



<p>MAJOR WORKS CLIENT BRIEF</p> <p>for</p> <p><i>Scott Ellis Gardens and Bronwen Court Fire Safety Works AA108</i> Revision 3 – June 2020</p>	
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Project Details		
Block(s) Included in scope	Scott Ellis Gardens and Bronwen Court	
Area / Ward Location	Central	Regents Park
Recommended Service Provider	United Living	
Works Value	£912,000	
Delivery Year	2020/21	
Project Lead	Mohammed Miah – Fire Safety Project Surveyor	
Brief description of project:	General Fire Safety works arising from the latest Fire Risk Assessment. It is proposed that communal fire doors and flat entrance doors are upgraded or replaced. The installation of Automatic Fire Detection is also included to Bronwen Court only.	
Lessee Implications	H= £2,930	L= £22 A= £725
Key Issues / Project risks	<ul style="list-style-type: none"> – Access to some of the work areas including in flat. – Asbestos containing materials to the blocks and dwellings – Access issues to communal areas – Leaseholder opt-in for fire detection at Bronwen Court 	
Programme Board Date	1st Submission –	
Component to be Cleared	Title of Officer (Delegate)	Sign Off Method / Date
Asset Strategy	Gavin Ridgewell (James Long)	By e-mail dated: 23/06/2020
Property Maintenance	John Hayden (Sheila Allen)	By e-mail dated: 05/06/2020
Finance	Kate Swanton	By e-mail dated: 03/06/2020
Lessee Services	Andrew Pye (Jayne Stretton)	By e-mail dated: 05/06/2020
Cap Programme Team	Kevin Regan (Daniel Witt)	By e-mail dated: 05/06/2020
M&E Engineering	Jason Killeen	By e-mail dated: 05/06/2020



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Communications	Daren Townsend (Marie Baker)	By e-mail dated: 04/06/2020
Health & Safety	Jim Paterson	By e-mail dated: 22/06/2020
Asbestos	Mathew Curran	By e-mail dated: 04/06/2020
Fire Safety	David Edney	By e-mail dated: 01/06/2020



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2.0	Key Work Details
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4.0	Construction (Design and Management) Regulations
5.0	Warranties / Guarantees & Minimum Design Requirements
6.0	Milestone Programme
7.0	Resident Consultation
8.0	Key Estate Considerations

Westminster City Council will make all endeavours to provide the information noted below, where it is available and relevant to the project

- **Appendix 1 – Initial Pre-construction Information (IPCI)**
 - Client site specific requirements
 - Site set up
 - Asbestos surveys
 - Fire Risk Assessment
 - Existing H&S file(s)
- **Appendix 2 – Condition Surveys / Repairs History / Project justification**
- **Appendix 3 – Budget Summary**
- **Appendix 4 – Risk Register**
- **Appendix 5 – Property List**
- **Appendix 6 – Stakeholder Consultation**
- **Appendix 7 - Lessee Liabilities**
- **Appendix 8 – Specification / Drawings / Product & Planning Information**
- **Appendix 9 - Major Works History**
- **Appendix 10 – Budget Project Cost (inc WCC costs)**

Note: The appendices are not published with this document as they are too large. If you would like details of the appendices please contact housing.enquiries@westminster.gov.uk and quote reference AA108



1.0 PROJECT OVERVIEW INCLUDING JUSTIFICATION

This project involves a programme of fire safety works throughout the communal areas of the multiple buildings, as well as some work to individual tenanted properties. All items have been identified in the fire risk assessments (FRA) such as the upgrade and/or replacement of communal fire doors and flat entrance doors. The installation of Automatic Fire Detection is also included to Bronwen Court only. Due to the extent of the works, this project is scheduled to improve the performance of the building and reduce the risks identified within the fire risk assessment. The fire risk assessments in question have been conducted within the last 3 years.

It is intended that the works will be undertaken by the Service Provider appointed under the Term Partnering Contract. The purpose of this Client Brief is to provide information and direction to facilitate the production of a Project Execution Plan (PEP) (as defined within the Term Contract) by the Service Provider for further review by Westminster City Council (WCC) prior to issue of a Pre-Commencement Order (PCO).

United Living (UL) is named as the recommended service provider to carry out the works for this project under the Term Partnering Contract.

