




<p>CLIENT BRIEF</p> <p>for</p> <p>Y140 - Barrow Hill Estate car park and landscaping works</p> <p>Revision 1 – October 2021</p>		
Project Details		
Area(s) included in scope	External car parking areas, estate entrance roads and central courtyard/garden	
Area / Ward Location	Central	Regents Park
Recommended Service Provider	United Living	
Works Value	£473,565	
Delivery Year	2022/23	
Project Lead	Ben Deloughry – Assistant Client Surveyor	
Brief description of project:	External resurfacing works to car parking areas and estate entrance roads including installation of infrastructure for future electronic vehicle (EV) charge points. Landscaping upgrade works to communal garden area.	
Lessee Implications	N/A - Due to the nature of the scheme there will be no lessee implications.	
Key Issues / Project risks	<ul style="list-style-type: none"> – Delay in contract starting on site. – Resident dissatisfaction over issues with windows and delay to rectification works. – Health and safety risks due to potholes in resident car parking areas. – Temporary disruption to residents' parking and access to external areas. Decanting of car park to facilitate works / programming of works to mitigate disruption. – Planned major works to water main services (project AD251) may require excavation in car parks and garden to facilitate access and works to pipework. Risk of potential damage to new surfacing, or delay to project. – Assessment of below ground services such as drainage, gas, water and power will be required. – Supply and cost issues for materials due to Brexit. 	
Programme Board Date	1st Submission – TBC	
Executive Summary		
Y140 is a programme of resurfacing works to the estate's car parks and landscaping works to the communal garden.		



The need has arisen for this project due to severe deterioration of tarmacadam surfacing to the car park areas and entrance roads to the estate, causing potential health and safety hazards for residents and visitors.

The intention of the landscaping works to the central communal garden is to improve amenity and well-being for residents of the estate, following comprehensive resident consultations in 2018-2019. This was offered by WCC to compensate the residents for ongoing issues with windows and delayed rectification works under scheme R104.

Component to be Cleared	Title of Officer (Delegate)	Sign Off Method / Date
Asset Strategy	Gavin Ridgewell (James Long)	By e-mail dated: 22/04/2021
Property Maintenance	John Hayden (Sheila Allen)	By e-mail dated: 15/04/2021
Finance	Kate Swanton	By e-mail dated: 30/03/2021
Lessee Services	Andrew Pye (Jayne Stretton)	By e-mail dated: 22/04/2021
Cap Programme Team	Kevin Regan (Daniel Witt)	By e-mail dated: 22/04/2021
M&E Engineering	Jason Killeen (Georgina Wingham)	By e-mail dated: 15/04/2021
Communications	Daren Townsend	By e-mail dated: 07/07/2021
Health & Safety	Matthew Curran	By e-mail dated: 23/04/2021
Asbestos	Matthew Curran	By e-mail dated: 23/04/2021
Fire Safety	David Edney	By e-mail dated: 30/03/2021



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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 – Specification / Drawings / Product & Planning Information**
- **Appendix 8 – Major Works History**



- **Appendix 9 – Total 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 Y140.

1.0 INTRODUCTION

This Client Brief is for project Y140 to carry out upgrade works to external car parking areas and landscaping works to the communal garden area of the Barrow Hill Estate.

The proposed scope of works is summarised as follows:

- Resurfacing to car park areas and estate entrance roads.
- Installation of underground infrastructure for future electronic vehicles (EV) charge points within car park areas.
- Landscape improvement works to the estate's communal garden to include hard and soft landscaping, new planting and lighting.

The need has arisen for this project due to deterioration of tarmacadam surfacing to the car parks and entrance roads on the estate, causing potential health and safety hazards for residents and visitors. The intention of the landscaping works to the central garden will improve amenity and well-being for residents of the estate, following comprehensive resident consultations in 2018 and 2019.

It is intended that the works will be undertaken by the Service Provider appointed under the Major Works Term Programme. 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).



2.0 KEY PROJECT DETAILS

Project Name	Barrow Hill Estate car park and landscaping works
Listed Building or Conservation Area	(Tick as appropriate) LB <input type="checkbox"/> CA <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Legislative constraints	Section 20, Building Control approval and planning consent.
Existing planning consents	No
Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes

3.0 ASSET SUMMARY / CONSTRUCTION TYPE

The Barrow Hill Estate car parking areas are located to the north and south of the central courtyard/garden, accessed via entrance roads off Allitsen Road and Newcourt Street. The north car park contains 12 parking spaces and is bounded by Kingfisher House, Swallow House, Linnet House, the Village Club estate hall and resident storage sheds. The south car park contains 20 parking spaces and is bounded by Robin House and resident storage sheds. Both car parks are surfaced with tarmac and concrete footpaths to the perimeter.

The central garden consists of concrete/tarmac hard surfacing and grassed areas, with mature trees and low-growing shrubs to the perimeter.

3.1 BLOCKS ADJACENT TO SCHEME

Block Name	No of Units	No of Leaseholders
Heron House, NW8 7AJ	20	13
Kingfisher House, NW8 7AP	6	1
Linnet House, NW8 7BT	5	2
Mallard House, NW8 7AN	16	11



Robin House, NW8 7AD	70	34
Starling House, NW8 7BS	16	11
Swallow House, NW8 7BD	33	15
Swift House, NW8 7AE	6	4
TOTAL	172	91

4.0 PROJECT JUSTIFICATION

Tarmacadam surfacing to the estate’s car parking areas and entrance roads are severely deteriorated with numerous potholes posing potential trip hazards to residents and visitors to the estate. The surfacing is beyond economical repair and will require full renewal (see condition survey in Appendix 2).

The intention of the communal garden landscaping works is to improve amenity and well-being for residents of the estate. WCC has been working with residents to identify priorities for updating the central courtyard area of the estate. This started with an initial survey of all residents in 2018 to highlight key themes to focus on; an invitation to join a residents’ working party to help facilitate the project along with a landscape architect; and a ballot of preferred designs in 2019 supported by two drop-in sessions on the estate. This culminated in the residents’ preferred option (Option A ‘Pergola Square’ design by WSP), which this Client Brief sets out to implement.

The proposed works under Y140 will increase the safety and wellbeing of residents, while efficient design and specification of materials and systems will reduce costly future repairs and maintenance. The installation of infrastructure for EV charge points will facilitate an anticipated increase in electronic vehicle usage within the coming decade and is part of WCC’s commitment to become carbon neutral by 2030 and for the whole city to follow suit by 2040 (see section 7.0). Installing the necessary underground infrastructure as part of these works will avoid future re-excavation and resurfacing and associated disruption and costs.

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



5.0 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>Pre-existing information regarding the condition of the external areas has been provided in the IPCI in Appendix 2.</p> <p>The Principal Designer (PD) where appointed (or PC where no PD duty holder is in place) is to inform the Client, where additional survey or inspections are required to develop the 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 WCC/WCCs 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/WCC in no worse a condition than at pre-commencement stage.</p>
Access Required	<p>Access to external communal areas, and internal electrical intake cupboards at Robin House and Kingfisher House will be required. Access to residents' properties will not be required.</p> <p>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>
Below Ground Drainage	<p>CCTV drainage survey required with which an agreement will be made between contractor and WCC establishing the extent of associated works required. The Contractor is to suggest proposals that would allow access to all main drain runs on the site to ascertain locations and condition. The contractor is to review the proposal to install/allow for rodding eyes at the down service connections between the rainwater pipes and the fall to the drain.</p>



