**Standard Quotation Form for the Appointment of a Quinquennial Inspector**

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| **SECTION 1: DETAILS OF CHURCH** | | | | |
| Name of church |  | | | |
| Address |  | | | |
| Listing Grade | I / II\* / II / unlisted | | | |
| Contact |  | | | |
| Contact email |  | | | |
|  |  | | | |
| **SECTION 2: DETAILS OF INSPECTOR** | | | | |
| Name of Inspector |  | | | |
| Professional title -  *Architect, Surveyor* |  | | | |
| Qualifications |  | | | |
| Membership of Professional bodies |  | | | |
| Conservation Accreditation |  | | | |
| No. yrs Conservation Accreditation held |  | | | |
| Name and address of Practice/Company |  | | | |
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| **SECTION 3: QUINQUENNIAL INSPECTION** | | | | |
| The Diocese of Ely currently pays £600 plus expenses for Quinquennial Inspections and Reports. Would this cover your fee? | | | YES / NO | |
| If not, what would the additional cost to the PCC be? | | | £ | |
| What would be the cost of a follow up meeting with the PCC and/or Churchwardens, including a walk-round of the church (max 2 hours on site)? | | | £ | |
| Please describe how you would undertake the QI process following appointment. | | | | |
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| **SECTION 4: FEES FOR WORK ARISING FROM THE INSPECTION** | | | | |
| Usual charging regime for QI repair works | | Hourly rate / Percentage / Flat fee /  other (please state) | | |
| State how site visits are charged | | Hourly rate / Flat fee / other (please state) | | |
| Hourly rate | | £ | | |
| Fee percentage for repair works arising from QI | |  | | |
| Rates for out-of-pocket expenses not included in hourly rate/lump sum fee (state what these are) | | State rates and what they would be charged for e.g. miles @ £0.45/mile | | |
| Is VAT chargeable on fees and expenses? | | Yes / No | | |
| % fee split between pre-contract and post-contract work   * Pre-contract: all work up to and including the faculty / List B approval stage * Post-contract: administration and oversight of the building contract, including site works | |  | | |
| Are you able to offer free advice over the telephone with general building related matters to a reasonable level? If yes, please insert a short statement defining what you consider to be reasonable. | | | | |
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| **SECTION 5: EXPERIENCE** | | | | |
| No. of years of experience working on listed churches (if applicable). | | | | |
| Please give examples of similar churches in the diocese, or nearby, where you have led repair works and/or assisted with obtaining faculty consent. | | | | |
| What, if any, recent experience have you had with grant aided projects? | | | | |
| Please provide the contact details for at least 2 churches where you are currently the appointed architect, so that references can be taken up. | | | | |
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| **SECTION 6: ADDITIONAL DOCUMENTS**  Please provide the following | | | | |
| A copy of a recent QI report from a similar church | | | |  |
| A profile of your practice and, if more than one person will be involved, CVs for all proposed team members, with individual roles and responsibilities. It should be made clear who the main client contact will be and who will attend meetings. | | | |  |
| Evidence and extent of professional insurance or indemnity cover | | | |  |

Further details of the requirements of the Scheme for QIs are available on the Diocesan website: [Quinquennial Inspections](https://www.elydiocese.org/xdb/churchbuildingsandchurchyards-guidance/show/quinquennial-inspections_1).

*When used to obtain at least 3 competitive quotes, this form and other evidence of the appointment process, should cover fee appointments between £10k - £50k for repair work up to £384,000 based on a fee of 13%, in the 5 years after appointment.*