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The Co-Proprietors 18 Dunn Street
C/o Mr Kevin Lee
18 Dunn Street
Glasgow G1 4AW

(By E-mail only)

22 April 2026

Dear Kevin,

18 DUNN STREET, PAISLEY, PA1 1NY
OFFER OF PROFESSIONAL SERVICES

Thank you for your enquiry and time at our recent meeting. We understand that requirements relate to proposed structural and building fabric common repair works. We assume that the Client group intends to retain the services of a Structural Engineering Practise (*the Engineers*) and that their appointment will be directly to the Client group. The Engineer's input will be required to specify the detail of the structural interventions proposed in outline in the provided Structural Inspection Report.

We expect to provide the following services.

- Attend site and carry out an inspection of the exposed common building fabric. All inspections will be carried out from ground level, surveyor's ladders, remotely utilising 50ft telescopic photography equipment and drone footage, as required. The inspections will focus in particular on the rainwater goods, chimney stack and associated elements of construction.
- Inspect the roof space for signs of decay to roof timbers and / or water ingress.
- Carry out a measured survey of the exposed building fabric, from ground level, relative to the proposed work areas.
- Produce *As Existing*, drawings.
- Review the Engineer's previous report and proposed remedial works design details.
- Produce *As Proposed* drawings, incorporating proposed building fabric repairs and the Engineer's structural details.
- Issue the draft proposed drawings to the Client group for review, receive comments and carry out a single revision if required.
- Produce a tender document, inclusive of tender drawings and schedule of works.
- Have the works competitively priced.
- Check, query and report on returned tenders.

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reply to: David Nicholson

Our fee to provide the services listed on the previous page would £3,150 + VAT, payable at completed milestones. We highlight that this offer excludes the Engineer's fee which we assume will be agreed directly between the Engineer and Client group.

Should *Post Contract* surveying services be required, including the provision of Contract Administration services, our fee would be derived from the standard fee table below.

Contract Administration and Project Management Fees Payable (all + VAT)		
Total Construction Cost	% Rate	Principal Designer
Up to £10,000	11.5%	£400
£10,000 - £50,000	11%	£750
£50,001 - £100,000	10%	£750
£101,001 - £250,000	8.5%	£1250
£250,001 - £500,000	8%	£1250
Over £500,000	7.5%	£1500

As per our recent discussions, should there be no Property Manager in place for development when the works proceed, we would be happy to make our RICS Clients Account available for the purposes of ingathering funds for the works. There would be no additional cost to you in utilising this account.

Furthermore, and as also discussed at our recent meeting, if a Property Manager has been appointed, we expect that they would issue work orders to both us and the contractor. If no Property Manager is in place, there would be a requirement for individuals in the Client Group to sign letters of appointment, templates for which we could provide to you.

We hope that this offer of service is useful to you and the wider Client Group.

Yours sincerely



for CRGP Surveyors Limited