



CITYWEST HOMES



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# Project Execution Plan

## T168 – Churchill Estate Phase 6



UL Contract number: 02712 – T168

Version control

Revision	Date	Prepared by	Authorised by	Director Approval	Details
0	17/08/18	PM/DT/TN	JW		
1	11/03/19	TN	PM		Changed items within section 1.3 relating to the No. of properties and also construction build-up of Erskine House.

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## 1.0 Introduction

### 1.1 Scheme Background

This Project Execution Plan (PEP) document is based on the revised Client Brief T168 – Churchill Gardens Phase 6 version 10 and supporting documentation issued to United Living 11<sup>th</sup> July 2018.

### 1.2 Purpose

The intention of this PEP is to capture and record the strategy for design, procurement and delivery of each Task set out in the Client Brief; include a detailed programme and resource plans for delivery; identify any risks for mitigation; and any added value or alternative methodologies for consideration. This PEP will be subject to review, discussion and agreement with the Client team to enable a Pre-commencement Order to be issued for development of a detailed Project Proposals Document.

### 1.3 Property Addresses/ Location

The project comprises of 11 blocks with the following unit numbers

Block		No. Units
1	Selden House	24
2	Gifford House	24
3	Erskine House	30
4	De Quincey House	39
5	Shelley House	N/A
6	Coleridge House	N/A
7	Russell House	74
8	Chaucer House	104
9	Langdale House	24
10	Telford Terrace (Houses)	1
11	Keats House	N/A
	Total	320

**Selden House** – is a four storey detached block with flat roof of solid masonry cross walls in Flemish bond with concrete floor slabs. There is a single open communal access to the ground floor and a central staircase with access to the flats on exposed balcony walkways. There is access to the communal garden area via a gate to the front of the communal area. The flats have their own private balconies with reinforced glass canopies and ironwork supports to the top floor front and rear.

**Gifford House** – is a similar four storey detached block with flat roof. There is a single open communal access and central staircase and the top floor flats are maisonettes. There is access to the communal area via a gate to the front of the communal area. The windows to the top floor front and rear have been replaced in the past with double glazed u-PVC units with insulated “trespa” type panels below.

**Erskine House** – is a similar four storey detached block with flat roof. There is a single open communal access and central staircase. There is access to the communal area via a gate to the front of the communal area. The windows to the top floor front and rear have been replaced in the past with double glazed u-PVC units with insulated “trespa” type panels below.

**De Quincey House** – Is a larger seven storey reinforced concrete frame with brick/block cavity wall building located on Lupus Street. The building has exposed asphalt walkways to the front elevation one the first, third and fifth floors. Commercial units are located at ground level. The flats are split level maisonettes and the building has two separated communal stairways, accessed from the ground floor on both the front and rear elevations. The windows are a mixture of u-PVC, aluminium and timber windows within the recessed walkways. To the rear elevation there are full length steel framed Crittall windows. The roof is flat and accessed through the communal stairwells.

**Russell House** – is a 9 storey traditional red brick and block construction built in the 1960’s with an ‘I’ shaped footprint. Russell House is slightly off the main estate and designed as solid masonry walls in Flemish bond with concrete floor slab and has two definitive wings separated by a rectangular central section. The roof is flat asphalt covered decking and exposed communal walkways in the central section, with water tanks and tank housings.

**Langdale House** – is a four storey detached block with flat roof. There is a single open communal access on the ground floor and a central staircase with access to the flats from exposed balcony walkways. There is access to the communal garden area via a gate to the front of the communal entrance area which should be included within the scope. The top floor flats’ private balconies and communal walkway has reinforced glass canopies and ironwork supports, windows to the front elevation are single glazed timber casements and to the rear single glazed metal crittall windows in timber surrounds. The top floor windows front and rear have been replaced in the past with double glazed u-PVC units with insulated “trespa” type panels below.

**Telford Terrace** – there is a single unit (7) that contains a tenant on this programme, Telford terrace is a terraced plot of self-contained houses. The house is a 3 storey town house of solid masonry walls in Flemish bond with a garage on the ground floor next to the front entrance door. To the rear is a small private balcony with asphalt decking and metal railings, the roof is flat and has recently been re-covered in felt.

## 2.0 Scope of Works

The following table is the scope of works identified in the Client Brief, our observations are included within Appendix C.

Element	Access Required
<b>Work Required</b>	<p>The Service Provider will need to acquaint themselves with the access arrangements available and provide an estate-specific proposal to facilitate the Works and any inspections necessary by the Client or their representatives.</p> <p>The Service Provider is to provide a ‘site-access requirements appraisal’ within their Project Execution Plan (PEP), including estimated costs for each option considered. The Service Providers PEP is to identify the procedures to be adopted during the Pre-commencement stage to provide a best value access solution.</p> <p>The contractor is to factor into the design all rear courtyard, ground, building and communal obstructions such as retail and restaurant area restrictions, uneven floor levels, boundary and retaining walls, railings, steps, ramps and other small structures.</p>

