




<p>CLIENT BRIEF</p> <p>for</p> <p>AC109 – FRA Remedial Work Millbank Estate</p> <p>Revision 2 – August 2022</p>			
Project Details			
Block(s) Included in scope	<i>Landseer House, Lawrence House, Leighton House, Rossetti House, Ruskin House, Stubbs House, Turner House.</i>		
Area / Ward Location	South	Vincent Square	
Recommended Service Provider	United Living		
Works Value	£540,830		
Delivery Year	2023/24		
Project Lead	James Long – Client Surveying Manager		
Brief description of project:			
Lessee Implications	H= £6,836	L= £570	A= £2,476
Key Issues / Project risks	<ul style="list-style-type: none"> – Delay in contract starting on site. – Lead in times for new doors. – On-going works to Millbank Estate under S159 – Fluctuating costs of building materials due to Covid-19, supply chain concerns and Brexit. – Planning consent implications. – Access to some of the work areas including in flats. – Limited space for site setup. 		
Programme Board Date	1st Submission – Thursday, 11 August 2022		
Executive Summary			
AC109 is a project of fire safety works to seven blocks on the Millbank estate. Following a review of the Fire Risk Assessments by the Fire Safety Team, it has been highlighted that			



essential fire safety works are needed. This project forms part of the wider fire safety commitment Westminster City Council has made to its residents in delivering important fire safety works.

Component to be Cleared	Title of Officer (Delegate)	Sign Off Method / Date
Asset Strategy	Gavin Ridgewell (James Long)	By e-mail dated: 13/12/2021
Property Maintenance	John Hayden (Sheila Allen)	By e-mail dated: 22/12/2021
Finance	Kate Swanton	By e-mail dated: 09/12/2021
Lessee Services	Andrew Pye (Jayne Stretton)	By e-mail dated: 22/12/2021
Cap Programme Team	Kevin Regan (Daniel Witt)	By e-mail dated: 16/02/2022
M&E Engineering	Jason Killeen (Georgina Wingham)	By e-mail dated: 08/12/2021
Communications	Daren Townsend (Comms Co-ordinator identified in Section 11 of Client Brief)	By e-mail dated: 17/12/2021
Health & Safety	Matthew Curran	By e-mail dated: 22/12/2021
Asbestos	Matthew Curran	By e-mail dated: 22/12/2021
Fire Safety	David Edney (Mohammed Miah)	By e-mail dated: 22/12/2021
Sustainability	Anthony Jones	By e-mail dated: 22/12/2021



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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
- **Appendix 2 – Budget Summary**
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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 AC109.

1.0 INTRODUCTION

In November 2018 the client brief for S159 was approved. It proposed the internal and external repairs and refurbishment with associated fire safety works to ten blocks on the Millbank Estate.

Following a review of the Fire Risk Assessments to other blocks on the estate, the Fire Safety Team highlighted the need to include additional fire safety works to the remaining blocks on the estate. The additional works will be completed under AC109 due to United Living already on site for project S159.

The client brief for AC109 was originally submitted to Project Board on 26th March 2021. However, following WCC stakeholder review, the Health and Safety Team highlighted that an independent fire consultant was carrying out a review of the floor construction to Millbank Estate. If the results of the survey established that the floors were of concrete construction, it would negate the need for a LD2 system to the blocks. This significant alteration to the scope meant that the Client Surveying Team needed to review and amend the client brief and re-submit upon completion.

The Client Surveying Team consulted with and took direction from the Fire Safety Team to produce this brief. The proposed works identified and recommended by the Fire Safety team are roof compartmentation, fire stopping in communal areas, installation of FD30 front entrance doors to tenanted properties only. Leaseholders will be given the opportunity to opt in to have their front entrance doors replaced. Renewing electric intake cupboard doors in some blocks, renewing bin chute hopper heads, Installation of emergency lighting in four blocks and creating five new lobby areas in Ruskin House and Turner House (please see below a summary table of the proposed works. Section 5 shows a more detailed breakdown of the works).

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).



Works Summary Table

Roof space fire compartmentation works		All 7 Blocks						
Install emergency communal lighting		Ruskin House, Rossetti House, Stubbs House & Turner House						
New front entrance doors		All 7 Blocks						
Create new lobby areas		Ruskin House(Block 1-20) & Turner House(Block 41-60)						
Fire stopping surveys to the communal areas		All 7 Blocks						
Fire stopping works		All 7 Blocks						
Roof space ventilation surveys & works		All 7 Blocks						
Install fire signage to store doors		All 7 Blocks						
Install fusible link to base of bin chutes		All 7 Blocks						



2.0 KEY PROJECT DETAILS

Project Name	FRA Works to Millbank Estate
Listed Building or Conservation Area	(Tick as appropriate) LB <input checked="" type="checkbox"/> CA <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Comments: All blocks are situated in the Millbank conservation area. All blocks are Grade II listed buildings
Legislative constraints	Regulatory Reform (Fire Safety) Order 2005, planning permission and listed building consent
Existing planning consents	N/A
Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes



3.0 ASSET SUMMARY / CONSTRUCTION TYPE

The Millbank Estate is located close to the Tate Gallery, the Houses of Parliament and the River Thames and is built on the site of the old Millbank Penitentiary. The Estate comprises fifteen red-brick arts and crafts mansion blocks commissioned by the London County Council (LCC) between 1897 and 1902. The buildings on the estate are listed and in a conservation area. The Estate is managed on behalf of Westminster City Council by the Millbank Estate Management Organisation (MEMO), a Tenant Management Organisation (TMO) run by and for the residents of the Estate.

3.1 BLOCKS IN SCHEME

Block Name	No of Units	No of Leaseholders
Landseer House, SW1P 4EB	25	16
Lawrence House, SW1P 4ED	39	20
Leighton house, SW1P 4HT	15	7
Rossetti House, SW1P 4DZ	30	26
Ruskin House, SW1P 4HU	55	25
Stubbs House, SW1P 4DY	30	14
Turner House, SW1P 4DZ	60	26
TOTAL	254	134

3.2 INDIVIDUAL BLOCK DESCRIPTIONS

It is important that the Service Provider makes arrangements with WCC to visit the site as early as possible following receipt of this Client Brief to acquaint themselves with the site. This knowledge will be essential to produce a meaningful and sufficiently detailed Project Execution Plan. Please also refer to the documents in the Appendices, which will provide further information.

Landseer House

Landseer House is a five-storey residential block containing 25 flats. The date of construction is 1906. The block is located on John Islip street and extends into Herrick street. The building has two street access that leads to the courtyard, one from John Islip street and the other is from Herrick street. The block is served by two staircases which



exits into the courtyard. The external walls are of solid brick construction. The roof is pitched and covered with tiles together with lead lined dormer windows.

Lawrence House

Lawrence House is a five- storey residential block containing 39 flats, and the date of construction is 1906. It is located on the junction of John Islip street and Cureton street. The building has two street access that leads to the courtyard, one from John Islip street and the other is on Herrick street. The block is served by three staircases which exits into the courtyard. The external walls are of solid brick construction. The roof is pitched and covered with tiles together with lead lined dormer windows.

Leighton House

Leighton House is a five- storey residential block containing 15 flats, and the date of construction is 1906. It is located on the junction of John Islip street and Atterbury street. The building has two street access that leads to the courtyard, one from John Islip street and the other is on Herrick street. The block is served by a single staircase which exits into the courtyard. The external walls are of solid brick construction. The roof is pitched and covered with tiles together with lead lined dormer windows.

Rossetti House

Rossetti House is a five- storey residential block containing 30 flats, and the date of construction is 1906. It is located on the junction of St Oswulf Street and Erasmus street. The building has two street access that leads to the courtyard, one from John Islip Street and the other is on Herrick Street. The block is served by three staircases which exits into the courtyard. The external walls of the first four stories are predominantly of solid brick construction and the top floor of solid painted render. The roof is pitched and covered with tiles.

