

21 August 2020

Ref: 00003.200821.Q7

John Doe

KP Acoustics Ltd.

By email to:

Dear

00003: 16 WALWYN RD, ME17 5QR, CHART CORNER, UK

Further to your recent enquiry, we are pleased to present you with our scope of work and fee proposal for the above project.

A. SCOPE OF WORK: PRE-TENDER ACOUSTIC STUDY

This aspect of the Brief will be considered complete when all design recommendations, schedules and specifications have been issued. This section of the scope covers all necessary acoustic monitoring and measurements for all parts of the brief as stipulated in your invitation to tender.

A.1: Architectural Acoustics

A.1.1: Room Acoustics

Analysis of the reverberation characteristics of critical spaces will be undertaken with respect to surface treatments and room layouts. This would ensure that the acoustic environment within this space would be compatible with its dedicated function.

A.1.2: External Building Fabric

Specifications of the external building fabric would be reviewed based on available detail drawings and the results of the existing environmental noise survey undertaken previously for the development.

This would include the specification of non-glazed building fabric elements, and roof constructions as required, in order to provide internal noise levels commensurate to the recommendations of BS8233:2014 and any other required standard as appropriate.

A.1.3: Internal Building Fabric

Noise Rating (NR) criteria will be proposed for all sensitive spaces within the development. The overall NR specification will be based on practical considerations which will be taken into account.

These are:

- The function and acoustic identity of every space
- Tolerance to external noise as well as to noise from building services
- Speech intelligibility and privacy requirements

A bespoke design review would be undertaken on the proposed internal building fabric with regards to sound insulation between spaces of varying functions. Detailed analysis of the separating floor and wall constructions would be undertaken to assess the likelihood of providing adequate acoustic separation, while recommendations would be made for additional acoustic treatment and detailing where necessary.

Specific design advice will be provided for internal building fabric issues associated with the following:

- Party wall, floor, and structure issues between low noise tolerance rooms and adjacent spaces
- Potential noise breakout issues via the building's external building fabric
- Potential plant area and service riser issues

Airborne and impact sound insulation criteria would be set for walls and floors separating adjacent spaces following the guidance set out in BREEAM Hea 13, Good Practice documents, as well as the Client's aspirations.

B. SCOPE OF WORK: BUILDING SERVICES ACOUSTICS

Recommendations for the construction and performance of Acoustic and Vibration Isolation Materials and Products will be issued for the guidance and information of the Design Team. All acoustic criteria will be based upon the Client's specifications.

B.1: Planning Compliance Review

A noise impact assessment of the plant installation would be produced based on the findings of the environmental noise survey and the available plant proposals and layout drawings.

The suitability of the plant installation would be determined and any mitigation measures, such as acoustic screening, would be determined to satisfy the noise emissions criterion. Detailed calculations will accompany the report in order to demonstrate planning compliance.

We would liaise with the Local Authority, should it be necessary, in order to agree on a noise emissions criterion based on the measured background noise levels. Our assessment would be based on the following Standards and Good Practice Documents:

- BS4142: 2014: 'Method for rating industrial noise affecting mixed residential and industrial areas'
- BS8233: 2014: 'Sound Insulation and Noise Reduction for Buildings - Code of Practice'
- WHO Guidelines

If compliance to the noise emissions criterion cannot be achieved within the flexibility of practical mitigation measures, a redesign / reselection of the plant units may be recommended. Any additional assessment of alternative plant installation schemes are not included in this scope of work, and may be subject to additional fees, as appropriate.

C. SCOPE OF WORK: POST-TENDER ACOUSTIC MONITORING

We must approve all post-tender design changes, having any potential effect on the acoustic integrity of the project, before these are adopted. The responsibility for gaining such clearance rests with the respective contractor(s), who will also be responsible for providing all associated relevant specifications, plant schedules and drawings.

C.1: Planning Compliance Review

A noise impact assessment of the plant installation would be produced based on the findings of the environmental noise survey and the available plant proposals and layout drawings.

The suitability of the plant installation would be determined and any mitigation measures, such as acoustic screening, would be determined to satisfy the noise emissions criterion. Detailed calculations will accompany the report in order to demonstrate planning compliance.

We would liaise with the Local Authority, should it be necessary, in order to agree on a noise emissions criterion based on the measured background noise levels. Our assessment would be based on the following Standards and Good Practice Documents:

- BS4142: 2014: 'Method for rating industrial noise affecting mixed residential and industrial areas'
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- WHO Guidelines

If compliance to the noise emissions criterion cannot be achieved within the flexibility of practical mitigation measures, a redesign / reselection of the plant units may be recommended. Any additional assessment of alternative plant installation schemes are not included in this scope of work, and may be subject to additional fees, as appropriate.

