

11 February 2013

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Dear John

Berwick Town Centre Design Project

It was a pleasure to meet with you recently and to learn about ARCH's plans for key projects in Northumberland including Berwick Town Centre, aimed at achieving high impact within a relatively short timescale

I was particularly pleased to hear that our Tweed and Silk Public Realm study had been well received and that within the scope of ARCH's forthcoming projects would be an opportunity to implement some of the recommendations.

In terms of the physical scope of the project I understand that the intention is to focus any funding into the heart of Berwick, so the design will include the arrival point at Golden Square and the full extent of Marygate, possibly consideration of the demolition of a building opposite the Guildhall to create an opening into Eastern Lane car park. Also now that the THI funding has receded the study should also include Eastern lane and the granary car parks, and the roads that surround them i.e. Hide Hill, West Street and Bridge Street. I understand that Walkergate will be considered under a separate study which will see the redevelopment of Kwik Save to create a library and civic hub for the council .

The traffic and parking clearly remain difficult and sensitive issues in Berwick. As discussed we will meet with Colin Buchanan and Partners in order to make sure we have a full understanding of their traffic study , also the working group currently looking at parking issues lead by Councilor Pat Scott, and to consider options such as:

- Marygate shared surface (inc parking)
- Short stay / long stay policy
- Signposting
- Coach parking

You also mentioned a number of cultural/ town centre factors which we should take account of including:

- the film festival
- the Slow Food movement & 'Mouth of the Tweed' food heritage group

- heritage trails/ town trails such as Lowry Trail (meet Derek Sharman & Giles Ingram), possible design guidance for future food trail using QR codes
- potential for market improvement/ re-organisation/ design guidance
- the Portas Town Team

In terms of the level of detail you suggested that the output should be a well-developed but illustrative scheme plus cost estimates, with a narrative related to key issues such as parking and traffic woven into the scheme. I understand that the final detail and implementation will be let under a separate scheme later.

Design, Outputs and Working Arrangements

I would suggest initially we will assimilate information from various sources and develop the scheme as a strategic drawing to aid discussions/ consultations, then having broadly agreed the approach we will develop 'user friendly' coloured CAD drawings at 1:200 scale to include a detailed key of materials illustrated with photographic inserts and 'thumbnail/ sketches or montages so that the proposals and palette are easily understandable by the stakeholders and are clear for costing purposes.

I assume that an NBS spec would be produced at a later stage for tender purposes, however we would clearly state the materials specified for costing purposes by a quantity surveyor. I am assuming that we should include for street furniture and input to a lighting scheme though we would not be able to provide technical lighting design. We would also need engineering input for the surface water drainage and construction build-ups- ideally we would wish to work closely with an engineer to ensure that paving patterns sit in harmony with the drainage solutions. Also the designs would require highways design input to ensure that vehicle tracking etc. is correct.

We would require topo surveys for the areas in question, (which we already have for Eastern Lane and the Granary car parks). Also we would need full utilities information which we can organise, plus land ownership terrier searches which we would hope the council could provide.

Meetings

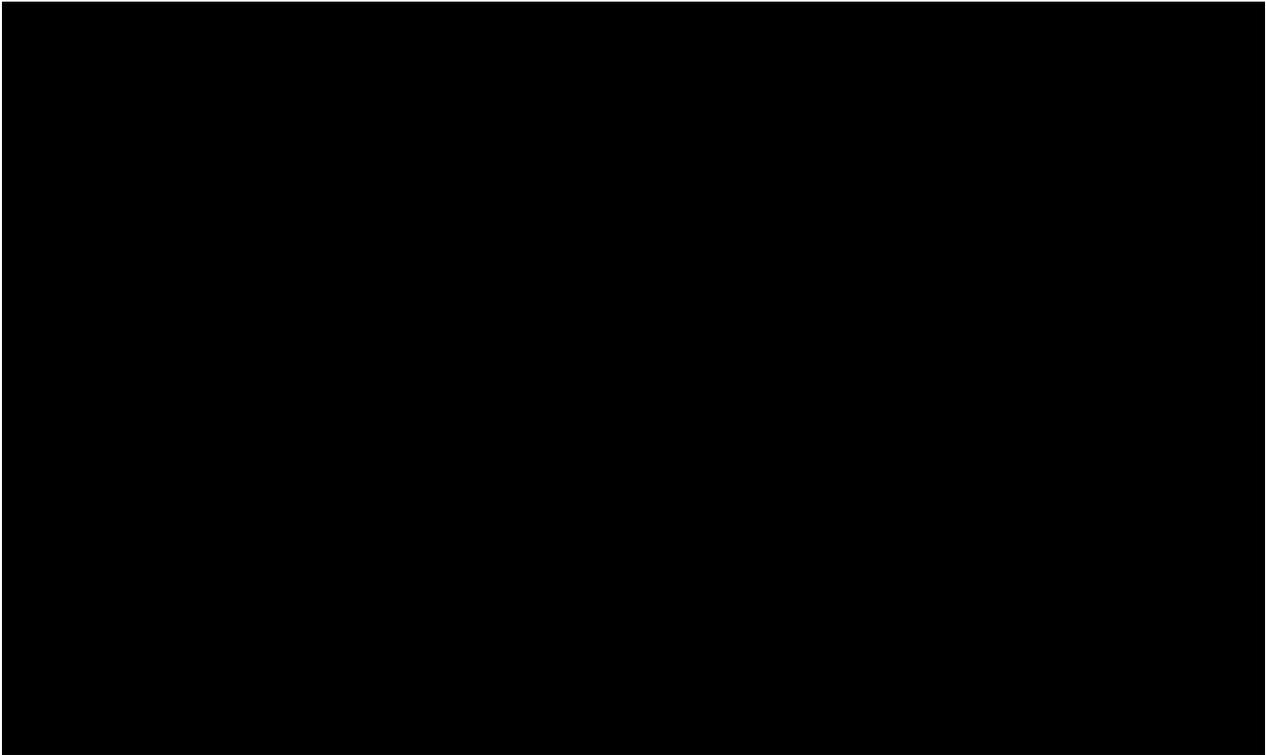
I have assumed that we would meet you in Berwick every fortnight and would arrange to invite attendance by other relevant people as appropriate to the evolution of the design.

