



ASSOCIATION OF  
CONSULTANT ARCHITECTS

ACA  
PSA22

- HOW TO USE GUIDE

## Proposal Letter

When invited to submit a fee proposal for Architect's Services to a potential Client, the Architect should write a formal Proposal Letter referring to the ACA PSA22 as the Architect's standard terms of Appointment and attaching a copy of the completed PSA22 Appointment.

It is helpful in the Proposal Letter to confirm to the Client the preliminary brief, identify a budget for the project, think through payment stages and confirm a realistic preliminary programme for the Services, stating also that the scope, budget and programme may be fluid until the design is fixed.

The Proposal Letter should identify the Normal Services to be provided and any Other Services. (Refer Clause 1.02.)

The Proposal Letter comprises the 'Offer' and the inclusion of the completed PSA22 allows the Appointment to be accepted and signed as a single stage.

## ACA PSA22 Particulars of Agreement

The Architect must complete all details in the Particulars of Agreement section. By doing so, the Agreement becomes specific to the Parties, the Site and the Project description.

## ACA PSA22 Modifiable Clauses

All Sections in the Agreement are standard and fixed and should not be altered without due consideration for the reason that this would deviate from a 'standard' form. The digitally modifiable elements are in Section 3, Normal Services. The Client and Architect should agree the full scope of services at the outset and strike out those services not required.

Any Other Services described in Section 4, where agreed, are scheduled in the Letter of Appointment.

**See step-by-step instructions overleaf.**

## Letter of Appointment

The Letter of Appointment at the end of the Agreement should be filled in (as Clause 1.03) ensuring that all items 1-8 are completed correctly as agreed with the Client. The Client and Architect may revise the Services at a later date if necessary, (subject to Clause 1.04).

## Step-by-step instructions:

- > Download PDF.
- > Open the pdf in Acrobat Reader. (Please download the free Acrobat Reader [here](#))
- > Input the necessary information in the boxes on the Particulars page.

**Modifiable Clauses:** Section 3 - Strikethrough as required.

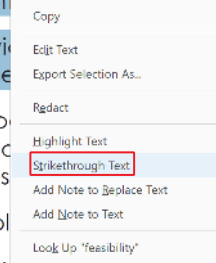
Select the text and it will either pop up with text format options (see image A) or you can right click and select strikethrough (see Image B).

Image A

Identification of Budget;  
 Development of outline brief;  
 Identification of CDM responsibilities where applicable  
 Advice on how to proceed, need for other consultants of general feasibility;  
 Preparation of outline proposals, development to schedule to cost consultants/contractors in their preparation of construction timetable;  
 Application for any planning consents;  
 Advice on construction procurement methods, including

Image B

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**Ensure the Letter of Appointment is completed in full including any additional services.**

**Sign, date and save!**