

WORKPLAN AND FEE PROPOSAL

Project	ST ALBANS SECONDARY SCHOOL	
Project No.	40570	Date 29 March 2010

Completion Date	Task Description	Proposed Fee
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	MODULE 1: PHASE 1 PRELIMINARY APPRAISALS - BASELINE ANALYSIS 1. Assemble base plans for St Albans City and District and map existing secondary schools. 2. Define main study area and agree with client. 3. Establish site requirements with client. 4. Undertake planning and environmental constraints analysis of study area.	£ [REDACTED]
	MODULE 2: EXISTING SECONDARY SCHOOLS 5. Assemble base plans (site identification and aerial photograph). 6. Receive and understand capacity analysis from client in respect of existing schools. 7. Undertake site visits. 8. Complete preliminary appraisal. 9. Complete proforma.	£ [REDACTED]/per site
	MODULE 3: PHASE 1 PRELIMINARY APPRAISALS - SITES ANALYSIS 10. Produce a site "long list". 11. Map potential sites onto study area. 12. Assemble base plans (site identification plan and aerial photograph). 13. Undertake site visits. 14. Complete preliminary appraisal for sites. 15. Complete proforma for sites. 16. Prepare summary analysis (traffic light plan) and ranking of sites.	£ [REDACTED]/per site
	MODULE 4: PHASE 1: REVIEW 17. Prepare draft delivery programme. 18. Prepare presentation and meet with client to present site by site findings. 19. Amend material as required and submit to client. 20. Meet with District Council to discuss initial findings. 21. Agree short list of sites for further analysis with client & District Council.	£ [REDACTED]

STERLING COURT NORTON ROAD STEVENAGE HERTS SG1 2JY

T: [REDACTED] F: [REDACTED] E-mail: [REDACTED]

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	MODULE 5: PHASE 2: TECHNICAL APPRAISAL Shortlisted potential school sites: 21. Commission highway appraisals for short listed sites. 22. Receive and consider highways appraisals and amend proformas for each site. 23. Prepare development principles layouts for each of the short listed sites.	£
	MODULE 6: PHASE 2: REVIEW AND REPRESENTATIONS 24. Prepare presentation and meet with client to present findings of further technical work on shortlisted sites. 25. Amend material as required and submit to client. 26. Meet with District Council to discuss findings. 27. Agree final option sites and expansion proposals. 28. Prepare representations to St Albans setting out methodology, site evaluation and overall conclusions of studies with recommendations for sites. 29. Submit to client as draft for comment. 30. Amend accordingly and supply hard copies and CD copies as required.	£

Manpower fee budget	(ex VAT)
Module 1	£
Module 2	£ /site
Module 3	£ /site
Module 4	£
Module 5	£
Module 6	£
TOTAL FEE BUDGET	TBC
Travel costs / Lithography	At cost

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