

Neil Fletcher  
Square Feet Architects  
95 Bell Street  
London NW1 6TL

11th January 2022

Ref: 4600.107

Dear Neil,

**39, Priory Road, NW6 4NN**

Thank you for offering us the opportunity to provide a fee quote, for Mr. Michelucci, to help with the structural aspects of the alterations to the basement flat of this property. We would of course be pleased to help.

The first step would be for us to visit the house to inspect the existing structure. Once we have established the extent of the proposed structural work, we would advise on the feasibility of the proposals and in due course, produce structural drawings, calculations and specifications for Building Regulations approval and for the builder. Our information may also be used for freeholder's permission and Party Wall awards. When the project is on site, we can be on hand to answer the inevitable queries and to visit site if required.

Before we visit the house, we will need some opening-up works carried out, to expose parts of the existing structure. This will comprise holes in the ceiling to expose the floor joists and this should be carried out by a builder before our visit, based on drawings that we will issue showing hole locations.

The proposed work will involve the introduction of new beams to replace loadbearing structure and it is always possible that some movement and minor cracking will result from such alterations to an existing structure. Whilst we will specify beams and foundations of a size that will reduce this risk, the builder must take care during installation of the new structure to avoid doing anything to increase the chance of cracking. However, as the structure adjusts to its new form the client should be aware that some minor cracks could appear, sometimes several months after the work has finished, which may need some decorative repair. Should this cracking affect any Party Wall or structure, then the clients should

**Consulting Engineers**

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expect to pay for redecoration of their neighbour's property as well as any crack repairs. It's therefore very important that the condition of the adjoining properties is recorded in a Schedule of Condition by the Party Wall surveyor before the works start. This should include photographs and a written description of any existing cracking, as it will be used by all parties to determine the extent of any damage arising because of the work.

We haven't included the design of the underground drainage. On projects such as this, we think that the underground drainage is best dealt with by the architect and builder who should agree details with the building inspector. We also do not anticipate Geotechnical Investigations will be required. However, these have not been allowed for should this become necessary.

Our appointment will be in accordance with the ACE's Professional Services Agreement 2017, for the services and core deliverables listed in Part 2 of the Schedule of Services as a Civil and Structural Engineering Non-lead Consultant. We will also produce reinforcement detail drawings if needed, which is usually an additional service.

Our fees are calculated on a time basis using our current hourly rates, which are: Partners £160, Associates £95 to £130, Engineers and CAD Technicians £50 to £100, depending on salary, all plus expenses and VAT.

On the basis of similar projects, I would expect that our total fee would come to about £12,500 plus VAT, and so I can cap our fee at this amount – we would not exceed this without prior advice and agreement.

I confirm that our limitation of liability for this project is £1 million and we have Professional Indemnity Insurance up to this amount.

I would be grateful if the client could complete and return the attached form to confirm that this arrangement is acceptable. I look forward to hearing from you.

