




CLIENT BRIEF for Z105 – Irving House Refurbishment			
Project details			
Blocks included	1-6 Irving House		
Area / ward located	South Contract (South)	St James's Ward	
Recommended Contractor	United Living		
Project Lead	Dave Cotterill		
Works value	£414,332		
Delivery year	2018/19		
Works included	Internal and External Repair and Redecoration, Fire Risk Assessment works, Mechanical & Electrical		
Lessee implications	H= 49,194	L= 24,597	A= 40,995
Key issues / risks	<ul style="list-style-type: none">- Highways licence holding up work- Complex scaffold design (limited access to rear)- High pedestrian traffic area- High lessee bills- Conservation area restrictions		
Programme board date	Submission date – 23/08/2018		
Executive Summary			
<p>This is a long-standing project and was removed from project S168 – Soho & Covent Garden Works. The project includes internal and external refurbishment, improvement, M&E and FRA works and there will be additional non-standard items that have been added to the scope through resident consultation.</p>			



CITYWEST HOMES

Component to be cleared	Title of officer	Name and signature
Property Maintenance	John Hayden (interim)	By e-mail dated: 03/08/2018
Finance	Mark Johnston	By e-mail dated: 01/08/2018
Lessee Services	John Millichope	By e-mail dated: 01/08/2018
Cap Programme Team	Matt Bundy	By e-mail dated: 01/08/2018
M&E Engineering	James Beard	By e-mail dated: 01/08/2018
Communications	Daren Townsend	By e-mail dated: 01/08/2018
Health & Safety	Sarah Stevenson-Jones	By e-mail dated: 01/08/2018



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1.0 INTRODUCTION

Project Z105 is a long-standing scheme which originally started under S168 in 2013. The block was removed from this scheme because the scope and standards could not be agreed with residents and among other factors has been cause for delay. Following a meeting with residents in February 2018, the scope of works has broadly been agreed with residents, subject to their final review of the proposals set out in this document. The decorative mosaic tiling is to be restored throughout as part of the contract which will require a flooring and tiling renovation specialist to be appointed by the contractor. Several elements of this project are regarded as non-standard works and if it proceeds, residents will be recharged accordingly.

2.0 KEY PROJECT DETAILS

Project Name	Irving House
Project Code	Z105
Area Management Centre	South Area
Ward	St James's
Listed Building or Conservation Area	LB CA N/A
Works Description	Internal refurbishment and improvement works to the communal amenities including upgrading security, lighting, access & associated works.
Delivery Year	2018/2019
Access and other constraints	Currently on individual key system. Scaffolding will be of complex design and a highways licence application will be required from an early date. There are multiple building work projects currently being carried out to surrounding buildings.
Legislative constraints	None anticipated
Existing planning consents	No planning advice has been sought as yet; planning will be required where external components, such as doors/ windows and roof lantern are to be replaced. This is to be completed by the Service Provider.



2.0 ASSET SUMMARY / CONSTRUCTION TYPE

Irving House is a small block of 6 flats largely constructed above commercial premises on Irving Street, leading to Leicester Square. The block is of Victorian construction of red facing brickwork with prominent sandstone blockwork with a flat roof and a natural slate mansard roof section construction with numerous dormer windows. The external walls are of solid loadbearing brickwork, with ornate cornices and window surrounds to the front. To the rear there is a small courtyard area formed of the commercial unit's roof. The windows on both front and rear elevations are single glazed timber double hung sashes. There are cast iron rainwater hoppers and downpipes on the front elevation. The windows are made up of timber single glazed sliding sash and side hung casements. The flats are accessed via communal stairs from an external communal door located on Irving Street. There are six flats which are located on the second (flats 3 & 6), third (flats 5 & 11) and fourth (flats 7 & 8) floors, all of which are leasehold. There is a commercial unit located on the ground and first floor and they have exclusive use of the basement for storage. The painting, overhaul and repairs to the windows will be restricted to those windows serving the six leasehold flats and first floor commercial unit due to its location.

3.1 BLOCKS IN SCHEME & LOCATION PLAN

Block Name	No. Tenants	No. Lessees	Total No. of Units
Irving House, 5 Irving Street, London WC2H 7AT	0	6	6
Total	0	6	6

5 Irving Street



3/6/2018, 1:51:41 PM

□ Ward Boundaries

1:300
0 0.0025 0.005 0.01 mi
0 0.004 0.008 0.016 km
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4.0 PROJECT JUSTIFICATION

The justification for the work is highlighted in the recent condition survey carried out by the client surveying team (appendix 2 dated 21/02/18), the FRA assessment, recent missed maintenance cycle requirements, Door and compartmentation reports (documents to follow), and consultation with the leaseholders.

