

Date : 21 December 2016

Our Ref : 16585/pm

Janine Howells
Thame Town Council
Town Hall
High St
Thame, OX9 3DP

By email only: Janine.Howells@thametowncouncil.gov.uk



THE GREEN BUSINESS CENTRE
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Dear Janine,

Thame Town Hall - Acoustic Consultancy Services

Further to your recent enquiry please find outlined below our proposed scope of work and fees for acoustic consultancy services in connection with the upper chamber at Thame Town Hall. It is understood that advice is required regarding practical measures necessary to reduce the reverberation issues that affect speech intelligibility in the chamber.

1.0 Scope of Work

- 1.1 To visit site to conduct reverberation time measurements in the upper chamber to establish the existing acoustic conditions in the space.
- 1.2 Based on the test results provide advice and guidance regarding practical measures that could be employed to reduce the reverberation time and any other measures that could be employed to improve speech intelligibility.
- 1.3 Issue a summary feasibility report with recommendations and acoustic specifications where necessary.

2.0 Applied Acoustic Design

- 2.1 Applied Acoustic Design is a fully independent, self-funding acoustic consulting practice, established in 1990.
- 2.2 The company has grown to include ten full time staff. The principle office is in Staines, UK.
- 2.3 Please visit www.aad.co.uk for further details.

3.0 Recent Experience

- 3.1 Applied Acoustic Design has considerable experience in providing services with respect to troubleshooting acoustic issues requiring remedial measures.



4.0 Project Organisation

- 4.1 All projects at Applied Acoustic Design are handled primarily by a single consultant, with back-up from a nominated sub-consultant. The lead consultant will be responsible for all day-to-day running of the project, with the sub-consultant used to provide additional resources where necessary. In addition, each project has a project director who will keep track on overall progress and ensure that the client needs are being properly served. Project discussions at regular internal design progress meetings, and formularised file keeping in accordance with our QA system, means that in the absence of the prime or sub consultant for any reason, then other members of AAD staff can respond quickly to any urgent queries from the design team.
- 4.2 Our project management procedure allocates resources on a weekly, Monday morning, basis; in order to allocate resources to new assignments, we would require an instruction confirming the scope, fee and indemnity at any time however please note that our earliest start is always secured for orders received by 10:00 each Monday.

5.0 Commercial

- 5.1 Our fixed fees for undertaking the scope of work as advised will be as follows;

Site tests and feasibility report	£1,450
Meeting Rate	£500
Additional services will be charged at an hourly rate	£110/hr

- 5.2 Fees quoted are inclusive of all instrumentation and UK travel costs, exclusive only of VAT.

6.0 Terms and Conditions

- 6.1 Unless agreed otherwise, our appointment will be subject to the Association for Consultancy and Engineering Agreement 2009.

6.2 Professional Indemnity

Applied Acoustic Design has professional indemnity insurance whereupon no terms or conditions apply to the policy which are anything other than standard for this class of insurance. In respect of the above captioned project, the liability of Applied Acoustic Design will not exceed £1m on any one claim. Should a higher level of indemnity be required, this will be available at additional cost, which will be passed on as an additional variable annual charge for the period that such additional cover is required. Unless stated otherwise, fees quoted are for undertaking specified work subject to this proposal. Nothing in this contract confers or purports to confer on any third party any benefit or any right to enforce any term of this contract. Clients are advised that where specified work is to be subject to Clients Agreement, Deed and / or Warranty, that a minimum fee valuation and additional administration costs will both be applicable. Reports are non assignable.

- 6.3 No actions or proceedings under or in respect of this agreement whether in contract or in tort in negligence or for breach of statutory duty or otherwise shall be commenced against the Consultant after the expiry of 6 years following completion of the services or such earlier date that may be prescribed by law.

6.4 Public Liability

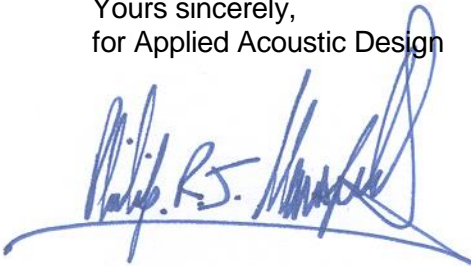
Applied Acoustic Design has Public Liability insurance to the value of £5.0m.

6.5 Quality Assurance

Applied Acoustic Design operates a Quality Management System that is verified by on-going third party audit to comply with the requirements of BS EN ISO 9001:2000

In conclusion, I trust the above proposal accurately interprets your requirements, however, if you have any queries please do not hesitate to contact me. In any event I look forward to hearing from you.

Yours sincerely,
for Applied Acoustic Design



Philip RJ Mansfield
Director

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