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Peter Maddison
Director of Assets and Regeneration
RBCK TMO
292a Kensal Road,
London W10 5BE

Monday, 11 November 2013
File ref.: 1279-B2-001.Rtf

Dear Mr Maddison,

Re: GRENfell TOWER REGENERATION PROJECT

I am writing to clarify our proposed fees and conditions of service for the proposed upgrade and recladding of Grenfell Tower, Lancaster West Estate.

As discussed with you our Agreement will comprise

- RIBA Standard Conditions of Appointment for an Architect 2010
- Standard Conditions of Appointment for an Architect Amendment 1 – 1 October 2011
- Memorandum of Agreement
- Appendix A: Schedules of Project Data
- Appendix B: Schedule of Services – Role Specifications, Design and Other Services
- Appendix C: Schedule of Fees and Expenses
- Appendix D: Project Brief
- Appendix E: Public Authority Supplement 2010

I have attached completed drafts of the schedules assuming a novated appointment. These schedules clarify our intent with regards cost and time parameters, the consultant team, Professional Indemnity cover, third party agreements, dispute resolution and Effective Date. Please could you review these and check that they match your requirements.

Studio E's Professional Indemnity policy is with [REDACTED] and our Brokers are AON Ltd. Copies of our certificates and contact details can be forwarded if required.

Services

The Services to be provided are as described in the Appendix A, including our roles as Designer and Lead Consultant.

Fees

Our Fees are set out in Appendix C and are based on a percentage of the construction cost up until Stage E and a lump sum to completion.

STUDIO **E** LLP
ARCHITECTURE - URBAN – ENVIRONMENTAL – INTERIOR AND PRODUCT DESIGN
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Accounts will be submitted monthly. Also enclosed is a proposed monthly fee breakdown, based on the proposed programme. Any disbursements made on your behalf will be charged at net cost plus a handling charge of 4%.

Studio E are registered for VAT, which is chargeable on all fees and expenses.

Disputes

My practice aims to provide a professional standard of service, but if at any time you are not satisfied, please bring the issue to my attention as soon as possible and we can discuss how to resolve the issue. I hope we shall be able to settle the matter without recourse to the dispute resolution procedures set out in the Project Data.

Payments on Account

As discussed you will be able to make payments on account in advance of signing the Agreement and we will forward invoices under separate cover.

Completing the Agreement

If you have any concerns or comments please let me know. We have been through a process agreeing appointment terms on the KALC project so we would not anticipate any delay in finalizing this agreement.

Yours faithfully,

Bruce Sounes

For and on behalf of
Studio E LLP