	<p>The SP is to incorporate appropriate drainage design as part of the car parking/entrance road resurfacing and courtyard landscaping. This will include appropriate falls, gullies/linear drainage channels and drainage routes to prohibit standing water and ensure effective drainage.</p>
<p>Car park groundworks and tarmacadam / paving resurfacing</p>	<p><i>Refer to car park initial design drawings in Appendix 8</i></p> <p>Renew all tarmacadam surfaces to both car parking areas and entrance roadways to the estate. Existing surfacing to be removed to a depth of 115mm BFL. SMA6 40/60 surface, 25mm thick on 90mm thick AC20 HDM BIN 40/60 WTR1 on existing unbound material.</p> <p>Renew and re-bed paving slabs, kerbstones and other associated items to facilitate the tarmac renewal where required. Existing covers to be raised/lowered to suit new levels. Appropriate falls, gullies and drainage routes to be incorporated into the design to prohibit standing water and ensure effective drainage.</p> <p>Existing concrete paving to car parks be excavated to a depth of 260mm for new paving. Proposed 250x160x60mm Marshalls Tegula block paving (specification to match new courtyard paving) on 50mm sand/cement mortar bed, on 150mm concrete sub-base with precast concrete edging.</p> <p>See car parking layout drawing in Appendix 8. Renew car parking roadway and bay markings (note: parking space numbering is not required.) SP to consult with Housing/Estate Services Management team to consider provisions for siting of recycling bins and protection from vehicle encroachment.</p> <p>SP to clarify hatched/no parking areas currently shown in WSP/Conway drawings, and location of inlet to Dry Rising Fire Main in relation to those hatched areas to assist in clarifying which is no parking and which is for the LFB.</p> <p>2 nr. car parking spaces to incorporate underground infrastructure for future EV charging points – see section below.</p>
<p>Hard landscaping – communal garden</p>	<p><i>Refer to concept plan drawing in Appendix 8.</i></p> <p>Break out and dispose all existing hard surfacing and grassed areas. Excavate and level site to required level. Treat surface with weed killer and apply layer of geotextile to surface of excavation receive new hard surfacing. All trees to be retained.</p>



	<p>Supply and lay appropriate sub-base for new paving. Marshalls Tegula or similar high quality block paving to main courtyard walkways.</p> <p>Buff coloured compacted gravel surfacing with grey edging to central area and paths to north and south ends of courtyard.</p> <p>Bollard lighting to be installed to paved and compacted gravelled areas (see Electrical Lighting section below).</p> <p>Flexi-pave tree pits to existing trees situated in hard landscaped areas.</p>
Soft landscaping – communal garden	<p><i>Refer to concept plan drawing in Appendix 8.</i></p> <p>Existing lawn areas to be renewed and enlarged.</p> <p>Strips of wildflower planting to north and south border of lawn area.</p> <p>Amenity shrub planting to south end of courtyard.</p> <p>Understorey planting to shaded corners of courtyard.</p> <p>Wetland / biodiverse planting area to centre of grassed areas.</p>
Planters and other furniture	<p><i>Refer to concept plan drawing in Appendix 8.</i></p> <p>Pergola and climbing plants to centre of courtyard.</p> <p>Benches facing lawns with steel planters with scented planting behind.</p> <p>Informal play area boulders to wetland / biodiverse area of lawn.</p>
Electrical Lighting	<p><i>Refer to concept plan drawing in Appendix 8.</i></p> <p>Install a new bollard lighting system within the courtyard. The design must comply with current regulatory requirements including recommended levels for external spaces, and to adequately illuminate the courtyard to deter ASB outside of daylight hours.</p> <p>Excavate trenches to receive cable ducting, lay ducting, draw cords, cabling. Excavate pits, supply and install bollard lighting, bed and surround in concrete and level finishes upon completion.</p> <p>Provide Electrical Installation Condition Report (EICR) and all appropriate certification associated with The Works undertaken.</p>



