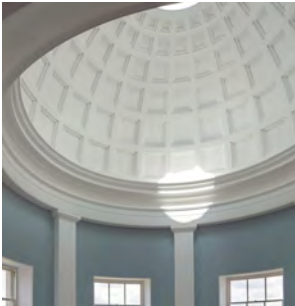


PROFESSIONAL SERVICES



JOHNSTON CAVE ASSOCIATES (JCA) is a medium-sized architectural practice based near Oxford - working on projects throughout the United Kingdom. It provides a full range of Architect's services and specialises in residential, countryside and estate projects - primarily for private clients.

This document provides advice to clients and their advisers about how JCA charges for their professional services. The guidance in this booklet is typical but not necessarily applicable to each and every project.

For each project JCA will prepare a formal Letter of Appointment setting out JCA's specific terms of engagement, services and fees. JCA will be pleased to explain their terms as required under Consumer Client legislation.

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PROFESSIONAL SERVICES INCLUDED IN A STANDARD JCA APPOINTMENT

- Assessment and documentation of Client's Brief and the preparation of initial sketch designs.
- Client meetings to present and discuss brief; the preparation of detailed designs.
- The development of sketch designs towards a Planning application; and for assessment of likely build cost.
- Preparation of presentation drawings for Planning application.
- Routine negotiations with Local Authority Planning Control & English Heritage (where appropriate).
- Preparation and submission of all drawings and covering documentation for Planning & Listed Building applications.
- Preparation of working drawings, specifications, and other tender information.
- Schematic designs for the fitting-out of bathrooms and kitchens.
- Liaison with other Consultants and routine project co-ordination.
- Layouts & brief (performance) specifications for simple Mechanical & Electrical services.
- Layouts & performance specifications for simple Fire Detection & Security installations.
- General arrangement layouts for external works & mains services.
- General decoration & finishes schedules.
- Submission and administration of Building Regulations application to the Local Authority.
- General advice on Contract procurement.
- Co-ordination (with Quantity Surveyor & Engineers, where applicable) of Tender documentation.
- Distribution & receipt of Tender documents; making recommendations for Contract and placing of orders on behalf of Client.
- Provision of Contract documentation & information for construction.
- Contract administration, including Architect's Instructions & Payment Certificates; routine site inspections throughout the construction programme.
- Continued liaison with Client, Consultants & Contractor to completion.



## TYPICAL FEE PERCENTAGES (FULL STANDARD SERVICE)

Note: each job is individual and details will vary but this booklet is for general and preliminary guidance. See also the Definitions & Notes opposite as well as the notes about exclusions and additional services on page 4. Details of fees will be set out in JCA's Letter of Appointment.

### Basic Percentage Fees: (for Full Standard Service)

Build Cost:	Unlisted Buildings and New One-Off Houses	Alterations & extensions to Listed Buildings
More than £3m:	9.0% to 10.0%	10.0% to 11.0%
£1m to £3m:	10.0% to 11.0%	11.0% to 12.0%
£500k to £1m:	11.0% to 12.0%	12.0% to 13.0%
£100k to £500k:	12.0% to 13.0%	13.0% to 14.0%
Less than £100k:	More than 13.0%	More than 14.0%

### Additional Fees:

(Over & above the Basic Percentage Fee) may be charged for the following

Historic Buildings - special interest: Grade II* & Grade I Listed Buildings, Historic Monuments, etc:	+ 0.5% to + 1.0%
Jobs located in central London:	+ 0.5%
Furniture/Fittings Design (as part of normal job):	+ 5.0% on item value

### Separate Fees for 'other' design services:

(Outside the scope of a Full Standard Service)

Furniture/Fittings Design (full fee for one-off design item):	15.0% to 20% of value of the item
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### Work Stages:

This can vary according to the particular job and the portion due at Planning Stage can be higher for some projects. However, the apportionment of fees for the various Work Stages of a project is normally as shown:

Preliminary Sketch Design:	10%	10%
Developed Design:	10%	20%
Planning Application Stage:	10%	30%
Construction Information:	40%	70%
Contract Stage to completion:	30%	100%
Total:	100%	

## DEFINITIONS:

Build Cost equals the total construction costs, including services and decorations. Normally 'Build Cost' excludes the following:

- Professional Fees, Expenses & VAT
- VAT on construction costs
- Curtains, carpets and furnishings
- Specialists decorations (eg: fabric-hanging, graining, etc)
- White Goods & Light Fittings

### Full Standard Service:

See the JCA notes on page 1 for a list of what is normally included and page 4 for notes about exclusions and additional services offered. The scope of services is set out in the Schedule of Design Services issued with JCA's Letter of Appointment.

### General Notes:

Further Information on Fees & Appointment Terms: For further information, please refer to: Conditions of Engagement for the appointment of an Architect (RIBA Publications), issued with JCA's Letter of Appointment.

### Professional Indemnity Insurance:

JCA shall maintain professional indemnity insurance in respect of liabilities to their clients in the sum of £3,000,000 to be available for all projects for each and every claim or series of claims arising out of the same originating cause. JCA's liability will expire six years after completion of their services, or at Practical Completion of the project if earlier.

### Dispute Resolution:

In the event of a dispute or difference arising under their Appointment, JCA would hope to be able to settle the matter by negotiation or mediation. Alternatively, either party can start court proceedings to settle the dispute at any time.

