




<p>MINOR WORKS CLIENT BRIEF</p> <p>for</p> <p>AE108 Foss House Roof Works Revision 0 – August 2023</p>			
Project Details			
Block(s) Included in scope	Foss House (the Carlton Hill estate)		
Area	Central	Ward Location	Abbey Road
Recommended Service Provider	Morgan Sindall Property Services		
Works Value	£84,587.00		
Total Project Cost	£99,427.00		
Delivery Year	2024/25		
Project Lead	Amol Kotkar– Assistant Client Surveyor		
Brief description of project:	Roof Renewal – Replacing the existing roof and increasing loft insulation.		
Lessee Implications	H= £16,571	L= £16,571	A= £16,571
Key Issues / Project risks	<ul style="list-style-type: none"> – Delay in contract starting on site. – Access to some of the work areas. – High Lessee Bills 		
Programme Board Date	1st Submission – Friday, 01 September 2023 2nd Submission – Monday, 15 th January 2024		
Component to be Cleared	Title of Officer (Delegate)	Sign Off Method / Date	
Asset Strategy	Gavin Ridgewell	By e-mail dated: Enter Date	
Property Maintenance	John Swinney (Sheila Allen)	By e-mail dated: Enter Date	
Finance	Kate Swanton	By e-mail dated: Enter Date	
Lessee Services	Andrew Pye (Jayne Stretton)	By e-mail dated: Enter Date	
Cap Programme Team	Kevin Regan (Daniel Witt)	By e-mail dated: Enter Date	
M&E Engineering	Jason Killeen (Georgina Wingham)	By e-mail dated: Enter Date	
Communications	Ian Merriman (Ayesha Begum)	By e-mail dated: Enter Date	

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Health & Safety	Matthew Curran	By e-mail dated: Enter Date
Asbestos	Mathew Curran	By e-mail dated: Enter Date
Fire Safety	Junaid Iqbal	By e-mail dated: Enter Date
Building Safety	James Long	By e-mail dated: Enter Date
Sustainability	Anthony Jones	By e-mail dated: Enter Date

Contents



City of Westminster

1.0	Project Overview including justification
2.0	Key Work Details
3.0	Description Of Key Works Required
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)**
- **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 – 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 AE108



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1.0 PROJECT OVERVIEW INCLUDING JUSTIFICATION

The repairs team identified and reported the roof defects. There are also complaints from residents regarding the water ingress causing damages to the properties internally. The condition report in Appendix 2, also see additional works provided by TFG Refurbishment Ltd in Appendix 3.

The aim of the project is to undertake a refurbishment of the existing roof system and renew with existing roof elements and part renewal of those elements beyond economical repair.

The earlier condition survey report completed by Playle & Partners also confirms elements of work reflected in the TFG refurbishment schedule. All these defects are contributing factors to the leaks been reported by the top floor residents. The justification for the roof works is supported by that of internal stakeholders. As highlighted in the condition reports within Appendix 2, the integrity of the existing roof is compromised.

Due to the current condition of the existing roof and complaints about water ingress from residents, the roof renewal works cannot wait until the next cyclical programme date. The roof works for Foss House Carlton Hill will be omitted from future projects.

It is intended that the refurbishment works will be undertaken by the Service Provider (Morgan Sindall) appointed under the Minor Projects, Repairs and Voids 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).

Morgan Sindall is named as the recommended service provider to carry out the works for this project under the Minor Works Term Partnering Contract.



2.0 KEY WORK DETAILS

Project Name	Foss House
Listed Building or Conservation Area	(Tick as appropriate) LB <input type="checkbox"/> CA <input checked="" type="checkbox"/> N/A <input type="checkbox"/> <u>Comments:</u>
Legislative constraints	Planning, Listed Building Consent, Regulatory Reform (Fire Safety) Order 2005
Existing planning consents	N/A
Project Notifiable under CDMR	Yes
Principal Designer appointment required	TBC

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2.1 BLOCKS / PROPERTY IN SCHEME

Block Name	No of Units	No of Leaseholders
Foss House Roof Works	6	6
TOTAL		6



3.0 DESCRIPTION OF KEY WORKS REQUIRED

Note: This section covers in general the works required. It should be noted that details within appendix 7 supersede the scope as detailed in the specification.

Works;

Element	Work Required
Access Required	<p>Blocks: Foss House</p> <p>Work at height will be required to complete roof works to block and part external brickwork/pointing repairs to coping stones. The PC is to ensure that all work at height activities are 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 may also be required into the residents' properties to undertake a number of the works elements described.</p>
Maintaining the Existing Building Services	<p>Blocks: Foss House</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: Foss House</p> <p>All live asbestos information can be found on the Westminster City Council asbestos portal, Shine.</p> <p>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</p>



	<p>procedure documents and are deemed competent to undertake the red works.</p>
Other Potentially Hazardous Circumstances	<p>Blocks: Foss House</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• Insufficient safe access provision to plant and equipment• Noise protection zones• Open water
H&S File & O&M Manual	<p>Blocks: Foss House</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)