2.0 KEY WORK DETAILS

Project Name	Scott Ellis Gardens & Bronwen Court
Listed Building or Conservation Area	(Tick as appropriate) LB <input type="checkbox"/> CA <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Scott Ellis Gardens is within the Fisherton Street conservation area
Legislative constraints	N/A
Existing planning consents	None
Project Notifiable under CDMR	Yes
Principle Designer appointment required	Yes



2.1 Blocks In Scheme

Block Name	No of Units	No of Leaseholders
Scott Ellis Gardens 1-29	29	11
Scott Ellis Gardens 30-57	28	7
Scott Ellis Gardens 58-86	29	11
Scott Ellis Gardens 87-115	29	12
Scott Ellis Gardens 116-143	28	15
Scott Ellis Gardens 144-172	29	8
Scott Ellis Gardens 173-201	29	11
Scott Ellis Gardens 202-229	28	12
Scott Ellis Gardens 230-258	29	13
Scott Ellis Gardens 259-287	29	10
Scott Ellis Gardens 288-315	28	13
Scott Ellis Gardens 316-344	29	11
Bronwen Court 1-16	16	13
Bronwen Court 17-32	16	14
Bronwen Court 33-48	16	13
Bronwen Court 49-64	16	13
TOTAL	408	187



3.0 DESCRIPTION OF KEY WORKS REQUIRED

Note: This section covers in general the works required. It should be noted that details within appendix 8 supersede the scope as detailed in the specification.

Works

Element	Work Required
Condition Survey	<p>The Principal Designer (PD) where appointed (or Principal Contractor where no PD duty holder is in place) is to inform the Client, where additional survey or inspections are required to develop the Pre-Construction Information (PCI) and inform the design process.</p> <p>The Principal Contractor (PC) is required to complete a pre-commencement condition survey within all areas likely to be affected by the works, which shall contain written and photographic evidence of the existing conditions.</p> <p>The PC is to identify any areas of concern that may result in additional works being necessary, together with proposed remedial recommendations, within the scope of works. The condition survey is to be agreed with Westminster City Council (WCC) client representative and upon conclusion of the works the PC is to ensure the condition of any areas affected by the works are handed over to WCC in no worse a condition than at pre-commencement stage.</p>
Access Required	<p>The Service Provider will need to acquaint themselves with the access arrangements available and provide a block-specific proposal to facilitate the works necessary. It is anticipated that this proposal will be optimised to provide the best value-for-money project-wide access proposals.</p> <p>Access will also be required into the residents' properties to undertake some of the works elements described.</p> <p>All access proposals are to be identified and fully costed by the Service Provider within their PEP. Should there be any reason that specific access arrangements cannot be fully evaluated and costed for then the Service Provider should identify these together with a defined Provisional allowance within their PEP for each specific item/ area.</p>
Internal Decoration	<p>"Make Good" all surfaces as required as part of the door upgrade and installation work.</p> <p>Where the area of repair is less than 20% of the whole painted area and the substrate is sound and without multiple paint layers or wallcoverings, then the application of water based, emulsion paint to the affected area will be sufficient. If the area of repair is greater than 20%, then the whole painted area must be covered using a suitable, class 0 certified product.</p>



<p>Builders Work in Connection with the works</p>	<p>Carry out all builders work in connection with The Works including subsequent making good of all disturbed finishes to a standard acceptable by WCC.</p> <p>Provide recommendations for any builders-work style items felt necessary (such as any minor building-fabric style repairs or decorative items associated with The Works areas), submit for review and further instruction by WCC – a Provisional Sum in relation to any such works should be included at PEP stage.</p>
<p>Fire Safety Works</p>	<p>Carry out all relevant works identified and set out in the FRA significant findings within Appendix 1 and General fire safety works schedule in Appendix 2 which includes; General Fire Safety works arising from the latest Fire Risk Assessment including communal fire doors upgrades/replacements, flat entrance doors upgrades/replacements and the installation of Automatic Fire Detection (Bronwen Court only).</p> <p>Review the fire risk assessment report to ensure familiarisation with fire safety strategies for the properties in relation to all areas affected by the works. Identify all works deemed necessary and associated with the works to ensure all fire safety requirements are met.</p> <p>Report findings with respect to recommendations to WCC for any additional work that may be deemed appropriate in regard to fire protection matters for consideration and further direction/instruction.</p> <p>Ensure the works are fully compliant with all current regulatory requirements.</p> <p>Following recommendations from compartmentation report carry out all passive fire protection contained within the report and that associated with the works. All passive fire protection and door installation works must be undertaken by a Competent Person. The term competent person shall mean a person or business who has demonstrated to a Third Party that they have the expertise, skills and commitment in the identification and installation of passive fire protection and fire door installation. The term Third Party shall mean a Certification body accredited by the United Kingdom Accreditation Service (UKAS).</p> <p>All fire safety materials, doorsets and doors shall be Third Party certificated fire stopping products where Third Party shall mean a Certification body accredited by the United Kingdom Accreditation Service (UKAS). All products used shall be delivered with the relevant certification for inspection.</p> <p>A full report should be provided on completion of the works, to include photos of pre and post condition as part of the 'Condition Survey' element of works. Upon completion of the works Regulation 38 shall be complied with and this is a requirement under the Building Regulations for England and Wales to provide fire safety information to the</p>