	Contractor to obtain all necessary licences in connection with the works including those relating to the scaffold from Westminster City Council prior to commencement of construction works and to allow time for this in the programme.
<b>Element</b>	<b>Asbestos Management</b>
<b>Work Required</b>	Comply with all statutory and regulatory requirements with respect to Asbestos. Ensure an asbestos R&D survey is carried out prior to any works being undertaken.
<b>Element</b>	<b>External Decorations</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House, Telford Terrace</b></p> <p>External decorations to all previously decorated surfaces. Including rainwater goods, bin storage rooms, storage sheds, railings and boundary walls.</p>
<b>Element</b>	<b>Window Repairs</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Chaucer House, Langdale House, Telford Terrace</b></p> <p>Redecorate external and communal areas and carry out remedial repairs to windows/doors.</p> <p>Joinery and resin repairs to all defective timber elements. Painting all previously painted timber surfaces, including strip and preparation where required.</p> <p><b>Block: Russell House</b></p> <p>Renew defective putties, Renew defective beading, Carry out conservation repairs. Cut out defective timber and scarf in new</p> <p>Replace broken glazing where required, Replace jute cord and pulleys</p>
<b>Element</b>	<b>Structural/concrete/ Brickwork Repairs</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House, Telford Terrace</b></p> <p>Brick/Concrete repairs to be undertaken where necessary – Record keeping of location and extent of repairs undertaken to be supplied as part of QM process.</p> <p>Cleaning of Brickwork and Concrete Surfaces also.</p>

	<p>Concrete repairs to include exposed walkway areas</p> <p>Cleaning of Brickwork, glazed brickwork and Concrete Surfaces</p> <p>Asphalt repairs to communal walkways</p> <p>Carry out concrete repairs to stairwell</p> <p><b>Block: Russell House</b></p> <p>Repoint coping stones to roof parapet</p> <p>Isolated areas of brick repairs and repointing</p> <p>Concrete repairs to balcony slab</p> <p>Concrete repairs to internal stairwells and landing screeds (report of full scope included within appendix ....)</p> <p>Remedial brick repairs to raised planters</p> <p>Hack off concrete back to steel beams where blown concrete and spalling evident at leading edges to floor levels and half-landings, back to full length embedded steel beam. See appendix 2 for structural report and recommendations and appendix 8 for drawings of repair locations.</p> <p>Thoroughly clean back to bright steel and give a coat of suitably protective paint, prior to making good with new sand/cement screed material. Timber formwork can be used where required.</p> <p>Embedded vertical railings will also need to be thoroughly cleaned back and some require welding repairs.</p>
<b>Element</b>	<b>Exposed Walkway and Balcony Renewal</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, Russell House, Chaucer House, Langdale House, De Quincey</b></p> <p>Renew asphalt to communal and private balcony flooring where required</p> <p>Patch repair asphalt where possible.</p>
<b>Element</b>	<b>Roofing Works</b>
<b>Work Required</b>	<p><b>Blocks: Chaucer House</b></p> <p>Repair punctured felt to main roof and reinstate Sika guarantee.</p> <p>Undertake feasibility study to alter insulation within box gutters to prevent ponding &amp; lay to falls towards outlets</p> <p><b>Blocks: Seldon House, Gifford House, Erskine House, Russell House, Langdale House</b></p> <p>Renew roof coverings complete including upstands, lead flashings, outlets, grilles etc. An insurance backed guarantee for at least 20 year duration is to</p>

	<p>be provided for the installation. Include all main and secondary roofs and ancillary parapet walls and details. Using an approved contractor provide all associated works including all leadwork, new chases into brickwork, rendered and concrete upstands, counter-flashing, welded drip to external gutters, drip battens, parapet wall fixings, waterproofing works, new insulation e.t.c.</p> <p>Provide plastic or wire basket leaf guards to all pipes on completion.</p>
<b>Element</b>	<b>Glazing/Windows</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</b></p> <p>Repair and replacement of communal glazing where required.</p> <p>Ease and adjust all moving parts on all timber, steel and aluminium windows.</p>
<b>Element</b>	<b>Timber repairs</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</b></p> <p>Joinery and resin repairs to window frames where required.</p> <p>Painting all previously painted surfaces, including strip and rub down where required.</p>
<b>Element</b>	<b>Metalwork repairs</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</b></p> <p>To include full preparation (strip where necessary) and replacement of missing or defective elements. All work to include all previously painted metalwork, boundary railings and gates.</p> <p>Replace previously removed railing sections with new railing gates to and secure with ASSA key padlock.</p>
<b>Element</b>	<b>Timber repairs</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</b></p> <p>Joinery and resin repairs to window frames where required.</p> <p>Painting all previously painted surfaces, including strip and rub down where required.</p>
<b>Element</b>	<b>Movement/expansion/mastic joints</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</b></p> <p>Movement Joints / Mastic Works – rake out and replace with new where required</p>

