

CC. Site / Surveyor / Mmi to Con Man

Our ref: RML/3482

17th April 2014

Dear Bruce,

Re: Grenfell Tower project on behalf of KCTMO

As discussed, we have already received your fee proposal as part of the tender documents for the above project. We note that as part of the tender it is the Client's intention to novate your services to the successful contractor. Please confirm that your tendered fee proposal is in accordance with the following:-

1. Schedule of Architectural Services
2. Tender drawings.
3. Employers Requirement Document and Appendices prepared by Artelia UK
4. Please include all disbursements, ie. printing, postage, faxes, travelling, site visits etc. within your fee proposal.

Any works carried out prior to arrangement of main contract document or receipt of a letter of intent by ourselves will be at risk to yourselves. Payment for these services in the event of tender being successful would not be made until such time as the contract between Rydon / KCTMO has been finalised.

Please note that Collateral Warranties will be required in the format detailed inTBA.....(copy attached). Could you please confirm your agreement to a Warranty, or forward any comments by return.

Comment [b1]: Will need proposed Warranty to pass on to our insurers

Rydon Maintenance are a Quality Assured company and as such, we require our consultant to be either Quality Assured or to accept our Quality Assurance.

Should we be successful the following terms will apply to your appointment;

1. You will be appointed by Deed to carry out the services shown in the Schedule.
2. You will be required to provide a Collateral Warranty or Warranties by **Deed Under Seal** in accordance with the enclosed draft. You must provide confirmation from yourselves and your professional indemnity insurers that the form of warranty is acceptable without qualification, prior to your appointment.
3. You will be required to maintain PI insurance cover of not less than £5 million for any one claim for the period of 12 years from the date of practical completion of this project, provided that such PI cover is available in the marketplace at commercially reasonable rates and terms.
4. Your insurers will be required to provide evidence of your PI cover from time to time throughout this period. Please provide written evidence from your insurers of the present level of your insurance cover, including the limit of cover and any excess which applies.

Comment [b2]: Two signatures? Can we use Studio E Ltd instead of Studio E LLP? (PI covers both)

From 1 May 1998, the "Housing Grants Construction and Regeneration Act 1996" came into effect. As of the act an agreed payment schedule will be appended to your Deed of Appointment.

We should be grateful if you would confirm your acceptance to these terms in preparation for your appointment.

Yours sincerely

Simon Lawrence
Contracts Manager

Encl.

Comment [b3]: Will this be the RIBA documents prepared for KCTMO plus this these Schedule of Services? I will need to forward the full pack to our insurers.

SCHEDULE OF ARCHITECTURAL SERVICES

The following requirements shall be suitable for and in accordance with all relevant Building Regulations and Local Authority approval and working drawings:-

"Contractor" shall mean Rydon Maintenance Limited.

"Client" shall mean The Royal Borough of Kensington and Chelsea Tenant Management Organisation (KCTMO).

"The Site" shall mean Grenfell Tower, London, W11 1TQ

Planning

1. Liaise with the Local Authority Planning Department in order to produce a site layout that satisfies the Local Authority and KCTMO in order to achieve Full Planning Approval.
2. Attend Planning meetings / design co-ordination meetings and consultations as required in order to obtain Planning.
3. Make submission for and obtain full Planning Approval, for and on behalf of KCTMO / The Contractor.

Generally

4. Seek to ensure that all aspect of the architectural designs comply with the Employers Requirement documents prepared by Artelia UK
5. Advise the Contractor where, in the Architects opinion, there are shortfalls within the Employers Requirements and advise of assumptions to be made.
6. Resolve outstanding planning conditions.
7. Obtain Building Regulation approval for and on behalf of The Contractor.
8. Seek to ensure that all designs comply with the relevant Statutory Requirements, including Scheme Development Standards.
9. In accordance with the CDM Regulations, undertake a Design Risk Assessment relating to the works that are part of the Architect's brief. Provide as-built drawings for the CDM file.
10. Seek to ensure that all designs comply with all relevant Health Technical Memorandums, all relevant Health Building Notes, the Fire Code etc. and any other relevant NHS publications.
11. Liaise with and co-ordinate as required to ensure compatibility with Structural Engineers, Civil Engineering, Mechanical and Electrical Engineering and Services Information and generally to ensure the overall viability of the project.
12. Co-operate with the Contractors Buying Department in the consideration and selection of alternative materials.
13. With other Consultants, where appointed, develop the scheme designs, agree with the Contractor the type of construction and quality selection of materials.

Comment [b4]: Too onerous given the scope of Building Control Approval and our inability to commit you, our Employer to any requirement. "Responsibility for coordinating Building Control submissions"?

Comment [b5]: Not relevant.

