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*By email: nm@mcdowellbenedetti.com*

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Ref: 0040-0296-01-TS

Dear Nicky

## **11 Chad's Street, London WC1H 8DG**

Thank you for asking us to provide a fee proposal on this project. It looks like an interesting scheme with some structural challenges. I write to set out our proposed service and fee to provide structural engineering design for the project to completion on site.

### **Project Brief and Description**

From looking through the Pre-planning documents you have provided I understand the structural aspects of the project are generally as follows:

- The existing building is a traditional Victorian terrace with 3 storeys plus a basement.
- The existing basement will be extended down and to the rear. This is likely to require underpinning to the party walls with slab and retaining walls.
- The basement will also be extended to the front to provide a lightwell.
- The existing rear extension at ground floor level will be reconfigured with a new feature roof to create a new auditorium space.
- The existing structure at first and second floor levels will be reconfigured to create open office space. As part of this a new stair and lift circulation core will be provided to the rear of the building.
- A new third floor extension will be constructed.
- The extent of the works will involve considerable reconstruction of the internal building structure and its rear façade. It is likely that it will be practical to undertake a 'façade retention' scheme to allow the internal floors to be rebuilt.
- Due to the new height and usage, building regulations will require the new structure to be designed as 'Class B' for 'Progressive Collapse' this means that vertical framing elements will need to be introduced as part of the new structure.
- New buried drainage will be required at basement level.
- The estimated construction budget is £1.5M

### **Service**

We propose a structural engineering service in accordance with the Association for Consultancy and Engineering Conditions of Engagement Agreement 1: Design (2009). This is a full service

allowing for our input through to completion on site. This includes the design of the below ground drainage.

Heyne Tillett Steel offer a high end structural engineering design service which we believe provides added value. This is achieved as follows:

- Consideration of a number of structural schemes to identify the most appropriate.
- Accurate and thorough analysis to produce the most efficient structural sizes.
- Careful detailing of structure to allow contemporary architecture to be achieved.
- Practical knowledge to ensure our designs are easy to build.
- Accurate drawing and 3 dimensional modelling using Revit Structure to produce a scheme that is fully coordinated prior to start on site.

I enclose a copy of our current practice profile with examples of some of our work.

### Service to Planning

As the work involves significant structural alterations and extension to the basement the requirements of Camden Planning Guidance document CPG 4 'Basements and Lightwells' will need to be met. This will involve the following:

1. Production of a Structural report outlining the proposed works and the method of construction. This would be to an RIBA stage C level of detail.
2. Geotechnical investigation and report to determine the ground conditions and assess the impact of the basement on ground water levels. This would be undertaken by a geotechnical consultant for a separate fee however the works would be coordinated by Heyne Tillett Steel.

### Fee

Based on the discussed scope we propose an overall fee of £30,000 for our services. This includes reasonable travel expenses but excludes VAT and printing costs which would be charged additionally.

The following table indicates our expected fee and involvement for each stage of the project:

RIBA Stage	HTS involvement	%	Fee
Stage C (Planning report submission)	Site investigation, consider structural options; determine type of structure, and likely order of spans, sizes, etc. Structural scheme at 1:100, typical details and an outline specification. Production of Planning information.	20%	£6,000
Stage D-E (Detailed Design)	Preliminary structural layouts and sections; near final sizing of all elements. Information can be produced in report format.	25%	£7,500
Stage F-H (Production Information)	Final dimensioned working drawings and calculations.	25%	£7,500
Stages J-L (Construction - on site)	Final calculations, site related monitoring and responding to contractors queries.	30%	£9,000

### Investigations

In addition to our fee an allowance should also be made for associated investigations by others. Based on our previous experience we suggest the following budgets:

Geotechnical Investigation and Testing	
This will involve boreholes and trial pits to determine the nature of the existing ground and ground water conditions. This would be accompanied by laboratory tests, an interpretive report and Basement Impact assessment to be submitted to the planners.	£3,000 - £4,000 (+VAT)
Below Ground drainage Survey	
A survey of the existing below ground drainage system and its connections to the sewer.	£750 - £1000 (+VAT)

### Insurance, Appointments and Warranties

- We assume our appointment will be direct with the client under an exchange of letters.
- We propose to offer £2M professional indemnity insurance which we feel is appropriate for a project of this size.

I hope that this covers everything.

Yours sincerely

**Tom Steel**

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