<b>Element</b>	<b>Internal decorations</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Lansdale House</b></p> <p>Repairs to internal fabric finishes ensuring they are sound, consistent and ready to receive redecoration.</p> <p>Redecoration of all previously decorated internal surfaces.</p> <p>Class 0 performance to walls, ceilings and soffits including necessary preparations.</p> <p>Install contrasting nosings</p>
<b>Element</b>	<b>Roof Access/ Security works</b>
<b>Work Required</b>	<p><b>Blocks: Chaucer House, Coleridge House</b></p> <p>As per report and survey supplied by our consultants Playle and Partners, form a secure full height floor to ceiling fully glazed enclosure around the staircase together with a secured access door to the bottom of the roof access stairs at Chaucer House and Coleridge house.</p> <p>Full report added to Appendix 12.</p>
<b>Element</b>	<b>Water Tanks</b>
<b>Work Required</b>	<p><b>Blocks: Chaucer House</b></p> <p>Replace existing cold water storage tanks with new.</p> <p>The Service Provider is to ensure that there will be minimum down time and that residents will have cold water down service at all times. The Project Execution Plan needs to provide a detailed strategy for ensuring this requirement is adhered to.</p> <p>The contractor to review the size of each tank and reduce where possible to help with stagnation etc.</p>
<b>Element</b>	<b>Pipework, valves &amp; Fittings associated with the tank works</b>
<b>Work Required</b>	<p><b>Blocks: Chaucer House</b></p> <p>Supply, install and connect all associated pipework, valves, fittings and overflow/ warning devices associated with water tank replacement.</p> <p>Provide valve charts and labelling associated with the works.</p>
<b>Element</b>	<b>Water Treatment</b>
<b>Work Required</b>	<p><b>Blocks: Chaucer House</b></p> <p>Water treatment, cleansing, power flushing and re-treatment of pipework systems throughout the whole system in accordance with CIBSE and BSRIA publications.</p>



<b>Element</b>	<b>Thermal Insulation</b>
<b>Work Required</b>	<p><b>Blocks: Chaucer House</b></p> <p>Install new thermal insulation to all new water tanks and associated pipework, valves and fittings.</p> <p>Ensure all pipework is labelled with direction flow arrows.</p>
<b>Element</b>	<b>Electrical – Landlord Supply</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</b></p> <p>Full upgrade of landlord LV distribution to be designed, supplied and installed to comply with latest edition of BS 7671. Where new boards are installed, these will be of the MCB type, lockable and IP54 rated. All new boards to come complete with 25% spare capacity. All new final circuit cabling installed within containment will be LSF singles and sized according to breaker rating / load and supply.</p> <p>Replace all lightning conductors</p> <p>Small Power (240V) provision (minimum 1no double switched socket outlet) is to be provided in reasonably ‘close proximity’, and ideally ‘within’, all plant room spaces for future maintenance and essential repair operations.</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 (EICR) and all appropriate certification associated with The Works undertaken.</p> <p>Replace existing containment systems for both power and lighting wiring.</p> <p>Provide supplementary earth bonding to external metallic containment.</p>
<b>Element</b>	<b>Electrical - Lateral main supply</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</b></p> <p>Full upgrade of lateral main riser distribution will be designed, supplied and installed to comply with latest edition of BS7671 and BNO requirements. All riser cabling will be XLPE/SWA/LSF armoured and all main panels to be Ryefield. All fuses will be sized appropriately.</p>
<b>Element</b>	<b>Lightning protection</b>
<b>Work Required</b>	<p><b>Blocks: Chaucer House</b></p> <p>Contractor to design, supply and install new lightning protection system to comply with BS EN 62305 all parts. All metallic objects / plant on roof will be bonded to LP system. The designed system will comprise of Air termination network, down conductors, earth pits, test points. Etc</p>

<b>Element</b>	<b>Works to BT Cables</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</b></p> <p>Engage with BT to tidy and provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 and shall be suitably earthed.</p>
<b>Element</b>	<b>Electrical – Lighting</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</b></p> <p>Survey / review existing lighting systems and, where necessary, replace existing/ install 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 Condition Report (EICR) and all appropriate certification associated with The Works undertaken.</p> <p>Emergency Lighting to comply with BS 5266. All new lighting installations will be re-wired from the landlord supply, complete with new lighting controls system and containment. Please ensure that EL install includes secondary means of escape staircases to rear elevations between 5th and 9th and within the undercroft storage areas/ basement plant rooms where present. EL install must include the secondary means of escape staircases running to the rear elevations between 5th and 9th and within the undercroft storage areas/ basement plant rooms where present.</p>
<b>Element</b>	<b>Builders Work in Connection with the M&amp;E Installations</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</b></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 CWH.</p> <p>Provide recommendations and for any builders-work style items felt necessary (such as any minor building-fabric style repairs or decorative items associated with The Works areas), for review and further instruction by CWH – a Provisional Sum in relation to any such works should be included at PEP stage;</p> <p>Replace/ make good/ repair existing water tank bunds if required;</p>
<b>Element</b>	<b>Maintaining the existing building Services</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</b></p>