C.2: Site Visit

This is random text number 7 guys, because I could not find it now, but who found can edit service when he wants.

Following the assessment of the sound insulation performance of the existing constructions, we would review any available construction details in parallel with the survey results in order to recommend any acoustic treatment and detailing as necessary.

The current construction performances will be reviewed against the requirements of the Building Regulations, Approved Document E: 'Resistance to the passage of sound' (2003 Edition).

The review would consider the requirements of the Building Regulations and any other relevant British Standard as well as any specific client performance requirements.

A bespoke sound insulation upgrade solution, dependent on budgetary and performance requirements would be proposed within our report, with references to proprietary materials and suppliers as appropriate.

C.3: BREEAM Pol 05 Assessment

This is random text number 6 guys, because I could not find it now, but who found can edit service when he wants.

Following the assessment of the sound insulation performance of the existing constructions, we would review any available construction details in parallel with the survey results in order to

recommend any acoustic treatment and detailing as necessary.

The current construction performances will be reviewed against the requirements of the Building Regulations, Approved Document E: 'Resistance to the passage of sound' (2003 Edition).

The review would consider the requirements of the Building Regulations and any other relevant British Standard as well as any specific client performance requirements.

A bespoke sound insulation upgrade solution, dependent on budgetary and performance requirements would be proposed within our report, with references to proprietary materials and suppliers as appropriate.

FEE STRUCTURE

Our proposed fees for undertaking the above scope of work are shown below. These are exclusive of VAT, but inclusive of travel and out of pocket expenses.

A. Scope of work: pre-tender acoustic study

A.1: Architectural Acoustics	£4009 (+VAT)
A.1.1: Room Acoustics	£4200 (+VAT)
A.1.2: External Building Fabric	£4400 (+VAT)
A.1.3: Internal Building Fabric	£4400 (+VAT)

B. Scope of work: building services acoustics

B.1: Planing Compliance Review	£9809 (+VAT)
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C. Scope of work: post-tender acoustic monitoring

C.1: Planing Compliance Review	£9809 (+VAT)
C.2: Site Visit	£6509 (+VAT)
C.3: BREEAM Pol 05 Assessment	£9809 (+VAT)

The above fee proposal includes appropriate time for attendance at site surveys for the type and size of the project and for the number of design and coordination meetings indicated above.

Additional meetings at your offices or site visits would be chargeable at a rate of £650.00 (+VAT) including travel and expenses.

Any further advise to the project team depending on the complexity of any design changes will only be undertaken with prior approval from yourselves at the appropriate prevailing hourly rate of £120.00 per hour (+VAT).

Please note that the above fee proposal is valid for a period of 12 months from the date of issue. Hourly fees are revised at the beginning of every calendar year, which may result in incurring an additional charge, depending on when a revised report is requested.

Visits can also be made, if appropriate, to witness manufacturer's tests in order to verify that equipment being supplied complies with the requirements of the specification.

Please note that the above itemised quotation is not a binding schedule of works and that the Client may choose any combination of services as required.

GENERAL

In order to fulfil the terms of this Brief we would expect to be represented at (or receive minutes of) all design, coordination, site and other meetings where the subject matter is relevant to our scope of work.

We would expect to be furnished with copies of all relevant specifications, plant schedules and drawings as a matter of course, with full rights to comment on them.

We trust that the above is satisfactory for your requirements. Should you have any questions, please do not hesitate to contact us.

Yours Sincerely,

Eugeniu Cozac Software Engineer

KP Acoustics Ltd.

INSTRUCTION FORM

1 Galena Road
London
W6 0LT
T: +44(0)208 222 8778
F: +44(0)208 222 8575
email: info@kpacoustics.com

Please complete and return this form

Client Name	
Invoicing Address	
Accounts Email Address	
Purchase Order Number	
Contact telephone numbers	
Site Contact	
Site full postall address	

1. Full access to site should be allowed with a secure location to install the noise monitoring equipment without risk of theft or vandalism
2. Site plans / services drawings / manufacturer's noise emissions data / planning conditions to be provided prior to the survey
3. Full payment to be made within 30 days of the date of issue of our invoice

This is a formal appointment of KP Acoustics Ltd. to undertake and fulfil the scope of work referenced 20982.200611.Q1. Terms of contract of KP Acoustics Ltd. can be provided upon request.

Print Name:

Date: