Bourne Architects

Design & Build Proposal

30 Old London Rd, Badgers Mount,
Sevenoaks TN14 7AE

26 August 2025
Document Prepared for Bourne Management & Building

RIBA
Chartered Practice

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1. Introduction

‘A **commitment beyond construction**, that protects quality, cost and time.’

- This proposal outlines a full Design & Build offering for the enhancement of 30 Old London Road. Our delivery focuses on three key interventions: a loft conversion, a bespoke outbuilding, and a timber carport — all seamlessly integrated under a single contract, designed and managed by a unified team.



This turnkey solution ensures a high level of coordination, design integrity, and executional precision with a dedicated programme and transparent process from day one.

2. Project Scope

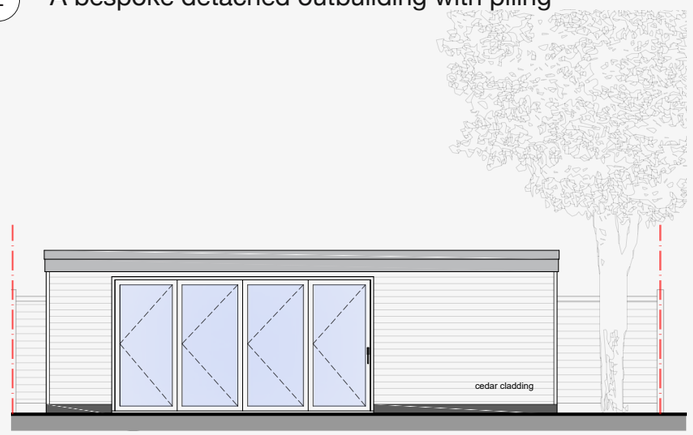
- The proposal covers the following elements (excluding the separately approved rear extension):

High-specification Design & Build package

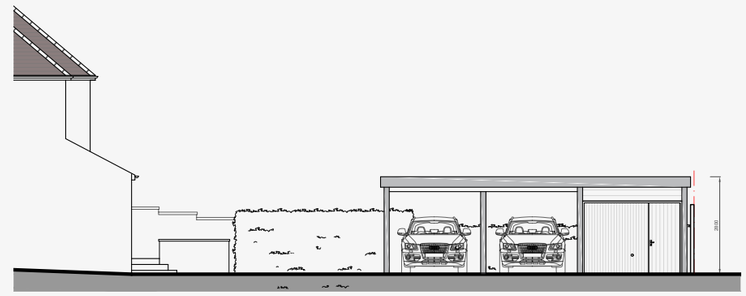
1 A full loft conversion with rear dormer and rooflight



2 A bespoke detached outbuilding with piling



3 A Timber Carport & Associated Paving Works



This turnkey solution ensures a high level of coordination, design integrity, and executional precision with a dedicated programme and transparent process from day one.

3. Key Deliverables

- This section outlines the core components of our Design & Build offering. It captures the full scope of construction, design, and project management services included in the package.

A. Construction Works

- Strip-out, enabling and groundworks
- Timber and steel structural framing
- Full insulation and airtight detailing to loft and outbuilding
- Electrical, mechanical, lighting installation
- Windows, rooflights, doors, internal joinery
- Plastering, finishes, flooring, second fix
- Rainwater goods, paving, garden access coordination
- Piled foundation system and RC works for the outbuilding
- Snagging, commissioning and handover documentation

B. Architectural Services

- Measured surveys and as-built verification
- Working drawings, section details, material schedules
- BC coordination and responses to inspector queries
- Outbuilding usage and specification input
- Internal layout design & kitchen/bathroom coordination (if required)

C. Consultancy & Project Management

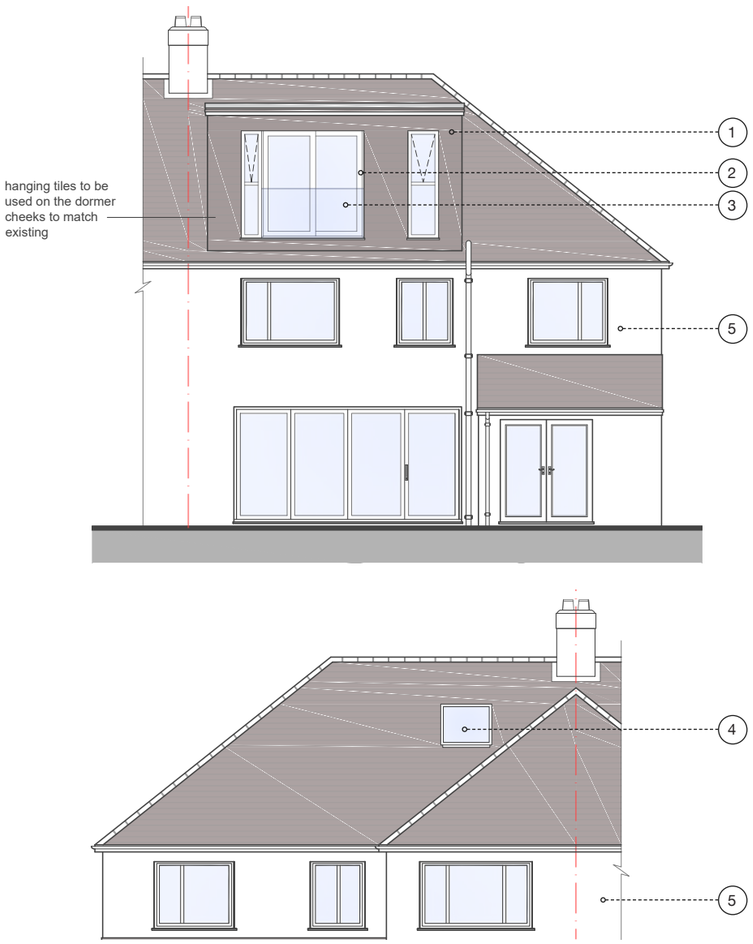
- Programme setup and management (target 18–22 weeks)
- Stakeholder liaison: structural engineer, building control, client
- Site meetings, risk management, progress reporting
- Cash flow control and payment scheduling
- Advisory on planning, permitted development boundaries, and Party Wall processes

