

Alasdair and Mary Joyce
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Our Ref: 314241

ASSESSMENT OF EXISTING SOIL CONDITIONS AND SURFACE WATER MANAGEMENT FOR PROPOSED EXTENSION

We refer to your e-mail seeking a fee proposal in respect of the above. It is understood the intent is to build a new extension located at Mannachie Lodge, Forres and you require support in the form of bearing capacity testing and drainage design.

Scope of Work

Subject to your authorisation, Mabbett will provide the following services:

- Site visit to witness excavation of trial pit and carry out bearing capacity test for proposed foundation.
- Carry out Infiltration testing to BRE Digest 365.
- Provide a ground investigation report to include details of findings, bearing capacity and infiltration rate.
- Provide drainage design for new roof area.

The proposal does not include for the hire of an excavator as it is anticipated this would be provided by the client. Should Mabbett require to arrange the excavator, the contractor would invoice the client directly.

Budget

We propose to provide the services as defined above, for a professional fee which is determined based on a special hourly rate.

A service charge of 15% to cover the cost of administration and coordination, will be applied to the invoice cost of special outside technical services (e.g., analytical laboratory, etc. and to the cost of all reimbursable expenses except travel, per diem, car rental, and professional liability and general comprehensive liability insurance costs). Reimbursable expenses are defined to include such items as travel, per diem, reproduction, communications expenses, field supplies and materials, computer equipment use, and professional liability and general comprehensive liability insurance costs, etc. The cost of all special outside technical services and reimbursable expenses are in addition to our professional fee.

Although you will only be billed for actual services provided by Mabbett, we recommend that a combined not-to-exceed budget of £650 be established, inclusive of professional fee and miscellaneous



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reimbursable expenses.

Budget adjustments could be necessary during completion of our services based on findings, your company's or solicitor's desires or decisions, site conditions, regulatory agency requirements, or a change in our scope of work. We will not exceed the established budget, however, without your prior written authorisation.

Mabbett & Associates Ltd cannot guarantee any relevant regulator will agree with the approach/methodologies defined above, and/or the findings of our assessment. Where a detailed assessment of flood risk, including hydrology and hydraulic modelling are required, Mabbett & Associates Ltd can support with these additional services via additional budget agreement.

Mabbett & Associates Ltd will not be acting as principal designer under the Construction (Design & Management) Regulations 2015, but as a designer.

With any site there is always the risk a drainage solution may not be feasible for reasons that are beyond our control. If this proves to be the case here, and we have explored all reasonable avenues in pursuit of an environmentally acceptable drainage solution, full payment of our fee will still be required.

All invoicing will be on a monthly basis. Payment of invoices is due net-on-receipt. The professional fee rate structure noted above will be subject to escalation as of 01 January 2024. All professional fees and expenses quoted above are exclusive of Value Added Tax (VAT).

Assumptions and Contractual Arrangements

Mabbett & Associates Ltd assumes that all furnished data provided by you are complete and accurate. As such, Mabbett & Associates Ltd will rely upon these data to complete its work; to render its findings, opinions, and recommendations, and to provide the services as defined herein.

Mabbett & Associates Ltd has prepared this scope of work for your sole and exclusive use. This Letter-Agreement and attached Standard Terms and Conditions of Business constitute all of the terms and conditions of this agreement, and Mabbett & Associates Ltd is performing the work exclusively in connection herewith. This document may not be distributed in whole or in part to any other firms, companies, or entities. Any modifications here to must be specifically agreed to in writing and signed by both parties.

If this letter and attached Standard Terms and Conditions of Business satisfactorily set forth your understanding of the arrangement between Mabbett & Associates Ltd and you, we would appreciate you signing the enclosed copy and returning it to us for our files. Task scheduling can occur upon receipt of an executed copy of this letter.

This Letter-Agreement when executed by Mabbett & Associates Ltd, is an offer to perform professional services as outlined herein and is valid for a period not-to-exceed sixty (60) days from the date of this letter.

We appreciate the opportunity to submit this Letter-Agreement and look forward to serving you. If you have any questions or require additional information, please call my associate, Gary Mackintosh, or me.

Yours sincerely,

MABBETT & ASSOCIATES LTD

BY:



David Clark, BSc (Hons)
Project Manager and Environmental Consultant

GM

Accepted this ____ day of ____, 2023

BY: Alasdair and Mary Joyce

Name

Title

Enclosures: 1. Mabbett Standard Terms and Conditions of Business.

cc: GM (MF-1).

Internal Use only

Author Review <input checked="" type="checkbox"/>	GM _____ Initial	QA/QC Review <input checked="" type="checkbox"/>	DC _____ Initial	Authorised Signatory Approval <input checked="" type="checkbox"/>	DC _____ Initial
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