

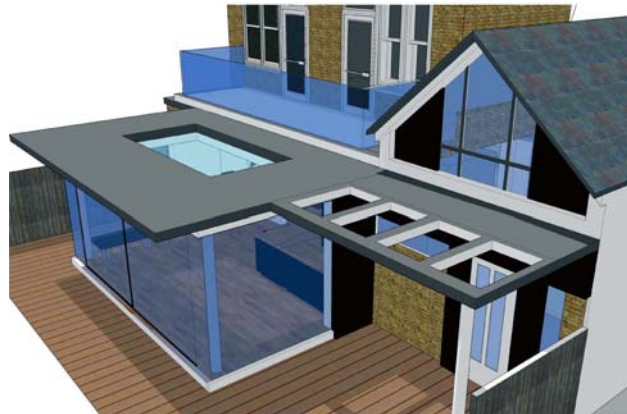
COMPANY PROFILE

HTP has been established for almost 50 years, the current firm being formed from a merger, and relocating from Central London to Richmond in 1990. HTP has two Partners based at the principal office in Richmond, Surrey, together with associates and technical and administrative support.

OUTLINE SCOPE OF WORK FOR TYPICAL HOUSEHOLDER RESIDENTIAL EXTENSION PROJECTS

Depending on Client requirements, HTP can provide concept, architectural design, and Town Planning Applications, and in addition, if required, project admin and coordination services from inception to completion of the project. Depending on the scope of the project and the Appointment, the various disciplines may include:

- Concept and feasibility design, making Planning Applications, preparing Tender packages, drawings for Buildings Regulations Approval and construction purposes, administration of the Contract, and periodic Site Inspections. Landscaping design can also be carried out in house, if required.
- Structural Engineering and drainage design: an appropriately experienced Company for the project can be proposed by HTP.
- SAP/Energy calculations required for Building Regulations approval: by a specialist recommended by HTP.
- Party Wall, Rights to Light, Quantity Surveying, Traffic experts, Acoustic Specialists, Planning Consultants etc. Specialists may need to be appointed on the Client's behalf depending on the size, complexity and nature of the project.
- Sometimes approx dimensions taken on site will be sufficient as a basis for Planning Drawings, but on larger schemes, projects in Conservation areas, schemes close to Trees, contentious schemes, or flood risk locations, an electronic survey of site, floor plans and elevations may be advisable. HTP will instruct a specialist company on The Clients behalf.
- For properties in Flood risk areas, a flood risk assessment may be required. For full assessments, a specialist will need to be appointed by HTP on behalf of the Client.
- For any schemes near to trees, an Arboriculture survey and Report will be required to accompany a Planning Application. A specialist will need to be appointed by HTP on behalf of the Client.



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STAGES

A/B Inception and Feasibility

- Review Client's brief
- Client to supply information about the site and property, including ownership of boundaries, easements etc.
- Review the need to obtain Planning Permission, Building Regulations approval, etc
- Arrange for an electronic survey by others, or take dimensional survey of existing property, and prepare "as existing" drawings sufficient for a Planning Application.

C Outline Proposals

- Prepare outline proposals
- Establish time schedule
- Review of procurement route

D Scheme Design

- Finalise the project brief, and develop scheme design
- Submit Planning Application

E Detail Design

- Develop detail design from approved scheme design
- Prepare application for Building Regulations approval
- Review tendering procedures/procurements methods/form of building contract

F Production Information

- Prepare specifications and pricing document for tendering
- Review selection of contractors for tendering

H Tender Action

- Invite competitive tenders, or negotiate with preferred contractors.
- Appraise and report on tenders
- Negotiate with contractors
- Recommend Contractor's appointment to Client

J Project Planning/Mobilisation

- Prepare contract documents and let Contract
- Issue any further information to the Contractor and review location of Contractor's compound, access arrangements etc

Operations on site up to Practical Completion

- Administer the terms of the building contract
- Attend monthly site meetings to review progress
- Issue Instructions and further information reasonably required for construction
- Visit site as appropriate to generally inspect quality of work executed
- Review with Client monthly recommendations for payment of Contractor.
- At monthly visits to site, review Contractor's progress up to Practical Completion .



Post Handover/Practical Completion – Final Account

- Issue list of snagging/defects
- Make recommendations to Client re: Final Account

