



# ODYSSEY

DEVELOPING JOURNEYS

**SLEEPERS HILL, WINCHESTER**

**FEE PROPOSAL – HIGHWAYS SUPPORT**

S Turner Esq.  
Sleeper's Hill Residents Association  
Sleeper's Hill  
Winchester  
SO22

Our Ref: BM/bm24071/24-081/Fees

19<sup>th</sup> March 2024

**By Email Only**

Dear Steve

### **Fee Proposal for Sleeper's Hill, Winchester**

Further to your email dated 18<sup>th</sup> March 2024, I am pleased to set out our fee proposal for providing traffic calming advice with respect to Sleeper's Hill, Winchester. It is understood that Sleeper's Hill, a private road, is used as a rat-run and the local residents association wish for some traffic calming options to be presented to aid in reducing said rat-running.

We would produce a Traffic Calming Feasibility Study which would include the following:

1. A site visit during the AM peak traffic period, where we would also be happy to meet with yourself / the Residents Association.
2. Obtaining digital OS mapping and highway boundary information.
3. A set of three design drawings each showing a set of traffic calming options along Sleeper's Hill.
4. Vehicle swept path analysis to inform the proposed traffic calming options, i.e. ensure service vehicles could still suitably access Sleeper's Hill.
5. Estimated high-level budget costs for each traffic calming option.
6. Set out the above in a concise Traffic Calming Feasibility Study.

We would need to obtain digital OS mapping. It is expected that this would cost circa £50 +VAT. We also propose obtaining adopted highway boundary information as, although Sleeper's Hill is a private road, we may suggest proposing changes (traffic calming) to the adopted highway at either end of Sleeper's Hill. It is expected that this would cost circa £150 +VAT. These third-party costs are in addition to our professional fees quoted herein.

### **Fees**

Our fee for the above tasks is **£2,750 +VAT**, with reasonably incurred disbursements charged at 7.5% in accordance with our standard terms and conditions. Other items excluded include digital OS mapping and highway boundary information, which would be charged in addition to our professional fees.

Should our attendance be required at any meetings our fees are £300 per delegate per meeting for online meetings and £600 per delegate per meeting for in person meetings.

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I trust the above covers the aspects required for this project. Should you wish to discuss any element of our fee proposal further please do not hesitate to contact me.

With regard to timescales we have capacity to put the work in hand upon instruction.

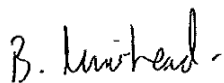
I enclose a copy of our standard fee rates, our conditions of contract and fee acceptance pro-forma. Should you use and wish for Odyssey to quote purchase order numbers on invoices or have any appointment contract required to be agreed and signed, please provide these upon acceptance of this fee proposal.

If for any reason there is unexpected delay to the completion of the project, which is outside of Odyssey's professional control, we reserve the right to revisit our proposed fee.

I trust this proposal is acceptable to you and very much look forward to receiving your written instructions, using the signed proforma, to proceed.

Should you have any queries please do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink, appearing to read 'B. Muirhead'.

**Ben Muirhead**  
**Associate**  
**(Basingstoke)**

Encl. Standard Terms and Conditions  
Acceptance Pro-forma

**JULY 2023**  
**STANDARD FEE RATES AND CONDITIONS OF CONTRACT**

The following standard conditions of contract apply to all Services carried out by Odyssey Consult LLP (Odyssey) unless specifically amended in writing by Odyssey prior to commencement of Services. The Client will be liable for all costs incurred by Odyssey in reviewing or executing any requests for variation to these terms. Odyssey is a trading style of Odyssey Consult LLP.

The Client is the person, company, authority or other body who instructs Odyssey to carry out the Services. The contract is between the Client and Odyssey.

1. The scope, nature and requirement of the Services will be agreed in writing between the Client and Odyssey prior to the commencement of Services.
2. Odyssey will make every effort to meet the start date and programme for the Services but cannot accept any responsibility for delays or consequential costs whatever the cause.
3. Fee proposals assume that once criteria-compliant designs are agreed with the design team then our scope of work is complete. Whilst Odyssey will, of course, respond to any queries on previously issued advice, Odyssey reserve the right to make additional charges (following agreement with the client) should there be significant design changes that require Odyssey to redo work.
4. Invoices will be rendered on a lump sum or time charge basis, at the scale of rates shown below.
5. The scale of rates will be amended annually but Odyssey reserves the right to amend the scale of rates at an interim date should exceptional circumstances so require.
6. In addition to the time charge costs, invoices will include reimbursable costs and expenses associated with the Services and any other reasonable expenses not listed in Item 15 below.
7. Invoices will be rendered monthly unless otherwise agreed by Odyssey.
8. Where third party services are contracted for by Odyssey in order to complete the work for the Client, Odyssey reserves the right to render interim invoices to recharge the cost of third-party services to the Client. A 15% surcharge will be applied to cover Odyssey's handling costs.
9. VAT will be applied at the standard rate on all invoices rendered.
10. Fee invoices are payable upon presentation.
11. Odyssey reserves the right to charge interest on invoices not paid within 30 days of presentation, rendered at 3% above National Westminster Bank base rate.
12. Any requirement for warranties upon the Services of Odyssey should be identified within the initial client instruction. Only in exceptional circumstances will Odyssey consider entering into a warranty requested at a later date, and the client will be liable for all costs incurred by Odyssey in preparation, review or execution of the documents, including legal fees and insurance premiums.
13. Before work can commence, Odyssey reserve the right to request payment of the full fee in advance of the work commencing. If this right is exercised, Odyssey will only commence the work when cleared funds have been received in Odyssey's bank account. If Odyssey exercise this right and the Client chooses not to proceed with the instruction, any contract between Odyssey and the Client shall be deemed to be null and void.
14. Odyssey will not accept non-payment of invoices due to the absence of a Purchase Order.
15. A fixed charge of 7.5% of the chargeable fee will be made for reasonable costs and expenses, to include the following items: Telephone, postage, printing, photocopying, administration, travel (including car mileage), and subsistence.

**STAFF GRADE**

**STANDARD RATE**  
**£ PER HOUR**

PARTNER	170
DIRECTOR	150
TECHNICAL DIRECTOR	135
ASSOCIATE DIRECTOR	135
ASSOCIATE	120
PRINCIPAL ENGINEER / PRINCIPAL TRANSPORT PLANNER	105
SENIOR ENGINEER / SENIOR TRANSPORT PLANNER	95
ENGINEER / TRANSPORT PLANNER	75
PRINCIPAL TECHNICIAN / GRADUATE ENGINEER	70
SENIOR TECHNICIAN / CAD COORDINATOR	65
TECHNICIAN	60
TECHNICAL ASSISTANT	45

**FEE ACCEPTANCE PRO-FORMA**

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**Odyssey Job No:** BM/bm24071/24-081/Fees      **Date** .....

I / We accept the services offered herein and agree to be bound by the associated terms and conditions of engagement.

**Client Details:** .....      **Client Order No.:** .....

Name .....	Telephone .....
Address .....	E-mail .....
.....	Position in Company .....
.....	Signed .....
Post Code .....	Date .....

**Address to which invoices are to be sent:**

Contact Name .....

Address .....

.....Post Code .....

**Details of Agent Acting (where applicable)**

Name of person authorised to place order on behalf of Client.....	Company .....
Address .....	Position in Company .....
.....	Telephone .....
.....	E-mail .....
Post Code .....	Signed .....
	Date .....

**Please make payments by BACS to: NatWest Bank, A/c: Odyssey Consult  
A/c No. 71941010, Sort Code: 60-02-49**

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