

[REDACTED]

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**From:** [REDACTED]@hertscc.gov.uk>  
**Sent:** 04 October 2010 14:28  
**To:** Ruth Gray  
**Cc:** [REDACTED]  
**Subject:** Re: St Albans Secondary Schools - workplan  
**Attachments:** Workplan and Fee Proposal St Albans secondary school August 2010.pdf; Contract August 2010.pdf; charge out rates 2010 - 2011.pdf; fee position statement 30 September 2010.doc

Ruth,

thanks for this - I presume that in your second para where you refer to module 3 having just been invoiced, you mean module 4 ?

[REDACTED]

with regard to the St Albans and Harpenden Secondary feasibility work, can you confirm that you are happy for me to commission module 5 and the relevant part of Module 7 - (effectively, this covers the finalisation of the planning feasibility report, inclusion of highways advice within that and attendance at a meeting with us to discuss the outputs ie development principles plans for both potential school sites and existing school sites.

Given the tight timescales, and the fact that we are hoping to get to a position where we can meet with St Albans in late November to discuss the same, please can you confirm that you are happy for me to instruct V and G to proceed with modules 5 and 7.

thanks

[REDACTED]  
Senior Planning Officer  
Hertfordshire Property

Telephone Number 01992 [REDACTED]

Ruth Gray <[ruth.gray@vincent-gorbing.co.uk](mailto:ruth.gray@vincent-gorbing.co.uk)>

01/10/2010 15:55

To [REDACTED]@hertscc.gov.uk>  
cc [REDACTED]@hertscc.gov.uk>  
Subject St Albans Secondary Schools - workplan

[REDACTED],  
Further to our telephone conversation this afternoon, please find attached our current workplan and fee proposal for the above project.

Modules 1 and 2 are complete and invoiced. Module 3 has just been invoiced (tasks 15-19) and we are currently under budget with one small task left to complete (see attached fee position statement which will be sent with the invoice).

As discussed we are now ready to proceed with Module 5 and Module 7. Please can you confirm whether you wish to proceed with these elements of the workplan.

Many thanks.

Regards,

Ruth

**Ruth Gray**  
**Associate Director**

Tel: 01438 316331

Mobile: 

*Vincent and Gorbing Limited*

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## WORKPLAN AND FEE PROPOSAL

Project	ST ALBANS SECONDARY SCHOOL	
Project No.	4812	Date 5 August 2010

Completion Date	Task Description	Proposed Fee
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Complete and invoiced	<b>MODULE 1: PHASE 1 PRELIMINARY APPRAISALS - BASELINE ANALYSIS</b> <ol style="list-style-type: none"> <li>1. Assemble base plans for St Albans City and District and map existing secondary schools.</li> <li>2. Define main study area and agree with client.</li> <li>3. Establish site requirements with client.</li> <li>4. Undertake planning and environmental constraints analysis of study area.</li> </ol>	£
Complete and invoiced	<b>MODULE 2: EXISTING SECONDARY SCHOOLS – 12 SITES</b> <ol style="list-style-type: none"> <li>5. Assemble base plans (site identification and aerial photograph).</li> <li>6. Receive and understand capacity analysis from client in respect of existing schools.</li> <li>7. Undertake site visits.</li> <li>8. Complete preliminary appraisal.</li> <li>9. Complete proforma.</li> </ol>	£
	<b>MODULE 3: MEETINGS FOR MODULES 1 AND 2</b> <ol style="list-style-type: none"> <li>10. Preparation and attend client meeting to discuss project brief and agree study area parameters (26 April 2010).</li> <li>11. Preparation and attend client meeting to discuss outputs from mapping and long list of sites (27 May 2010).</li> <li>12. Client meeting to present Module 2 work (potential for school expansions) (28 June 2010).</li> <li>13. Preparation and Client and District Council to present Module 2 work (29 June 2010).</li> <li>14. Preparation and Client meeting to discuss progress and agree actions (30 July 2010).</li> </ol>	£