### RIBA/ARB Registration:

JCA is an RIBA Chartered Practice and their architects are registered with the Architects Registration Board. Therefore, they are subject to the Codes and disciplinary sanctions of the RIBA and ARB in relation to complaints of professional misconduct.

### Suspension & Termination:

Either the Client or the Architect may suspend or terminate the performance of the Services by giving reasonable notice to the other. If suspended Services are not resumed within three months, the Appointment can be terminated.

### Hourly Rates:

See page 4 for JCA's current hourly charges and expenses. Very often JCA charge at hourly rates at the outset of a job, when there is no agreed budget on which to base a percentage fee calculation. Any hourly-charged fees can be 'rolled up' into an overall percentage fee later in the project. Hourly rates are also used when charging for extras and variations to the fixed/defined scope of work.

### Partial Services:

In some cases we are asked to provide partial services (ie: not a Full Standard Service), in which case fees need to be calculated at an appropriate level, relative to the relevant Work Stages (see page 2).

### Terms & Cash-Flow:

JCA normally submit monthly bills which are often related to an agreed Cash-Flow for fee payments. Generally, the Cash-Flow will 'even out' payments over the busiest period of the project and it should always be within the Work Stages that are recommended by the RIBA.

### Expenses & VAT:

In addition to Fees, expenses (for printing, travelling & other appropriate reimbursements) are charged with all bills; and VAT at the current rate is added to the total.

## SERVICES NOT COVERED UNDER A STANDARD FEE PROPOSAL

Note: the following items are subject to additional fees.

- Extras and variations to design, requiring significant additional architectural input.
- Extended or continued attendance on site, beyond RIBA guidelines; extended job prolongation, beyond the anticipated project time span.
- Specialist surveys and expert advice required in connection with Planning applications: Historical; Planning; Wildlife; Arboriculture; etc.
- Exceptional negotiations with Local Authority Planning & English Heritage; and Planning Appeals.

## ADDITIONAL PROFESSIONAL SERVICES OFFERED BY JCA

Note: these items are subject to additional fees.

- Interior Design, Furniture Design, Garden & Landscape Design, and Specialist Decorations.
- Measured Surveys, Historical Surveys, Structural Surveys, & Conditions Surveys.
- Model-making and Presentation Architectural Renderings; specialist Architectural photography, scanning, and printing.
- Detailed Kitchen & Bathroom Fitting-out Designs.
- The preparation of 'As-Built' drawings (at completion).
- Project Co-ordination; selection of Consultants & Contractors.
- Preliminary property-purchase advice and feasibility studies.

## ADDITIONAL SERVICES NOT GENERALLY OFFERED BY JCA

(ie: the below-noted services need to be provided by others)

- Other consultants: Structural Engineer; Services Engineer; Quantity Surveyor; & Construction Project Management.
- Specialist designs: Audio; TV; Satellite; Communications; Security, Fire Precautions & Lighting.
- Provision of furniture, carpets & soft furnishings.
- CDM (Health & Safety) Co-ordinator, Party Wall Award surveying, Planning Consultant & Architectural Historian.

## EXPENSES/COSTS NORMALLY PAID BY THE CLIENT DIRECT

(ie: not via JCA)

- Local Authority fees (for Planning & Building Regulations applications).
- Purchases: Appliances, White Goods, Light Fittings (or similar) on behalf of the Client; any payments to Contractors, Suppliers, Artists & Tradesmen.

Note: JCA are obliged to add VAT to most purchases/payments made on behalf of the Client.

## HOURLY FEES AND REIMBURSED EXPENSES CHARGES

Notes about hourly fees, which apply as follows:

- Where it is agreed that work should be hourly-rate charged.
- For preliminary work charged 'on account'
- For items of additional work on extras and variations.

## FEES CHARGED FOR WORK BY THE HOUR

- |                                    |             |
|------------------------------------|-------------|
| • Principals/Consultation:         | £150 per hr |
| • Principals & Project Architects: | £110 per hr |
| • Senior Architects & Technicians: | £90 per hr  |
| • Junior Architects & Technicians: | £70 per hr  |
| • Administration:                  | £40 per hr  |
| • Travelling time:                 | £20 per hr  |

## EXPENSES FOR REPRODUCTION & PRINTING

- |  |            |
|--|------------|
| • On-site printing and photocopying:                     | JCA rates* |
| • Off-site printing and other reproduction of documents: | Cost +5%   |

## EXPENSES FOR TRAVELLING

- |   |              |
|---|--------------|
| • Mileage Charge:                                     | 50p per mile |
| • Accommodation, planes, trains, taxis, parking, etc: | at cost      |
| • Out-of-pocket expenses when on essential business:  | at cost      |

## POSTAGE & PHONE CALLS & DELIVERIES

- |   |           |
|---|-----------|
| • Exceptional postage & telephone - identified & charged: | at cost   |
| • Despatch & courier services:                            | at cost   |
| • General office costs (telephone, e-mailing, ftp, etc):  | 1% of fee |

## VALUE ADDED TAX (VAT)

is chargeable on all Fees & Expense: 20%

## TERMS

- Payments: 14 days from date of Fee Application/Invoice
- We reserve the right to charge interest on late payments

\*Current JCA Printing Rates sheet available on request



Left, right & centre image - Johnston Cave Associates with Adam Architecture

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