

2150667/f2/WGr
19 February 2016

Maneesha Sonawane
Studio B Architects
No.3, 53 Priory Road.
London
NW6 3NE

Dear Maneesha

2 Oakhill Avenue, London, NW3 7RE

We are writing to provide a fee proposal to act as the Consulting Structural Engineers for the proposed alterations to this building, for which Studio B are appointed as The Architect.

From a review of the planning drawings provided we understand that the works involve excavations to create a new lower ground floor with associated ramped access and side courtyard, demolition of the existing garage and replacing it with a new side extension as well as alterations to the internal structure of the existing house and the creation of a new roof level terrace.

We understand that planning permission has been granted and that we would be appointed to take the Price and Myers scheme forward for detailed design for construction. This would initially involve developing detailed design drawings and specifications for Tender, which is understood to be by the traditional route. We have allowed for attendance at a number of meetings and coordination workshops with the wider design team during this process.

As the works are considered notifiable under the Party Wall etc. Act 1996 we would need to liaise with the party wall surveyor to expedite the party wall matters. Please note that the scheme involved reinforced concrete underpinning of the party walls which is classified as a Special Foundation by The Act. As such, express consent will be required from the adjoining owners. Early engagement with the neighbours and surveyors and engineers acting on their behalf will be essential.

The scheme involves construction of a piled wall close to the boundaries with neighbouring properties. We can engage in conversations with piling contractors to confirm the minimum distance away from the walls that the piles can be constructed, or other options can be considered such as trench sheeting. The detailed design of the piles will be carried out by others.

We note from the site investigation that the geology underlying the house is Clay and that the proposed excavation will not extend below the perched water table levels stated in the ground investigation report.

We have included for the design of the underground drainage. We would need to procure a CCTV survey of the existing underground network unless a suitable survey has already been undertaken. We have included for our work in organising the survey, but you should allow for a budget of £600 plus VAT for the CCTV survey itself. It is assumed that there is no third party drainage passing through the site and that we would be able to reuse the existing drainage connection to the public sewer along Oakhill Avenue. It is likely a sump and pump will be required to be suspended from the new lower ground floor slab to deal with the foul water discharge from the lower ground floor level. A separate chamber will be required for any water ingress through the perimeter lower ground floor walls, to be designed by others. All other drainage is assumed to be gravity draining to the existing public sewer network. This will all need to be reviewed and coordinated with the Architect and M&E Engineer

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INVESTOR IN PEOPLE

Our design will include detailed calculations for submission to Building Control along with the construction drawings and specifications.

Our fees are calculated on our standard time charge rates. On the basis of the scheme as currently envisaged we are proposing a lump sum fee of £27,500 plus expenses and VAT. These fees will be invoiced on a monthly basis.

Details of our standard terms and conditions are attached together with a list showing the scope of works for structural design. Any items not specifically included are deemed to be excluded and will be treated as additional works if they are undertaken.


We advise that we have allowed for making 10 site visits/meeting during construction to monitor that the works are being carried out in accordance with our design and specifications. For any further site visits our charges, including travelling time, will be additional to the above and on a time charge basis as noted. We suggest a budget of £400 plus VAT and expenses is allowed per visit. This allows for dealing with minor site queries associated with the visits but not significant additional works.

In addition to the above we note that you would like input on the design of temporary propping. Temporary works can be varying and ongoing throughout a project and will depend on the preferred construction sequence and method chosen by the contractor. We can provide fee proposals for each element of work when the scope is more clearly understood after discussions with the chosen contractor. It may also be that the contractor would prefer to design the temporary works with in-house engineers which could be more efficient for the Client. This would also avoid the potential conflict of interest if we were to be appointed by the Client and the Contractor at the same time.

We are happy to provide input on the design of the new staircase between the second floor and roof, including the proposed frameless glass balustrades. Whilst we have allowed within the principle fee for initial input on these items the exact level of input cannot be determined at this stage. The complexity of these elements, especially stairs, can vary tremendously and we would be happy to provide a fee to take the design forward for these aspects once the scope is more clearly defined.

Please let us know if you have any queries regarding our appointment. If the above proposal is acceptable to the Client we can write to them under separate cover to confirm our appointment. We are only able to commence our design when we have their signed acceptance.

