# Indicative scope of services for a feasibility study

Things you might ask a design team to include:

## Architecture and stakeholder engagement

Work to inform early-stage discussions:

### 1.1 Initial feasibility study

Proposed work to inform feasibility stage.

* a design report including (but not limited to):
  + context overview / brief which should be clearly stated
  + site history analysis
  + site design analysis (including constraints, opportunities and existing play space analysis)
  + existing photos of site
  + location plan
  + massing options appraisal with clear viability information
  + adjacencies understanding to define accommodation relationships
  + schedule of accommodation to define space requirements

### 1.2 Pre-app discussion with local planning authority

These items are assumed:

* outline sketch presented for sign off
* general arrangement drawings (including plans, sections, elevations, context sections)
* site plan and basic landscaping (including consideration of transport strategy, parking numbers, drop off areas, servicing etc.)
* preliminary accommodation schedule
* outline visual impact assessment

## Cost consultancy

Proposed work to inform feasibility stage.

### 2.1 Initial feasibility

These items are assumed:

* cost plan
* review and update the cost plan to re-base construction year assumptions
* review and update the cost plan for 3 design options (additional iterations may be required)
* provisional sum for updates to cost plan for further design options

## Town planning

Proposed work to inform feasibility stage.

### 3.1 Initial work

These items are assumed:

* outline planning strategy, provide planning advice and attend at least 2 internal design team meetings
* review and response to planning issues in briefing pack
* preparation for, attendance and chairing of a single pre-application meeting with the local planning authority
* completion of meeting notes and distribution to all attendees
* attendance at team meeting to de-brief and outline next steps
* other tasks as may be identified in the design process

## Viability consultancy

Proposed work for feasibility stage.

### 4.1 Initial work

These items are assumed:

* provide initial valuation advice for at least 3 design options and for each option, provide a residual land valuation.
* for each development iteration, undertake a valuation on the assumption that the site has planning permission. This will involve determining the gross development value of the schemes and subtracting from this figure the costs of delivering the developments including build costs, planning obligations, fees, finance and an appropriate developer’s profit.
* provide advice on each development iteration as and when they become required.

## Other tasks

### 5.1 Delivery stage programme

Produce an outline delivery stage programme in MS Project format showing consultancy, consultation, planning, construction and occupation of the project.

### 5.2 Right of light assessment

Commission appropriate consultant input to produce a right of light assessment for at least 3 design options.

These items are assumed:

* site appraisal, indicative risk assessments, right of light strategy and mitigation advice
* party Wall matters and boundary assessments
* provisional sum for envelopes, massing studies and cutbacks

### 5.3 Further technical advice (following initial pre-app)

It is possible that the local authority may wish to see more detailed work on some elements of the project proposals.

These items are assumed:

* Townscape and heritage – additional work to develop the evidence base around these issues to allow a more accurate understanding of residual planning risk
* Arboriculture – additional design development work with the architecture team and consultation with the local authority to develop the consideration of tree protection measures further

It is possible that the scope of these (or other items requested by the local planning authority) will not be clear until after the initial pre-application meeting.

It may be appropriate to develop individual scopes for any additional items required following the initial pre-app as project change control to be charged at hourly rates.

### 5.4 Preparation of supporting plans and other documentation for Sport England consultation (if applicable)

Playing field land cannot be disposed of until Sport England has been consulted. Whilst it is not possible to determine exactly what plans will be required, we anticipate that supporting information will include:

* existing and proposed plans indicating outdoor space provision categorised under recognised land use definitions (hard formal, hard informal, soft informal, habitat etc.)
* supporting information to explain how any loss of outdoor space has been minimised
* supporting information explaining mitigation measures to offset any loss of outdoor space

## Support in procuring a development partner

### 6.1 Provision of hourly rates to support a procurement process

Subject to the feasibility study proving a viable development outcome is achievable, the opportunity to redevelop the site maybe taken to the next stage.

This stage may include the selection of an appropriate development partner to deliver the project. Alternatively, other delivery options may be considered at this point.

In the event a procurement process is run, negotiation of the terms on which the project will be delivered will be enshrined in a development agreement. In line with public procurement regulations, the process itself is structured and can be time consuming.

The experience and knowledge accumulated by the design team in the initial phase of the project may be helpful to inform and support the procurement process.

Input to the tender documents is viewed together with responses to requests for information from bidders. It is also envisaged the design team may participate in negotiation meetings, assessing the scores and assisting with the moderation process.