	Maintain the building services systems during the duration of the contract.
<b>Element</b>	<b>Balcony Works (Shelley and Keats only)</b>
<b>Work Required</b>	<p>Blocks: <b>Shelley and Keats</b></p> <p>Full details in appendix 12</p> <p>Communal and private balconies included.</p> <p><b>Communal:</b></p> <p>Allow for corrosion treatment and making good where required.</p> <p>Isolated replacement of Georgian wired glazed panels where cracked, replace putty/beading throughout.</p> <p>Re-paint metal where exhibiting flaking</p> <p>Localised concrete repairs, consider stair treads and risers.</p> <p>Repair localised spalling of concrete and exposed corroded reinforcement</p> <p><b>Private:</b></p> <p>Overhauling of painted metal frame</p> <p>Localised replacement of cracked, missing and damaged Georgian wired glazed panels.</p> <p>Rub down, prepare and re-paint metal</p>
<b>Element</b>	<b>FRA Works</b>
<b>Work Required</b>	<p><b>Blocks: All</b></p> <p>Fire Stopping: Landlord areas/riser and service rooms.</p> <p>Fire doors: replacement of damaged fire riser doors</p> <p>Compartmentation: Meter cupboards - upgrade meter doors with new ironmongery and signage.</p> <p>Fire Seals: Staircase enclosures require combined smoke and intumescent seals.</p> <p>Fire Signage: New directional signage across site where required</p> <p>Note – All items above to be cross-checked against identified in appendix 3 fire risk assessment – final proposals to be submitted to Client for agreement</p> <p><b>Blocks: Chaucer House</b></p> <p>Replace external basement doors to match existing, provide new ironmongery</p>

	<p>Replace all flat entrance doors as highlighted in the door inspection report.</p> <p><b>Block: Russell House</b></p> <p>The main communal stairwells are not protected fire escapes and a number of the lower floors have no fire rated flat entrance doors between the stairwells and the landings. Replace flat entrance doors with FD30s where there is no secondary means of escape.</p> <p><b>Blocks: Selden House, Gifford House, Erskine House</b></p> <p>Compartmentation issues within flat – SP to inspect within flats at the above blocks and recommend viable solution to “plywood partition riser”</p>
<b>Element</b>	<b>Environmental works</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House, Telford Terrace</b></p> <p>Each tenanted scheduled property (to be agreed with CWH) is to have a Nuaire humidistat Cyfan fan installed in to both the kitchen and the bathroom in accordance with the specification noted below, (usually located in glazing). In the event that a property has a suitable existing fan in either kitchen or bathroom or both then there is no need to replace the existing fan/fans. The contractor’s approved ventilation installer is required to undertake a survey in each property ahead of installing ventilation equipment to confirm suitability of property and any existing extract fans.</p> <p>Design and flue runs to be designed as per part of the SP’s survey – properties require differing routes and extract fan locations so cannot have a blanket design.</p> <p><b>Bathroom Heating</b></p> <p>Where not already installed a heated towel fed from the PDHU district heating systems and capable of accommodating a 10bar working pressure is to be installed.</p> <p>Heat output to be sized to suit size of bathroom to be located in.</p> <p>Full specification outlined in Appendix 12</p>
<b>Element</b>	<b>Estate Works and Drainage</b>
<b>Work Required</b>	<p><b>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</b></p> <p>Renew/replace older estate signage with new designs, to be agreed with housing officer/area surveyor.</p> <p>Repair/replace estate notice boards where required.</p> <p>“No bicycles to be chained to these railings” signs – where estate railings have been repaired and painted.</p>

	<p>Replace all damaged/defective pigeon spikes in communal areas.</p> <p>Test and undertake repairs and full cleaning of rainwater goods and below ground drainage systems including replacements of elements which are beyond repair. Test upon completion to ensure all rainwater goods systems are free of leaks and are discharging correctly.</p>
<b>Element</b>	<b>Other Potentially Hazardous Circumstances</b>
<b>Work Required</b>	<p>In addition to Asbestos management (as noted above), there may be other potentially hazardous circumstances that the Service Provider will need to address. During our initial scoping exercise, no other hazards were identified. However, other hazards may be present and may include but are not limited to:</p> <ul style="list-style-type: none"> <li>- Dust</li> <li>- Ventilation of Solvents and Fumes</li> <li>- Noise</li> <li>- Other Hazardous Substances</li> </ul> <p>Undertake all surveys as necessary with approval from CWH to establish the existence of all potentially hazardous materials, substances and/ or environmental conditions. Procure and execute all works necessary to clear away any such hazards to the extent necessary in order to facilitate future surveys and execution of The Works. Provide recommendations for any additional measures that may be deemed necessary to prevent re-contamination.</p>
<b>Element</b>	<b>O&amp;M Manual</b>
<b>Work Required</b>	<p>Develop and supply new Health and Safety File and Operating &amp; Maintenance manuals for all elements of the block, in accordance with the Term Partnering Contract. This is to include but is not limited to;</p> <ul style="list-style-type: none"> <li>- A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works;</li> <li>- Future Replacement and maintenance Strategies, with estimated costs, for each property for further review/ consideration/ instruction as appropriate, by CWH;</li> <li>- As-built drawings, specifications, schematics, schedules etc. Manufacturers details and warranties (as applicable)</li> <li>- Details of risks and hazardous materials not eliminated through design</li> <li>- Site Investigation Reports</li> <li>- Any guarantees and warranties for the works</li> <li>- Statutory authority consents and approvals</li> </ul>

### 3.0 Design Strategy

We set out below our design strategy for the particular tasks and services required to fulfil the description of works detailed in the Client Brief. We have identified the services required to develop the detailed design, prepare documentation to demonstrate competitive pricing, submit applications to obtain statutory consents all as required to develop our Project Proposals Document following receipt of a Pre-commencement Order.