Yours sincerely



William Grant
For Elliott Wood Partnership

ELLIOTT WOOD PARTNERSHIP - STANDARD TERMS AND CONDITIONS

NORMAL SERVICE

- (1) Our appointment is based on the Association of Consulting Engineers Agreement 1 2009, including latest amendments. The appointment is to be executed under hand.
- (2) We shall provide a Normal Service as noted in clauses G1 & G2 of the ACE Schedule of Services.
- (3) Our fees will be based on a percentage of the total project cost plus expenses and VAT. The proportion of the total Normal Service provided by the end of each stage is taken to be as follows and we shall submit invoices on this basis:-

G2.1-G2.3	Outline Proposals Stage	15%
G2.4	Detailed Proposals Stage	30%
G2.5	Final Proposals Stage	50%
G2.6	Production Information Stage	75%
G2.7	Tender Documentation and Action Stage	85%
G2.8	Mobilisation, Construction and Completion	100%

- (4) Any additional services as noted in clause G3, if required, will be undertaken on a time charge basis plus expenses and VAT.
- (5) A copy of our current time charge rates is shown below. These rates are subject to regular six monthly review and may be changed without prior notification.
- (6) All amounts due in accordance with this Agreement shall be paid within 14 days of the date of the invoice. If there is any query regarding an invoice this must be notified to us within 7 days of the invoice issue date.
- (7) Interest and compensation in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 and the Late Payment of Commercial Debts Regulations 2002 shall be added to all amounts that remain unpaid after 14 days.
- (8) Your duties under the Construction (Design and Management) Regulations 2015 are outlined on the following HSE Leaflet: <http://www.hse.gov.uk/pubns/indg411.pdf>.
- (9) There is a charge of £1,000 plus VAT for negotiating a bespoke agreement with the client in lieu of item (1).
- (10) Charges for entering in to a Collateral Warranty Agreement are as follows:-
 - (a) There is no additional charge if the standard form of Construction Industry Council (CIC) Standard Warranties, CIC/ConsWa/F and CIC/ConsWa/P&T for Funders and Purchasers/Tenants respectively, are used together with current amendments as required by our Insurers.
 - (b) There is a single payment of £1000 plus VAT for each Warranty that is not a standard CIC Warranty.

- (11) Pollution and contamination is a possible risk on any site and as such we would generally recommend that a desk study is carried out by a specialist firm on all projects where work is to be carried out in the ground. We can organise for this to be carried out if required. Where a desk study is not implemented at the outset there is a risk that issues relating to pollution and contamination will need to be addressed later in the project and this may have implications on cost and programme.
- (12) Elliott Wood Partnership shall not be liable for any losses, costs, actions, proceedings or claims arising out of or in connection with asbestos or with pollution and contamination. The liability of Elliott Wood Partnership for any claim or series of claims arising out of the same occurrence or series of occurrences shall not exceed the sum of £1,000,000. The period for liability is six years from the date of the accompanying letter.

(13) STANDARD TIME CHARGE RATES

	To end of April 2016
PARTNER	£175.00 PER HOUR
DIRECTOR AND ASSOCIATE DIRECTOR	£140.00 PER HOUR
ASSOCIATE	£120.00 PER HOUR
SENIOR ENGINEER	£90.00 - £110.00 PER HOUR
ENGINEER	£70.00 - £90.00 PER HOUR
SENIOR TECHNICIAN	£100.00 - £110.00 PER HOUR
TECHNICIAN	£60.00 - £90.00 PER HOUR

- (14) This fee proposal is only valid for a period of three calendar months from the date at the top of the accompanying letter. At the expiry of this period any fee proposal which has not been accepted may need to be re-negotiated.