4. Finishes & Specification Overview

LOFT CONVERSION

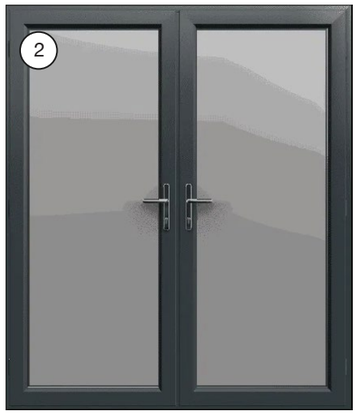
Rear dormer, front rooflight, internal reconfiguration, staircase , new ensuite bathroom, dressing room joinery

***External**





Tiles to Match existing



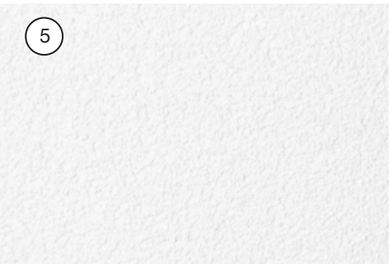
Anthracite UPV windows/ doors to match existing



Glazed juliet balcony balustrade



Rooflight



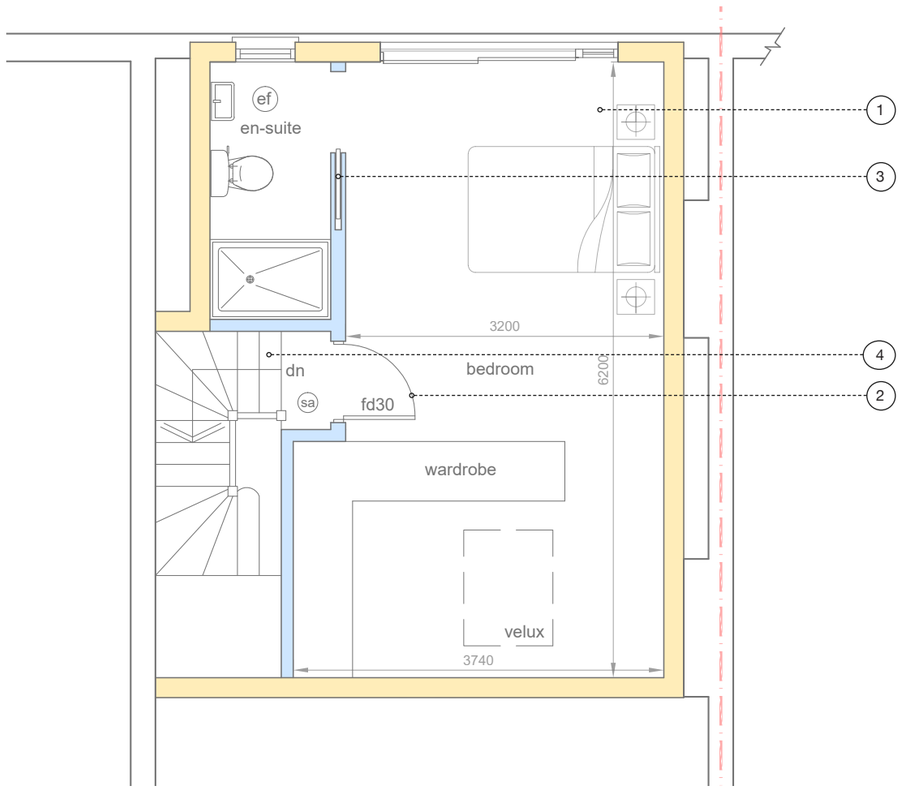
** Re-paint wholehouse as part of the works.

4. Finishes & Specification Overview

LOFT CONVERSION

*Internal

- Loft conversion finishes will be matched to existing internal finishes to maintain visual continuity across all floors.