The implementation of the fire safety works is a statutory requirement and failure to comply may result in legal / enforcement action being taken against Westminster City Council, as Landlord, by the LFEPA. Failure to comply will result in the Authority considering a prosecution against CWH, which could result in a fine or term of imprisonment (or both).

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

5.0 DESCRIPTION OF KEY WORKS REQUIRED

Note: This section covers in general the works required. It should be noted that details within appendix 12 supersede the scope as detailed in the specification.

Works apply to all communal areas unless otherwise noted.

Element	Work required
Access Required	<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> <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.</p>



<p>Asbestos Management</p>	<p>Comply with all statutory and regulatory requirements with respect to Asbestos.</p> <p>Existing Asbestos registers have been provided as part of the Client Brief package of information where they exist. The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for assessing the information available and then for completing all necessary surveys/ works to identify and manage/ remove Asbestos hazards associated with The Works.</p>
<p>General Works</p>	<p>Allow for removing any signs, fixtures and fittings to facilitate the works, set aside and store as required and allow for re-fixing any appropriate fixtures, fittings, signage etc. previously attached to the building on completion of the works.</p> <p>Remove and cart from site existing postal trays located at the ground floor entrance area. Supply and install Vertical Wall Mounted type communal letterbox, complete with 8no. Letterboxes and keys and locks. New letterboxes to be installed in location of existing postal trays. 3no. Keys to be provided with each postal box. Colour to be confirmed by Contract Administrator.</p> <p>Allow a defined provisional sum in connection with the treatment of possible dry/wet rot to the hallway and basement, following damp proofing works.</p> <p>Make safe area of works on 3rd floor following removal of partition until new balustrade is installed (if required).</p>
<p>Basement Waterproofing Works</p>	<p>There are areas in the basement suffering from water penetration from both underground water pipes and from external storm water penetrating through the vault/street level light well.</p> <p>Track and trace leaking pipes - repair where required.</p> <p>Reinforced glass Light well at street level is cracked and broken and reinforced glass sections require replacement and re-sealing to ensure water tightness.</p> <p>Tank affected wall areas require with a 'Sika' or equivalent waterproof render system and the areas redecorated.</p>
<p>Drainage Works</p>	<p>CCTV drainage survey required with which an agreement will be made between contractor and CWH establishing the extent of associated works required.</p> <ul style="list-style-type: none"> • Allow a defined provisional sum of £1,000.00 in connection with additional works to the above ground drainage system. • Supply and fix new double sealed bolt down heavy duty metal inspection cover and frame approximately 650 by 400 serving the underground drainage located in the basement under the front



	<p>entrance.</p>
<p>Roofing Works</p>	<p>Please allow roof design to factor in potential future use as a roof deck/garden.</p> <p>General Roofing Works Renew roof coverings complete including upstands, lead flashings, outlets, grilles etc. An insurance backed guarantee for at least 20 year duration is to 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, lead sleeves etc. Roof system to be installed in accordance with in accordance with the performance specification within Appendix 12. Provide a sign at roof level stating installation date, contractor name, and length of guarantee, guarantee end date, and contact details for CityWest Homes to be contacted if any future works are proposed to be carried out to the roof.</p> <p>Provide plastic or wire basket leaf guards to all pipes on completion.</p> <p>Carefully remove all existing coping stones and set aside for re-use. Re-Use Coping Stones & Plyclad Upstand where possible. Any damaged or broken copings should be replaced to match existing.</p> <p>All lead work should be carried out by competent tradesmen in accordance with current British Codes of Practice and Lead Development Association recommendations.</p> <p>Modify Cat Ladders Modify the existing cat ladders so as to allow for works to be carried out. It is recommended that the ladders be supported from adjacent walls and base fixed to free standing cast concrete base plinths in preference to direct attachment to the structural deck, so as to minimise the number of penetrations through the new waterproofing system and avoid thermal bridging where the legs pass through the insulation.</p> <p>Raise Perimeter Kerbs Raise all perimeter kerbs so as to provide a height of at least 150mm above the finished surface level. On external faces, allowance must be made for new fascia's or cladding due to the increased depth of kerb.</p> <p>Raise and modify pipework serving the six flats and fed by the cold water storage tank located on the roof. Provide new boxing in as specified. Raise the glass fibre tank Housing and refix on completion.</p> <p>The existing pipe housing is to be dismantled and discarded. The pipework is to be raised a minimum of 150mm above the new waterproofing. A new housing is to be constructed from timber framework and waterproofed. The lid of the housing must be secured but easily removable as to allow maintenance if required.</p>



