

Ref: 3036/fee/DR

08 December 2020

Tiziana Aiello
Peter Mikic Interiors
61 Charlotte Road
London EC2A 3QT

by email

Dear Tiziana,

13 Regents Park Road, London NW1 7TL
CONSULTANCY PROPOSALS

Further to our recent conversation we are keen to be involved in this interesting project and are pleased to present our revised proposals for providing Consulting Structural Engineering Services. These have been based on the project scope described in your email received on 1st December 2020.

The property occupies the lower two floors of a four storey semi-detached Italianate villa located in the Primrose Hill Conservation Area in North London. Historic maps suggest that the house was constructed in the mid-Nineteenth Century and the original construction is likely to comprise timber joists and rafters supported by a combination of masonry perimeter, party and internal walls. The walls are likely to be founded on relatively shallow foundations with BGS records suggesting that the underlying ground conditions will comprise London Clay.

The proposed development involves the construction of a new subterranean extension to the front of the building to accommodate a sauna, laundry and plant room. A comprehensive internal refurbishment of the existing property is also proposed, involving the removal of the wall between the entrance hall and sitting room at ground floor and the reconfiguration of much of the lower ground floor. The lower-ground floor is to be broken out and lowered to increase floor to ceiling height, with a new staircase between lower ground and ground.

This kind of residential refurbishment and extension is typical of the work we do – examples of our relevant experience are attached. The structural solutions adopted on this type of project require a high level of design coordination to ensure that the design aspirations are realised and that any clashes between architecture, structure and services are identified and resolved before the contractor is appointed. The production of a detailed, coordinated set of technical information should result in:

- Lower, more accurate contractor tender prices
- More realistic contractor construction programmes
- Fewer delays and unexpected costs during construction

In putting together these proposals we have assumed the following scope of service, split into two stages:

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Technical Design (RIBA Plan of Work 2020 Stage 4)

During this stage we would arrange any investigations on behalf of the client and carry out an assessment of the property to identify any constraints. We would consider the different options for the main structural elements and carry out an assessment in collaboration with the rest of the team to allow the optimum structural solutions to be adopted. We would then develop the detailed design of the structural works. We would prepare coordinated general arrangement drawings, detail drawings and specifications sufficient for tender purposes. We would produce structural calculations to verify the structural design and for Building Regulations approval and liaise with other interested parties such as Party Wall surveyors, Building Control or the Approved Inspector. We would assist the Principal Designer in producing the pre-tender Health and Safety Plan and assist in advising as to the relative merits of tenders, prices and estimates received for execution of all or part of the Works. Our deliverables would be generally in accordance with the Technical Design – Stage 4 core deliverables described in the ACE Schedule of Services “Civil and Structural Engineering Single Consultant or Non-lead Consultant” 2017 Edition.

Manufacturing and Construction (RIBA Plan of Work 2020 Stage 5)

During this stage we would complete the construction documentation, incorporating specialist sub-contractors’ technical information, to enable the manufacture, assembly and construction to proceed. We would respond to contractor queries and make visits to site every two weeks in order to review the progress of the structural works. We would review any fabrication drawings and calculations prepared by the contractor and would review the contractor’s proposals for temporary works and sub-contractor design elements.

Based on the above stages we would propose the following fee:

Technical Design	£8,225.00 fixed fee
Manufacturing and Construction	Time charge basis

Because it is difficult to quantify the extent of our involvement during the construction stage we would propose working on a time charge basis using our standard hourly rates: Directors £140, Associate Directors £110, Associates £95, Senior Engineers £80, Engineers £65, Senior Technicians £70 and Technicians £60.

The above fees include normal expenses but exclude VAT. This is based on our appointment being in accordance with ACE Professional Services Agreement 2017 and the scope of services outlined above.

We have assumed that the detailed design of any architectural metalwork, staircases, bespoke glazing items or specialist/proprietary lintels will be carried out by the contractor. We will prepare scheme designs for these elements to allow you to prepare tender drawings and performance specifications.

Our proposal does not include for the design and detailing of any below-ground drainage, however we would be happy to provide this service – our lump sum fee for this would be £1,600.00. We have assumed that the setting out of all drainage will be provided by others. If sump pumps are required, we would produce a performance specification for the pump, with the contractor/supplier being responsible for completing the design.

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We understand that a new breakfast room may be constructed above the rear extension, subject to the approval of the planners. The structural implications include possible strengthening of the existing flat roof along with the design of the new extension. Our lump sum fee for carrying out the Technical Design for this element of the project would be £1,450.00.

No allowance has been made for dealing with any defects that may be uncovered during the building works. Any necessary engineering input in connection with existing defects would be charged on a time basis in accordance with our rates above.

In accordance with the guidelines of the Construction (Design and Management) Regulations 2015 we confirm we would not be the principal designer and that this role will be carried out by another. You should be aware of the responsibilities of the client and principal designer in accordance with the Construction (Design and Management) Regulations. Further information can be obtained from the HSE - <http://www.hse.gov.uk/pubns/indg411.htm>.

We normally submit invoices on a monthly basis as and when the work is carried out with payment being due within 28 days of the date of the invoice.

We assume that our appointment will be direct with the client and that the appointment will be based on an exchange of letters. We would require confirmation in writing that this proposal is acceptable before starting work.

We hope that these proposals are acceptable and look forward to the opportunity of being involved in this interesting project.

Yours sincerely

Dave Rayment
for and on behalf of Morph Structures

Relevant Experience

Modern Mews, London



This project involved stripping out the internal structure of this 1970's mews property with only the Party Walls and front and rear elevation remaining. New floors were constructed incorporating a dramatic open-plan staircase in the centre of the building footprint drawing light into the centre of the property from rooflights above.

Client Private Client
Architect Coffey Architects
Project Value £400K

Malvern Road, London



A traditional Victorian end of terrace house in London Fields has been extended with the addition of a Corten clad cube. Inserted within the existing courtyard and incorporating large windows and rooflights, sunlight is drawn into the heart of the building.

Client Private Client
Architect HUT Architecture
Project Value £100K

Portland Place, London



Located in the Marylebone District of London, this project saw the redevelopment of basement, ground floor and first floor office accommodation into a number of contemporary apartments fit for modern living.

Client Private Client
Architect Gradon Architecture
Project Value undisclosed

Chalcot Square London



This listed Victorian terraced house has been sensitively refurbished and remodelled, recreating a family home after the house had been previously split into apartments.

Client Private Client
Architect HUT Architecture
Project Value £500K