



12 June 2026

Dear David,

### **Re: Adastra Park Sports Pavilion**

You are seeking to update the pavilion to better meet current needs, including improvements to the changing facilities, toilets, bar/café, and external areas.

A condition report is being compiled, and you are going to go through your archive to find any relevant documentation you have on file for the building.

The existing building is to be extended, potentially incorporating the double and single garages to the north, with existing services being relocated/upgraded to suit the new scheme.

We would look to follow this process:

#### **Design & Approval**

- Undertake measured survey of the existing property.
- Review requirement list and prioritise based on public consultation feedback.
- Produce various layouts based on your list of priorities and hold a design team meeting to review them.
  - Alter and update the favoured option(s) for a further design team meeting.
- Produce budget costings based on the chosen final layout.

#### **Planning**

- Produce all planning drawings as required for submission.
- Obtain quotes for various consultants as required.
- Liaise with consultants as required to ensure planning requirements are met.
- Submit planning application.

#### **Procurement**

- Issue tenders to a number of local contractors for competitive tenders.
- Obtain quotes for directly employed contractors/suppliers as required.
- Compile a tender report, including forecast project costs, for sign-off.
- Compile contract documentation with the appointed contractor.

#### **Project & Cost Management**

- Manage the works throughout the site period, including issuing minutes from formal site meetings.
- Issue cost updates to agreed timeframes.
- Undertake valuations for completed works and issue relevant certification.
- Compile and manage invoice tracker throughout the project.
- Ensure all snagging works are completed in a timely manner.

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### **Completion**

- Agree final account with the main contractor.
- Ensure all documentation is issued to the relevant authorities.
- Maintain defects period as required.

### **Quantum Surveyors Fee Proposal**

Our fee for these works will be £23,500 plus VAT. Within this fee, we will include the following:

- Measured survey
- Design for approval
- Design team meetings
- Planning drawings
- Construction drawings
- Planning application
- Cost advice
- Tender issue and management
- Construction planning and management
- As-Built drawings

### **Other Costs/Exclusions**

As part of the process, there will be a need for other costs to ensure the works are compliant. These works will be undertaken by others, for which you will be billed directly. These works will likely include:

- Approved Inspector Services for Building Control approval
- Principal Designer appointment to provide compliance under Health & Safety requirements
- Structural Engineer design (if needed)
- Planning Consultants/Reports (as required)

I trust the above is acceptable, and I would be happy to discuss any aspect of the proposal further.

Kind Regards

Craig Denyer

Quantum Surveyors