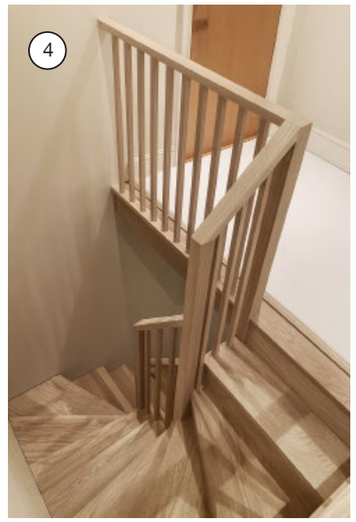
Carpet Floor to match existing



Fire Door to match existing



Pocket Door to match existing



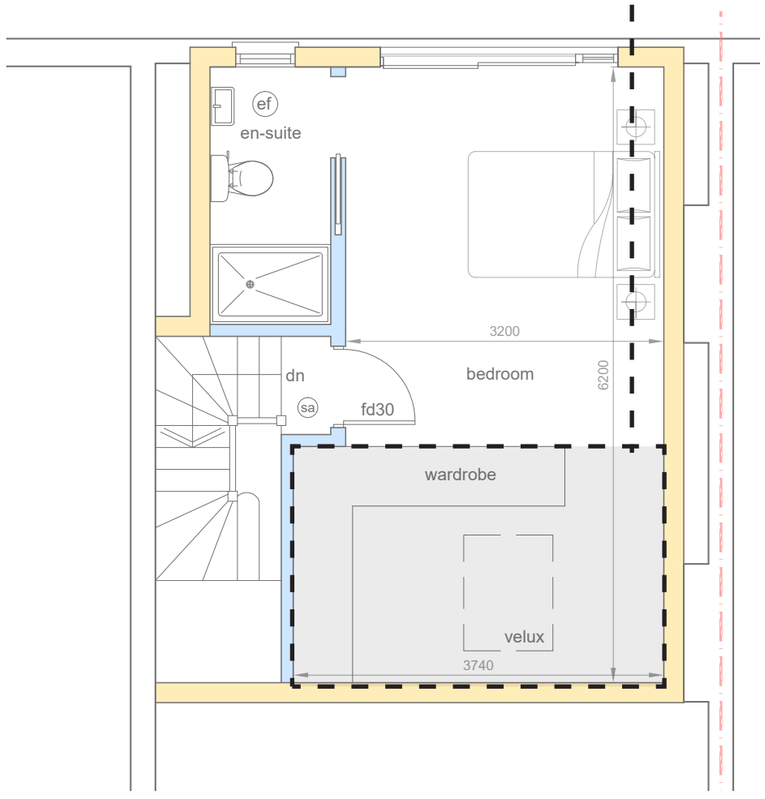
Timber Stairs - balustrades to match existing

4. Finishes & Specification Overview

LOFT CONVERSION

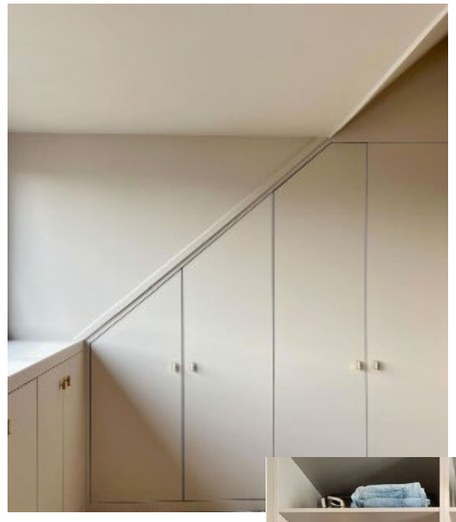
***Internal**

Dressing Room



- Our package includes a fully fitted dressing room, designed to maximise the efficiency of the loft space.
- Bespoke wardrobe solutions with integrated LED lighting are included as standard. Internal layout, fittings, and configurations will be tailored during the detailed design stage to suit your specific storage needs and usage preferences.