<p>Electrical Power generally</p>	<p>Survey / review existing electrical power supply installations associated with The Works and where necessary replace existing/ install new systems in compliance with current regulatory requirements.</p> <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 Condition Report (EIC) and all appropriate certification associated with The Works undertaken. Replace existing containment systems for both power and lighting wiring.</p> <p>Provide supplementary earth bonding to external metallic containment.</p>
<p>Electric Vehicle (EV) infrastructure for future charge points</p>	<p>Blocks: Adjacent to Robin House & Kingfisher House</p> <p>Future EV charging points to be located as follows:</p> <ul style="list-style-type: none">• Single space adjacent to Robin House – electrical supply available in lower ground floor of Robin House, access via intake cupboard in communal stairwell.• Single space adjacent to Kingfisher House – electrical supply available from The Village Club estate hall building, access via intake cupboard located internally to right hand side of pre-school entrance door. <p>See marked up plan drawing and photos in Appendix 8 showing the location of the supplies (X) and indicative locations of the ducting run to be allowed for as part of the works.</p> <p>Upgrade to the current supply provisions and associated builders works internally to accommodate cabling will be confirmed at a future date when the installation of the EV charging points are confirmed (not part of these works).</p> <p>Design is to allow supply and install 100mm inside diameter black rigiduct to each point for a future EV charger installation. Each duct run to be installed complete with draw cable for easy pulling of supply cable in future. The duct is to be installed to a depth of 450mm below FFL as per NJUG guidelines in carriageways. The duct is to terminate 100mm above FFL at each location. The duct is to be capped off to stop vermin entering the duct. An LV warning tape to be installed above the duct for future protection on digs.</p>



<p>Builders Work in Connection with the M&E Installations</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>Maintaining the Existing Building Services</p>	<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>
<p>Asbestos Management</p>	<p>Note: WCC do not anticipate additional asbestos surveys to be required due to the scope of works and its location.</p> <p>A copy of the existing management survey and any R&D surveys for blocks that may be associated with the works have been supplied in the IPCI in Appendix 1.</p> <p>Live asbestos information can be found on the Westminster City Council asbestos portal, Shine. The PD/PC is required to inform the client regarding the need to instruct any further R&D surveys as the design develops and the areas where intrusive works will be required are confirmed. The R&D survey will be instructed by the client through the asbestos management system and provided to the PD/PC as part of the PCI, to allow the CPP to be developed. The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for completing removal or encapsulation of ACMs to enable The Works. The SP is to ensure that any subcontractor undertaking asbestos removal works as part of The Works, fulfils the client's requirements outlined in the WCC process and procedure documents and are deemed competent to undertake the required works.</p>
<p>Other Potentially Hazardous Circumstances</p>	<p>Blocks: All</p> <p>Where held the Client has provided relevant information regarding the existing structure(s) and materials in the IPCI.</p>



	<p>The PD/PC is to inform the client if during the design stage, it becomes evident that there is the potential for other deleterious materials or hazards to be present and further inspection or testing is required.</p> <p>Other materials that may be present or that need considering include but are not limited to:</p> <ul style="list-style-type: none">• Lead Paint• Hazardous Area Classification (HAC)• Horse hair plaster• Clay pot floors• Calcium silicate brickwork• Reinforced Autoclaved Aerated Concrete (RAAC) planks• Tesseræ• Vermiculite
H&S File & O&M Manual	<p>Create/provide a new Health and Safety File and Operating & Maintenance manuals for 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• Statutory authority consents and approvals
Asset Tagging	<p>Blocks: All</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 items upon completion of works.</p> <p>All main plant & equipment components associated with the works are to be scheduled by the Service Provider within their PEP. The Service Provider is to provide a proposed Asset Tagging Register of all components for review and approval by WCC.</p>



6.0 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDMR)

6.1 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 will act as "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 Principal Contractor; Designer and where the role is required Principal 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.

6.2 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 Principal Contractor, or Principal 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).



6.3 DESIGNER'S 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.

6.4 PRINCIPAL DESIGNER'S 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 as 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 ensure that 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.

6.5 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.

6.6 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.



7.0 CARBON NEUTRAL 2030 CHALLENGE

On 18 September 2020 Westminster City Council (WCC) voted to become Carbon Neutral by 2030 and the whole city to follow suit by 2040.

Service provider to focus on three key elements that can influence reducing carbon emissions;

- **The quoted works**

Prior to any product being purchased that will influence the carbon emissions of the estate (e.g. new external lighting element of this scheme), the service provider is to ensure that the lighting design and specification is LED and to current energy efficient standards, British Standards and CIBSE guidance and regulations.

