

21 August 2020

Ref: 00003.200821.Q6

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 1**

### **A.1: Noise Mapping**

This is random text number 11 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.

## **B. SCOPE OF WORK 2**

### **B.1: Internal Surveys**

This is random text number 9 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. SCOPE OF WORK 3**

### **C.1: 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.

### **C.2: Site Visit/Inspection**

This is random text number 4 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: CMP (For Noise/Vibration Incl Detailed Predictions)**

This is random text number 1 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.

## PROFESSIONAL FEES

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 1

A.1: Noise Mapping	<b>£5500 (+VAT)</b>
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### B. Scope of work 2

B.1: Internal Surveys	<b>£9800 (+VAT)</b>
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### C. Scope of work 3

C.1: BREEAM Pol 05 Assessment	<b>£9800 (+VAT)</b>
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C.2: Site Visit/Inspection	<b>£6000 (+VAT)</b>
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C.3: CMP (for noise/vibration incl detailed predictions)	<b>£8500 (+VAT)</b>
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The above fee proposals include 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.

Should additional meetings/site visits be required at later development phases, they would be chargeable at a rate of £550.00 (+VAT) including travel and expenses.

Any further advice 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).

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 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.

## GENERAL

It is assumed that the site is sufficiently secure to allow the installation of automated monitoring equipment without any risk of vandalism or theft. If the site conditions are considered to be insecure, a manned survey may be undertaken, which would result in additional fees.

The overall procedure would be facilitated with the provision of any site plans, installation proposals (schedules, services drawings, and manufacturer's noise emissions data) and/or relevant planning conditions. Copies of liaison / correspondence between relevant parties would be required where the subject matter is relevant.

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:**