## WORKPLAN AND FEE PROPOSAL

Project	ST ALBANS SECONDARY SCHOOL	
Project No.	4812	Date 5 August 2010

Completion Date	Task Description	Proposed Fee
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	<p><b>MODULE 4: POTENTIAL SCHOOL SITES – PRELIMINARY ANALYSIS</b></p> <p>For St Albans (13 sites) Harpenden (11 sites) and London Colney (4 sites):</p> <ol style="list-style-type: none"> <li>15. Assemble base plans (site identification plans)</li> <li>16. Prepare draft proformas.</li> <li>17. Undertake site visits.</li> <li>18. Complete preliminary appraisals.</li> <li>19. Prepare summary analysis (traffic light plan) of potential school sites.</li> </ol>	£
	<p><b>MODULE 5: FEASIBILITY</b></p> <ol style="list-style-type: none"> <li>20. Prepare shortlist of existing school sites and potential school sites for highways appraisals and agree with client.</li> <li>21. Agree requirements for any other technical studies (e.g. noise); obtain fee quotations and instruct as necessary.</li> <li>22. Obtain fee quotations for highways appraisals and advise client</li> <li>23. Instruct highways consultants.</li> <li>24. Receive and consider highways appraisal report, review all site proformas and amend accordingly.</li> <li>25. Prepare development principles plans for existing schools that can be expanded.</li> <li>26. Prepare development principles plans for suitable potential school sites.</li> <li>27. Prepare aerial photographs for shortlisted sites</li> </ol>	£
	<p><b>MODULE 6: REPORT PREPARATION (REPRESENTATIONS TO SADC)</b></p> <ol style="list-style-type: none"> <li>28. Prepare draft final report to cover: <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Future demand for secondary education</li> </ul> </li> </ol>	

## WORKPLAN AND FEE PROPOSAL

Project	ST ALBANS SECONDARY SCHOOL	
Project No.	4812	Date 5 August 2010

Completion Date	Task Description	Proposed Fee
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	<ul style="list-style-type: none"> <li>Study area 1: St Albans</li> <li>Study area 2: Harpenden</li> <li>Study area 3: London Colney</li> <li>Summary and Recommendations</li> </ul> <p>29. Prepare 3 appendices containing site proformas and plans. 30. Submit report to client (3 hard copies) and District Council (1 hard copy) and 2 CD's to be supplied to client and District Council (mid November).</p>	£
	<p><b>MODULE 7: MEETINGS FOR MODULES 3-7</b></p> <p>31. Preparation and client meeting to present Module 4 output and to agree requirements for Module 5 (TBA – end September). 32. Preparation and meeting with client and District Council to present Module 4 output (TBA – beginning October). 33. Preparation and meeting with client to discuss outputs from Module 5, site selections and final report to SADC (TBA –end October). 34. Preparation and meeting with client and District Council to present outputs from Module 5 and Final report (TBA – end October).</p>	£

Manpower fee budget	(ex VAT)
Module 1	£*
Module 2	£*
Module 3	£
Module 4	£
Module 5	£
Module 6	£
Module 7	£
*complete and invoiced	
<b>TOTAL FEE BUDGET</b>	£
Travel costs / Lithography	At cost

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**ST ALBANS SECONDARY SCHOOLS - FEE POSITION STATEMENT****30 SEPTEMBER 2010****Workplan and Fee Proposal: 29 March 2010****Module 1:**

Completed and invoiced 30 June 2008 (Invoice: 7120): £

**Module 2:**

Completed and invoiced 30 June 2010 (Invoice: 7064): £

**Workplan and Fee Proposal: 5 August 2010****Module 3:**

Completed and invoiced 30 September 2010 (Invoice 7174): £

**Module 4:**

Tasks 15 – 18 completed and invoiced 30 September 2010 (Invoice 7174): £

Fee budget remaining (task 19): £

**Module 5:**

Not yet commissioned

**Module 6:**

Not yet commissioned

**Module 7:**

Not yet commissioned

RG/30.09.10

## **CONTRACT FOR APPOINTMENTS**

**PROJECT:** ST ALBANS SECONDARY SCHOOLS

**CLIENT:** HERTFORDSHIRE COUNTY COUNCIL

**DATE:** 9 AUGUST 2010

**PROJECT NO:** 4812

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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.