Grenfell Tower, London, W11 1TQ
Studio E LLP

Date: 17/4/2014

14. Co-ordinate any design work done by consultants, specialist contractors, subcontractors and suppliers.
15. Liaise with N.H.B.C / Zurich / HAPM as necessary.
16. Liaise with the various Statutory Bodies as required inter alia, Fire Authorities, Environmental Authorities.
17. Liaise with site and respond to construction queries.
18. Attend design co-ordination meetings as reasonably required and liaise with the design team as appropriate, both during the design process and construction period.
19. Attend site as reasonably required during the construction process.
20. Provide 'as-built' drawings when required.
21. Provide conveyancing drawings as necessary.
22. Provide a Collateral Warranty for all designs as detailed in the Employers Requirements.
23. Liaise with the Local Crime Prevention Officer and obtain "Secured by Design" certification, where required.
24. Make submission for and obtain NHER / SAP ratings and certification for and on behalf of The Contractor. Rating to be as detailed in the Employers Requirements Documents. (External consultant fees to be paid for by The Contractor).
25. Advise whether, in the Architects opinion, Party Wall Awards will be required, and adapt the design accordingly.
26. Provide information to discuss proposals with and incorporate input of other consultants into scheme design and detailed proposals.
27. Advise The Contractor if any design development is likely to affect materially the cost of the Works compared with the design contained in the Contractor's Proposals.
28. Provide The Contractor with general arrangement drawings, interface details, performance specifications and other technical information reasonably necessary to seek quotations from Subcontractors and Suppliers.
29. Examine Subcontractors' and Suppliers' drawings and details, with particular reference to tolerances and dimensional co-ordination, finish, durability, appearance and performance criteria and report to The Contractor.
30. Prepare additional production information associated with the Architectural Designs.
31. Prepare and submit plans for proposed building works for the approval of landlords, funders, freeholders, tenants or others as requested by the Contractor.

Comment [b6]: Not relevant

Superstructures

32. Design and provide general arrangement drawings as follows;
 - a. Fully dimensioned plans for each floor / unit
 - b. Sections as required for each floor.

- c. Sections as required for each unit.
 - d. Site layout plan.
 - e. Fully dimensioned plans for each floor/unit.
 - f. Sections as required for each floor.
 - g. Sections as required for each unit.
 - h. Site Layout plan.
 - i. Roof plans and associated details, i.e. pitches, overhangs.
 - j. Dimensioned block plans.
 - k. Elevations for each unit.
 - l. Site elevations showing the relationship of the proposed buildings adjoining the site, indicating positions and heights of windows, eaves and ridges relative to the adjoining buildings / sites.
 - m. Furniture layouts indicating positions of radiators, ceiling lights, switches and sockets.
33. Provide supplementary notes to drawings and provide further drawings to show sufficient information to construct the project to completion consisting (but not limited to) the following:-
- a. External wall / internal wall and partition construction details (1:20/1:10/1:5).
 - b. External wall / ground floor junction details (1:20/1:10/1:5).
 - c. Window jamb / head / cill details (1:20/1:10/1:15).
 - d. Door schedule
 - e. Window schedule
 - f. Ironmongery schedule in conjunction with contractors ironmongery supplier.
 - g. Finishes / decorations schedule.
 - h. Kitchen plans and elevations (1:20).
 - i. Bathroom plans and elevations (1:20).
 - j. Stair details including half landings.
 - k. Duct and fire stopping details.
 - l. Rainwater pipe locations.
 - m. Soil stack locations.
 - n. Service duct locations both horizontally and vertically (ie. kitchen extracts).
 - o. Roof and eaves details.
 - p. Flat roof construction details.
 - q. Sanitaryware schedule.
 - r. Service routes and entry points.
 - s. Sloping abutment / horizontal abutment details.
 - t. Clear detailing of DPC's DPM's at junctions/change of levels and at other non-standard situations.
34. Liaise with The Contractor / Client and design all internal signage to comply with the relevant guidelines.
35. Liaise with Engineer and indicate movement joint locations on general arrangement drawings. Construction of movement joints to be detailed by the Engineer.
36. Provide dimensional advice and comment on lintel designs / schedules.
37. Provide dimensional advice and comment of precast floor manufacturers layouts.
38. Provide dimensional advice and comment of precast staircase manufacturers design.
39. Liaise with the Engineer and provide general arrangement drawings of timber floors, giving details of joist layout, sizes, support trimmers, metal straps and joist hangers. Sizes of joists etc. to be designed by the engineer for incorporation on the Architects drawings.

40. Provide details of any sound attenuation measures required, including all necessary calculations etc. to satisfy the relevant authorities.

Comment [b7]: We are not Acousticians and cannot provide checking or calculations

Setting-Out

41. Provide external and internal setting-out of the individual blocks for inclusion on the setting-out plan, including the overall block dimensions and drainage points.
42. Advise the Civil Engineer of any critical setting-out dimensions.

External Works

Comment [b8]: External works not included.

43. Liaise with the Local Authority and provide a Planning Approval external works drawing to show the following hard and soft areas, (detailing of finished levels and construction details by others):-

1. Adoptable roads / public highways, including speed ramps, white lines, signage, street lighting and bollards
 2. Adoptable public footpaths.
 3. Adoptable parking areas.
 4. Adoptable crossovers.
 5. Private roads.
 6. Shared access ways.
 7. Communal footpaths.
 8. Private footpaths (front garden and rear garden).
 9. Private drives / parking courts.
 10. Private patios.
 11. Dustbin areas.
 12. Drying areas.
 13. Screen walls, fencing, gates, retaining walls, steps, ramps.
 14. Soft landscaping, including grassed areas, planted beds and any street furniture (ie. benches, pergolas, covered walkways).
 15. Play areas.
- as applicable

44. Provide detail drawings and designs for pergolas, covered walkways, car ports, refuse areas, steps, ramps, balustrading, handrails etc as necessary.

45. Liaise with the Local Authority and Post Office to agree postal numbering, post codes etc.

Comment [b9]: To client

46. Provide advice and comment of specialist planting contractors design in relation to the Architectural design.

47. Liaise with The Contractor / Client and the Civil Engineer in order to determine the external signage requirements. The Civil Engineer to include details of the agreed signage on the engineering layout.

Site visits = 25no. is required