

H Confirmation of Appointment

Structural & civil fee letter – 12 Pilgrim’s Lane

Thank you for asking us to provide our fee proposal for the proposed development at 12 Pilgrim’s Lane for which Wolff Architects are appointed as your Architects. Whilst the proposals are being developed, we understand the intention is to form a new single-storey basement under the full extents of the building, and to refurbish the ground, first and loft space. This project is very much the scale and type of project we are regularly involved with and enjoy working on.

Proposed Fees

Planning:

The first stage will be developing the design with the architect for planning submission and preparing the relevant Structural and Civil reports/documentation required by Camden Council for such schemes.

Camden Council have a relatively onerous Planning Policy and generally require the following as part of a planning submission for the structural and civils scheme:

- Construct Method Statement (CMS) - Structural
- Floor Risk Assessment (FRA) - Civils
- Construction Management Plan (CMP) - Civils

The minor size of the development should be such that a SuDS/Drainage Strategy is unlikely required, but this can be to Camden’s discretion, and so we have provided a fee for this separate service if also required.

Within our fee we have allowed for responding to one round of clarifications from Camden’s checking engineers (Campbell Reith), on the basis that the development will be relatively conventional and not require protracted discussions.

Fees for Each Stage		
Stages 1 & 2 - Planning	Structural design and producing CMS	██████
	SuDS/ Drainage Strategy	██████
	FRA	██████
	CMP	██████

Post-Planning to completion:

We will provide a fee for taking the project to completion once the scheme has been defined for Planning. To help with your budgeting, we expect for this type and size of project that our fees will be in the range of 2-2.5% of construction cost (in addition to the fees outlined above to produce the planning documentation), with the exact figure depending on complexity and scale of the

development. This assumes a construction cost of around ████████, and would therefore be within the range of around ████████

Additional information required for structural and civil design:

The following information is required to produce the planning documentation:

- Basement Impact Assessment (understood to be carried out by GEA)
- CCTV drainage survey and Thames Water Asset Records/Searches
- Site investigation to look at existing foundations (likely 2-4 trial pits)
- Opening up works to look at superstructure (likely 4-8 breakouts/finishes removal depending on proposals to superstructure)

Scope of services and terms and conditions:

Details of our standard terms and conditions are enclosed together with a schedule of structural and civil engineering design services. Any items not specifically included are deemed to be excluded and will be treated as additional works if they are undertaken. This includes protracted discussions with third parties such as adjacent owners with regards to Party Wall negotiations.

The liability of Elliott Wood Partnership Ltd. for any claim or series of claims arising out of the same occurrence or series of occurrences shall not exceed the sum of £1 million.

Should there be any variation in programme construction cost or scope we reserve the right to adjust our fee accordingly, but would always discuss this with you in advance.

Our standard hourly time charge rates are stated below.
(To end of October 2021)

DIRECTOR ██████████
ASSOCIATE DIRECTOR ██████████
ASSOCIATE ██████████
SENIOR ENGINEER ██████████
ENGINEER ██████████
SENIOR TECHNICIAN ██████████
TECHNICIAN ██████████

We trust that we have interpreted your requirements correctly. In order to show your acceptance of this offer and our standard terms – please either sign and return a duplicate copy of this letter or instruct us in writing to proceed with our services. We are only able to commence our design when we have received your signed acceptance or instructions to proceed.

I confirm acceptance of this fee proposal.

Client’s signature 

Date14 september 2021.....