA will provide advice about designing Lifetime Homes (or similar in the case of certain local authorities) and wheelchair accessible homes in collaboration with the client and designers. The number of dwelling layouts to be reviewed is set out in the fee proposal where applicable and three reviews of each layout are included in the fee proposed, unless specified otherwise. We reserve the right to charge additionally for further dwelling layout reviews where these are called for.
- 5.4 **Design responsibility for residential access standards** - The client and their designers will remain responsible for ensuring that dwellings are constructed in accordance with the agreed plans and to obtain approvals from the Code Assessor for Code for Sustainable Homes assessment where this applies. It should be noted that some London boroughs follow different residential access standards to those required by the London Plan and ensuring compliance with these standards. Where this involves additional work, DBA reserve the right to charge additional fees.

## 6.0 Reports and deliverables

- 6.1 **Format of reports** - DBA deliverables will be issued electronically unless agreed otherwise. Reports will be submitted in DBA's format. If alternative formats, eg, different page size, orientation, fonts, are required, we reserve the right to charge additionally for the extra time required to do this.
- 6.2 **DBA Access Statement in support of a planning application** - Access Statements in support of planning applications are developed in two stages.
  1. Draft Access Statement with 'headlines' to identify access arrangements proposed and issues to be addressed.
  2. Final Access Statement to be completed with text and access overlays based on the agreed final drawings, indicating the main access routes and other access provisions relevant to securing planning approval.
- 6.3 **DBA Access Statement for Building Control Submission** – DBA prepares schedules based on the guidance of relevant Approved Documents for inclusion in the Stage F Access Statement for Building Control approval.
- 6.4 **Comments and revisions** – Any comments or revisions to reports should be received by DBA at least one working day prior to submission of draft or final reports. We reserve the right to charge additionally for any late issues that require last-minute work outside of office hours. DBA cannot be held responsible for late issue of documents where information has been delivered or sent to the office less than one working day prior to the deadline. See paragraph 2.1 for DBA's working hours.

## 7.0 Meetings and site visits

- 7.1 **Projects that involve existing buildings** - DBA input will include an access audit (if agreed), followed by a report that includes recommendations to establish a basis for access options and improvements.
- 7.2 **Meeting attendance** – DBA allows for a specific number of meetings that we believe are necessary to achieve the required outcomes. If DBA is requested to attend additional meetings or specific meetings with consultation groups or statutory bodies, we reserve the right to charge additionally for these if not allowed for in the original proposal.

## 8.0 Insurances and agreements

- 8.1 **Sub-consultancy** - Any sub consultancy agreement that is required of DBA as part of this appointment must be sent in draft for DBA's agreement and clearance with DBA's insurers prior to acceptance.
- 8.2 **PII** - DBA's Professional Indemnity Insurance cover is £2 million with a six-year liability period; however we would consider a liability period of twelve years in exceptional circumstances.
- 8.3 **Liability for PII** - The liability period begins at the completion of our services and not at the completion of the project.
- 8.4 **Public liability** - DBA has Public Liability Insurance of £5 million
- 8.5 **Contracts** - DBA requires exclusion from the provisions of The Contracts (Rights of Third Parties) Act 1999 in favour of Collateral Warranty arrangements.

## 9.0 Expenses

- 9.1 Reasonable UK travel expenses are included in the fee proposal based on attendance at meetings.
- 9.2 If disbursement costs are incurred, typically for reprographics and photographs, they are charged at cost and summarised on invoices. A detailed breakdown of costs can be provided on request.

## 10.0 Invoice payments

- 10.1 Invoice payments are staged by agreement within the terms of a fee proposal, usually at £3,000 interim payments for consultancy work, or 60% of the fee for audit reports on submission of first draft or submitted at fee figures of approximately £3,000 for other consultancy work that is paid at an hourly rate.
- 10.2 Turn around time for the payment of invoices to DBA is 30 days.
- 10.3 Fees are subject to review on 1 April each year. Fees quoted in this proposal are fixed, however any additional works based on hourly rates may be subject to the rates review. Clients will be notified in advance of any hourly fee rate or other increases.

Amended 26.06.12 JD/SSR