

Ms Rachel Stopard
Regeneration & Planning
Development management
London Borough of Camden
Town Hall, Judd Street
London
WC1H 8HD

Ref: 110638/H Hawker
23 April 2012

Dear Rachel

Your ref: 2012/0964 regarding: 41 Glenmore Road, NW3 4DA

In response to your letter to Mr Robert Hirschfield, dated 2nd April 2012, item number 3, I am writing to confirm that Conisbee has been appointed to undertake the structural design and detailing of the above project. We will also be undertaking site visits to monitor the works.

Please find attached a copy of our service proposal letter and appointment email. The figures have been blacked out as these are not necessary information.

I also confirm that I have been appointed internally in Conisbee as the Project Engineer. I am a full member of the Institution of Structural Engineers, and have and will be undertaking the work as described above, in addition to our usual Quality Assurance processes of recording information and reviewing with other professionals.

Please do not hesitate to contact me should you require further information, or wish to discuss,

Yours sincerely



Helen Hawker
For Conisbee

cc. Robert Hirschfield – Robert Hirschfield Architects

Consulting Structural Engineers Consulting Civil Engineers

1–5 Offord St London N1 1DH

Telephone 020 7700 6666

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Alan Conisbee and Associates Limited
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Mr Robert Hirschfield
Robert Hirschfield
10-12 Perrins Court
London
NW3 1QS

Ref: 110689/H Hawker
22 January 2012

Dear Robert

51 Glenmore Road, London NW3 4DA

Thank you for asking us to look at this. I confirm that we would be pleased to act as Consulting Structural Engineers for the clients on the proposed alterations and additions to 51 Glenmore Road.

As is usual our appointment will be generally in accordance with the latest edition of The Association for Consultancy and Engineering, Conditions of Engagement Agreement 5 Homeowner for the partial service as set out below.

We have reviewed your drawings and the scope of structural works appears to comprise :

- Extension to the basement to 'square the basement off': not quite the full footprint of the building: underpinning and a reinforced concrete retaining wall is envisaged to be required here;
- Extension at ground floor level to fill in the rear addition;
- Rearrangement of most of the existing internal walls in the basement;
- Openings/enlarged openings to all internal walls at ground floor level;
- Minor alterations, new doorways and new partitions to the upper floors.

Consequently I anticipate that in outline we will provide the following service;

1. An initial visit to site to discuss the work and to take details of the existing construction (partially undertaken, however further opening up to confirm assumptions would be beneficial)
2. Organisation of trial pits and suitable soil tests. We will obtain a quote for the testing on behalf of the client (this is also required for the BIA – see below).
3. Advice on results of investigations that affect the proposed work

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4. Prepare a sketch scheme for the proposed alterations to allow you to progress your scheme.
5. Production of a package of drawings, details and specification for tender and a package of drawings and calculations to submit to Building Control for approval
6. Structural design information for party wall notices
7. Answering telephone and written queries
8. A visit at the start of work on site to answer queries and check any assumptions made in the design and discuss the work
9. Comment on the builders temporary works proposals
10. Issue of final construction information
11. 2 further site visits to check how works are progressing

Our fees for the above service will be a lump sum [REDACTED] VAT. Any Additional design work and site visits will be charged on a time basis at the rate of £85 per hour plus VAT. We will notify the client in advance if any additional fees are to be incurred. Of this, [REDACTED] is for the works to the basement, however this is not exclusive. Please note we have not included further site visits on site once we have issued the construction information; please allow approximately 3 hrs per site visit (including writing up a report).

You have also asked us to provide a fee for a Basement Impact Assessment, as part of Camden's new planning policy for new or extended basements to be constructed in Camden. The BIA follows the Environment Impact Assessment model of the following stages:

- a) Screening – a checklist to identify matters of concern
- b) Scoping – a statements of measures to be undertaken as identified in a)
- c) Site Investigation and study – establishing site baseline conditions
- d) Impact Assessment

The screening process accesses the risk of the basement proposed, owing to its location and neighbouring conditions, and its possible impacts, which then helps dictate the amount of soil and hydrology tests required with the Site Investigation. Therefore we provide a lump sum fee of [REDACTED] for putting together items a) & b), with the organisation of the site investigation for c), which would be carried out by a geotechnical specialist firm with a separate appointment with the clients. The S.I. does also assist in the design of the structural elements, particularly in relation to party wall matters. The final draft of the BIA, with d) if required by planning, will be at a time charge basis of £85 phr, which can range from a couple hours if straightforward to a days' work if the impacts to be assessed are more vigorous. We would keep yourself and the clients up-to-date with the progress of the report and any findings that might affect the proposals as some as with a down the screening element.

The fee includes normal travelling and printing expenses but excludes VAT, search and investigation costs. Any search fees will be charged on at cost. We assume the costs of any investigations organised by us will be invoiced to, and paid directly by, the client.

We have not included for drainage design although this can be provided if required.

Note that our input into party wall notices covers the issue of permanent works design information to the Party Wall Surveyor for serving of notices and the answering of any questions on that information. It does not include the preparation of method statements, temporary works details or sequence of work statements which will normally be produced by the contractor.

Our fees assume we will receive information electronically in PDF and bound DWG format. Information will be issued electronically in PDF.

Fees will be invoiced on approximately monthly cycles and are to be settled within 30 days of the invoice date.

We are able to undertake the screening element of the BIA within a week of appointment to assess the conditions we then need to address with the SI and scoping and impact portions of the report.

I trust this will provide an appropriate level of service and adequately covers the details of our appointment but please contact me if you have any queries or would like to discuss any aspect.

If acceptable please ask the client to write and confirm our appointment.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Helen Hawker', followed by a period.

Helen Hawker
For Conisbee

Helen Hawker

From: Hannah Rosenfelder [hannah.rosenfelder@gmail.com]
Sent: 23 January 2012 21:12
To: Helen Hawker
Cc: Jonathan Trup; Robert Hirschfield
Subject: Re: 51 Glenmore Road.fee revised proposal (Conisbee)
Attachments: 51 Glenmore Road.fee proposal - (723537).pdf

Dear Helen

My husband Jonathan (cc'ed) and I are happy to confirm the appointment of Conisbee to carry out work on 51 Glenmore Road as detailed in the attached revised fee proposal (dated January 22nd).

I understand that our architect, Robert Hirschfield, will liaise with you regarding opening up works and your BIA and SI works.

Regards
Hannah Rosenfelder

Begin forwarded message:

From: "Helen Hawker \(\Conisbee \(\London\)\)" <Helen.Hawker@conisbee.co.uk>
Date: 22 January 2012 14:55:43 GMT
To: "Robert Hirschfield \(\Robert Hirschfield\)" <studio@roberthirschfield.com>
Subject: **51 Glenmore Road.fee proposal**

Hello Robert,

Please find attached our revised fee proposal for Glenmore Road,

best wishes,
Helen.

conisbee

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