Ruskin House

Ruskin House is a large five storey residential block containing 55 flats, and the date of construction is 1906. It is located on the junction of St Oswulf Street and Herrick Street. The building has two street access that leads to the courtyard, one from St Oswulf Street and the other is on Erasmus Street. The block is served by four staircases which exits into the courtyard. The external walls are of solid brick construction. The roof is pitched and covered with tiles together with lead lined dormer windows.

Stubbs House

Stubbs House is a five-storey residential block containing 30 flats, and the date of construction is 1906. It is located on the junction of St Oswulf Street and Erasmus Street. The building has two street access that leads to the courtyard, one from St Oswulf Street and the other is on Erasmus Street. The block is served by three staircases which exits into the courtyard. The external walls of the first four stories are predominantly of solid brick construction and the top floor of solid painted render. The roof is pitched and covered with tiles.



Turner House

Turner House is a large five storey residential block containing 60 flats, and the date of construction is 1906. It is located on the junction of St Oswulf Street and Herrick Street. The building has two street access that leads to the courtyard, one from St Oswulf Street and the other is on Erasmus Street. The block is served by four staircases which exits into the courtyard. The external walls are of solid brick construction. The roof is pitched and covered with tiles together with lead lined dormer windows.

4.0 PROJECT JUSTIFICATION

The justification for the works is highlighted in the FRA reports located on Shine. Following a review of recent Fire Risk Assessments to these seven blocks on the estate, the Fire Safety and Health and Safety Team has highlighted the need for the fire safety works.

The report highlights that there is insufficient compartmentation in the roof spaces on all seven blocks. Fire stopping works in the communal areas is also required and there is need for emergency lighting in the internal communal areas to four blocks. The report also highlights that in Ruskin House (Block 1-20) and Turner House (Block 41-60), the dog-leg sections of the main staircase enclosures at each level leading to five flats do not meet current building regulations and fire safety rules. It is recommended that five new lobby areas are created in each of the two blocks mentioned above. The materials to be used for the new lobby areas should provide a minimum thirty-minute fire resistance and install glazed FD30 door sets in the new lobby areas. It is also recommended that the front entrance doors should be replaced. For this project only tenanted properties will have their front entrance doors replaced. Leaseholders will be given the opportunity to opt in to have their front entrance doors replaced.

This project forms part of the wider fire safety commitment Westminster City Council has made to its residents in delivering important fire safety works.

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.



Works

Element	Work Required
Condition Survey	<p>Blocks: All</p> <p>The 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 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>Blocks: All</p> <p>The PC is to ensure that all work at height activities is risk assessed and that the proposed method of access to facilitate the works is detailed in the CPP and fully costed in the PEP.</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> <p>Access will be needed to the tenanted properties to renew the front entrance doors.</p>
Electrical Lighting	<p>Blocks: Rossetti House, Ruskin House, Stubbs House & Turner House.</p> <p>Replace existing lighting in the communal areas with LED lighting. The new systems to comply with current regulatory requirements and CIBSE recommended levels (minimum illumination of 200lux in all plant room spaces required).</p>



	<p>The Lighting installation is to include emergency lighting provisions in accordance with BS 5266 Emergency Lighting requirements.</p> <p>Provide Electrical Installation Certificate (EIC) and all appropriate certification associated with The Works undertaken.</p>
Fire Safety Works	<p>Blocks: All</p> <ul style="list-style-type: none">• Fire stopping surveys to communal areas.• Fire stopping works in communal areas.• Install FDKL signage on store doors.• Roof compartmentation –The service provider should try to achieve 60 minutes protection. Information from similar projects on the estate suggests there might be need for ventilation works in the roof spaces after the compartmentation works. The service provider should carry out further investigations to the roof space to determine if there is adequate ventilation and report findings to the WCC representative confirming ventilation works are required or not necessary. Provisional costs for the ventilation works have been allowed for. Any works to comply with Part B of the building regulations if required. <p>The service provider should review the fire risk assessment report to ensure familiarisation 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 with 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 the site survey and compartmentation report carry out all passive fire protection. 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</p>