Yours sincerely,  
for Price & Myers

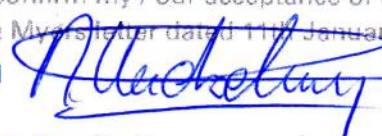


John Helyer

enc. Client Contact Form

**39 Priory Road**

**Client Contract and Contact Details**

|   | <b>Contact Information</b>  | <b>Invoice Information</b><br>Required where this is different to the contact information |
|---|---|---|
| <b>Contact Name / Addressee</b>   | ALFREDO MICHELVELLI   |   |
| <b>Company Name</b><br>If applicable,   | N/A<br>Include details – e.g. LLP, Ltd. etc.  |   |
| <b>Address</b>  | 39 PRIORY ROAD<br>WEST HAMPSTEAD<br>NW6 4NN.  |   |
| <b>Postcode</b>   | NW6 4NN   |   |
| <b>Phone No</b>   | 0771 265 8091   |   |
| <b>E-mail</b>   | For Contact: a1fredo@hotmail.com  |   |
|   | For Invoice:                    "                    "                              |   |
| <b>Invoices will be sent by e-mail only unless you note otherwise here</b>  |   |   |
| <b>Payment Details:</b>   | Where possible please pay by electronic payment transfer:                           |   |
| HSBC Bank<br>196 Oxford Street<br>London W1D 1NT.   | Account No. 71773526<br>Sort Code 40-05-16  | <b>International transfer:</b><br>Swift Code: HBUKGB4B<br>IBAN: GB84HBUK40051671773526    |
| <b>Standard Conditions</b><br>Payment is due within 28 days.<br>Interest will be charged at 8% above HSBC Bank base rate on accounts outstanding after 28 days.<br>Bank fees for overseas payments will be added to our invoices. |   |   |
| <b>Contact Details</b><br>Price & Myers LLP is a Limited Liability Partnership registered in England and Wales No. OC303989<br>Registered Office: 37 Alfred Place London WC1E 7DP<br>VAT Registration No. 232 0609 06             |   |   |
| <b>Data Protection – GDPR</b><br>Any personal information provided to Price & Myers on this form will be stored, processed and deleted as required in line with our Privacy Policy  |   |   |
| <b>Queries: Please notify us of any queries on invoices within 7 days of receipt.</b>   |   |   |
| I / We confirm my / our acceptance of the proposed agreement to work on this project outlined in Price & Myers letter dated 11th January 2022.  |   |   |
| <b>Signed</b>   |  | <b>Date</b> 11 / 01 / 2022.   |
| <b>Position</b> -If applicable  |   |   |



## Scope of Services

| <b>Work Element</b>                    | <b>Our actions and those of others where relevant to the project</b>  |
|--|---|
| Setting Out                            | The Architect should be responsible for defining the position of the building, the grid of the building, levels, headroom and clearances, and the dimensions to the edges of structure. We will assist the Architect with this process where appropriate. The Contractor will be responsible for taking all site dimensions and any surveys required during the site works. |
| Roads, Hard-Standing Areas and Paving  | The detailed design of all roads, hard-standing areas and paving will be by others.   |
| Underground Drainage Works             | The detailed design of all underground drainage systems will be by others.  |
| Demolition of Structures               | The Architect is responsible for producing drawings and a specification to define the extent of demolitions.  |
| Shoring and Temporary Works            | Temporary Works are the responsibility of the Contractor. Monitoring and reporting on the movement of adjacent structures and buildings during the works is the responsibility of the Contractor.   |
| Excavation and Filling                 | We will prepare the earthworks specification with drawings indicating excavation levels. Soil classification for disposal and handling purposes shall be carried out by the Contractor.   |
| Landscaping and External Works Feature | We will contribute to drawings and specifications for retaining walls. The Architect, Contractor or Specialist Supplier as appropriate is responsible for designing and specifying gates, fencing, posts, lampposts, bollards, planters and other landscaping features.   |
| In-situ Concrete Works                 | We will produce the specification and drawings of mass and reinforced concrete slabs, foundations and walls in collaboration with the Architect.<br>We will produce the reinforcement detail drawings and bar bending schedules for construction purposes. Schedules will be weighted for cost checking.  |

## Work Element

Basement  
Waterproofing

## Our actions and those of others where relevant to the project

Waterproofing solutions require co-ordination with structural elements and must respond to structural movements. The selection of which solution to adopt is a collaborative team effort but it is the Architect who must take the lead.

Membrane, tanking or drained cavity solutions should be specified and detailed by the Architect or a Specialist Subcontractor who has Professional Indemnity Insurance. Where appropriate we will illustrate them on our drawings for structural co-ordination purposes.

Waterproof concrete additive solutions should be specified and detailed by a specialist Subcontractor/Supplier who must provide an insurance-backed guarantee. The Architect is responsible for the above-ground waterproofing and its overlap with the basement waterproofing.