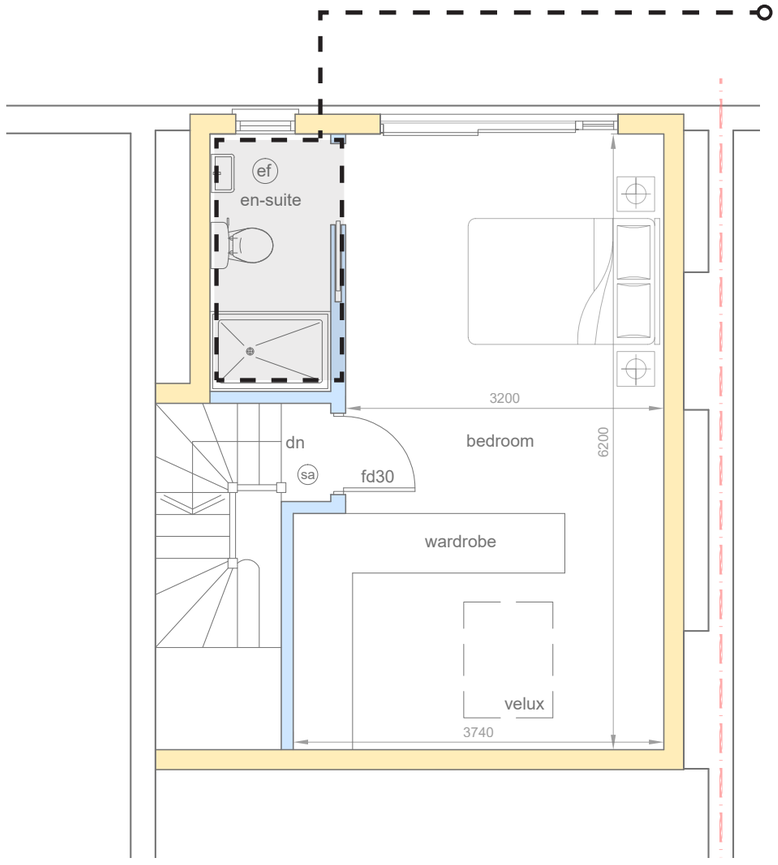




4. Finishes & Specification Overview

LOFT CONVERSION

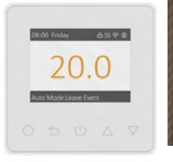
***Internal**



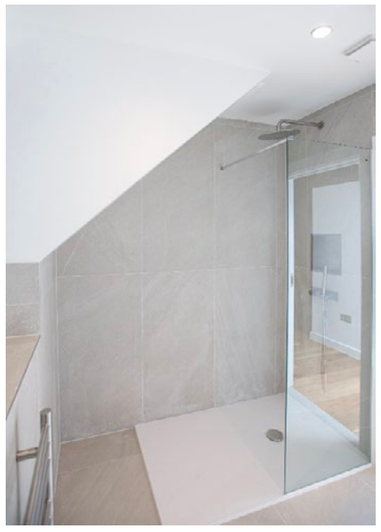
Ensuite bathroom

- The ensuite bathroom will be delivered fully tiled, featuring a slate-effect shower tray and high-quality finishes throughout.

- Specification includes:
- Electric underfloor heating
- Backlit demister mirror
- High-quality vanity unit with integrated basin
- Concealed thermostatic shower mixers







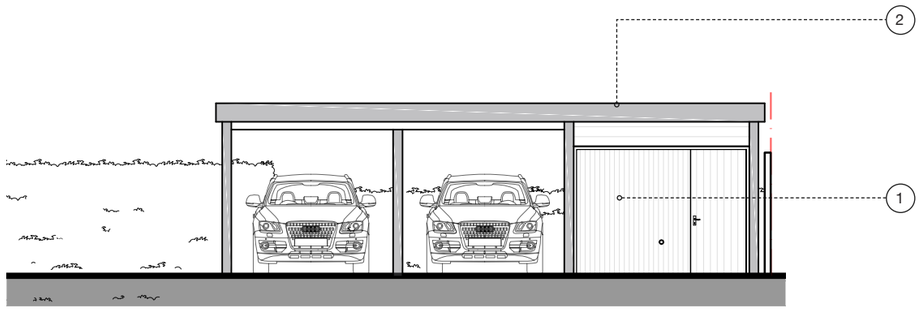


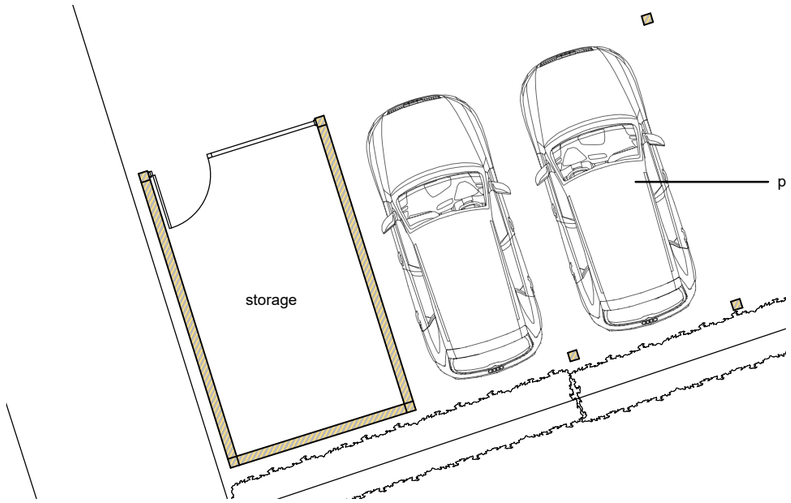


4. Finishes & Specification Overview

CARPORT

& Associated Works







- Treated Timber Frame
- Concrete pad base with drainage
- Cedar effect cladding





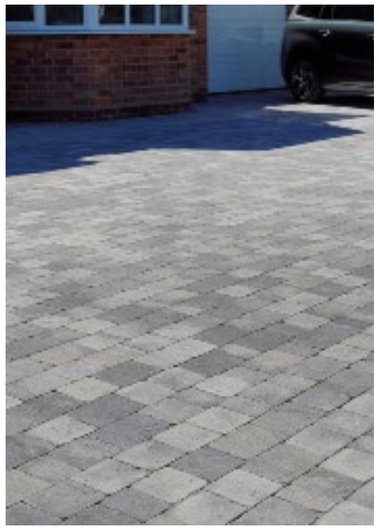
- Green Roof

4. Finishes & Specification Overview

CARPORT

& Associated Works

Permeable Block Paving




- Sustainable, SuDS-compliant block paving to the front driveway in mixed grey tones, designed to provide a high-quality finish while allowing natural drainage

Integrated External Lighting

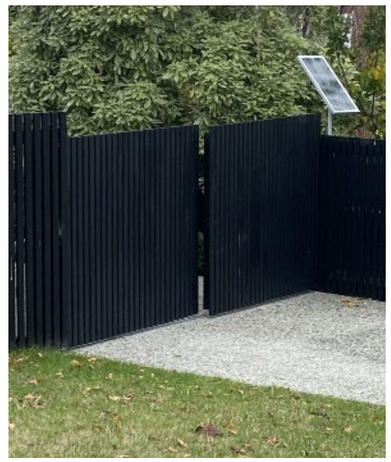





- Warm LED bollard and wall lights to illuminate the front approach, enhancing safety and atmosphere.

