

24th June 2020

Anna Whitty
City Planning Adviser
Chichester City Council,
The Council House,
North Street,
Chichester,
PO19 1LQ

Dear Anna:

Chichester's Heritage Landscapes - Concept Design

On behalf of Craft Pegg Limited (craft:pegg), we are pleased to submit this Proposal for Professional Services in connection with the preparation of concept designs for Chichester Heritage Spaces.

A suite of four proposals advanced by craft:pegg a local landscape architectural and urban design practice. These are strategic ideas in line with current local plan thinking that can be advanced through the concept design phase rapidly providing a new asset in developing and visioning Chichester Neighbourhood plan and permitting the community to develop bids for funding and land assembly.

The director in charge of the project will be John Pegg, John is a landscape architect and Urban designer trained at Harvard University and practicing in the UK for over 20 years. In this period he has led significant international projects, creating award winning public spaces and acted as a principal reviewer of a full range of design schemes for Design South East. John is a local resident and operates from the practice offices in Metro House, Northgate. Being embedded in the local community and intimately familiar with the sites John has spent years finding opportunities for Chichester open space establishing these opportunities and ideas.

PROJECT UNDERSTANDING SCOPE OF SERVICES

Intention undertake concept design and consultation work appropriate to develop four design projects to a level to enable public consultation and buy in. The intention will be to create four distinct proposals each with a concept design package that can be subject to consultation and used to identify and pursue suitable funding packages as these come forward.

The Four schemes to be prepared are:

- 1 Northgate Park and Theatre Approach
- 2 Wall Walks
- 3 Amphitheater Park
- 4 Lavant Trail and Ecological enhancement

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1 Northgate Park and Theatre Approach

The Festival Theatre is one of Chichester's key cultural assets with a national and international identity. One key observation often made is that the theatre's location is severed from the town by the large and featureless Northgate Car park. The proposal is to use a small park and avenue to give visitors a high-quality approach experience between the City Centre and the Theatre. This can be achieved with the reallocation of a small proportion of the current parking bays to green space and avenue tree. Such a scheme has the potential to also improve the visual aspect and legibility from Oaklands Way, to alleviate some of the drainage issues in the car park with hydrological and ecologically sensitive design. The park and avenue would also add a new contemporary space to the City's inventory providing a new layer of identity and marketing.

The proposal would develop ideas in consultation with the owners and other interested parties to bring forward a practical scheme joining the theatre to the underpass.

The Proposal document will show;

- Concept design for Theatre Approach from Underpass to Theatre. (plan and illustration)
- Review of Concept options used in consultation.
- Identify likely hurdles to fulfilment of concept design
- Outline costs of concept design.
- Should the design be viable and timely documentation will be prepared for funding bids.

2 The Wall Walks

This proposal will be based on the previous proposals for the Walls which were HLF funded approximately 10 years ago. The proposals will identify and provide concept designs for key interpretive sites. The purpose will be to bring forward the wall walks as an enhanced heritage asset to augment the access to, and emphasise the character of Chichester Heritage assets. Key to this will be assessing existing and potential character, ownership will be identified and consultation on stakeholder positions. Craft:pegg will meet with key stakeholders to review aspirations and recognised opportunities and constraints.

The Proposal document will show;

- Concept design for all wall line.
- Ownership of wall and adjoining sites that may impact on site
- Identify likely hurdles to fulfilment of concept design
- Outline costs of concept design

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3 Amphitheatre Park

This proposal will focus on how the heritage and community benefit of the Amphitheater Park can be enhanced for the benefit of the community and city. An authentic Roman amphitheatre is a rare and valuable asset to any community or destination. The Chichester Amphitheatre is hidden and disconnected from the city. The concept design around this will focus on how the physical form and programming of the park might embrace the space as a cultural asset and local facility. Key to this will be understanding and defining the form and extent of the archaeological feature. This in turn will lead to design responses that emphasise the feature yet do it no harm. To undertake this stakeholder consultation will be required particularly with the District Council Archaeologist and the Historic England Inspector to test the extent of support for the principal of any works.

The Proposal document will show;

- Concept design for entire park.
- Review of Concept options used in consultation.
- Identify likely hurdles to fulfilment of concept design
- Outline costs of concept design
- Identify the likely costs of any archaeological survey that might be required to take and proposal forward to detailed design.

4 Lavant Trail & Ecological Enhancement

Chichester is fortunate to have an incredible seasonal chalk river running through and defining the town. The seasonality, culverting and canalization of the rivers multiple channels make it a barely legible feature for the city. The proposal will identify ways to make the river a more integral part of the city as a identifying image, a pedestrian route and an ecological asset. Proposals will identify, short, medium and long term measures that can be undertaken and planned to make the river and its habitats.