	<p>Disconnect and temporarily remove any cabling and lightening protection systems from the roof. Reinstate all cabling and lightening protection systems and test.</p> <p>Dismantle and cart from site the existing freestanding edge protection system and supply and install a new hand rail system to the perimeter of the main roof upon completion of the roof renewal works, up to the same boundary position as the existing railings.</p> <p>Test and flush through all existing rainwater goods including guttering, rainwater down pipes and gulley's. Report any defects to the CA.</p> <p>Allowance for supply and fit of new pigeon spikes to main roof, front elevation above the dormer windows.</p> <p>Refix natural slates to the mansard roof allow provisional quantity</p> <p>Renew defective slate in isolated position with Welsh slate securely fixed. Allow provisional quantity</p> <p>Employ a specialist contractor to temporally support the pigeon netting serving the rear elevations and adjoining buildings in order to allow for the rear access scaffold to be erected along with other associated repairs. Refix upon completion.</p> <p>Renew complete the cast iron RWP and hopper head serving the rear elevation with new cast iron rwp and hopper head to match existing.</p> <p>Allow for the renewal of defective timber decking serving the main flat roof with 18mm WBP securely fixed.</p>
<p>Glazed 'Lantern' Roof Housing</p>	<p>S&F new glazed housing "Lantern" at roof level, ensure upstands are raised to a minimum of 150mm.</p> <p>If a lightning protection system exists on the roof, provision should be made to incorporate the new rooflight into the system in accordance with BS EN 62305.</p> <p>Residents to be consulted on the final design.</p>
<p>External Repair works</p>	<p>Carry out mortar analysis to brickwork to ascertain mortar required to complete brickwork repairs in a mortar mix to match existing in locations agreed by the CA.</p> <ul style="list-style-type: none"> • Masonry cleaning is to be undertaken prior to external redecoration and re-rendering works but following external fabric repair and preparation work to avoid damaging completed works. Cleaning is to be undertaken in accordance with BS 8221. • Clean down all surfaces including windows, doors and frames



	<p>etc., including glass and frames on completion</p> <ul style="list-style-type: none"> • Provide a plan for potential phasing of pointing and external repairs work and align against scaffold access requirements and proposal. • Clean existing composite stonework surround to main front entrance door. • Clean and polish all brassware and ironmongery to main front entrance door using mild acidic cleaning agents.
<p>Communal Windows and Doors</p>	<p>Include for full inspection, survey and report on leaseholders' individual windows and prepare full schedule of work required. Report back and agree replacements before carrying out work.</p> <ul style="list-style-type: none"> • Where windows are beyond economical repair, replace to match with Accoya (or similar approved) timber windows • Overhaul all timber windows, serving the residents' flats including easing and adjusting, lubricating sash pulleys, hinges and stays etc. Prepare a schedule of defects and forward to the CA for instruction. • Provisionally allow for renewing sash cords, rebalancing weights, fitting new staffing beads, machining sashes as necessary and MG. • Install new draught proofing strips to the existing windows serving the six flats • Carry out splice/ resin repairs to timber windows where appropriate. • Allow for moving residents' furniture, blinds, curtains and/or nets, pot plants, other effects and belongings for the safe execution of the works. Some of the windows have secondary glazing units fitted and the contractor will be required to remove these units in order to allow for the works to be undertaken. Record and list all items. Re-instate all on completion. <p>Overhaul Communal entrance door, including rub down, resin repair and repaint to match existing.</p> <p>To all previously painted external timber / stained surfaces; the Contractor is to thoroughly prepare and decorate all timber surfaces. To timber surfaces, including cladding, soffit and fascia boards, communal entrance doors, windows, louvres, frames, cills, thresholds, frames and the like.</p>
<p>Communal Basement Door</p>	<p>Strip out single leaf communal service door (leading to basement) and frame and cart from site. Supply and install new FD30S softwood solid core panelled door complete with frame, cill and stops to match existing profile and style. The door and frame are to be certified to BS 476. Replace lock to match existing.</p>
<p>Joinery</p>	<p>S&F new 250mm high OGEE skirting board to the communal hall way to match the existing height and profile. S&F new dado rail 100 by 35mm to</p>