Primary Structural  
Steelwork Framing

We will produce drawings and specifications for primary structural steelwork framing, steelwork essential to the integrity and robustness of the building. We will specify corrosion protection paint finishes. The Fabricator should prepare the detailed connection design and fabrication drawings. We will check fabrication drawings and calculations for compliance with design intent. Where steelwork connects to elements of existing structure we will take the lead in designing such connections to co-ordinate with the Fabricator's details.

Architectural  
Metalwork and  
Secondary Steelwork  
systems, e.g. Brise-  
soleil, Steel Stairs

The Architect, Contractor or Specialist Supplier as appropriate responsible for designing and specifying architectural metalwork and secondary steelwork; such as stringers, stair treads, handrails and balustrades, lift guides, plant supports, partitions, secondary steelwork support to cladding, cladding systems in general, safety barriers etc.

Brick/Block Walling

The Architect must produce the drawings and specification for all brickwork and blockwork walling. We will contribute with structural input on material strengths, minimum thicknesses, lintel types (excluding schedules), wind posts and guidance on movement joints.

Structural Carpentry,  
Timber and CLT  
Framing

We will produce drawings and specifications for structural timber framing including positions, sizing, levels, typical connection or connection loadings. Specialists must prepare the detailed connection design and fabrication drawings. For specialist timber elements such as glulam beams, CLT panels and prefabricated trusses our drawings and specifications will be taken to design intent level only. The Specialist will prepare the detailed design. We will check fabrication drawings and calculations for compliance with design intent.

**Work Element****Our actions and those of others where relevant to the project**

Structural Glass  
Assemblies

We will contribute to drawings and outline specification for structural glass assemblies in collaboration with the Architect. Glazing details, supports and fixings to the permanent structure will be confirmed, drawn and set-out by the Sub-Contractor. Fabrication drawings and calculations will be checked for compliance with our design intent.

Staircases

Timber, steelwork and precast concrete staircases will be designed and detailed by Specialist Subcontractors. We can design bespoke steelwork, concrete, and timber staircases, but this service is not included in our fee at present.

Lifts

We will check the structure of the shaft for loads supplied by the lift Manufacturer. The Contractor's drawings, which are to be used for setting out of any cast in fixings must show the position of permanent fixing locations.

Builderswork in  
connection with  
services

Either the Services Engineer or M&E Sub-Contractor must prepare the Builderswork drawings. We will check the drawings for conformity with our design and the structural adequacy of members. The Contractor is responsible for the design of any necessary support structure, loadbearing or fire rated infill to openings, fixings for services, and any requirements for plant bases and plinths.

Fire Protection

The Architect or appointed Fire Safety Consultants must define and be responsible for the project fire strategy. Fire resistance periods and fire protection details for all elements are to be shown on the Architect's drawings. We will advise on intumescent paint treatments for steelwork structure, design elements on concrete structure to meet the specified fire rating and check exposed timber sizes for adequacy subject to an appropriate charring rate.

Co-ordination

We will assist the Architect or CA in their co-ordination and integration of the design of the Works with that of the Project. Any co-ordination required between Sub-Contractors/Suppliers and others, for brickwork supports, cold formed metal framing, etc., will be the responsibility of the Contractor.

## Notes

### Alternative Designs

After the form of construction is agreed work in considering alternative designs for the works, submitted by Contractors or due to a change in the brief, if requested, is an Additional Service subject to an additional fee.

This fee proposal is based on the Proposed Plans as outlined in the Pre-Application Planning Enquiry from Square Feet Architects dated September 2021.

### Site Visits

We will carry out site visits appropriate to the stage of construction, to monitor that the works are being executed generally in accordance with the contract documents and good engineering practice.

We have allowed for one initial site visit following opening-up works, plus an additional two site visits following commencement of works. Any further requested site visits are charged on a time basis.

### Standard Provision of Information

Our drawings will be produced using Bluebeam and we will formally issue our drawings electronically as pdf files. Any printing costs will be charged as additional expenses.

If 3D modelling in Revit and a full building information modelling (BIM) exercise is required, then this would be subject to an additional fee, depending on the extent of BIM Level 2 compliance required. We would expect a lead or other consultant to be appointed as BIM Coordinator.