Solutions are likely to include vegetation management, bank steepness modifications paths seating and interpretive material. Longer term options to be developed with collaboration from the environment agency.

The Proposal document will show;

- Concept design for river corridor within Chichester Parish.
- Review of Concept options used in consultation.
- Identify likely hurdles to fulfilment of concept design
- Identify the likely costs of any archaeological survey that might be required to take and proposal forward to detailed design.

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On completion on 1st August the product of this proposal will be a suite of concept design solutions and background information. These will include concept plans of all proposals suitable for consultation and fundraising applications should suitable funding opportunities become available.

Craft Pegg Ltd will undertake above service for a fee of £4500 (excluding VAT and expenses)

All documentation will be submitted electronically (dwg, pdf and doc files)

This commission will be completed by August 1st 2020, unless a mutually agreed extension is established to facilitate consultation.

Section B - CLIENT RESPONSIBILITIES

The Client shall be responsible for, and craft:pegg may rely upon, the accuracy and completeness of all reports, data and other information furnished pursuant to this section. The Client shall provide all pertinent and necessary information consistent with the scope and character of the project and site required for the performance of the work.

craft:pegg assumes no responsibility for the accuracy of such information or services and shall not be liable for errors or omissions therein. Should craft:pegg be required to provide services in obtaining or coordinating compilation of this information, such services shall be charged as Extra Services, but only after they are approved by Client.

Section D - PROFESSIONAL SERVICE FEES AND REIMBURSABLE / TRAVEL EXPENSES

craft:pegg's total compensation for the professional services required for the scope of services is £4500.00 (excluding VAT and expenses)

The Fees will be billed according to the following schedule

On submission of completed at August 1st 2020. Should an extension be agree a 50% payment be invoiced for that date and a schedule of deliverables an =d dates set out for the remainder of the contract period

VAT, is chargeable on the net value of our fees and expenses.

Payment becomes due on the submission of our account. Please note that sums remaining unpaid 30 days after receipt of our account will bear interest at 8% over Bank of England Base Rate.

Billing Rate Schedule (2020) – craft:pegg assigns individuals to a project based upon the experience, qualifications and skills required to successfully complete the work tasks. It is also our objective to perform the work at the least cost to the Client. craft:pegg will assign the lowest cost individual who is available that meets the project requirements.

Billing rates are to remain constant through December 31st of each year. Services covered by this Agreement, which are incomplete, through no fault of craft:pegg, as of December 31st in the year of the date of contract, shall be compensated at new rates established January 1st of the following year. Professional service fees shall be equitably adjusted for the remainder of the project.

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Craft Pegg Limited
Hourly Billing Rate Schedule for Professional Services
(Effective through 2020)

Principal / Partner	£ 80.00
Project Manager	70.00
Designer / CAD Operator	40.00
Administrative	20.00

Reimbursable / travel expenses shall be reimbursed at cost plus 15% and are not included in the Fee for Professional Services. Reimbursable / travel expenses shall include:

- Cost of copies of drawings, specifications, reports and cost estimates; xerography and photographic reproduction of drawings and other documents furnished or prepared in connection with the work of this contract.
- Cost of commercial carrier and public transportation, lodging, car rental, parking, sustenance, and out-of-pocket expenses. Private automobile travel at £ 0.45 per mile. Long distance trips subject to Client approval.
- Cost of postage and shipping expenses other than first class mail.
- Cost of models, special renderings, promotional photography, special process printing, special equipment, special printed reports or publications, maps, and documents.
- Fees for additional special consultants retained with the prior approval of Client.

Section E – ADDITIONAL SERVICES

Additional services beyond the scope of work described above will only be provided upon written authorization from the Client. Extra services shall be provided on an hourly basis as provided for in the rate schedule provided above. Extra Services include but are not limited to:

- The preparation of alternates after the completion of design development documents.
- Deductive change orders requested by client after completion of construction documents.
- Plan preparation for and construction observation of portions of a project let on a segregated bid basis to be phased during construction.

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Section F - ACCEPTANCE AND SIGNATURES

This proposal is intended to represent the entire contractual relationship between **Craft Pegg Limited (Craft:Pegg)** and the client.

We look forward to working with you on this project and would be pleased to answer questions you may have or to clarify the various points above.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'John Pegg', with a horizontal line extending to the right.

John Pegg
Director
Craft Pegg Limited

This Proposal Accepted By:

Company Name:

Signature:

Date:

Print Name & Title: