

HARTLEBURY PARISH COUNCIL

Proposal Template

Date	01/05/18																									
Agenda Item No	11 (3)																									
Title	<p>Parish Hall Community Project:</p> <p>Quotation Adjustments and Additional Payments to Landscape Consultant,</p>																									
B a c k g r o u n d	<p>Greenway LA Limited were employed in July 2017 to carry out design and documentation pursuant to a quotation dated 17th March 2017.</p> <p>The quotation included the basic design work to complete all drawings and documentation to RIBA Plan of Work stage G, with a separate fee for assistance with tendering stages H & J if required. However in practice, the majority of work in stages H & J was carried out by Councilor Simons, so it is necessary to reduce the Consultant's fee for these stages to reflect work actually completed.</p> <p>Also, the Consultant has carried out further tasks and incurred further expense in providing documentation to the Contractor, outside the scope of the original agreement</p>																									
C o n s i d e r a t i o n s	<p>In lieu of the quoted fee of £1531.25 (subject to discount) for Stages H & J, Greenway LA Limited proposes a lump sum payment of £428.75 for work in Stage H, plus £182.85 for attendance at the Pre-Start meeting. These amounts are considered to be reasonable for the work undertaken by the Consultant.</p> <p>Greenway LA Limited also seeks further payment for the following amounts in its current invoice dated 16th April 2018:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">(1)</td> <td style="width: 75%;">Preparation of setting out drawing (8.00 hours@ £56.25)</td> <td style="width: 10%; text-align: right;">£</td> <td style="width: 10%; text-align: right;">450.00</td> </tr> <tr> <td>(2)</td> <td>Time charge for plan printing / collection, (0.50 hours @ £56.25)</td> <td style="text-align: right;">£</td> <td style="text-align: right;">28.13</td> </tr> <tr> <td>(3)</td> <td>Mileage 27 miles@ £0.47</td> <td style="text-align: right;">£</td> <td style="text-align: right;">12.69</td> </tr> <tr> <td>(4)</td> <td>Plan printing cost for Pre-Start Meeting</td> <td style="text-align: right;">£</td> <td style="text-align: right;">8.00</td> </tr> <tr> <td>(5)</td> <td>Plan printing cost for 32 No. full-size Construction Issue Drawings</td> <td style="text-align: right;">£</td> <td style="text-align: right;"><u>145.21</u></td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td style="text-align: right;">£</td> <td style="text-align: right;"><u><u>644.03</u></u></td> </tr> </table> <p>A setting-out drawing is an additional requirement that will assist the Contractor with works commencement. The Consultant obtained four quotations for the cost of construction issue drawings and £145.21 the cheapest option, notwithstanding additions for mileage and collection time expenses.</p>		(1)	Preparation of setting out drawing (8.00 hours@ £56.25)	£	450.00	(2)	Time charge for plan printing / collection, (0.50 hours @ £56.25)	£	28.13	(3)	Mileage 27 miles@ £0.47	£	12.69	(4)	Plan printing cost for Pre-Start Meeting	£	8.00	(5)	Plan printing cost for 32 No. full-size Construction Issue Drawings	£	<u>145.21</u>		Total	£	<u><u>644.03</u></u>
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P r o p o s a l s	<p>The Parish Council is requested to approve a reduced amount of £611.60 for the Consultant's work in stages H& J and also to approve the further amounts for additional charges and expenses amounting to £644.03 to be paid to Greenway LA Limited.</p> <p>These amounts are included in the attached draft Payment Notice to be issued after the Meeting and are subject to (recoverable) additions for VAT.</p>																									
Risk	Low																									

Author	David Simons
Date	25/04/18