	<p>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 '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>
Bin Chutes	<p>Blocks: All</p> <ul style="list-style-type: none">• Install fusible link to base of bin chutes. <p>Blocks: Landseer, Lawrence, Leighton, Ruskin, Rossetti & Turner House.</p> <ul style="list-style-type: none">• Replace bin chute hopper heads. <p>The service provider should ensure the installation conforms with the British standards.</p>



<p>Fire Door Works</p>	<p>Blocks: All</p> <p>The service provider is to carry out fire doorset works to all flat entrance doors to tenanted properties only and the newly created lobby areas as set out in the fire door schedule of works located within Appendix 7. This includes service intake cupboard doors and service riser doors to some blocks.</p> <p>The service provider has carried out a further fire door inspection to every private flat entrance door that opens onto the communal area and escape route 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 and 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 has been detailed for replacement to FD30S standard as specified and included in Appendix 7.</p> <p>All fire doorset replacement 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. Leaseholders will be given the option to replace their front entrance door at an additional cost.</p> <p>It is expected that doors and doorsets will comply fully with the WCC Fire Door Performance Specification contained in Appendix 7.</p> <p>All fire doorsets and doors shall have FSC chain of custody or PERF COC certification.</p>
<p>Create New Lobby Areas</p>	<p>Blocks: Ruskin House (Block 1-20) & Turner House (Block 41-60).</p>



	<p>Create five new lobby areas for each of the two blocks in the dog-leg corridors coming off the main staircase enclosure at each level leading to flats. Install 5 number glazed FD30S SC door sets at each new lobby area created.</p> <p>The materials used to create the new lobby areas must be fire resistant materials.</p> <p>The service provider should ensure residents are informed before the work starts and engage with WCC Fire team before starting construction of the new lobby areas. Furthermore, it is critical that WCC Building Control are involved at the early design stage for input and consultation.</p> <p>Following agreement and completion, Service Provider is to produce floor plans for the blocks showing the new layout with the newly installed lobby areas.</p> <p>See drawing in Appendix 7 and FRA report on Shine.</p>
Windows	<p>Ruskin House (Block 1-20)</p> <p>Replace the glass pane to 5no- internal flat windows with fire rated glass pane (Flats 3, 7, 11, 15 & 19). The service provider should ensure the new installed panes have 60 minutes EIR protection. The installation must be certified by the installer.</p> <p>Installation to be compliant with current building regulations and approval gained.</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>Blocks: All</p> <p>Contractor to note that all 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</p>



	<p>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>The SP is to ensure that any subcontractor undertaking asbestos removal works as part of The Works, fulfils the clients licence requirements and are deemed competent to undertake the required works.</p>
Other Potentially Hazardous Circumstances	<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• HAC• Horse hair plaster• Clay pot floors• Calcium silicate brickwork• RAAC planks• Tesserae• Vermiculite <p>Other hazards that may be present:</p> <ul style="list-style-type: none">• Fragile roof materials• Unprotected roof lights• Unprotected flat roofs• Unprotected fall risks (shafts/ sumps)• Confined spaces



	<ul style="list-style-type: none">• Insufficient safe access provision to plant and equipment• Noise protection zones• Open water
H&S File & O&M Manual	<p>Blocks: All</p> <p>These buildings do not currently have a H&S file.</p> <p>Create/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• Statutory authority consents and approvals
Asset Tagging	<p>Blocks: All</p> <p>Appoint an asset tagging company (Mitags or approved equivalent) to supply, install and carry out the installation, programming, and commissioning of asset tags to new items upon completion of works. 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 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.

