

Fee Proposal Checklist

We have produced the following checklist to help you compare fee proposals “like for like”. It covers the important items that we believe should be included.

If you think the architect / designer has not understood your requirements or has missed anything you believe to be important about the project or them, you should contact them requesting clarification or additional information.

Fees and Other Costs:

Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have they clearly indicated proposed fee?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have they provided a breakdown of how the proposed fee has been calculated, e.g. stages of work?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have they advised if the proposed fee is based on a fixed price/lump sum or a percentage of the build value?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have they advised if anything has been excluded from their proposed fee? If so, what?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have they advised you of situations where additional fees may be charged? If so, what are they?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have they identified other consultants who may be required to work on the project and their likely costs?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have they identified other costs you may have to pay e.g. planning fees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have they indicated if expenses are included in their proposed fee? If they are separate, what are they (e.g. Travel, Printing, Ordinance Survey maps etc.) and have they indicated their rates / costs?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have they identified if the proposed fee includes for discussions with the neighbourhood, local Town, Parish or County Council or any other bodies potentially affected by your proposal?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have they specified how you will you be invoiced? Is it in stages? If so, at what points?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have they stipulated their payment terms, including the potential for work to be suspended if an invoice is unpaid?



ARCHITECTURE & DESIGN

RIBA CHARTERED PRACTICE

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v1.0

Fee Proposal Checklist (Continued)

About the Project:

- | Y | N | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have they included an outline of the project brief? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have they included an indication of your estimated budget, including professional fees etc? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have they included an indication of your timeframes? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have they identified known constraints on the site? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have they identified other factors to be considered, e.g. adjacent land owners, covenants on the site, affordable housing restrictions, party walls? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have they identified the point at which their appointment concludes? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have they advised you of any duties under the Construction (Design & Management) Regulations, if applicable? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have they advised an estimate of how long it will be until they can start working on the project and how long until the first stage is completed, following appointment? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have they identified anything which needs to be resolved before they can commence work? |

About the Architect / Designer

- | Y | N | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have they provided examples of similar schemes? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have they provided references with contact details? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are they members of a Professional Body e.g. RIBA or CIAT |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have they advised you about their Professional Indemnity insurance cover? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have they advised you of their dispute resolution procedures? |



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