#### 3.1 Statutory Approvals

As detailed within the client brief the estate is located within a Conservation Area. Submission of Planning Permission for all required works (security work to Chaucer) has already been undertaken by CityWest Homes.

There are parking permitted spaces and roads across the site. Highways licenses and resident liaison will be required regarding erecting scaffold to the Lupus Street side of De Quincy House. Consultation will be required to be had with all commercial units' owners to discuss scaffolding and work elements and to minimise disruption to businesses etc.

A Party Wall Surveyor will be required to work with the local retail unit's owners and occupiers to ensure that all agreements are in place to allow access equipment to oversail properties at the rear of De Quincy House.

For the purpose of this PEP it has been assumed that all necessary permissions will be granted.

#### 3.2 Design Strategy for Each Element

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

All information provided by CityWest Homes is issued for information purposes only and is in no way to form any part of the Service Providers Design without the express permission of CityWest Homes. Should the Service Provider wish to engage with any third party previously employed by CityWest Homes in this respect then permission must be sought from CityWest Homes in the first instance.

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

1. Drawings, including general arrangements (plan layouts), sections and elevations, detail drawings (at appropriate scales), schedules and schematics in advance of commencement agreement. Note CityWest Homes have provided drawings (within the Appendices).
2. Materials & Workmanship specifications in advance of Commencement agreement;
3. Calculations and equipment selection rational (including relevant Technical Submittals) must be provided by the Service provider and agreed with CityWest Homes during the 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.
5. Specification for all materials including investigations of substrates and suitability of appropriate product must be produced at pre-commencement stage

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 expectations of the Client of general materials and relating design works. General design expectations for all materials are as follows

Design Requirements – General Works			
Element	Design Requirements	Desired Manufacturers	Guarantee / Warranty Requirement
<b>Decoration</b>	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"> <li>Dulux</li> <li>Crown</li> </ul>	As per business case
<b>Decoration (Class 0)</b>	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"> <li>Integra</li> <li>Tor-Coatings</li> </ul>	As per business case
<b>Fire Doors / Front Entrance doors (FEDs)</b>	All Doorsets to be third party certified and where FED secure by design (SBD) and to meet requirements of CWH Fire Door design guide. 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"> <li>Multi-Installations</li> </ul>	As per business case
<b>Roofing Generally</b>	Roof structure and any related substrate to be inspected to ensure sufficient for replacement proposed. Full site specific drawings and specification to be produced.	<ul style="list-style-type: none"> <li>Bauder</li> <li>Langley</li> <li>IKO</li> <li>Sika</li> </ul>	As per business case
<b>Rainwater goods (where replaced)</b>	To include design to current regulations. All internal pipework design and drawings to be produced where full of part of internally located drainage is proposed.	<ul style="list-style-type: none"> <li>Marley / Alutec</li> <li>Alumasc</li> </ul>	As per business case
<b>Asphalt Works Generally</b>	Existing asphalt to be completely stripped where areas to be replaced – no overlays required unless instructed by Client. All repairs to be logged individually (location, size and cost).	n/a	As per business case



<b>Concrete Repairs</b>	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none"> <li>• Mapei</li> <li>• Sika</li> </ul>	As per business case
<b>Timber Repairs (resin)</b>	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none"> <li>• Repaircare</li> </ul>	As per business case
<b>Water Tanks</b>	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> <li>• As per CWH standard/agreed schedules &amp; Specifications</li> </ul>	As per business case
<b>Tank Trays</b>	Full site specific proposals to current standards and regulations. Layout drawings, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage. To be minimum of 150mm deep.	<ul style="list-style-type: none"> <li>• As per CWH standard/agreed schedules &amp; Specifications</li> </ul>	As per business case
<b>Light Installation</b>	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"> <li>• As per CWH standard/agreed schedules &amp; Specifications</li> </ul>	As per business case
<b>Electrical Installation generally</b>	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"> <li>• Ryefield Engineering</li> <li>• MEM Eaton/Schneider</li> <li>• As per CWH standard/agreed schedules &amp; Specifications</li> </ul>	As per business case

### 3.3 Design Process including Quality Checking and Monitoring Arrangements

The United Living team will:

- Develop realistic design programme linked to Task procurement & construction requirements;
- Understand CityWest Homes requirements and brief and the key issues for stakeholders;
- Promote Value Engineering considering all issues that will directly benefit the Task, client & residents;
- Promote a team ethos along with excellent communication and knowledge sharing, designing out risk to ensure design proposals are cost effective and practical.

