

[REDACTED]

From: [REDACTED]@hertscc.gov.uk>
Sent: 01 April 2010 13:42
To: Ruth Gray
Cc: [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]
Subject: RE: Work Plan and fee proposal for secondary school work in St Albans/Harpenden
Attachments: Workplan and Fee Proposal St Albans secondary school March 2010.pdf; St Albans Secondary School contract 29 March 2010.pdf; charge out rates 2009 - 2010.pdf; Copy of Copy of S-W Herts Secondary School site search March 2010.xls

Follow Up Flag: Follow up
Flag Status: Completed

Ruth,

please accept this e-mail as commissioning module 2 of the work plan and fee proposal set out below relating to the survey and analysis of existing schools, - I take it that this will result in an end product identifying what is possible where, in terms of additional school capacity at existing sites ?

We are agreed that the Faith schools must be included in the analysis.

With regard to Module 1 and Module 3, we will need to meet to discuss with [REDACTED] and [REDACTED] once we are all back from leave, hopefully sometime in the week beginning 19th April.

I hope this is of assistance and thank you for your help and patience.

Enjoy Easter.

regards

[REDACTED]
[REDACTED]
Senior Planning Officer
Hertfordshire Property

Telephone Number 01992 [REDACTED]

"Ruth Gray" <ruth.gray@vincent-gorbing.co.uk>

29/03/2010 10:19

To: [REDACTED]@hertscc.gov.uk>
cc: [REDACTED]@hertscc.gov.uk>, [REDACTED]
<[REDACTED]@hertscc.gov.uk>, [REDACTED]
<[REDACTED]@hertscc.gov.uk>
Subject RE: Work Plan and fee proposal for secondary school work in St Albans/Harpenden

[REDACTED]

As discussed please find attached revised workplan and fee proposal for St Albans Secondary School project.

We prepared the workplan not knowing at the moment how many existing school or potential new secondary school sites will be considered, hence the per site cost (which has been derived from the TRDC work).

Please can we agree whether or not we are including faith schools in the analysis? In TRDC we are also looking at independent schools.

Also attached is a copy of the delivery programme we have prepared for TRDC - which we would also prepare for St Albans showing how the work plan sits alongside LDF processes.

Please let me know if you need any further clarification.

Thanks - have a good break.

Regards,

Ruth

Ruth Gray
Associate

Tel: 01438 316331

Mobile: [REDACTED]

Vincent and Gorbing Limited

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From: [REDACTED] [mailto:[REDACTED]@hertscc.gov.uk]
Sent: 22 March 2010 13:00
To: Ruth Gray
Cc: [REDACTED]; [REDACTED]; [REDACTED]
Subject: Fw: Work Plan and fee proposal for secondary school work in St Albans/Harpenden

Ruth,

further to my earlier e-mail, please see the attached from [REDACTED].

Can you revisit your original fee proposal in the light of what [REDACTED] says below please - and let me have any updated fee proposal ?

That leaves me and [REDACTED] to meet up on Monday next to [REDACTED] St Albans /Harpenden primary expansion stuff.....

thanks and regards

[REDACTED]

[REDACTED]
Senior Planning Officer

Hertfordshire Property

Telephone Number 01992 [REDACTED]

----- Forwarded by [REDACTED] HertsCC on 22/03/2010 12:54 -----

[REDACTED]/HertsCC

22/03/2010 12:42

To [REDACTED] CSERV/HertsCC@HERTSCC

cc

Subject Re: Work Plan and fee proposal for secondary school work in St Albans/Harpenden [Link](#)

[REDACTED]

You read my mind. I am struggling with primary for 2010 today - something I really must get done, but my view is that we get on with St A and Harpenden, replicating the SW Herts process but asking that they swap the work around and consider the site potential of all secondary (Community/faith whatever) first as I think that is where we are heading in the first instance. I am very concerned that we get this work underway ASAP as we know how quickly time runs away (it is nearly APRIL!!!!!!) Can you ask Ruth for an updated fee proposal in light of wanting all schools considered? I happened to speak to her today about SW Herts and I told her that we would need to press on with this at a rate of knots, so your email was most timely!

Thanks

[REDACTED]
Senior planning officer - West
CSF school place planning

ext: [REDACTED]

Tel: 01992 [REDACTED]

[REDACTED]/HertsCC

22/03/2010 12:28

To ruth.gray@vincent-gorbing.co.uk

cc [REDACTED]/HertsCC@HertsCC, [REDACTED]/HertsCC@HertsCC, [REDACTED]
[REDACTED]/HertsCC@HertsCC

Subject Work Plan and fee proposal for secondary school work in St Albans/Harpenden


Hi Ruth,

excuse the chaos of my head, but I think that you are still awaiting confirmation of the acceptability of the work plan and fee proposal which you sent through to us on 24th February - I need to discuss with [REDACTED] and then come back to you.

