

Date 10 January 2012

FEASIBILITY STUDY PROPOSAL
'NEW STORES' FACILITY
for the
DUNBAR FISHERMAN'S ASSOCIATION

Introduction

This feasibility study proposal follows a meeting with Peter Johnstone and Iain Maddox representing the Dunbar Fisherman's Association and David Brackenridge of Chalmers & Co. on Friday 6th January 2012.

The project brief is based on the document entitled 'DFA Sustain & Support Programme v2.0'. This document describes the need and rationale for the proposed development as well as the preferred site i.e. the area below the swimming pool adjacent to the harbour currently under the management of Enjoy Leisure on behalf of East Lothian Council.

The New Stores facility will include fishermen's stores, an indoor net making area, a freezer, a cold store, a weighing and sorting area plus toilet and kitchen. Two stand alone units will provide lobster and langoustine hatcheries.

Chalmers & Co.

Chalmers & Co is a multi-discipline firm of property specialists, East Lothian estate agents, East Lothian letting agents and architects based in Haddington. Our local knowledge and contacts reflect our long established rural land management and property valuation roots in the area from 1966.

Francis Ogilvy leads a team of 12 property specialists who advise clients across East Lothian, Midlothian and the Borders.

Chalmers & Co.'s Architectural team have a staff of three comprising:

David Brackenridge Bsc (Hons) Arch, Dip Arch RIBA ARIAS – Chartered Architect
Fraser Sheerin HND ACIAT – Architectural Technologist
Jill McColl BA (Hons) – Interior Architect / Architectural Technician

We have extensive experience in a multitude of building types including dwellings, care homes, agricultural sheds, shops, offices, churches, farm shops / café's, steading developments and medical buildings.

We have also recently completed work with the committee of Dunbar Community Bakery and for The Granary Feuars Association.

Proposals

Following our meeting it was agreed Chalmers & Co would prepare a proposal to carry out a feasibility study including a fee proposal.

It was also agreed Chalmers & Co. would provide details of each stage of the project, timescales to completion.

Stage 1
Feasibility Study

I would recommend the initial stage of the project would comprise a Feasibility Study which would include the following work:

1.1. Detailed Site Survey

Carry out a detailed level site survey, including plotting the leisure centre, existing storage sheds, adjacent harbour wall, vaults, vehicular access, etc.

1.2. Develop Brief

In conjunction with the client, develop the brief to establish accommodation sizes, access requirements, services required, etc.

1.3. Planning

Discuss proposals with senior planners / Historic Scotland to establish policy position, design criteria, etc.

1.4. Services

Establish location of services to site and obtain quotes for installing required services to new development including telecom, electricity, water and drainage.

1.5. Design

Assess site, prepare sketch proposals of building development for discussion with client and develop design as required. Provide floor layouts, sections and elevations.

1.6. Images

Provide presentation images for funding applications.

1.7. Finance

Provide a detailed budget costing (prepared by an independent surveyor) including a breakdown of each element of the building, services and ground works.

1.8. Construction, Design & Management Regulations (CDM Regs)

Ensure compliance with current regulations.

Fees

I would offer to carry out the feasibility study as outlined above for a fixed fee of £4,500 plus VAT.

Assuming that the Feasibility Study provides a suitable design and financial basis to progress the development and that sufficient monies can be secured to fund the project the following work stages would require to be completed:

Stage 2

Scheme Design leading to submission of a Planning Application

2.1 Scheme Design

We shall develop the scheme design from approved outline proposals to accord with your brief. Where applicable, we shall liaise with independently appointed Structural Engineers and Services Consultants.

2.2 Estimate of Costs

We shall prepare a revised cost estimate for your approval using in-house building surveying expertise.

2.3 Consultations

We shall consult with relevant Statutory Authorities; these may include departments for Planning and Building Control, Historic Scotland, Transportation, Education, the Economic Development Unit and SEPA. We shall advise on any additional reports required as part of the planning process; these may include archaeology, historic building surveys, contaminated land issues.

2.4 Full Planning Permission Application

We shall prepare and submit an application for full Planning Permission. This will include architectural drawings, material specifications and related documentation together with preparing and delivering the relevant neighbour notification notices. The permission itself is beyond Chalmers & Co's control and no guarantee can be given that it will be granted.

Stage 3

Detail Design leading to submission of a Building Warrant Application

3.1 Detailed Designs

We shall develop the detail of the scheme design and co-ordinate any work with specialist contractors, sub-contractors or suppliers with the intention of preparing drawings suitable for building warrant. Where applicable, we shall liaise with Structural, Services, Drainage and Environmental Consultants.