Contracts Manager will implement regular meetings & workshops using the “United Way”; a structured framework of procedures to provide consistency of delivery. Progress of design Tasks will be monitored against our Design Management Tracker. We will check design solutions for:

- Compliance with Client Brief; CityWest Homes requirements and any statutory controls
- Value Engineering Opportunities; adding value; streamlining processes; repair/ maintenance costs;
- Life cycle cost economies e.g. product selection, guarantees material durability;
- Sustainability: product longevity, social sustainability; social value initiatives etc.
- Design co-ordination and Risk mitigation (development of Risk Register)

Contracts Manager and commercial team will ensure cost controls and site activities are considered so that the right solution is adopted with safe systems of work. Key to design development will be to ensure the Client Team is fully engaged. CityWest Homes will be invited to all design workshops, review meetings and formal Design Team Meetings to ensure that CityWest Homes requirements are met.

Design Compliance/ Quality Checking and monitoring procedures will include:

- Only appointing consultants/ specialist subcontractors competent for their role with subcontract agreements fully aligned to CityWest Homes partnering contract with clear scope of services agreements;
- Collateral Warranty agreements and insurances at required levels;
- Design Review Checklist - used to identify any design conflicts / gaps; used to inform risk register
- Design start up meeting to review design tasks, agree key stage client sign off for design development
- Establish Design Responsibility Matrix
- Identify immediate key deliverables e.g. preparing planning application; investigative surveys;
- Agree meeting review dates and reporting

- Design Coordinator will use a Design Management Tracker to coordinate consultant and subcontractor design input and to provide key dates for issue of information;
- Regular Design Team meetings to: monitor progress against programme / Design Management Tracker e.g. planning application submission; surveys; preparing specifications for business case tendering ; review headline issues & agree action; Review compliance with Client requirements; review risk register; consider value engineering opportunities;

### 3.4 Access Strategy

Scaffold will be required to almost all elevations to allow the safe completion of concrete repairs, brickwork repairs, decorations, glazing and works at roof level.

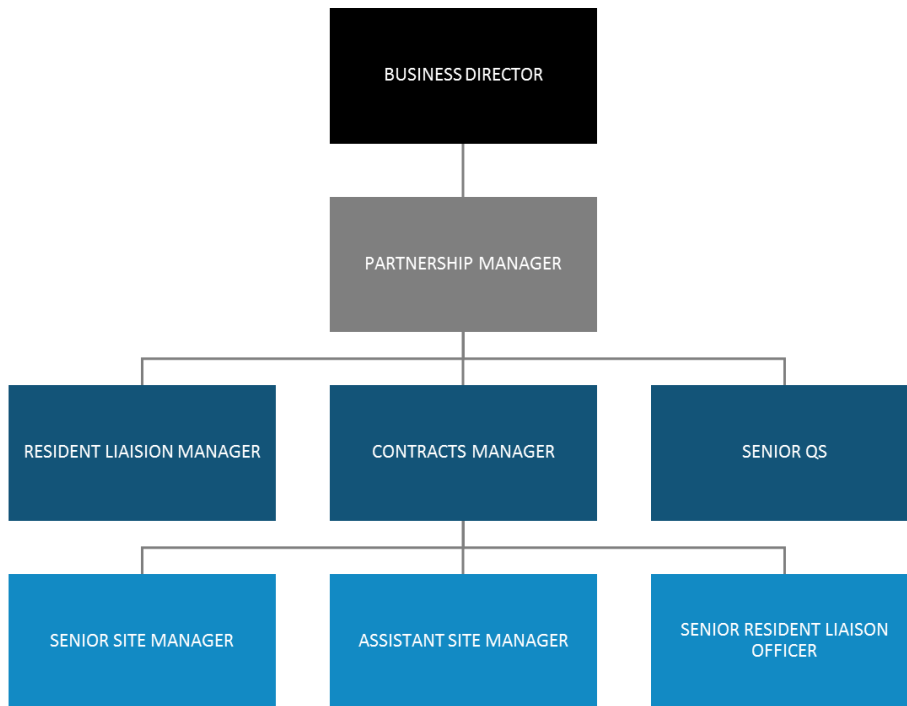
Scaffolding generally:

- Fully designed scaffolding including advanced weekly independent scaffold inspections
- Working lifts at all levels including roof parapet
- Debris Netting to all elevations
- Double boarding at 1<sup>st</sup> floor level
- Fans over all doorways and walkways
- Lockable ladder access hatches
- Scaffold alarms to all first floor levels
- Foam sleeves to all standards at ground level

### 4.0 Programme

A programme of works has been created and can be found within Appendix A. In summary the construction phase of the project has been estimated at 75 Weeks.

