

**Design/Assessment Appointment Form**

This contract uses the Association of Consulting Engineers conditions and memorandum of agreement A(1) 2002 model form and the terms of the attached Engagement Agreement.

In accordance with Health and Safety Executive legislation, specifically - the Construction, Design and Management Regulations (2015) we :-

Name ..... (Client)  
 Address .....  
 Phone .....

having examined the knowledge, experience and qualifications of Geoff Freedman who will provide the required consultancy services we judge him to be competent for the proposed duties. We hereby appoint him to carry out professional services, on our behalf, as detailed below:-

..... (name of site and bridge/structure)  
 ..... (location of site)

The services required are detailed by [ ] and will be charged at the rates set in the standard schedules below. **The normal, 'full, all inclusive, Project Consultancy service' is charged as a percentage of the value of the final project costs or by negotiation - schedule 1. Assessments etc. are charged on a daily rate schedule 3.**

**FULL PROJECT CONSULTANCY SERVICE (SCHEDULE 1)**

Project Value	Charges	Service required
£50,000 to £500,000	15% of final project value or negotiated	
£20,000 to £50,000	Sliding scale - 20% at £20k up to 15% at	
Under £20,000	Negotiated on number of days of work	Normal minimum for full service - 8
<i>Includes - CDM Principal Designer Duties, Design, Tender, Supervision, Certification</i> <i>Excludes - specialist services listed below e.g. site investigation, full</i>		

Notes on full service  
 The CDM Principal Designer duties are included in the full Project Consultancy - appointment is fulfilled by the client signing this form. All projects will have more than one contractor so a Principal Designer must be appointed but no projects will be notifiable as all will be complete within 500 man days. Preliminary designs and site visits are limited - in some circumstances the cost of an initial site report can be absorbed in the fee if the appointment for a new bridge is made immediately after. Otherwise, the reports will be charged in accordance with Schedule 3. When the full service is being provided there will be an option to charge stage payments of fees after the design stage (usually

75%) and again after the construction and certification stage. Abortive work will be charged in accordance with Schedule 3.

**PART PROJECT (SCHEDULE 2)**

**Where the full project consultancy service is not required** please tick the detailed breakdown of services required in the table below. These services will be charged pro rata as a proportion of the fee charge in the table above - percentage of contract value + expenses.

Project Consultancy Service - <b>Breakdown</b>	Fee proportion (part of Full Fee) for any or multiple part service	Service Required <input type="checkbox"/>
Preliminary site visit Preliminary considerations / hazards Alternative designs Estimate of costs Final choice of scheme	0.2	
Detail design and drawings Preparation of schedules	0.5	
Preparation of tender documents Carry out tender process	0.2	
Act as Engineer for the Works Agree programme / H&S plan Supervise work	0.25	
Certification and H&S File.	0.05	

**FEE SCHEDULE FOR ONE OFF SPECIALIST SERVICES (SCHEDULE 3)**

Specialist Services	Charges	Service required <input type="checkbox"/>
Senior Engineer	£ per day + expenses	
Presentations/lectures/courses	£ per day + expenses	
Feasibility Studies	agreed fee + expenses	
Research	£ per day + expenses	
One off Bridge assessments	£ per day + expenses	
Line & Level Site Survey	£ per day + expenses	
Site investigation	£ per day + expenses	
Approval: Planning, Building, CDM Coordinator (Separate service)	£ per day + expenses 3% of final project value	

Signed .....

On behalf of ..... (Client)

Position ..... (Authorisation level)

Date ..... Fees are not Subject to VAT

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