6.4 PRINCIPAL 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.

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.

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.

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.

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**

Building Regulations Part L requires that if elements such as roofs, windows, heating systems are replaced they must meet current building regulation performance values, eg U Values. This is by no means a prescriptive list.

Prior to any product being purchased that will influence the carbon emissions of a building, (whether it be homes, communal parts or boiler/tank rooms), the service



provider is required to prove Building Regulation compliance, (eg the insulation used in reroofing a flat roof), furthermore you are required to prove that you have mitigated such issues as cold bridging, thermal breaks. This proof can be as simple as U-Value calculations before and after, ideally some sample EPCs can be produced.

On this project, the service provider will be required to produce EPCs for all tenanted properties where the energy performance has been improved by your works. The energy performance pre and post works scheduled highlighting savings on tonnes of carbon per property per year, this is for all tenures on the project, you are not required to complete EPCs for leasehold properties, the energy performance can be pro-rata similar tenanted properties on the project, it must be clearly stated if pro-rata.

- **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)

In 2021, approval was given for Westminster City Council to retrofit its existing housing stock to an average of an EPC B and to a net zero standard. Moving forward, WCC want to ensure



that all service providers and their respective supply chains have appropriate environmental and retrofit standards in place including PAS 2035.

In order to meet the WCC carbon reduction target. Where possible, the service provider will be expected to consider various elements such as:

- Floor and wall insulation
- Secondary glazing and additional draught proofing measures
- Installation of PV panels where roofs are replaced.

WCC will expect the service provider to consider all these measures as the project progresses and for these measures to be considered within the PEP and SPP. Meetings will take place with the Commissioning and Sustainability Teams to consider these options.

8.0 MAJOR WORKS HISTORY & LESSONS LEARNT

Recent Major Works to note

Year	Project Number	Works Carried Out
2010	Q102	Internal and external redecoration and repair to Rossetti, Ruskin, Stubbs and Turner

Please refer to Appendix 9 for full Major Works History.

Lessons Learnt From Previous Projects

Y142(S) Phase1, Y142(N), AA103 & AA121 – Recent Fire Door Replacement Projects.

1. Design / colour choices
2. Planning constraints
3. Building control sign off for communal doors
4. Supplier lead-in times and delays
5. Changing door manufacturers between SPP and onsite
6. Being clear about the cost for leaseholder opt-ins at an early stage – including breakdowns.
7. Making good after installations

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
Decoration	All substrates to be tested for damp and other contaminants such as lead, asbestos etc to ensure suitable for application of paint. Site specific specification to be provided	<ul style="list-style-type: none"> • Dulux • Crown 	Manufacturer’s warranty	Schedule of Rates



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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)	Certificate of Class 0	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
BMS Controls	To connect to the existing Trend system where possible and as noted in the specification. As specification where a Trend system is not present.	<ul style="list-style-type: none">• Trend• As per standard/agreed schedules & Specifications	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Light 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 = TBC with WCC• 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.	<ul style="list-style-type: none">• Fittings = TBC with WCC	Standard manufacturer's warranty	Business Case to be provided where



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	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"> Consumer Boards – Wylex Ltd As per WCC standard/agreed schedules & Specifications 		Schedule of Rates cannot be applied
Cabling for all of following Lateral Mains Commercial Domestic Plantroom	<p>All SWA/LSF cabling will be Zero Halogen, Low smoke (OHLS) cable complete with Stranded copper conductors and a protective armour layer,</p> <p>Final circuit cabling is to be a minimum of 2.5mm² copper stranded, table 6491B, LSF sheathed with the CPC with the same CSA as the phase conductor.</p> <p>The circuits are to have the cables in the distribution board numbered using Critchly cable markers, white with black numbers to identify the circuit.</p>	<ul style="list-style-type: none"> All sub main cabling will be manufactured by Draka UK or approved equivalent. ALL sub main cabling will be tested and approved by LPCB and BASEC. All final outgoing cables will be manufactured by Draka UK or approved equivalent. 	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
Builders work in connection (BWIC) including decorative works and fabric repairs	<p>Full site specific proposals to current standards and regulations.</p> <p>BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.</p>	N/A	N/A	Schedule of Rates
FRA works	Full site specific proposals to current standards and regulations.	<ul style="list-style-type: none"> As per WCC standard/agreed schedules & Specifications 	Standard manufacturer's warranty	Business Case to be provided where