Schedule of Structural Services

Included

1.00	Reports	
1.01	Providing / organising* a building condition report.	<input type="checkbox"/>
1.02	Providing / organising* a pre-purchase report.	<input type="checkbox"/>
1.03	Providing / organising* a feasibility report.	<input type="checkbox"/>
1.04	Providing / organising* an asbestos report.	<input type="checkbox"/>
1.05	Identifying the scope of enabling work and associated involvement.	<input type="checkbox"/>
1.06	Providing temporary works information.	<input type="checkbox"/>
1.07	Organising site investigations and soil analysis	<input type="checkbox"/>
1.08	Organising a desk study with respect to pollution or contamination	<input type="checkbox"/>
1.09	Providing / organising* a dimensionally accurate site / building survey*	<input type="checkbox"/>
1.10	Providing / organising* a topographic site survey	<input type="checkbox"/>
2.00	Normal design items	
2.01	Foundations - mass concrete strips or pads only	<input checked="" type="checkbox"/>
	- reinforced concrete without piling	<input checked="" type="checkbox"/>
	- reinforced concrete with piling but excluding the pile design	<input checked="" type="checkbox"/>
2.02	Steelwork elements or frames but not the design of connections	<input checked="" type="checkbox"/>
2.03	Reinforced concrete elements or framed buildings	<input checked="" type="checkbox"/>
2.04	General timber elements	<input checked="" type="checkbox"/>
2.05	Loadbearing masonry structures	<input checked="" type="checkbox"/>
3.00	Specialists design & detailing work	
3.01	Timber truss elements	<input type="checkbox"/>
3.02	Architectural staircases and balconies	<input type="checkbox"/>
3.03	Structural glazing	<input type="checkbox"/>
3.04	Metalwork for balconies and balustrades	<input type="checkbox"/>
3.05	Lintels	<input checked="" type="checkbox"/>
3.06	Brickwork / blockwork movement control joints	<input type="checkbox"/>
3.07	Details to minimise cold bridging in the proposed structure	<input type="checkbox"/>
3.08	Precast stairs, floors and cladding	<input type="checkbox"/>
3.09	Glulam timber elements	<input type="checkbox"/>
3.10	Steel frame connection design and details	<input checked="" type="checkbox"/>
3.11	Fabrication drawings for individual steel framed elements	<input type="checkbox"/>
3.12	Site setting out to allow fabrication of steel elements	<input type="checkbox"/>
3.13	Roads (see separate civils schedule)	<input type="checkbox"/>
3.14	Below ground drainage (see separate civils schedule)	<input checked="" type="checkbox"/>
3.15	Cladding/Façade Engineering	<input type="checkbox"/>
3.16	Earthworks & excavations (see separate civils schedule)	<input type="checkbox"/>
3.17	Non loadbearing masonry infill panels	<input type="checkbox"/>
4.00	Other Services under the ACE Agreement	
4.01	Temporary Works	<input type="checkbox"/>
4.02	RC Detailing	<input checked="" type="checkbox"/>
4.03	Dimensional setting out and level information not otherwise apparent from the Project Architects drawings	<input type="checkbox"/>
4.04	External Works	<input type="checkbox"/>
4.05	Preparation of information necessary for negotiations with third parties including ground landlords, financing bodies and adjoining owners	<input type="checkbox"/>
	* delete as required	tick as required <input checked="" type="checkbox"/>

Scope of Works for Civil Engineering Services

Included

1.00	Reports & Investigations	
1.01	Obtain sewer and water mains records.	<input checked="" type="checkbox"/>
1.02	Procure a CCTV drainage survey report on existing on-site drainage.	<input checked="" type="checkbox"/>
1.03	Pre-Planning strategic drainage advice.	<input type="checkbox"/>
1.04	Procure permeability tests.	<input type="checkbox"/>
1.05	Liaise with Water Authority and Environment Agency on surface water disposal and foul water discharge where necessary.	<input type="checkbox"/>
1.06	Drainage Strategy Layout.	<input type="checkbox"/>
1.07	Prepare Flood Risk Assessments complying with E.A. PPS 25 requirements.	<input type="checkbox"/>
1.08	Prepare a Flood Risk Statement for BREEAM Pol 5 requirements.	<input type="checkbox"/>
1.09	Utility enquiries (Water, Gas, Elec and BT).	<input type="checkbox"/>
2.00	Infrastructure Design	
2.01	Prepare drainage/engineering layout from Architects (approved layout), CAD drawings and topographical land survey.	<input checked="" type="checkbox"/>
2.02	Typical drainage details.	<input checked="" type="checkbox"/>
2.03	Prepare drainage calculations (Microdrainage generated).	<input type="checkbox"/>
2.04	Foul and/or surface water pumping station details.	<input checked="" type="checkbox"/>
2.05	Foul and/or surface water attenuation design.	<input type="checkbox"/>
2.06	SuDS (Sustainable Urban Drainage) surface water design.	<input type="checkbox"/>
	- infiltration design	<input type="checkbox"/>
	- rain water harvesting and/or recycling	<input type="checkbox"/>
	- on site surface water management	<input type="checkbox"/>
2.07	Apply for Public sewer connection (Sec 106 Water Industry Act 1991).	<input type="checkbox"/>
2.08	Apply for Public sewer Build Over Agreement.	<input type="checkbox"/>
2.09	Sewer adoption (Sec 104 Agreement) including coloured drawings (excluding legal work).	<input type="checkbox"/>
2.10	Sewer long sections.	<input type="checkbox"/>
2.11	Spot levels for external paving/parking.	<input type="checkbox"/>
2.12	Road horizontal and vertical alignments.	<input type="checkbox"/>
2.13	Setting out plan to show relevant co-ords for road horizontal alignments, car parking etc and manhole positions (not normally required for one off domestic properties).	<input type="checkbox"/>
2.14	Typical pavement and build up details.	<input type="checkbox"/>
2.15	Prepare 'cut and fill' volumetrics.	<input type="checkbox"/>
2.16	Road adoption drawings (Sec 38 Agreement) including coloured drawings (excluding legal work).	<input type="checkbox"/>
2.17	Highway works drawings (Sec 278 Agreement) including coloured drawings (excluding legal work).	<input type="checkbox"/>
2.18	BREEAM liaison with Design Team for Civil Engineering related items	<input type="checkbox"/>
2.19	Vehicle tracking	<input type="checkbox"/>
	* delete as required	tick as required <input checked="" type="checkbox"/>