- **Compound, site set up and working practices**

Whilst it is appreciated that in all likelihood the main source of energy will be electricity taken from a WCC communal supply and that the service provider will have no opportunity to purchase “Green” electricity. However, within the service providers control is how that energy is used, service provider is required;

- To demonstrate that intelligent controls for heating and hot water have been employed
- All pipework is to be lagged including cold water services
- All lighting is to be LED and intelligently controlled to limit waste use when areas are unoccupied
- Lights are to be switched off in rooms/buildings not in use.
- PCs and laptops set to power saving settings
- Windows and doors are not to be left open unnecessarily
- A+ rated or better white goods are to be used
- Monthly reporting of electricity use to WCC Project Manager is required, with any variation in usage explained

- **Vehicles and the vehicles of tradespersons and suppliers**

- No vehicle is to idle on site, in particular delivery vehicles
- It is required that staff and tradesman commute and travel between site by either foot, cycle or public transport, if this is not possible then lift sharing is preferred.
- Electric or Hybrid vehicles are required to be used, (NB Term contractors as part of their tender have committed to using electric vehicles)



8.0 MAJOR WORKS HISTORY & LESSONS LEARNT

Recent Major Works to note

Year	Project Number	Works Carried Out
2015	R104	Barrow Hill Estate Refurbishment. Replacement flat roofs, pitched roof repairs, window replacement, external & communal decorations; install new door entry systems; brick & concrete repairs; repair of asphalt balcony walkways; replace lateral/rising mains & comm lighting.
2014	R137	Supply and replacement of Cold Water Down Service (CWDS) storage cisterns in roof-top tank rooms and roof spaces. Supply and replacement of Booster pump sets at various locations. Access and security up-grades to tank room.

Please refer to Appendix 9 for full Major Works History.

Lessons Learnt From Previous Projects

Car Park Decant

- Service Provider to analyse value of decanting car park or completing works with continued use.
- Decanting the car park involves large consultation and prior planning with users and a length of time without the car park available for the public. However not decanting involves the requirement of a robust programme of works defining when each section of the car park is to be completed.
- There will also have to be significant thought and consideration for public users and vehicles when works are live.

R104 – Barrow Hill Estate refurbishment

- Disputes with the major works contractor and issues with the window installations caused inconvenience and upset to residents. In recognition of this, WCC has committed to improve the courtyard area. The works under this client brief (Y140) are therefore linked to these previous major works and how this will be rectified.
- Although there is no residents' association, there was a residents' working party that met during the major works project R104. This working party have been directly involved with the proposed courtyard designs for Y140.
- Contractor to be mindful that the entrances to the car park areas and courtyard are narrow. The entrance arches were damaged during this project which had to be made good by the contractor.



9.0 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 below outlines the key design expectations of the Client in relation materials/ equipment.

Table A – Material Design Requirements – General Works				
Element	Design Requirements	Desired Manufacturers	Guarantee / Warranty Requirement	Pricing Methodology
Surfacing generally	Full site-specific drawings and specification to be produced for all paving,	Block paving = Marshalls or similar	TBC	Schedule of rates



	compacted gravel, tarmacadam materials and sub-base layers.			
Surface drainage system	<p>Stainless / galvanised steel linear drainage and grating system to paved areas and tarmacadam areas. Full site-specific proposals to current standards and regulations.</p> <p>All drainage channels and pipework design and drawings to be provided and agreed at pre-commencement stage.</p>	ACO or similar	20 years	Schedule of rates
Lighting Installation	Full site-specific proposals to current standards, British Standards, CIBSE guidance and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage. Minimum of IP65 rating. Key switch provided for testing.	<ul style="list-style-type: none"> Fittings = ASD As per WCC standard/agreed schedules & Specifications 	5-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
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
Wiring Containment	<p>Powder coated, steel and complete with security screws</p> <ul style="list-style-type: none"> Conduit Trunking Tray Basket 	<ul style="list-style-type: none"> Flytec systems Ltd Legrand 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Future EV charge point cable protection system	Design is to allow supply and install 100mm inside diameter black rigiduct to	<ul style="list-style-type: none"> Polypipe or similar 	Standard manufacturer's warranty	Business Case to be provided



