

28/09/2016

Mr Steve Hill  
Walton Old Hall  
Walton  
Wetherby  
LS23 7DF

Dear Steve,

### **Crayke Castle: Completion of RIBA Stage 0 and RIBA Stage 1**

Please find enclosed our end of stage report which outlines the activities undertaken within RIBA Stage 0 and RIBA Stage 1 as described within our original agreement. This document sets out the services which we have undertaken under the work stage and reports on their status. We believe that these are all now reasonably complete subject to completion of archaeological investigations which has been additional to the original Stage 1 scope. We believe that this work now establishes the base from which the project and design phases can now progress.

We would now like to invoice for our services for completion of RIBA Stage 0 and 1, together with Heritage Condition Report, as the original agreement.

As per our Quality Assurance Procedures, we will require your sign off of the Stage 0 & 1 prior to commencing with the next work stage, RIBA Stage 02 (Concept Design).

The building and site are extremely complex and interesting with a rich architectural history which will contribute to the development of the brief throughout the subsequent design phases. We are excited to be leading this process with you, and look forward to RIBA Stage 02 – Concept Design, we will need a specific instruction from you to commence this next work stage.

Please also find appended to this document the Condition Survey of the existing building as prepared by Purcell. This will allow initial costs to be prepared by the Quantity Surveyor once on board for the required repairs to the building.

I hope this is clear, and agreeable to you. I have attached some standard pro-forma that once completed will enable us to commence RIBA Stage 02 services as per our agreement and previous offer of services.

Please do not hesitate to contact me should you wish to discuss any of the above in any further detail.

Yours sincerely,



**Chris Cotton, RIBA, AABC**  
Partner  
On behalf of Purcell®

I hereby confirm that you are to proceed with RIBA Stage 02 Architectural Design Services as the agreed services set out within our original appointment (*16<sup>th</sup> June 2016*) on the basis of the Project Definition set out in the Stage 01 report provided by Purcell. These include the following:

- Preparing Concept Design and including Outline Specifications
- Providing information for approximate estimate of Construction Costs for inclusion within Cost Information
- Contribution to completion of the Final Project Brief
- Preparing Stage Report in accordance with agreed Information Exchanges and Submitting to Client
- Preparing Sustainability Strategy, Maintenance and Operational Strategy and reviewing Hand over Strategy and Risk Assessments
- Assisting with Third Party Consultations, Updating the Project Execution Plan, Preparing the Construction Strategy and Health and Safety Strategies.

**This agreement is made on:** \_\_\_\_\_ **of 2016**

**Signed (Client):** \_\_\_\_\_