Timber Fencing with Automated Gate



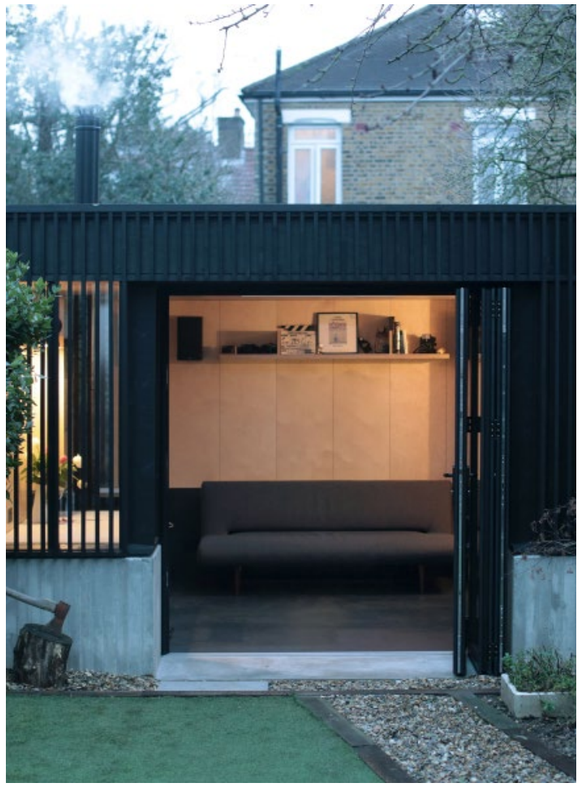
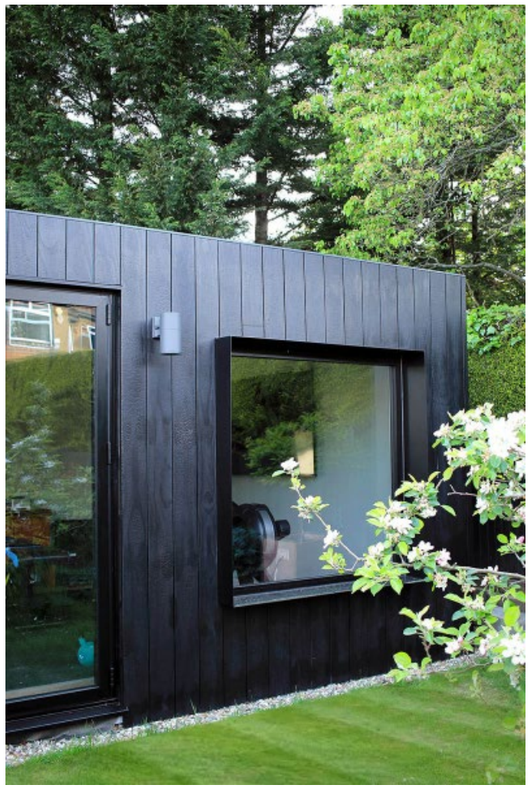


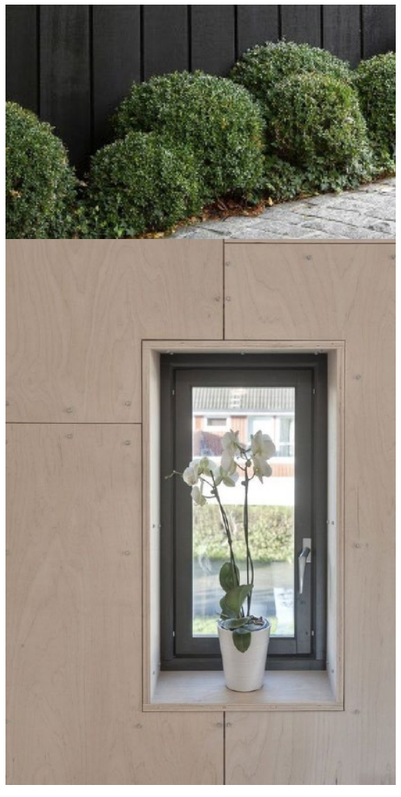
- Vertical dark-stained slatted fencing with remote-controlled driveway gate for secure, modern access.