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	<p>'responsible person' at the completion of a project, or where the building or extension is first occupied.</p> <p>Note – All fire safety works are to be undertaken by an accredited third party of an appropriate 'industry recognised' body. A full report should be provided on completion of the works, to include photos of pre and post condition as part of the 'Condition Survey' element of works.</p>
Fire Door Works	<p>The service provider is to carry out fire doorset works to all communal doors as set out in the fire door schedule of works located within Appendix 2. This includes all service intake cupboard doors, service riser doors bin chute rooms doors and tenanted flat entrance doors.</p> <p>The service provider is to carry out a further fire door inspection to every private flat entrance door and secondary means of escape that opens onto the communal area and escape route. The inspections shall be carried out by a competent person suitably qualified to do so including, but not limited to, BM TRADA Q-Mark Installer Certificate, Fire Door Inspection Scheme (FDIS) Certificate and IFC Certification Ltd (IFCC). The inspection will be carried out and a detailed report provided on the condition of the fire door, its integrity, any certification it has, comments on the installation, condition and compliance of the door itself and of any ironmongery fitted to it. It is expected that a minimum of 10% of all doorsets in the block will have the architraves removed for inspection behind the door frame. This will include at least one of each door type.</p> <p>All fire doorset installations are to be undertaken by an accredited third party installation company of an appropriate 'industry-recognised' body in accordance with the manufacturer's instruction, industry recognised best practice and BS 8214:2016. Gaps between the frame and aperture should be adequately filled with intumescent materials suitable for the task. A full report should be provided on completion of the works, to include photos of the installation process to each property.</p> <p>Note - All replacement doorsets to be replaced with purpose made, pre-assembled FD30s or, if specified, FD60s rated doorsets, independently tested and approved by third-party certification to BS476 parts 22 and 31.1 and/or BS EN 1634-1 when tested to both sides. Doors shall also achieve Secure by Design accreditation, PAS 23 and 24.</p> <p>It is expected that doors and doorsets will comply fully with the WCC Fire Door Performance Specification.</p> <p>All fire doorsets and doors shall have FSC chain of custody or PERF COC certification.</p> <p>Note: Globally assessed door assemblies are not acceptable.</p>
Automatic Fire Detection (AFD)	Blocks: Bronwen court



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and Automatic Opening Vent	<p>Grade A: LD2 coverage in the common areas and a heat alarm in each flat in the room/lobby opening onto the escape route (interlinked);</p> <p>The detection system should also be linked to an Automatic Opening Vent (AOV) as per the FRA in order to form part of the new smoke control system. AOV system to be installed in accordance with EN:12101.</p> <p>Service Provider to include all wiring, landlords power, main panel (if required), commissioning and BWIC.</p> <p>All Installations require a landlord's electricity supply so that hardwired systems can be operated for AFD (Grade A-E) and for emergency lighting.</p>
Electrical Power	<p>Provide a complete system of earthing and supplementary bonding installation to all items associated with The Works to meet the current edition of the IEE wiring regulations.</p> <p>Provide Electrical Installation Certificate (EIC) and all appropriate certification associated with The Works undertaken.</p> <p>Replace existing containment systems for both power and lighting wiring.</p> <p>Provide supplementary earth bonding to external metallic containment.</p>
Maintaining the Existing Building Services	<p>Blocks: All</p> <p>Maintain the building services systems during the duration of the contract. Where services may not be functioning or operational for a period of time prior notice and resident notification shall take place</p>
Asbestos Management	<p>The contractor shall comply with all statutory and regulatory requirements with respect to Asbestos.</p> <p>The contractor is to review the R&D and management surveys provided in Appendix 1. As the design develops there maybe areas of work which were not anticipated at the time of the client brief production. If further R&D surveys are required, the contractor shall notify the client so further surveys can be undertaken. It is anticipated that additional asbestos surveys will be required for AFD install works into residents' properties. This has been allowed for within the budget summary. Furthermore, consideration to be given to any works to the communal walls also to Bronwen Court.</p>
Other Potentially Hazardous Circumstances	<p>In addition to Asbestos management (as noted above) there may be other potentially hazardous circumstances that the Service Provider will need to address. Other hazards that may be present or that need considering include but not are limited to:</p> <ul style="list-style-type: none"> • Lead Paint • Dust • Ventilation of Solvents and Fumes • Noise • Other Hazardous Substances



