

Design/Assessment Appointment Form

This contract uses the Association of Consulting Engineers Professional Services agreement 2019 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 + travel expenses at 45ppm. 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 £50k	
Under £20,000	Negotiated on number of days of work required	Normal minimum for full service – 8 days
<p>Includes - CDM (2015) Principal Designer Duties, Design, Tender, Supervision, Certification Excludes - specialist services listed below e.g. site investigation, full Planning, full survey etc. <i>Travel expenses and negotiated accommodation expenses are charged as extra.</i></p>		

Notes on full service

Appointment is fulfilled by the client signing this form. No projects will be notifiable to HSE as all will be complete within 500 man days. Preliminary designs and site visits are normally charged in accordance with Schedule 3. 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 the preliminary report. 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 the balance after the construction and certification stage. Abortive work will be charged in accordance with Schedule 3. There will be no lone working. Geoff Freedman will have a 'buddy' on all site visits. There will be regular telephone updates if driving alone.

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 - Breakdown	Fee proportion (part of Full Fee) for any or multiple part service	Service Required ✓
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 ✓
Senior Engineer	£ 500 per day + expenses	
Presentations/lectures/courses	£ 500 per day + expenses	
Feasibility Studies	agreed fee + expenses	
Research	£ 500 per day + expenses	
One off Bridge assessments	£ 500 per day + expenses	
Line & Level Site Survey	£ 500 per day + expenses	
Site investigation	£ 500 per day + expenses	
Approval: Planning, Building,	£ 500 per day + expenses	
CDM Coordinator (Separate service)	3% of final project value	

Signed

On behalf of (Client)

Position (Authorisation level)

Date Fees are not Subject to VAT

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