4. Finishes & Specification Overview

OUTBUILDING

Moodboard

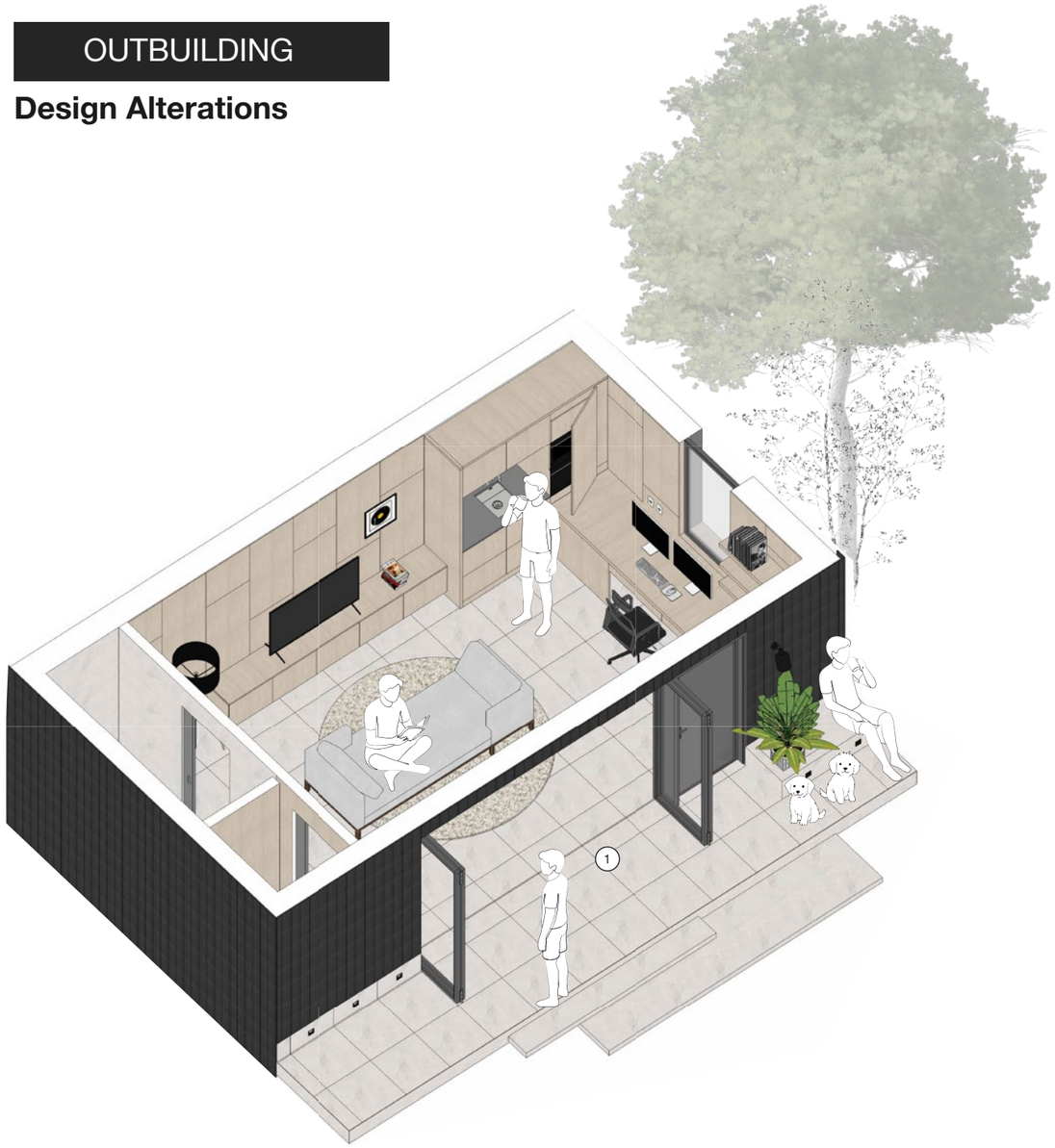



4. Finishes & Specification Overview

OUTBUILDING

Design Alterations





Outbuilding – Key Design Alterations

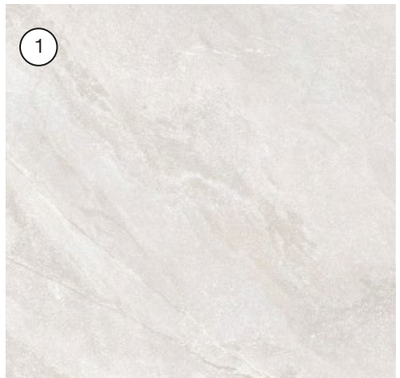
- Cladding changed from horizontal cedar to dark vertical timber slats
- Plan mirrored to position the desk facing the glazed wall and garden
- Maximised natural light by placing workspace on the sunniest side
- Entrance updated with tiled steps and soft landscaping Kitchenette and built-in storage added for functionality
- Lounge and workspace zones clearly defined
- WC layout retained with improved internal flow

4. Finishes & Specification Overview

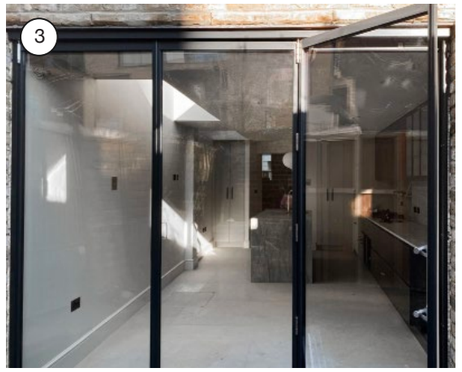
OUTBUILDING

Main Materials

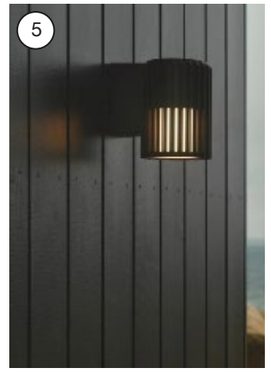




- Porcelain Floor Tiles (Light Stone Effect)