	<p>The service provider is not expected to come into contact with lead paint or any other hazardous materials/circumstances during this works but should this be the case the service provider is to highlight the issue for WCC to investigate.</p> <p>Should an issue arise the service provider is to recommend additional measures that may be deemed necessary to prevent re-contamination.</p> <p>The service provider is to review the risk register in Appendix 6 for further information.</p>														
<p>Planned Preventative Maintenance (PPM) of M&E systems</p>	<p>The Service Provider is to be responsible for the maintenance of all mechanical and electrical systems for the duration of the contract. The Service Provider is to make a budget allowance based on the annual M&E PPM items and associated prices listed below.</p> <p>Any agreed PPM to be undertaken by the Service Provider must be removed from the Estate's incumbent maintenance contractor's PPM schedule until the element is commissioned / the contract is completed.</p> <table border="1" data-bbox="485 1016 1023 1285"> <thead> <tr> <th>Element</th> <th>Price/Annum</th> </tr> </thead> <tbody> <tr> <td>Door entry</td> <td>£ 600.00</td> </tr> <tr> <td>CCTV</td> <td>£ 125.00</td> </tr> <tr> <td>Emergency Lighting</td> <td>£ 350.00</td> </tr> <tr> <td>Fire Alarms</td> <td>£ 800.00</td> </tr> <tr> <td>Fire Extinguishers</td> <td>£ 25.00</td> </tr> <tr> <td>AOVs</td> <td>£ 125.00</td> </tr> </tbody> </table>	Element	Price/Annum	Door entry	£ 600.00	CCTV	£ 125.00	Emergency Lighting	£ 350.00	Fire Alarms	£ 800.00	Fire Extinguishers	£ 25.00	AOVs	£ 125.00
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<p>H&S File & O&M Manual</p>	<p>Provide a new Health and Safety File and Operating & Maintenance manuals for the building and also for all systems associated with The Works. The file shall be in accordance with and as detailed within the Term Partnering Contract. This is to include but is not limited to;</p> <ul style="list-style-type: none"> • A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works; • As-built drawings, specifications, schematics, schedules etc. • Manufacturers details, guarantees and warranties (as applicable) • Details of risks and hazardous materials not eliminated through design • Site Investigation Reports <p>Statutory authority consents and approvals</p>														
<p>Asset Tagging</p>	<p>Appoint an asset tagging company (Stics AMS or approved equivalent) to supply, install and carry out the installation, programming and commissioning of asset tags to new fire doorsets. The Service Provider</p>														



	is to provide a proposed Asset Tagging Register of all components for review and approval by WCC.
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4.0 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDMR)

4.1 CLIENT REQUIREMENTS

These requirements are in addition to the requirements imposed by any statute or statutory instrument. They form part of the client's arrangements for meeting Regulation 4 of the CDM Regulations 2015 (CDMR).

Westminster City Council Act as the Clients Representative on behalf of Westminster City Council "The client" under CDMR.

Westminster City Council' Client Representative (CR) will lead on CDM matters and will liaise with other Duty Holders to ensure that the Clients duties are being met.

The Client requires that the SP as Principle Contractor; Designer and where the role is required Principle Designer, demonstrates that they have the skills knowledge and organisational capacity to undertake works safely and in accordance with all relevant legislation.

The client will conduct ongoing enquiries, inspect and audit the SPs performance in performance of its roles throughout the duration of the SPs contract and expects the SP to provide relevant information as and when requested and co-operate in this process.

The SP will issue the F10 notification to the HSE, following receipt of the Clients Project Brief (Inception) and will update the F10 notification as required and provide updated copies to the CWPM.