[REDACTED] can we grab a few minutes to discuss the work plan and fee proposal sent by Ruth - it would be good to get things running at a secondary level in St Albans and Harpenden. I could also do with a quick update with you on the outcome of the meeting we had with SADC, Rothamsted Horticultural Research Trust, and their Planning Advisers Bidwells, the other day - context I want you to be aware of.

thanks

[REDACTED]
Senior Planning Officer
Hertfordshire Property

Telephone Number 01992 

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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 <ol style="list-style-type: none"> 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. 	£
	MODULE 2: EXISTING SECONDARY SCHOOLS <ol style="list-style-type: none"> 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. 	£/per site
	MODULE 3: PHASE 1 PRELIMINARY APPRAISALS - SITES ANALYSIS <ol style="list-style-type: none"> 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. 	£/per site
	MODULE 4: PHASE 1: REVIEW <ol style="list-style-type: none"> 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. 	£

STERLING COURT NORTON ROAD STEVENAGE HERTS SG1 2JY
T: 01438 316331 F: 01438 722035 E-mail: planners@vincent-gorbing.co.uk

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 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

CONTRACT FOR APPOINTMENTS

PROJECT: ST ALBANS: SECONDARY SCHOOL

CLIENT: HERTFORDSHIRE COUNTY COUNCIL

DATE: 29 MARCH 2009

PROJECT NO: 40570

Vincent and Gorbing ("The Company") is pleased to submit the accompanying proposals relating to the above project. We propose that, on receipt of instructions, our contract with the client for this project shall be deemed to be subject to the following standard conditions unless otherwise agreed.

The Client

1. The client is deemed to be the person, company or body named above. The client will be liable for all invoiced fees, expenses, disbursements and VAT properly incurred in carrying out the project under the terms of this contract.

Scope of Work

2. The scope and nature of the work to be carried out shall be as described in the workplan and/or letter which accompany this contract, subject to any variation which may be agreed by both parties.

Fee Basis

3. Professional fees will be charged on the following basis:
 - (i) Where the accompanying fee proposal is expressed as a BUDGET, fees for the tasks outlined in the workplan will be charged on a 'time spent' basis (i.e. hourly rates) as per the attached schedule. The company will ensure that the budget figure is not exceeded other than by prior arrangement.
 - (ii) Where the accompanying fee proposal is expressed as a FIXED FEE, fees for the tasks outlined in the workplan will be charged on the basis of the stated figure.

Variations to Workplan

4. Any additional services requested or authorised by the client, outside the scope of the agreed workplan for the project, will incur additional professional fees and expenses based on the current rates set out in the accompanying schedule, or as may be advised on receipt of further instructions.

Cont'd ...

Cont'd ...

Expenses

5. Unless otherwise indicated on the workplan:
 - (i) All travelling and in-house lithography (including photocopying and plan printing) will be charged in addition, based on the accompanying schedule of standard charges.
 - (ii) All other necessary expenses will be charged at cost. Such expenses may include: purchase of planning documents, ordnance survey maps, external printing and other external services, meals, hotels, and fares. Expenditure on these items will normally be controlled by the company unless otherwise instructed by the client.

Fee Payable to Local Authorities

6. Any fees due to local authorities, in respect of planning applications, consultations, or other services, will be payable by the client and are excluded from our fee proposal.

VAT

7. VAT will be applied at the standard rate to all professional fees and expenses.

Invoices

8. Invoices will normally be levied on completion of identified work stages, but the company reserves the right to invoice for partially completed work stages in the event that completion is substantially delayed due to circumstances beyond our control.

Settlement

9. Settlement of invoices will be required within 30 days. Beyond such period, the company reserves the right to charge interest at 8% above base rate, in accordance with the provisions of the Late Payment of Commercial Debts (Interest) Act 1998.

Period of Validity for Fee Proposals

10. The company reserves the right to review any fee proposal if confirmation of the client's instructions is not received promptly.

Programming and Completion of Work

11. Whilst the company will make every endeavour to adhere to any indicated programme for completion of the work, completion dates may be affected by circumstances beyond our control.

Codes of Practice

12. The company's services are provided subject to the respective codes of practice of the R.T.P.I and R.I.B.A. and any other relevant conditions of engagement which may be laid down by either body.