	<ul style="list-style-type: none">• Details of risks and hazardous materials not eliminated through design• Site Investigation Reports• Statutory authority consents and approvals
Pitched Roofs (photographs included within appendices)	<p>Blocks: Foss House</p> <p>Essential repairs and maintenance work to the roof coverings and associated components are to be identified via Condition Survey arranged by the Service Provider and attended by WCC, who will agree the scope of works or that mentioned in appendices. The roof coverings are believed to be generally in a good condition and so it is anticipated that these works are likely only to include:</p> <ul style="list-style-type: none">• Replacement of damaged and/or missing components including (but not limited to) roof tiles, ridge/ hip tiles, SVP's, SVP cowls/ guards, MEP service penetration sleeves, box gutter outlets;• Repairs/ replacement of breathable felt membranes;• Repairs/ replacement of damaged roof timber components (structural and non-structural);• Repairs to box gutter coverings;• Repairs/ replacement to any damaged or missing flashings, soakers and the like, including repointing of same where necessary;• Clean all roof coverings using proprietary techniques including removal of all algae, moss and the like; <p>New overflow 'warning' pipe to be installed above the entrance area and at other areas around each block adjacent to gullies and through parapet – this is to act as a visual indicator when gully is blocked and should be installed in a busy area such as adjacent to the entrance</p> <ul style="list-style-type: none">• Service Provider is to note that damage may have occurred to the roof structure and coverings because of previous leaks. The Service Provider is to establish the extent of any such damage and provide proposals for remediation. The PEP is to provide proposals for establishing same, together with estimated costs, and must also identify the procedures to be adopted during Pre-commencement stage to finalise costed proposals.• Planned Maintenance team will be instructed to form a new programme of regular maintenance to clear out leaves from valley & box gutters - Asset team to monitor following agreement.• More extensive works to roof to be undertaken in circa 10-12 year cycle – Asset strategy will programme• Leaf Guards to be installed at all box gutters, outlets and hopper heads.
Other Works	<p>The service provider is to carry out the works in line with and in accordance with the Roof Report Survey in Appendix 2 and the performance specification located within Appendix 7.</p>



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 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.

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 Principal Contractor, or Principal Designer where the role is required under CDMR.

The PC/PD is responsible for updating and developing the IPCC 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.

4.4 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 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 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. *



City of Westminster

- 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.

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.

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.

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.



City of Westminster

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
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.	As per WCC standard/agreed schedules and specifications	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	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
Roof	Full site-specific drawings and specifications to be produced.	As per WCC standard and agreed schedules and specifications.	Standard manufacturer's warranty.	Business case to be provided.



City of Westminster

6.0 MILESTONE PROGRAMME



Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Minor Projects Team (MPT)				
Asset Strategy Handover to MPT	15-Feb-24	15-Feb-24	1	AS
Project Launch	15-Feb-24	22-Feb-24	7	CT
Issue 1-wk notice to Service Provider (SP) ahead of Client Brief issue	22-Feb-24	22-Feb-24	1	CT
Client Brief Issue Stage				
Issue Client Brief to SP	29-Feb-24	29-Feb-24	1	CT
Project Execution Plan (PEP) Stage				
PEP production by SP & Issue to Client	29-Feb-24	14-Mar-24	14	SP
PEP Review & Valuation Engineering (VE) period	14-Mar-24	21-Mar-24	7	CT
Pre-commencement Order & Detailed Design Stage				
Issue 1-wk notice to SP ahead of Pre-C Order issue	21-Mar-24	21-Mar-24	1	CT
Prepare & Issue Pre-commencement Order to SP	21-Mar-24	28-Mar-24	7	CT
SP prepares & Issues Proposals document to Client	28-Mar-24	11-Apr-24	14	SP
Proposals Review & VE period	11-Apr-24	18-Apr-24	7	CT
Prepare & Issue Notice of Estimates (NOE's)	18-Apr-24	25-Apr-24	7	CT
NOE Consultation period	25-Apr-24	10-Jun-24	46	
Leaseholder Surgery	20-May-24	10-Jun-24	21	CT
Commencement Order & Mobilisation Stage				
Issue 1-wk notice to SP ahead of Commencement Order	10-Jun-24	10-Jun-24	1	CT
Prepare & Issue Commencement Order to SP	12-Jun-24	17-Jun-24	5	CT
CWH Project Team Handover to SP	17-Jun-24	22-Jun-24	5	CT
Meet the Contractor Letter issued	23-Jun-24	23-Jun-24	1	SP
Contractor Mobilisation period	22-Jun-24	2-Jul-24	10	SP
Start on Site	2-Jul-24	2-Jul-24	1	SP
Contract Period	2-Jul-24	31-Aug-24	60	SP

7.0 RESIDENT CONSULTATION



City of Westminster

Consultation with residents is yet to take place. Westminster City Council and Morgan Sindall will write to residents to keep them updated throughout the development of the project. This will include the formal section 20 consultation for leaseholders. Before work starts onsite Morgan Sindall 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 onsite.

Key resident issues / concerns to note:

There have been historic repairs carried out to the roof stemming from complaints and reports of water ingress into the top floor properties. There are also ongoing talks with former members of the Residents' Association about leaseholders in Foss House purchasing the freehold. This has been successfully carried out with three blocks on the Carlton Hill Estate.]

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8.0 KEY ESTATE CONSIDERATIONS

The purchase of freehold is expected to take a minimum of 12 months to be completed. The scale of the repairs is such that the roof replacement is required. As WCC is the current freeholder, it has a legal obligation to carry out these works.

Other project(s) of note:

None currently identified specifically.