Where an accident or incident, involving a Westminster City Council or Westminster City Council employee: resident or member of the public occurs, in connection with the SPs operations the Client reserves the right to undertake its own independent investigation.

4.2 PROVISION OF PRECONSTRUCTION INFORMATION (PCI)

The client will compile initial PCI (IPCI) at project inception stage, relevant to the existing site or structures. This information will be passed to the SP acting as Principle Contractor, or Principle Designer where the role is required under CDMR.

The PC/PD is responsible for updating and developing the IPCI issued by the Client as the design process progresses and must inform the CR, at the earliest opportunity, regarding what if any additional information they feel is required to allow them to undertake the design and / or construction works safely.



The CR will inform the PD/PC regarding any specific requirements or restrictions regarding works in occupied premises and the PD/PC must ensure that these requirements are adopted and reflected in the construction phase plan (CPP).

4.3 DESIGNERS DUTIES

Those fulfilling the role of Designer under CDMR are required to consider in their design the safety of construction, maintenance, high level cleaning activities, demolition and use of a workplace of any structure for which they have prepared a design. The production of “Design Risk Assessment” is not deemed by the Client as an acceptable method of demonstrating that adequate consideration has been given to design safety issues.

The Design Safety Hazard Register (SFD 041B) issued by the client at inception stage, which forms part of the initial PCI, should be developed by the PD (where appointed) and Designer(s) to capture how hazards associated with the project have been addressed through the design process, or highlight where additional controls will be required to address any residual risks.

4.4 PRINCIPLE DESIGNERS DUTIES

Where the SP is contracted to act as PC, Designer and PD, they must be able to demonstrate to the Client, that the team or individual acting and PD has sufficient independence and separation from those acting as PC and Designer(s) to fulfil the PD function and client requirements detailed below, on behalf of the Client.

The PD is required to monitor and report on the performance and effectiveness of the designer(s) and report on performance as requested by the Client.

When it becomes apparent that the SP does not have the skills, knowledge and experience or organisational capability to undertake the role of PD, WCC reserve the right to rescind the appointment and appoint an external consultant to act.

The PD is required by the client to:

- Attend design team meetings (DTMs) to ensure that hazards during construction; occupation and demolition are adequately controlled via the design process. Discussions and outcomes are to be recorded and retained for audit purposes.
- Maintain a “Project Hazard Register” (PHR) to record and track any safety issues raised during the design process. Design and construction invariably occur concurrently and therefore the PD must design safety management is effectively managed throughout all stages of the project. The Client does not require numerical risk assessment of issues, although the PD must ensure that design options are suitably assessed for their respective risk and the outcomes clearly understood by the Design team and CR if appropriate.
- Complete “design safety reviews” (DSRs) this exercise may be completed at the end of DTMs during the design process, but should be continued throughout the



project at key stages of design development. The PD is to determine the format and regularity of the DSRs, with due consideration to the Clients Requirements agreed within the Project CDM Plan. *

- Produce a “Project Access Safety Strategy” in accordance with BS8560 for inclusion in the H&S file, to demonstrate that the Designer(s) have given sufficient consideration to access for cleaning and maintenance of the completed structure or installed plant and equipment. A model document is available from the Client.
- Monitor and report the safety of the construction site, to assist the Client in fulfilling the duty to make reasonable efforts to establish appropriate H&S arrangements are in place. The purpose of this regime is to verify that the CPP is being implemented not to duplicate the PCs own safety managements arrangements. Any actions resulting from the PDs monitoring, will be actioned by the CR.

*Where the design may impact on future maintenance, i.e. high level plant, the PD should seek to consult with WCCs Head of M&E services as part of the DSR process.

4.5 THE CONSTRUCTION PHASE PLAN (CPP)

The PC (where no PD is in place) is required to submit an appropriately developed CPP to the CR at least **one month** before the intended start date.

Site preparation or site work is not to commence until the CPP has been accepted by the CR following completion of SFD 041D.

Where the SP is also acting as PD, the PD is to review the adequacy of the CPP prior to issue of the CPP to the CR providing a copy of their review and recommendation.

Where the PD confirms the CPP is adequately developed the CR will confirm acceptance in writing via signature and return of SFD 041D.

CPPs will not be deemed adequately developed unless they fulfil the requirements as outlined in SFD041D.

4.6 HEALTH AND SAFETY FILE (HSF)

The production of the H&S file must be initiated in the early stages of the design process by the PD, to ensure that relevant information is available to the Client at practical completion to allow the Client to fulfil its statutory duties, prior to occupation/ reoccupation.