3.2 Building Warrant drawings

An application for Building Warrant is frequently best negotiated with the Building Control team from the local council. We shall prepare detailed construction drawings and specification and submit a building warrant application, along with information from Structural, Services, Drainage and Environmental Consultants. We shall negotiate this application for approval under the Building Acts, regulations and/ or other statutory requirements, amending the application as necessary.

Stage 4

Tender documentation and process

4.1 Tender Drawings and Schedules

In order to obtain tender prices for the building work, we shall prepare drawings, schedules and specifications of materials and workmanship, liaising where necessary with other consultants.

4.2 Tender Contracts and Processes

We shall agree a tender procedure with you and prepare contract documentation for this to be sent to approved contractors. We shall then invite tenders, receive and review tender returns and prepare a tender report for your consideration. Alternatively, we can arrange for a price to be negotiated with a suitable contractor. If necessary, on receipt of tenders, we shall revise information to meet adjustments in tender sum. Thereafter we shall advise you on the appointment of contractor and undertake the appointment on your behalf.

Stage 5

Project Management: Operation on Site and Completion

5.1 Building Contract Project Management

We shall administer the terms of the building contract through liaison with contractors, including site visits as appropriate to inspect the progress and quality of the work. We shall keep you regularly updated on progress and meeting pre-agreed project milestones.

We shall administer the terms of the building contract on your behalf relating to the completion of the works; certify and issue monthly interim fee certificates confirming the amount of work complete satisfactorily on site by the contractor, for payment by the client; issue to the contractor formal written instructions detailing any changes or alterations from the contract documents; take instructions from the client and provide additional information to the contractor as required.

5.2 Site Completion

Upon completion of site works, we shall carry out site inspection with client and prepare snagging list; upon completion of snagging, issue practical completion certificate; agree final accounts with contractor and issue appropriate completion certification for final payments.

5.3 End Of Defect Liability Period

Complete final snagging at the end of defects liability period and arrange for contractor to complete works required. Issue certificate and arrange final release of retention money (if applicable).

Fees

Architectural fees are normally based on a percentage basis of the final build cost of the project.

Prior to the feasibility study it is very difficult to establish with any degree of accuracy the anticipated build cost of the project. It would also be unreasonable for Chalmers & Co. to charge full fees on the elements of the building which come pre-packaged (ie the hatcheries).

Fees to be agreed following completion of Feasibility Study. Fees will be no more than those indicated on the former RIBA fee scale.

Timescales

The following timescales are based on our previous experience and are realistic. These timescales could be reduced by 'overlapping' stages, however there are some risks associated with this approach. The timescales for the granting of planning permission and building warrant are also dependant on East Lothian Council. *No time has been allowed for time required to raise funding, decision making, etc.*

Feasibility Study	6 weeks
Preparation and submission of Planning Application	4 weeks
Granting of Planning	8 weeks
Preparation and submission of Building Warrant	4 weeks
Granting of Building Warrant	10 weeks
Preparation and issuing of tender documents	4 weeks
Tender period, return of prices, checking and report	5 weeks
Site lead in time for successful contractor	2 weeks
Building contract (depends on building design) allow	26 weeks

Construction (Design & Management) Regulations 2007

As you may be aware, the Construction (Design and Management) Regulations 2007 came into force on 6 April 2007.

Under the CDM Regulations it is one of our legal duties as the designer to inform the Client of their duties for a notifiable construction project. The duties are as follows;

- Select and appoint a competent CDM Co-ordinator (CDM-C) before significant detailed design work begins and Principal Contractor (PC) as soon as sufficient project information is available. Please note that under CDM 2007 the client will legally be acting as the CDM-C and PC if they are not appointed.
- Ensure that any designers you may appoint are either competent or working under the supervision of a competent designer.
- Allow sufficient time for each stage of the project, from concept onwards.
- Ensure that no construction work is undertaken until the principal contractor has prepared a suitable developed health and safety plan.
- Ensure that there are suitable health and safety management arrangements in place throughout the project. This includes ensuring that contractors have provided suitable welfare facilities.
- Ensure that any workplaces to be constructed are designed to allow compliance with the Workplace (Health, Safety & Welfare) Regulations 1992.
- Provide relevant health and safety information to the CDM Co-ordinator
- Ensure the Health and Safety file is prepared and available for inspection after the project is completed

Note that the early appointment of a competent CDM Co-ordinator is necessary. They will assist the client with the above duties. Also, please be advised that no design work can legally move beyond initial design work until the CDM Co-ordinator is available to assist with the project health and safety management arrangements. Chalmers & Co. may be willing to act as CDM Co-ordinator for you or you may prefer someone independent.