## 5.0 Resource Plan and Preliminaries



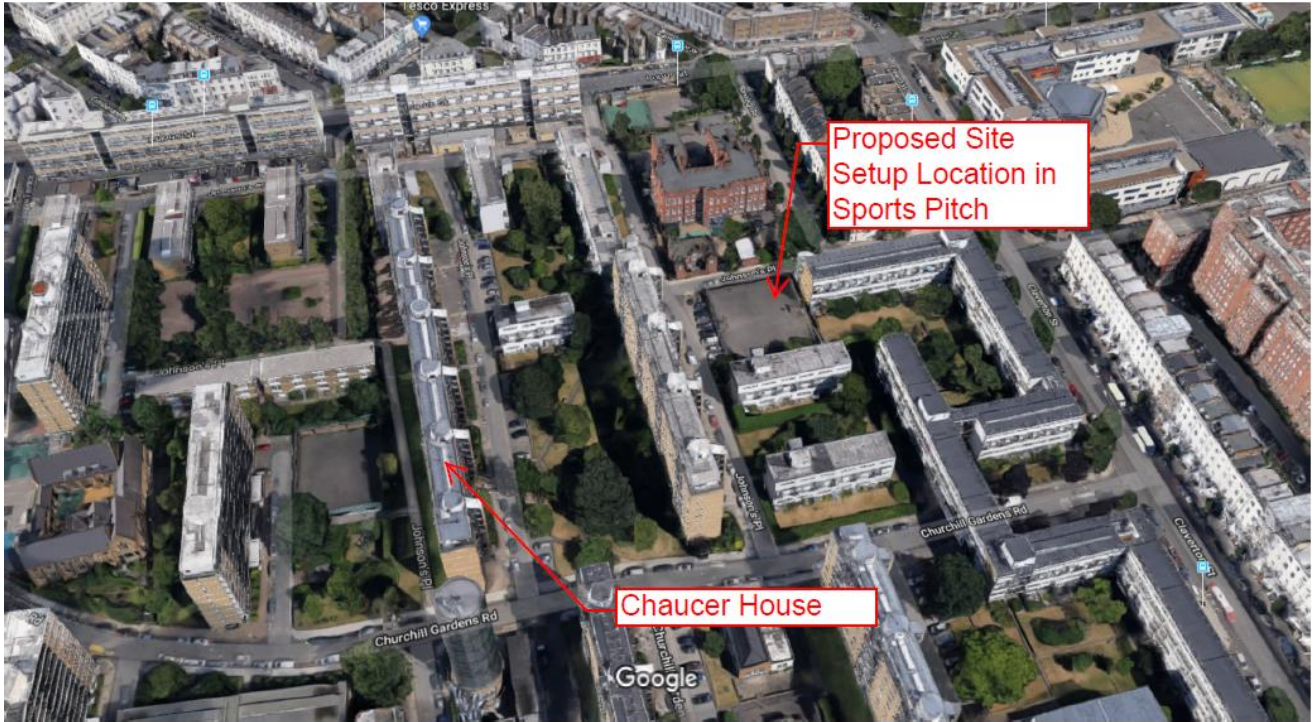
### 4.1 Project Management Structure

Our defined structure identifies the UL Strategic Senior Management Team (Off-Site Indirect Support), UL Support Team (Off-Site Direct Support), UL Management Team (On-Site Direct), UL Site Delivery Team Incl. Supply Chain.

**Subcontractor Supply Chain** will include:

1. Scaffolding
2. Electrical
3. Painting and Decorating
4. Concrete and Brickwork repairs
5. Asbestos Surveys
6. Asbestos Removal
7. General Builder
8. Roofing
9. Timber repairs
10. Metalwork Repairs
11. Drainage Surveys and Repairs
12. Lightning Protection
13. Edge protection/Man Safe System

## 4.2 Site Setup Proposal



## Site set-up comprising

- Site office
- Meeting room
- Canteen
- Drying room
- Toilet block
- 3x Storage containers
- Additional storage to be agreed at locations in proximity to blocks

### Notes

- The size of this project will demand a well-established site set-up. We have reviewed the estate and have identified this as the most practical area.
- Some containers will be stacked on top of each other in order save space.
- We will need to suspend a number of bays and we will also need to remove some low level metal fencing which can be seen in a photo above. This area will be reinstated to its original condition upon completion of the project.
- It is assumed that water/power can be obtained from an adjacent block.
- This area will be covered with hoarding/hoop fencing

## **5.0 Cost Plan**

United living have reviewed the scope of works as defined within section 2, carried out site visits and liaised with various sub-contractors. As a result of this the original client brief budget has been revised.

A detailed breakdown is included within appendix B.

## 6.0 Information Required

Appendix D includes a request for information schedule that will be continually updated throughout pre-construction and construction phases.

## 7.0 Communications Plan

### Community Engagement

Effective Community Engagement and Liaison with residents and the local community will be key to the successful delivery of the Churchill Gardens Phase 6 works. We understand the works will have an impact on a residents and leaseholders.

Our aim will be to ensure each stakeholder has been consulted on and fully understands what is proposed and when. We need to make it easy for residents to get involved so that they can help develop our communication and works methodology proposals with us. By clearly explaining what will be happening; and demonstrating that we are listening and are flexible, adapting processes where possible, our aim will be to manage expectations and help engender support for what we are doing.

Leaseholder engagement will be critical to the success of the scheme. We set out below our core commitments and the activities and procedures we will implement subject to discussion and development with the CityWest Homes team and local stakeholders.

### Resident Liaison Team

Our Resident Liaison Manager (RLM), **Kelly Sidhu** will allocate a trained and experienced Resident Liaison Team to engage and supporting residents through the pre-commencement, works delivery and post completion stages.

The RLO will be dedicated to engaging with Leaseholders and Residents over the programme.