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	each point for a future EV charger installation. Each duct run to be installed complete with draw cable for easy pulling of supply cable in future. Duct is to be capped off to stop vermin entering the duct. An LV warning tape to be installed above the duct for future protection on digs.			where Schedule of Rates cannot be applied
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



10.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	18-Oct-21	18-Oct-21	1	AS
Project Launch	18-Oct-21	1-Nov-21	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	25-Oct-21	25-Oct-21	1	CT
Client Brief Issue Stage				
Issue Client Brief CDM Brief and initial PCI to SP	8-Nov-21	8-Nov-21	1	CT
Project Execution Plan (PEP) Stage				
PEP production by SP & Issue to Client	8-Nov-21	8-Dec-21	30	SP
PEP Review & Value Engineering (VE) period	8-Dec-21	22-Dec-21	14	CT
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	22-Dec-21	22-Dec-21	1	CT
Prepare & Issue Pre-commencement Order to SP	29-Dec-21	5-Jan-22	7	CT
SP prepares & issues proposals document to client	5-Jan-22	2-Mar-22	56	SP
Proposals Review & VE period	2-Mar-22	30-Mar-22	28	CT
Commencement Order & Mobilisation Stage				
Issue 2-wk notice to SP ahead of Commencement Order	30-Mar-22	30-Mar-22	1	CT
Prepare & Issue Commencement Order to SP	30-Mar-22	4-Apr-22	5	CT
WCC Project Team Handover to SP	4-Apr-22	11-Apr-22	7	CT
Meet the Contractor Letter issued	11-Apr-22	11-Apr-22	1	SP
Contractor Mobilisation period	11-Apr-22	9-May-22	28	SP
Start on Site	9-May-22	9-May-22	1	SP
Contract Period	9-May-22	6-Sep-22	120	SP



11.0 SPEND PROFILE

2022/23
£473,565

12.0 RESIDENT CONSULTATION

Westminster City Council has been working with residents at the Barrow Hill Estate to identify priorities for updating the central courtyard area of the estate. This started with an initial survey of all residents in 2018 to highlight key themes to focus on; an invitation to join a residents' working party to help facilitate the project along with a landscape architect; and a ballot of preferred designs in 2019 supported by two drop-in sessions on the estate. This culminated in the residents' preferred option (Option A 'Pergola Square'). The design options, and residents' ballot documents as issued in 2019 are located within Appendix 6.

WCC and United Living will write to residents, to keep them updated throughout the development of the project. United Living will present the final design to residents upon completion of the design proposals, this will allow residents to provide any comments or input. Before work starts onsite United Living will hold a meet the contractor session to give residents to chance to meet the onsite team, find out how the works may affect them, the timescales for completing the work and who to contact while works are on site.

Key resident issues / concerns to note:

As residents have been consulted regarding the landscaping proposals, and with other ongoing issues and anticipated major works on the estate, expectations for the delivery of these works as agreed are likely to be high.

13.0 SUMMARY

Following a full review of this brief and a visit to each block, the Service Provider will produce a Project Execution Plan (PEP).

Prior to issue of a Pre-commencement Order the Service Provider will need to identify a detailed cost estimate within the PEP for The Works before a Pre-commencement Order can be issued.



The PEP will need to identify a detailed plan of action throughout the Pre-commencement Stage to ensure that all required works will be appropriately assessed and fully costed prior to a Commencement Order being issued.

The works are varied and on a large scale, every element is required to be carried out and will be subject to adherence to a pre-agreed quality management process.

KEY ESTATE CONSIDERATIONS

As mentioned previously, the works under Y140 have been promised to the residents following consultations in 2018-19. Garden landscaping works will not be recharged to the residents in recognition of previous major works issues under project R104.

In addition, it has been confirmed by WCC Lessee Services that the car park works are not rechargeable to leaseholders as the revenue received from renting the spaces should cover the upkeep and management, and it is therefore not a reasonable charge for all leaseholders within the estate.

It is essential that a clear communication and consultation strategy is put in place to ensure the successful delivery of this project.

Other project(s) of note:

AD251 – Barrow Hill estate mains water services

Z102 – Barrow Hill estate window remediation works (2025/26)