



24th June 2010

Architecton
The Wool Hall,
12 St Thomas Street,
Bristol.
BS11 6JJ

For the attention of Mr. P. Richold.

Dear Paul,

Re – CDM Co-ordinator services for conservation masonry work to existing monuments, St James Church, West Littleton, Wiltshire.

We thank you for your recent email inviting us to 'Fee-Bid' to undertake the CDM Co-ordinator role on behalf of the vicar and churchwardens of the above Church for the above project. As you have no doubt already made the Client aware as the Client for this Project, the Vicar and Churchwardens, together with all the members of the Project Team are required to be compliant with the CDM Regulations 2007. We have attached a Guidance Note that maybe might be helpful in outlining all the duties placed upon all Project team members.

The duties of a CDM Co-ordinator, and the level of services we provide to our Clients are:-

- a) Advising Client on 'competence' of and provisions of health and safety by the Designers.
- b) Attending Project Design Meeting(s) and appraising the Health and Safety aspects of the designers details for the Project, its construction and regular maintenance.
- c) Collation of information, production and making issues of the 'Information pack' to all Project team members.
- d) Reviewing content of Information 'pack' and issuing revisions as designs develop.
- e) Ensuring that suitable arrangements are in place for co-ordinating health and safety during the planning and pre-construction phase.
- f) Issuing the finalised Information 'pack' for inclusion with Tender documents.
- g) Making Notifications to the HSE using Form F10.
- h) Advising Client on the suitability of the construction phase Plan prepared by the Principal Contractor including subsequent liaison with Principal Contractor regarding on-going design.
- i) Certifying to the Client that the Project is 'ready to proceed'.
- j) Attending occasional Project Progress Meetings and undertaking interim site visits throughout the construction phase.
- k) Facilitating co-operation and good communications between Client, designers and contractors.
- l) Collation of documents and compiling the Health and Safety File.
- m) Meeting with the Client and formally handing over all the Health and Safety File.

LETTER

We can advise that the above Fee proposals include all disbursements, but **excludes** any costs arising from VAT liability current at the date of service supply. The VAT Registration number of this Consultancy is **673 9074 05**.

In addition, we confirm that we hold Professional Indemnity Insurance in the sum of **£ 1.0 million**.

We hope that the above 'Fee-Bids' are acceptable, and we therefore propose that our applications for payment of Fees should be as follows:-

- 35% upon production of Issue 1 of the 'Information pack' for the Design Team's Information;
- 25% upon completion of the 'Information pack' for the Tendering Contractors Information, consideration and development, and analysis of the Contractor's Construction phase Health & Safety Plan and recommendation to you that the Project is 'ready to Commence';
- 40% upon the provision of the Health & Safety File to the Client upon completion.

Total...100%

We are pleased to advise you that this Practice has been the appointed CDM Co-ordinators by English Heritage throughout the Southwest Region since 1998 and in addition, we are also currently carrying out various Commissions for the prestigious Projects being undertaken by the National Trust in Dorset, Devon and Cornwall concurrently with Projects at Exeter and Wells Cathedrals, and many Conservation Projects for various P.C.C.s throughout Somerset, Dorset, Devon and Cornwall.

We believe that all of our construction experience together with our pro-active approach to the effective implementation of a suitably adequate health and safety strategy ensures that we are seen to be a valuable member of a Project 'team'.

We would welcome the opportunity of being part of the Project 'team', and look forward to receiving your Instructions.

In the event that there are any queries arising, or clarification of any matter being required, then please do not hesitate to contact us.

Yours sincerely,
For Health & Safety Associates,

pp. *Justin Chappell*

B.F.C. Hammond MBE MCIQB
CDM Co-ordinator