WCCs CR will regularly review the development of the H&S file with the PD/PC to ensure it is being developed.

It is expected that the PD will identify and agree with the PC the scope and content requirements of the HSF, but the format and content is to meet the Client requirements as detailed in Appendix 16.



The PD where appointed is required to review the HSF, prior to handover to the client and ensure that it is complete. Where no PD is in place the responsibility for reviewing the file, rests with the Clients Client Representative.

5.0 WARRANTIES / GUARANTEES & MINIMUM DESIGN REQUIREMENTS

General Design Requirements

Design responsibility requirements are identified within the Term Brief. All works are to be undertaken in accordance with UK/ EU current standards and regulatory/ statutory requirements.

All design related information provided by WCC is issued for Information Purposes only and is in no way to form any part of the Service Providers Design. Should the Service Provider wish to engage with any third party previously employed by WCC in this respect then permission must be sought from WCC in the first instance.

Design information required will include, but is not limited to, the following:

1. Drawings and schematics in advance of commencement agreement;
2. Materials & Workmanship specifications in advance of commencement agreement;
3. Calculations and equipment selection rational (including relevant Technical Submittals) must be provided and agreed at pre-commencement stage.

General guarantee/ warranty and design expectations for all materials and equipment are as follows:

1. Product failure liability cover.
2. Consequential damage cover to building fabric and contents where a product has failed
3. Workmanship of the approved Service Provider/ Installer where relevant.
4. Design liability for the contents of the system supplier’s specification, advice and any other detailed drawings supplied.

Values of cover and cost parameters of guarantees and warranties must be presented to the Client Representative with the Service Providers Business Case for elements of work.

Table A – Material Design Requirements – General Works				
Element	Design Requirements	Desired Manufacturers	Guarantee / Warranty Requirement	Pricing Methodology
Decoration	All substrates to be tested for damp and other contaminants such as lead, asbestos etc to	<ul style="list-style-type: none"> • Dulux • Crown 	10 Years	Schedule of Rates



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	ensure suitable for application of paint. Site specific specification to be provided			
Decoration (Class 0)	Cross cut paint samples to show paint adhesion must be carried out by specialist prior to specification. All substrates to be tested for damp and other contaminants to ensure suitable for application of paint. Site specific specification to be provided.	<ul style="list-style-type: none"> • Integra • Tor-Coatings • Crown (Timonox) • Dulux (Pyroshield) 	10 Years	Schedule of Rates
Fire Doors / Front Entrance doors (FEDs)	All Doorsets to be third party certified and where FED secure by design (SBD) and to meet requirements of WCC Fire Door Performance Specification. Door schedule to be provided and included within FRA plan. Contractor must note planning restrictions where installing doors in conservation areas or to listed buildings.	<ul style="list-style-type: none"> • TBC 	20 Years (10 years for ironmongery)	As per business case to be provided
Automatic Opening Vent (AOV) System	To include the design to BS EN12101. Full site specific proposals to current standards and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> • Window Master 	12 month manufacturers' warranty	Business Case
Electrical Fittings Generally	Full site specific proposals to current standards and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> • Fittings = Crabtree and/ or MK • As per WCC standard/agreed schedules & Specifications 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Fire Alarm System	LD2 fire alarm to be in line with BS5839-6. Safe egress time to be in line with CIBSE Guide E (3 rd)	<ul style="list-style-type: none"> • AICO • As per standard/agreed schedules & Specifications 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



	Edition) Fire Safety Engineering Guide.			
Builders work in connection (BWIC) including decorative works and fabric repairs	Full site specific proposals to current standards and regulations. BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.	N/A	N/A	Schedule of Rates
FRA works	Full site specific proposals to current standards and regulations. Fire Strategy Report & Drawings (if required), Layout Drawings and Details, Specifications and Technical Submittals to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> As per WCC standard/agreed schedules & Specifications 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied

6.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	22-Jun-20	22-Jun-20	1	AS
Project Launch	22-Jun-20	6-Jul-20	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	29-Jun-20	29-Jun-20	1	CT
Client Brief Issue Stage				
Issue Client Brief CDM Brief and initial PCI to SP	13-Jul-20	13-Jul-20	1	CT
Project Execution Plan (PEP) Stage				