- Aluminium Bifold Doors



- Exterior lighting



- External Timber Cladding (Charcoal Cedar Effect Finish)



- Timber Wall Panels & Joinery



- Flat Rooflight

4. Finishes & Specification Overview

OUTBUILDING

Equipment & Systems





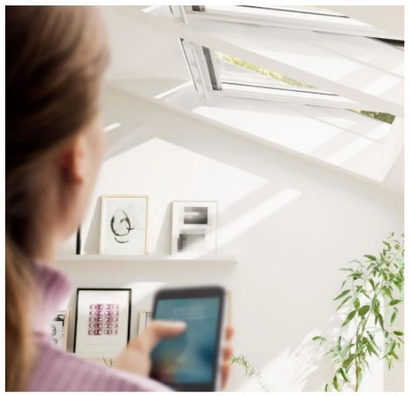
















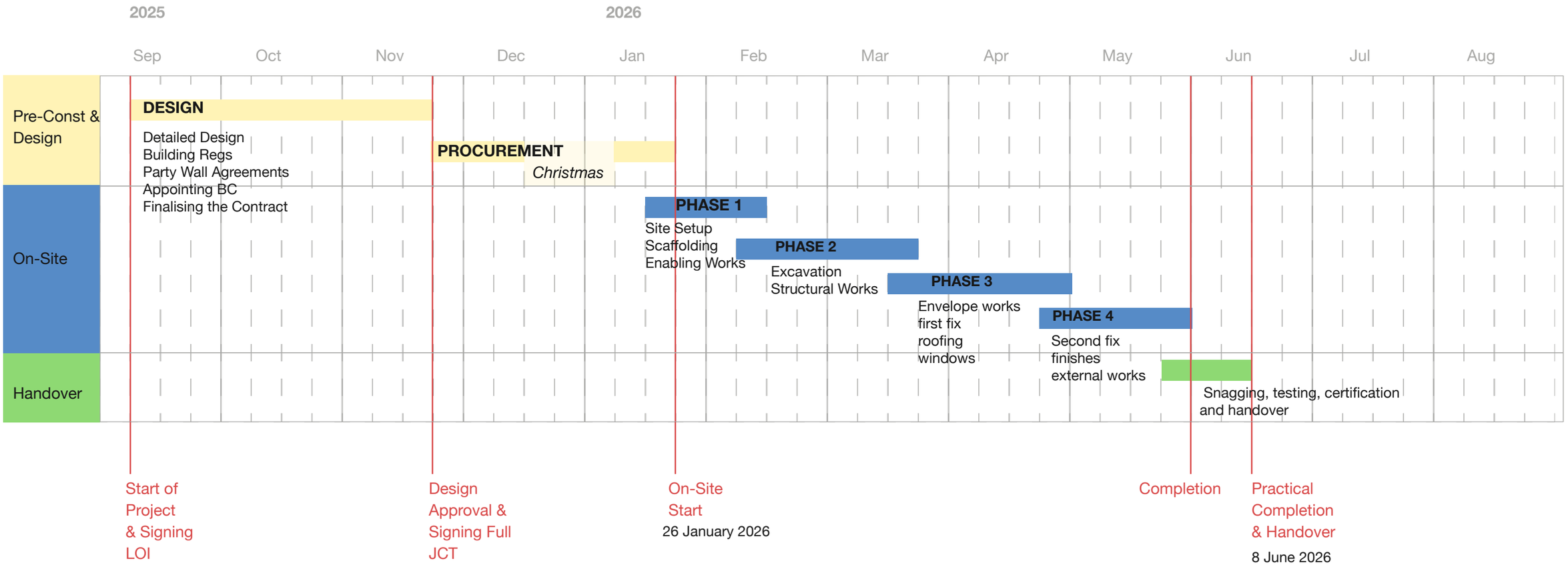
The kitchenette is designed to meet all essential office needs with fully integrated smart appliances, including:

- Boiling water tap with optional sparkling water feature
- Compact undercounter fridge
- Integrated combi microwave oven (for warming, cooking, Built-in coffee machine
- Slim stainless steel sink
- (Exact makes and models to be confirmed during the detailed design phase.)

- Electric underfloor heating with app-based smart control
- Smart-operated rooflight for passive ventilation before arrival
- Discreet mechanical extractor fan for consistent airflow
- Integrated speaker system (services to be provided)
- Dimmable LED lighting for flexible working environments
- Multiple power sockets including USB-C outlets
- Touchscreen thermostat and control interfaces
- AC Provision

5. Project Timeline

- This section outlines the core components of our Design & Build offering. It captures the full scope of construction, design, and project management services included in the package.



6. Breakdown & Package Cost

- The table below outlines the key components of our fixed-price package, reflecting a carefully balanced cost plan aligned with the project scope and specification. All elements are fully integrated and delivered under a single contract, with no hidden costs or exclusions.

- A full and detailed Bill of Quantities (BOQ) will be prepared during the detailed design stage and incorporated into the final contract documentation.

