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Ref: 07-17-18-1-1099

Sarah Cartwright  
Group Leader  
Housing Growth, Culture, Housing and Regulation  
Barnsley BMC  
PO Box 634  
Barnsley, S70 9GG

8 February 2018

Dear Sarah

## **COMMISSION/FEE AGREEMENT**

**PROJECT: WOMBWELL HIGH REDEVELOPMENT  
PHASE 2 GROUND INVESTIGATION**

**NPS REF: 07-17-18-1-1099**

We write to confirm that NPS Barnsley Ltd has been appointed to provide Structural Engineering Consultancy Services in respect of the above project.

Specifically, the project involves identifying and procuring ground investigation surveys and technical reports in order to provide supporting technical information to assist with the development of the former Wombwell High School site.

Procurement of the above surveys will be carried out in accordance with BMBC Contract Procedure Rules. The works will be tendered via YORTender as a single package of works and will require the development of a specification and scope of works.

The following key dates are noted:

- Tender issued on YORTender by 26 January 2018
- Tenders Returned by 5 February 2018
- Tender evaluation by 12 February 2018
- Appoint Consultant by 19 February 2018
- Ground Investigations and reports produced by 16 April 2018

This commission will be managed by Sue Eyre. The Project Lead Officer will be Thomas Matapure

Continued . . .

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Providing Property Services in partnership with Barnsley Metropolitan Borough Council  
NPS Barnsley Limited is a subsidiary of NPS Property Consultants Limited, a company controlled by Norfolk County Council  
Registered in England & Wales No 7378589  
Registered Office: Lancaster House, 16 Central Avenue, St Andrews Business Park, Norwich, NR7 0HR

## Services

In delivering the above project NPS Barnsley Ltd will provide the following services and resources:

- Structural Engineer                      Thomas Matapure

## Fees

The services provided by NPS Barnsley Ltd shall be delivered in accordance with the Service Level Agreement (SLA December 2013) terms and conditions

The work will be undertaken on a time-charge basis at the hourly rates stated in the SLA Payment Schedule up to a maximum of £5,000.00 at which time you will be consulted before further costs are incurred.

The Fees quoted above exclude the following (In accordance with the SLA Payment Schedule)

- Specialist investigations, testing and surveys outside the scope of this Commission as defined above
- Third Party Consultant costs paid direct by the client
- VAT
- Advertisement Costs
- Planning and Building Control Charges
- Survey Charges and the like

The Fees will be claimed in accordance with the SLA Payment Schedule

Please note that it is the responsibility of the Commissioner to provide an 'Equality Impact Assessment', if appropriate.

## Agreement

Please sign and return one copy of this letter to acknowledge that you have read and understood the contents.

Please note that work cannot commence until receipt of completed paperwork. Verbal authority is not accepted and we will require a cost code for recharging purposes.

Yours sincerely  
for and on behalf of the NPS Group



Karen Temple  
Managing Director

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**Name of Client:** Sarah Cartwright  
Group Leader  
Housing Growth, Culture, Housing and Regulation  
Barnsley BMC  
PO Box 634  
Barnsley, S70 9GG

**Project:** Wombwell High Redevelopment  
Phase 2 Ground Investigation

**NPS Ref:** 07-17-17-1-1099

I have read and understood the above fee proposal letter and hereby authorise the project, as detailed above, to commence.

**Name:** SARAH CARTWRIGHT

**Position:** GROUP LEADER HOUSING GROWTH

**Signature:** 

**Date:** 13 / 2 / 18

**Expenditure Code:** 50302

**Equality Impact Assessment provided:** YES (Attached)

NO (Not Relevant) ✓

**PLEASE SIGN AND RETURN A COPY OF THIS AGREEMENT TO:**

**For the attention of:** Martin Allen

NPS Barnsley Ltd  
PO Box 634  
Barnsley  
S70 9GG

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