### Consultation Strategy

Kelly will facilitate a communication workshop with the CityWest Homes teams and other key stakeholder. Key areas that will need to be discussed and developed include:

**Resident Involvement** - It will be important to involve residents in all aspects of the scheme including developing our consultation strategy and working methodologies. Drawing on residents' local knowledge will help engender their support and ensure we take on board local needs we may not otherwise have realised.

We will promote the formation of a Focus Group made up from Block champions from each block. In particular it will be important to involve tenants and leaseholders to ensure a focus on each of the differing tenures and priorities. We will also work with CityWest Homes' Customer Engagement Team to encourage resident involvement over the contract via Mystery Shoppers, Energy Efficiency Community Champions and Resident Inspectors.

**Resident & Community Diversity Plan:** we will work with the CityWest Homes team and local stakeholders to understand resident and community diversity across the estate so that our consultation plan and initiatives can be tailored to the needs of the community.



We subscribe to Community Insight which is an online community mapping and reporting tool which draws on a wide range of the most up to date data sets and indicators including Census information, indices of deprivation, economic deprivation and child wellbeing; data on unemployment and benefits, education attainment, health and crime;

- For example lone parent families and dependent children can make it hard for those households to attend consultation events. We will consider and implement strategies such as providing crèche facilities or family entertainment e.g. face painting, bouncy castle, games, colouring competitions etc. which will allow parents to attend consultation events and bring their children with them. We will also tailor appointments to avoid school pick up and drop off times.
- For vulnerable and elderly residents our Tailored Service procedure will identify a package of additional support and any changes to methodology required to meet individual needs;
- Understanding residents religious & cultural beliefs will enable us to tailor our services e.g. for households observing Ramadan we will avoid carrying out works at that time, or start later and finish earlier to allow for meal preparation. We will develop a cultural & religious events calendar which our resident liaison team will use to considerately plan appointments and works; and our community investment team will use to organise events e.g. Ramadan, Eid, Diwali, Easter, Christmas etc.

**Liaison Procedures and Information.** CityWest Homes will already have detailed consultation/engagement procedures and protocols in place however we will work with the team to discuss our shared experiences and best practice to develop a suite of procedures that are tailored to the CityWest Homes objectives, but still retain flexibility to suit the diversity of residents and their individual needs. We will bring along example literature and procedures that we have developed through our experiences on previous schemes to support this process.

### Consultation Plan

We include below our draft Consultation Plan for discussion and agreement with the CityWest Homes team. This sets out our commitments for resident involvement and engagement over the pre-commencement, works delivery and post completion phases of the project - for each phase.

Prior to Works		
	Proposal	When
1.	Joint introduction letter to tenants & leaseholders from CWH and UL	asap after award
2.	Publicise award in local media; Industry publications, Website, City Voice; Twitter;	
3.	Resident Liaison Team on-site pre-works with phone, mobile, email contact options;	
4.	Workshop with key stakeholders (CWH, resident representatives, Councillors, etc)	Mobilisation
5.	Letters, Resident Welcome Pack, Newsletters agreed for issue	Pre-start
6.	'S20' Obligations agreed with CWH to ensure we meet all statutory consultations	Pre-start
7.	Meet the Contractor events to introduce the team and the work	Pre-start
8.	Resident Reps invited to scrutinise Pilot properties to help communicate standards	Pre-start
9.	Suite of letters issued to each Resident to inform them of survey appointments, scaffold erection, works commencement etc.	4-6 weeks before start

10.	Appointments made for RLO to visit every home	4 weeks prior to start
11.	Initial visit coordinated with surveys to minimise disruption. RLO to conduct any colour/choice ballots, discuss the works and issue Resident Welcome packs. Resident Profile will identify special requirements that may affect the way we communicate; translations, vulnerable residents, work, disabilities, carers, holidays.	
12.	Appointments made for works with written notice, text reminders and door knock	14/7/1 days
13.	Communication of Safe Key Process for residents unable to provide access	On going
<b>During Works</b>		
	<b>Proposal</b>	<b>When</b>
14.	RLO/Site Manager makes contact every day to ensure 2-way communication	ongoing
15.	Estate walkabouts with resident representatives and key stakeholders	ongoing
16.	Comments form left for resident to note issues or concerns. Site team will check, respond & sign every day, communicating all actions and recording in issues log	Daily
17.	Newsletters issued at regular intervals by phase and by block	Monthly
18.	KPI Performance information published in newsletters, website, and local media;	Monthly
19.	Monthly Resident meetings, Weekly coffee mornings, Site Manager/RLO attend meetings as required.	Monthly/ ongoing
20.	Resident Representatives involved in progress meetings & performance reviews	ongoing
21.	Community Investment Initiatives and events used to support engagement activities	ongoing
<b>On Completion</b>		
	<b>Proposal</b>	<b>When</b>
22.	Aftercare booklet issued to residents with instructions on maintenance, care and defects procedure – explained and demonstrated to resident	on completion
23.	Satisfaction forms issued by RLO and used to measure Resident Satisfaction.	on completion
24.	Feedback sought from Resident Inspectors, Residents invited to Contract review	on completion
25.	6 week call back to resident to check continued satisfaction with the works	defects period