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	Fire Strategy Report & Drawings (if required), Layout Drawings and Details, Specifications and Technical Submittals to be provided and agreed at pre-commencement stage.			Schedule of Rates cannot be applied
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9.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	15-Aug-22	15-Aug-22	1	AS
Project Launch	15-Aug-22	29-Aug-22	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	22-Aug-22	22-Aug-22	1	CT
Client Brief Issue Stage				
Issue Client Brief CDM Brief and initial PCI to SP	5-Sep-22	5-Sep-22	1	CT
Project Execution Plan (PEP) Stage				
PEP production by SP & Issue to Client	5-Sep-22	4-Dec-22	90	SP
PEP Review & Value Engineering (VE) period	4-Dec-22	3-Jan-23	30	CT
F10 submitted by SP to HSE (where applicable) - Copy to client	4-Jan-23	4-Jan-23	1	SP
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	4-Jan-23	4-Jan-23	1	CT
Prepare & Issue Pre-commencement Order to SP	11-Jan-23	18-Jan-23	7	CT
SP (acting as PD) reviews the initial PCI info and informs the client where additional PCI is required.	18-Jan-23	25-Jan-23	7	SP
Outstanding PCI is attained by the client and passed to the SP	25-Jan-23	1-Feb-23	7	CT
SP prepares & issues proposals document to client	1-Feb-23	2-May-23	90	SP
Proposals Review & VE period	2-May-23	30-May-23	28	CT
Prepare & Issue Notice of Estimates (NOE's)	30-May-23	6-Jun-23	7	CT
NOE Consultation period	6-Jun-23	20-Jul-23	44	CT
Commencement Order & Mobilisation Stage				
Issue 2-wk notice to SP ahead of Commencement Order	20-Jul-23	20-Jul-23	1	CT
Prepare & Issue Commencement Order to SP	20-Jul-23	25-Jul-23	5	CT



WCC Project Team Handover to SP	25-Jul-23	1-Aug-23	7	CT
Meet the Contractor Letter issued	1-Aug-23	1-Aug-23	1	SP
Contractor Mobilisation period	1-Aug-23	29-Aug-23	28	SP
Construction phase plan (CPP) is approved	29-Aug-23	30-Aug-23	1	CT
Start on Site	4-Sep-23	4-Sep-23	1	SP
Contract Period	4-Sep-23	1-Dec-23	90	SP

11.0 RESIDENT CONSULTATION

Westminster City Council and United Living will engage with residents, and the Tenant Management Organisation (TMO) throughout the development of the project. This will include written updates, resident meetings, formal section 20 consultation for leaseholders and a project specific webpage.

As the properties included in the project are managed by Millbank Estate Management Organisation, ongoing engagement, and consultation with the TMO is required throughout the project. The service provider will set out how it plans to do this in their Project Execution Plan (PEP).

A resident introductory meeting took place on 15th June 2022 where the project was discussed in detail. Please see appendix 5 for a detailed breakdown of the Q&A session.

Key resident issues / concerns to note:

None Reported.

12.0 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 in order that WCC can issue



appropriate Notice of Estimates (NOE's) to any Leaseholders. Once the NOE's are issued a 37-day (calendar days) period is required 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

None currently identified specifically.

Other project(s) of note:

United Living are currently on site undertaking a major works project at Millbank estate under S159. However, it is anticipated that S159 will be completed prior to AC109 commencing.