Consultations

I have assumed that we would make our drawings and staff available for a consultation towards at a suitable point to be agreed, and that we would make final adjustments to the scheme based on comments.

To summarize we have included the following services:

- Site visits and attendance at meetings/ consultation (approx 8 visits to Berwick)
- Liaison with ARCH, Colin Buchanan and Partners, Conservation Officer and Northumberland Highways engineers and others as required
- Provide 1/:200 drawings as described above



Summary of Assumptions

- topographical surveys are not included in the fee quoted
- Cost estimates by others
- Mileage train, fares and expenses are included
- drainage, construction, highways, autotracking & technical lighting design services to be provided by others

Further details about our hourly rates and standard terms can be found below. We trust the enclosed proposal is satisfactory and look forward to hearing from you.

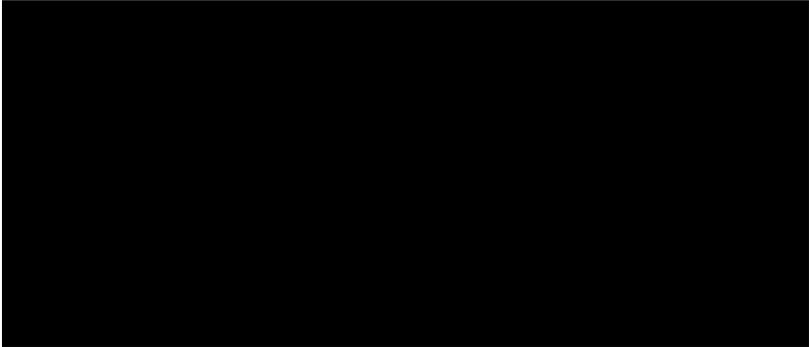
Yours sincerely



Ros Southern
Director
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Hourly rates

If additional works are instructed we would propose to use the following hourly rates:



All fees are subject to VAT and are fixed until end March 2013.

Printing

Rates include 1 paper copy of all drawings - it is assumed issues will be largely electronic.

All other printing expenses will be charged at cost as follows:

A1 B&W	£1.50 each
A2 B&W	£1.00 each
A3 B&W	£0.30 each
A4 B&W	£0.20 (large documents only)
A3 Colour	£2.00 each
A4 Colour	£1.00 each
Electronic issue on cd	£1.00 per cd/dvd

Costs for extraordinary printing e.g. boards, large colour prints can be added on request if required.

Standard List of Exclusions-

The following items are routinely excluded unless specified in the fee proposal

DESIGN

- Significant design changes to previously approved drawings
- Amendments as a result of revisions to building footprints or road layouts
- Amendments as a result of client's revised brief
- Presentation drawings, photomontages, models, cad models and fly

TECHNICAL

- All technical lighting design
- All technical water feature design
- Engineering design including walls, foundations, drainage, highways issues including signage, paving constructions, auto-tracking, final detailed levels, earthworks calculations
- All kerb radii, road and crossing design, highways design, surface water drainage, detailed levels, highways signage and auto-tracking (to be done by client's engineer)

LIAISON

- Visits to tree and shrub nurseries
- Site visits and inspections
- Artworks and liaison with artists
- Liaison with specialist suppliers and/or fabricators
- Liaison with CABE and English Heritage unless specified
- Extensive liaison with planning authorities
- Marketing and community liaison - attending meetings or presentations and providing presentation drawings unless specified

SURVEYS & REPORTS

- Additional landscape or site surveys
- Specialist reports including ecological, arboricultural, invasive weed control
- Production of DDA or access reports

PLANNING

- Planning fees
- Provision of information relating to subsequent planning submissions including listed building consent

TENDER DOCUMENTS & CONTRACT MANAGEMENT

- Preparation of contract packages including contract grown trees
- Costings and cost reports
- Bills of quantity
- As-built drawings
- Contract document preparation other than drawings and specifications
- Landscape management plans (beyond initial 12 months maintenance)

OTHER

- Amendments to drawings as a result of changes to phase boundaries, building footprints, highways layout and/or scope of works