	<p>match the existing height and profile.</p> <p>Cut in new section of balustrade following removal of partition on 3rd floor to match existing height, profile and design where possible.</p> <p>Build new section of staircase to match on 3rd floor following removal of partition if the existing is not encased within partition (to be demolished)</p>
<p>Internal Decorations</p>	<p>Strip all existing surface communal area coverings to walls including wallpaper.</p> <p>Thoroughly prepare all surfaces including face filling in a texture and colour to be agree with residents and CWH, then prime and paint/varnish/stain all previous existing and new usually decorated surfaces with coatings.</p> <p>Allow for preparation and decoration to walls and ceilings to all previously decorated enclosed lobby and communal staircase area, and the like are to be prepared and receive a high performance 'class 0' fire paint system in accordance with BS476 and BS9991. All communal walls, ceilings and soffits are to be decorated in a 'class 0' system, including walls, ceilings and soffits, which form fire escape routes.</p> <p>Colour to be agreed with Residents and CWH.</p> <p>Prepare and decorate existing decorative plaster period cornices and decorative plasterwork using white water based emulsion paint in accordance with the manufacturer's instructions.</p> <p>Take down defective section of plaster cornice and renew to match the existing profile.</p>
<p>Metalwork</p>	<p>Prepare all previously painted railings by brushing and scraping off unsound and flaking decorations and detritus using a steel brush. Treat the railings with sterilising solution then rinse off after leaving for 24 hours. Rub down and prepare Key, clean away grease and grime and redecorate all railings.</p>
<p>Plaster Work</p>	<p>Carry out hammer test and provide report on defective areas of plaster. Hack off defective plaster areas and re-plaster using light weight plaster and finish with 2 coats 5mm skim coat.</p> <p>Allow to fix EML to uneven, fractured or low keyed surfaces prior to plastering, finishing the EML 200mm over the adjoining sound surfaces. Include for edge beading, stop beading and trims as necessary to finish render in in a style matching the existing surrounding.</p> <p>Demolish partition on 3rd floor and make good area, take care to test to see if balustrade is currently encased within the partition before demolition takes place. Retain current balustrade where possible.</p>
<p>Communal</p>	<p>Carefully remove all existing carpet throughout the communal areas, including all adhesives, fixtures, threshold strips and stair nosing's.</p>



<p>Flooring</p>	<p>Fully clean the underlying decorative mosaic floor tiling, ensuring any chemicals used are not destructive or harmful to the tiling.</p> <p>Take up, fully clean and re-bed detached areas of the tiling using a trade strength adhesive and grouting to match the existing adjoining tiling. Contractor to include for cleaning floor base and finishing re-bedded tiling flush with surrounding levels.</p> <p>Re-grout the mosaic tiling using a grout and profile to match the existing adjoining tiling.</p> <p>Once all decorative mosaic tiling has been restored, seal using restoration sealant to protect the tiling as recommended by tiling restoration specialist.</p> <p>Following removal of existing, supply and fit new inset entrance barrier matting to front entrance area.</p> <p>Pull back carpeted staircase to original under layer, clean off adhesive and prepare surface. Fit appropriate covering following consultation with CWH/Residents.</p>
<p>Access Hatches/ Door(s)</p>	<p>Survey/ review all current access doors/ hatch provisions, including any ladder access requirements.</p> <p>Optimised access solutions for the roof to replace the existing lantern design are to be proposed by the Service Provider giving due consideration to the size, positioning and specification of any new access doors/ hatches/ ladders required in order to facilitate future access requirements for roof maintenance/ replacement in a safe and efficient manner.</p> <p>Recommendations and proposals, with estimated costs, are to be provided by the Service Provider within their Project Execution Plan.</p>
<p>Electrical – Power</p>	<p>Survey/ review existing electrical power supply installations associated with The Works and where necessary replace existing/ install new systems in compliance with current regulatory requirements. Allow for investigating and removing all redundant cables, signs and fixtures from site making good as required.</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>The Service Provider to provide optimised solutions to conceal wherever possible the existing and new cabling by giving due consideration to decoration, positioning and specification of any new route including the fire stopping/building work required. The service provider to consider ease of access for future additional cabling and maintenance/replacement in a safe and efficient manner.</p> <p>Refer to External M&E condition report in Appendix 2.</p>
<p>Electrical – Lighting</p>	<p>Replace all existing communal lighting with wall mounted High output LED luminaire with micro polymer diffuser in acrylic or polycarbonate. Two part body with thermal management to allow integral self-contained emergency option – as Whitecroft Lighting CONVOR or equivalent.</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>Refer to External M&E condition report in Appendix 2.</p>
<p>Door Entry System</p>	<p>Decommission and remove existing door entry system</p> <p>Provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 and shall be suitably earthed.</p> <p>Note – containment to be sized as such that all existing cabling can be relocated from old plastic conduit and mounted within new powder coated containment.</p> <p>Fit new KMS door entry system to communal flats in line with CWH standard.</p>
<p>Associated FRA Works</p>	<p>Carry out all fire stopping associated with the works. All fire stopping works must be undertaken by an accredited party of an appropriate 'industry-recognised' body.</p> <p>Review all FRA's and investigate/ establish Fire Strategies for the properties in relation to the areas affected by The Works. Identify all works deemed necessary and associated with The Works to ensure all Fire Strategy requirements are complied with. Provide recommendations, with estimated costs, for the execution of these works.</p> <p>Report findings with respect to recommendations to CWH for any further works that may be deemed appropriate in regard to Fire Protection matters for CWH consideration and further direction/ instruction.</p> <p>Ensure The Works are fully compliant with current Fire Regulatory requirements and Building Regulations.</p>