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PEP production by SP & Issue to Client	13-Jul-20	10-Aug-20	28	SP
PEP Review & Value Engineering (VE) period	10-Aug-20	24-Aug-20	14	CT
F10 submitted by SP to HSE (where applicable) - Copy to client	25-Aug-20	25-Aug-20	1	SP
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	25-Aug-20	25-Aug-20	1	CT
Prepare & Issue Pre-commencement Order to SP	1-Sep-20	8-Sep-20	7	CT
SP (acting as PD) reviews the initial PCI info and informs the client where additional PCI is required.	8-Sep-20	15-Sep-20	7	SP
Outstanding PCI is attained by the client and passed to the SP	15-Sep-20	22-Sep-20	7	CT
SP prepares & issues proposals document to client	22-Sep-20	17-Nov-20	56	SP
Proposals Review & VE period	15-Sep-20	13-Oct-20	28	CT
Prepare & Issue Notice of Estimates (NOE's)	13-Oct-20	20-Oct-20	7	CT
NOE Consultation period	20-Oct-20	3-Dec-20	44	LS
Commencement Order & Mobilisation Stage				
Issue 2-wk notice to SP ahead of Commencement Order	3-Dec-20	3-Dec-20	1	CT
Prepare & Issue Commencement Order to SP	3-Dec-20	8-Dec-20	5	CT
CWH Project Team Handover to SP	8-Dec-20	15-Dec-20	7	CT
Meet the Contractor Letter issued	15-Dec-20	15-Dec-20	1	SP
Contractor Mobilisation period	15-Dec-20	12-Jan-21	28	SP
Construction phase plan (CPP) is approved	12-Jan-21	11-Jan-21	1	CT
Start on Site	11-Jan-21	11-Jan-21	1	SP
Contract Period	11-Jan-21	5-Apr-21	90	SP



7.0 RESIDENT CONSULTATION

The City Council will write to residents to introduce the project and outline the work involved, including links to the draft Client Brief on the project webpage.

However, because of COVID-19 a residents' meeting at this stage has not been possible. We will write to residents with an update as part of the reintroduction of work post COVID-19 and will arrange for a meeting (virtual) to discuss the project at the Client Brief stage.

WCC and United Living will write to residents, to keep them updated throughout the development of the project at the Project Execution Plan and Service Provider Proposal stages. This will include the formal section 20 consultation for leaseholders. Before work starts on site residents will get the opportunity to find out how the works may affect them, the timescales for completing the work and who to contact while works are onsite

Key resident issues / concerns to note:

Previous major works to Scott Ellis Gardens and Bronwen Court have taken place within the last 5 years. However, the current works due to take place were not identified in the FRA's and have been picked up since. Also, the Grenfell tragedy has changed the fire safety landscape and new guidance and recommendations have been made.

There is no obligation for leaseholders to accept the installation of AFD to their properties in Bronwen Court. All leaseholders that do, will be required to fill in a 'Opt-in' form.

KEY ESTATE CONSIDERATIONS

None currently identified specifically.

Other project(s) of note:

Z104 – Automatic Fire Detection & Emergency Lighting

1. There were issues with gaining access into residents' properties. 3 letters to be issued before housing and legal get involved.
2. Asbestos surveys and removal/encapsulation need to be done to prevent hold up of works onsite. Unforeseen costs occurred.
3. Early engagement with residents is highly recommended to ensure that a good response is received when sending out appointment letters.



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4. Some residents will need/request evening/weekend appointments. This should be noted and incorporated within the scope.
5. All communal entrance keys (non KMS) to be sourced from housing to facilitate contractor surveys.
6. Ensure incoming electrical supplies to buildings are adequate. Surveys will be required to confirm this.
7. Making good costs to be included. Walls crumbling, mould and decay apparent when works commenced.
8. Follow lighting control strategy – lighting with dimming capabilities in all blocks.
9. Confirmation that Westminster own the freehold of the building.
10. To undertake full surveys to facilitate design. Report to be produced from survey on existing FA / electrical installation including photographic schedule.
11. Design to be issued with time for client comments – FA schematics, lighting calculations etc as per BS5839 / BS 5266.

U116 – Scott Ellis Gardens – Cross corridor doors only

1. This installation of new fire doors as well as remedial works to a number of existing fire doors.

T170 – Bronwen Court - Tenant front doors (fire doors)

1. This installation of new fire doors as well as remedial works to a number of existing fire doors.

T130 - Scott Ellis Gardens

1. Communal lighting and internal communal decorations