Category	Description/Notes	Price Estimate	Included in Fixed Price
Loft Conversion	Works as explained in the presentation Includes dormer, rooflight, insulation,	£ 80,000	**Yes**
Detached Outbuilding (High Spec,	Works as explained in the presentation , Fully fitted, piled foundation	£ 48,000	**Yes**
Timber Carport & Associated Works	Works as explained in the presentation, incl. paving & fencing	£ 25,000	**Yes**
Prelims & Site Setup	Site establishment, welfare, protection measures	£ 14,000	**Yes**
Structural Labour & Integration	All steel/timber works, coordination with structural engineer	£ 25,000	**Yes**
Contingency & Specialist Items	Allowance for unforeseen/specialist items	£ 17,000	**Yes**
Architectural & PM Services	Full design, coordination, surveys, project management	£ 8,000	**Yes**

Design & Build Package

Total Fixed Price: **£ 217,000 + VAT**

7. Payment Schedule

- The following schedule sets out staged payments aligned with key project milestones.
- It includes an advance and pre-construction payment to support early mobilisation and design activities, followed by instalments during construction.
- All payments are subject to VAT and retention where indicated.

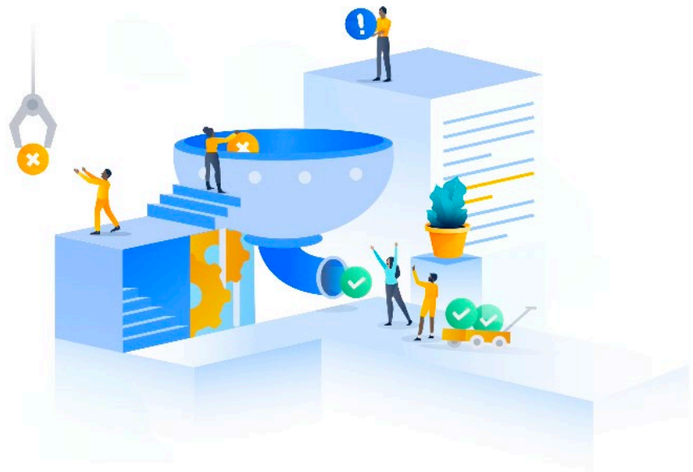
NO	Payment Decription	Date		Payment Amount	Less Retention	Notes
1.0	Advance Payment	Monday, 1 September 2025	3.00%	£ 6,510.00	£ 6,184.50	subject to VAT
2.0	Pre-Construction Payment	Monday, 1 December 2025	7.00%	£ 15,190.00	£ 14,430.50	subject to VAT
3.0	On Site	Monday, 26 January 2026	18.00%	£ 39,060.00	£ 37,107.00	subject to VAT
4.0	Interim Payment	Monday, 23 February 2026	18.00%	£ 39,060.00	£ 37,107.00	subject to VAT
5.0	Interim Payment	Monday, 23 March 2026	18.00%	£ 39,060.00	£ 37,107.00	subject to VAT
6.0	Interim Payment	Monday, 20 April 2026	18.00%	£ 39,060.00	£ 37,107.00	subject to VAT
7.0	Interim Payment	Monday, 18 May 2026	18.00%	£ 39,060.00	£ 37,107.00	subject to VAT
8.0	Practical Completion	Monday, 8 June 2026	5.0%	£ 10,850.00		subject to VAT
100.00%				**£ 217,000.00**	**£ 217,000.00**	subject to VAT

NOTES

The payment schedule has been prepared to include a 4-month design& pre-construction period, structured to support the project's cashflow. It is contingent upon receipt of the agreed advance payment and the execution of a Letter of Intent.
All prices shown exclude provisional sums (as detailed in the pricing schedule) and are subject to VAT.
During the pre-construction period, we will: •Finalise and execute the construction contract, •Progress with detailed design and preparation, •Commence enabling works on site.
Payment applications will be submitted 1-week prior to payment date, with payment due on the dates stated above.
Any variations or provisional sums excluded from this schedule will be invoiced separately upon agreement, subject to mutual approval by both parties

8. Advantages of Our Proposal

- Our approach combines design quality with delivery certainty. By offering a fully integrated service, we remove complexity, manage risk, and ensure the best possible outcome, both functionally and financially.



Single Point of Contact:

No need to coordinate between separate architect, builder, and engineers, we deliver it all under one roof.

Certified & Insured:

CDM, site health & safety, Building Control, and warranty support all included.

Transparency

Fixed fee with no surprises; clear contract terms and staged payment drawdown.

Programme Driven:

Streamlined 18–22 week construction timeline, sequenced efficiently.

Design-Led, Budget-Conscious:

We aim to deliver the best possible version of your home , both highly functional and beautifully finished, while staying firmly within the agreed budget. A true lifetime family house built with care.

8. Next Steps

- We welcome the opportunity to deliver this exciting development. Subject to your confirmation, the proposed next steps are as follows:

1	2	3	4	5
Signing of Letter of Intent	Initiation of Party Wall Process Commencement of Detailed Design Development	Final Design Approval and Full Contract Signing	Site Possession and Construction	Target Completion and Handover

We welcome you to experience Bourne’s professionalism to see us develop ‘your’ future built environment.

26 August 2025

Design & Build Proposal

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