	<p>Allow to seal all service and protrusion holes and voids between all communal area floors and walls, including the basement, to provide fire compartmentation. All penetrations to be sealed using proprietary Certifire or equal approved products such as fire batt and intumescent mastic.</p> <p>Replace all flat entrance doors and communal doors with FD30s rated doorsets (subject to leaseholder acceptance).</p>
FRA Works	<p>Fire Stopping: Landlord areas/riser and service rooms and basement. All fire stopping to be undertaken by an accredited party of an appropriate 'industry-recognised' body. A full and detailed report (to include photographs and certificates) should be provided to The Client on completion of these works.</p> <p>Fire Signage: New directional and FAN signage in communal area.</p> <p>Plastic trunking removed entirely – contractor to create a plan to hide the cable routing wherever possible, i.e. consider new decorative coping to hide routes.</p> <p>Note – All items above to be cross-checked against the fire risk assessment appendix – final proposals to be submitted to Client for agreement</p> <p>Provide and fit (including removal of existing system) fire detection to protect the escape route. System should be a Grade A LD2 fire alarm system in line with the recommendations of LACoRS and designed to meet the standard set out in BS5839: part 6 2013.</p>
Fire Door Works	<p>Blocks: All</p> <p>The service provider is to carry out fire doorset works as set out in the fire door schedule of works located within Appendix 3 (Replacement doorsets to Leasehold properties should be subject to written acceptance prior to manufacture).</p> <p>All fire doorsets installations are to be undertaken by an accredited third party installation company of an appropriate 'industry-recognised' body in accordance with the manufacturer's instruction, industry recognised best practice and BS 8214. Gaps between the frame and aperture should be adequately filled with intumescent materials suitable for the task. A full report should be provided on completion of the works, to include photos of the installation process to each property.</p> <p>Note - Front entrance and communal doors to be replaced with purpose made pre-assembled FD30s rated doorsets independently tested and approved by a third-party assessment authority to BS476 providing a minimum 30-minute fire and smoke resistance with full and current</p>



	certification.
Other Potentially Hazardous Circumstances	<p>In addition to Asbestos management (as noted above), there may be other potentially hazardous circumstances that the Service Provider will need to address. 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"> • Dust • Ventilation of Solvents and Fumes • Noise • Other Hazardous Substances <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>
O&M Manual	<p>Provide Health and Safety File and Operating & Maintenance manuals for all systems associated with The Works, in accordance with 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; • Future Replacement and maintenance Strategies, with estimated costs, for each property for further review/ consideration/ instruction as appropriate, by CWH; • As-built drawings, specifications, schematics, schedules etc. Manufacturers details and warranties (as applicable) • Details of risks and hazardous materials not eliminated through design • Site Investigation Reports • Any guarantees and warranties for the works • Statutory authority consents and approvals



