



CONSULTING CIVIL AND  
STRUCTURAL ENGINEERS  
PROJECT MANAGERS  
CDM REGULATIONS  
PARTY WALL SURVEYORS  
SUSTAINABLE PROJECT SPECIALISTS

Ref: 14008

William Carter Ltd  
2<sup>nd</sup> Floor  
43 Bellsize Park Gardens  
London  
NW3 4JJ

Attn: Daniel Cheifetz

Dear Daniel,

**RE: 35 Buckland Crescent, London, NW3**

Thank you for the interest shown in our practice and the opportunity to provide you with a variety of professional services in respect of the proposed alterations to the lower ground floor and basement construction at the above property.

As we understand matters you will be looking to undertake the works in two phases. Phase 1 will be to construct the basement and complete the structural alterations to a shell and core stage. You will then appoint a separate contractor and contract administrator to complete the fit out work as phase 2.

You have asked that we provide assistance with several aspects of phase 1 and we set out below our assessment of each stage along with our fee proposals.

Our fees are based on the Association of Consulting Engineers Conditions of Engagement 2009 Agreement 1 for use where a Structural Engineer is engaged directly by the client, as a lead consultant, as set out under 'normal services'.

We also understand that following construction of the basement you will employ a specialist contractor to design, install and warrant an internal waterproofing and tanking system, such as a drained cavity system such as those provided by Newton or Delta.

The Institution  
of Structural  
Engineers



David Rose Associates Ltd. Co. No 6248184  
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TANKERTON WORKS  
12 ARGYLE WALK  
LONDON  
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Tel: 020 7833 0666  
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### 1. Structural Design


We will prepare all necessary structural calculations and drawing details suitable for both building regulations purposes and for tender/construction use. We will attend site as necessary before and during the preparation of our design in order to take survey information. Although not included in "normal services" under the ACE conditions of engagement we will also prepare the necessary reinforcement detail drawings and associated bending schedules.

Our drawings will be prepared in autocad format using your base plans, in order to assist with the coordination process. BS8102 "Code of Practice for Protection of Below Ground Structures Against Water From The Ground" recommends a two stage protection system for basements with residential use. As well as the drained cavity system noted above we will also look to design the concrete walls as water retaining elements by limiting notional crack widths in the concrete. This follows the procedure laid down in The British Standard for the design of aqueous retaining structures. The alternative would be to specify and use a waterproof additive in the concrete mix such as Caltite.



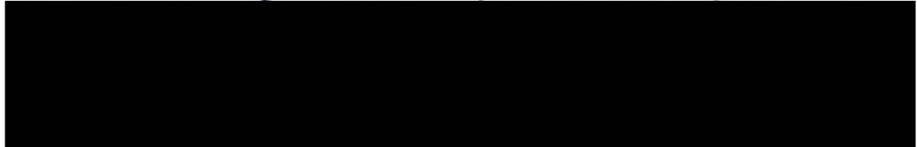
### 2. Phase 1 Pricing document: of works

As discussed we will prepare a schedule of the phase 1 works including structural alterations and builders work items which can be used as part of the tender documentation. This will allow each contractor to provide a breakdown of costs and provide rates which can be used in contract administration including certification of interim and final accounts.



### 3. Below Ground Drainage

We will design and specify the below ground drainage system. We assume that the new foul and surface water requirements can be discharged into the existing public sewers and that a building over notice is not required. On this basis we provide a fixed

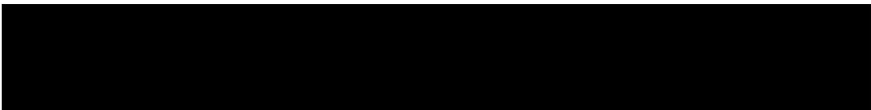


#### 4. CDM Co-ordinator

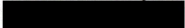
Since you could be classified as a domestic client we have set aside CDM services however please note the design team members still have a responsibility under the CDM regulations and this should be included in the respective fees.

#### 5. Party Wall Services

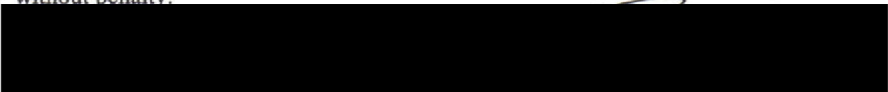
We undertake Party Wall services at an hourly rate as it is impossible to determine the amount of time required. The variables being the number of awards required and whether it will be possible to encourage the neighbours to use the same Party Wall Surveyor, if they "dissent" to the works. As a guide, if the neighbours appoint their own Party Wall Surveyor our fees for the preparation of the award and the discharge at the end of the works is typically £1,200 - £1,500 + VAT each with the adjoining owners surveyors fees typically £900- £1,200 + VAT.



#### 6. Phase 1 Project Management

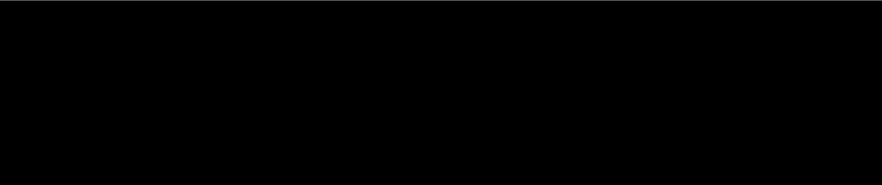
You have asked that we provide a fee bid for project management which we understand will be for the construction works to "shell and core" stage. Having discussed matters further we have agreed that 5 hours per week should be sufficient for site inspection to maintain quality control and to deal with contract administration. Spread over a contract period of 6 months and based on £90 per hour which equates to a fee of  We will strictly monitor our time and provide a weekly schedule so that we can both gauge the time spent and whether this continues to represent good value for money.

You may terminate or reduce the scope of these particular services at any stage without penalty.



7. Combined services

If you wish to appoint us to undertake duties set out set out in items.



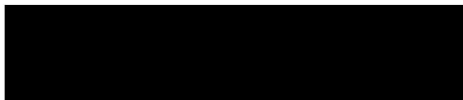
8. Temporary works design

We can prepare a detailed method statement and sequence of works for the structural alterations and the basement construction. To accompany this we will also prepare design and drawing details as necessary for the temporary works. [REDACTED]  
However for the moment it has been agreed that we would wait until a contractor is appointed as it is usually the Contractors responsibility to design temporary works.

If you wish to appoint us for some or all of the services set out above, we ask that you sign against each service in the space provided.

We hope these proposals meet with you approval if however you have any queries or comments please do not hesitate to contact us.

Yours Sincerely



Russ Andrews  
Encl.