

1st December 2015



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Jim Biek
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Dear Mr Biek

Temporary Works Structural Fee Proposal – 1 Antrim Road, NW3

Thank you for considering us for the Basement on the above project.

Brief Description of Proposed Project

The permanent design has been completed by Knap Hicks and Croft Structural Engineers is providing no design advice on the permanent structure. From your email you have requested that we provide:

- To act as inspecting engineer in compliance with the S106/Planning requirements laid on by LB Camden:
 - Having reviewed the 106 we need you/the client to confirm what items you need to be covered by Croft.
- To advise UHM Basements (Jan Nagy) on temporary works for excavation of the new basement.

From your drawings provided the structural services we consider you require are:

Phase I – Camden Structural Basement Impact Assessment Planning

1. No information provided by Croft

Phase II - Design Drawings and Calculations

2. No information provided by Croft

Phase III – Temporary Works

3. Review of existing plans: All drawings we would expect to be provided to us free of charge in pdf and AutoCAD dwg format for all professionals.



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Antrim Road, NW3.docx

4. Review of existing calculations. A set of the engineers permanent works calculations is required
5. Review of BIA. We would inspect the anticipated movement calculations
6. Meeting with Contractor to discuss preferred construction process
7. Site Visit
8. Dewatering is not included within our design and the client will need to appoint a separate dewatering consultant and possibly appoint a hydrogeological engineer.
9. Schematic Drawings of temporary works
10. Substructure temporary works design
11. Superstructure temporary works design
12. Method statement
13. We expect to be provided with the final plans, alterations due to design team or client changes will be charged additionally to the above at our hourly rates.

Phase IV – Replies Party Wall Surveyors Queries

The level of work necessary for the party wall surveyors has noticeably increased in the last few years. There is often additional information that they request.

1. Issuing information to Party Wall surveyors
2. Replies to Party Wall surveyors checking engineers (4 hours)
3. Altering plans to accommodate party wall surveyors (4 hours)
4. ~~Monitoring statement~~ Not included

Phase V – Compliance with 106

The Service to be confirmed by the client what items of the 106 Croft are expected to cover.

Phase VI – Compliance with Item 6 on Planning Decision Notice

Development Charges.

5 The development hereby approved shall not commence until such time as a suitably qualified chartered engineer with membership of the appropriate professional body has been appointed to inspect, approve and monitor the critical elements of both permanent and temporary basement construction works throughout their duration to ensure compliance with the design which has been checked and approved by a building control body. Details of the appointment and the appointee's responsibilities shall be submitted to and approved in writing by the local planning authority prior to the commencement of development. Any subsequent change or reappointment shall be confirmed forthwith for the duration of the construction works.

1. 5 Number Site Visits during the works to inspect
 - a. 5 Site visits by a Chartered Engineer
 - b. Letter to planners at the being of the works
 - c. Letter to planners at end of project.

2. Reviewing contractors temporary works recommendations

3. Review permanent works are in line with the design provided by Permanent works engineers.

4. Not covered in our fee is any permanent works changes or design:
 - a. We are not reviewing contractors fabrication and shop information
 - b. No Alterations due to structure uncovered or exposed during the works.

5. The information we require is
 - a. Reinforcement schedules for garden roof slab; Reinforcement schedules for the basement slab & wall are expected to be produced by the contractor.
 - b. Permanent works design. Contractor design items will need to be approved by the permanent works engineer.
 - c. Below ground drainage

6. Croft are not inspecting nor in any way responsible for the waterproofing of the basement or of its installation.

Our fee estimate for the above work is:

	Fee
Phase I – Structural Basement Impact Assessment Planning	N/A
Phase II - Design Drawings and Calculations	N/A
Phase III – Temporary Works	<input type="text"/> VAT
Phase IV – Replies to Party Walls	<input type="text"/> VAT
Phase V –Compliance with 106	N/A
Phase VI – Compliance with Item 6 on Planning Decision Notice	<input type="text"/> VAT
If required Site visits during the works will be charged at	<input type="text"/> VAT

We will rely on the information contained within this Proposal and it is based upon information that you have provided or made available to us. If this Proposal is incomplete or inaccurate, then please let us know **prior to acceptance** so we can amend it accordingly. This proposal is valid for 3 months from the date of this letter.

Additional Fees will apply if our services are required outside of that outlined in this Proposal and is charged on an hourly rate basis in accordance with our Terms of Engagement. We will keep you notified prior to any additional fees / costs being incurred.

Next Steps

This Proposal must be read in conjunction with our Terms of Engagement. If you are happy with this proposal, please complete and return the Client Acceptance Form with a £240 deposit.

Once your acceptance is received, we will contact you to arrange a time for us to survey the project in more detail and carry out our Services. As a time line guide, we are ordinarily able to visit within 2 weeks of our appointment, and drawings for first comment normally takes around 2-3 weeks to complete following the site visit.

Key Points About our Service

As Engineers the service we provide is as follows: An Engineer will visit site and inspect the building. Also we visually inspect the building to determine if it has defects local to the works. Following this repair details if required can then be specified

Once the information has been gathered a Structural Engineer will spend time considering the implications of the alterations and what new structure and repairs are required to allow the loads to flow through to the foundations. This process produces a pack of calculations that are used to explain our thoughts to Building control. From the calculations drawings are produced for the builder to price and construct.

Basements typically require reinforced foundations: We have not allowed for the production of reinforcement schedules.

There may need to be some contractor design items these are may cover; Steelwork Fabrication & Simple connection drawings & calculations, precast elements, pile designs drainage, etc.. The principle Contractor will need to take on the role as Principle Design for the purposes of Health and Safety during the construction phase.

Due to the nature of refurbishment projects unforeseen items may become apparent during construction works. It is for this reason that we charge our time on an hourly basis as it allows for such works to be accounted for. Should we be called in to inspect uncovered items, defective structure or ground conditions etc this time will be charged in addition to the budget figure noted

The works may require a Party Wall Agreement and this requires the appointment of a party wall surveyor. Alterations requested by Party Wall Surveyors will be charged at our hourly rates.

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Under the Construction health and safety regulations, as the client you are responsible for appointing a Principle Designer. We have not allowed for this service within our scope. Our Designers risk assessments will be provided to the Principle designer for inclusion into the Health and Safety File.

Should you have any questions, please do not hesitate to contact us so we can answer any questions you may have.

We look forward to receiving your Acceptance Form shortly.

Yours sincerely

Mr Chris Tomlin
Director
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