6.0 MAJOR WORKS HISTORY & LESSONS LEARNT

KEY ISSUE	IMPACT	DATE
Previous major works completed 2003 (see appendix 13)	Re-roofing of block. Incorporating flat, mansard and dormer roof areas. External repairs, window overhaul / replacement and external redecorations. Additional works to brickwork and stonework.	Completed 2003 – final bills 2009

Lessons learnt from previous projects

S168 – Soho & Covent Garden Phase 1

1. Poor feasibility work and minimal interaction with residents at preliminary phase of works appears to have caused the delay to the program. A good working relationship with the leaseholders is vital for this project.
2. Contractor to provide RLO and introductions as early as possible.

T284 – Parsons House Fire Door Replacement Works

1. A good working relationship with the doorset manufacturer/supplier is essential
2. All parties need to be involved during the initial survey and measuring for the new doorsets – this will ensure that any discrepancies/issues will be addressed before the doorsets are ordered and manufactured
3. Fitting instructions/specifics to be provided with or before the initial delivery of doorsets to site – problems understanding specific requirements for installation can cause delays to the project
4. Ensure all parties are aware of the CWH Fire Door Performance Specification – This will help to identify any erroneous details within suppliers proposed doorsets
5. Ensure all details of the proposed doorsets/quotes match the CWH specification – Errors in meeting the specification will cause issues and potential cost overruns and project delays

Y157 – Irving house Rainwater Goods (minor works)

1. CWH has had to create a minor works package to temporarily deal with extensive leaks from the roof and rainwater goods
2. This package has had to be delivered approximately 6-12 months before the major works are due
3. CWH to ensure a yearly maintenance schedule package is agreed with maintenance contractor following the major works.



7.0 RESTRICTIONS & LIMITATIONS

1. Logistics
 - a. Project execution logistics approaches are likely to be complex for this block. The PEP is to provide a Logistics Strategy that addresses this in an optimised manner.
 - b. The Service Provider is required to make the necessary arrangements to visit Irving house in order to acquaint themselves with all potential logistical issues that need to be addressed and submit the appropriate application for access scaffolding should this be required, including liaising with the commercial units underneath the block.
 - c. The Contractors Logistics Strategy is to address the above issues in an optimised manner in order to maximise efficiencies and minimise disruption to all parties;
 - d. Space and areas available for Service Provider Site Compound Set-Up is extremely limited / unavailable. The Logistics Strategy is to address this issue in an optimised manner in order to maximise efficiencies and minimise disruption to all parties;

8.0 WARRANTIES / GUARANTEES & MINIMUM DESIGN REQUIREMENTS

General Design Requirements

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 CWH 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 CWH. Should the Service Provider wish to engage with any third party previously employed by CWH in this respect then permission must be sought from CWH 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 CWH 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 CWH 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

Table A – Material Design Requirements – General Building Works				
Element	Design Requirements	Desired Manufacturers	Guarantee / Warranty Requirement	Pricing Methodology
Decoration (Class 0)	Cross cut paint samples to show paint adhesion must be carried out by specialist prior to specification. All substrates to be tested for damp and other contaminants to ensure suitable for application of paint. Site specific specification to be provided.	<ul style="list-style-type: none"> • Integra • Tor-Coatings • Crown (Timonox) • Dulux (Pyroshield) 	10 Years	Schedule of Rates
Concrete Repairs	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"> • Mapei • Sika 	10 Years	Schedule of rates
Fire Doors / Front Entrance doors (FEDs)	All Doorsets to be third party certified and where FED secure by design (SBD) and to meet requirements of CWH Fire Door Performance Specification.	<ul style="list-style-type: none"> • Gerda 	20 Years (10 years for ironmongery)	As per business case to be provided



	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.			
Timber Repairs (resin)	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"> • Repaircare 	10 Years	Schedule of rates
Window Replacement	Once survey has been completed, high level windows may need replacement	<ul style="list-style-type: none"> • Accoya 	20 years	As per survey and business case provided
Roofing Generally	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"> • Bauder • Langley • IKO 	25 Years	As per business case to be provided
Flat Roofing (Felt)	Core samples to be taken at various intervals across each roof. Sample to go down to substrate to be inspected to ensure sufficient for replacement proposed e.g. screed replacement required). Full site specific drawings and specification to	<ul style="list-style-type: none"> • Bauder • Langley • IKO 	25 Years	As per business case to be provided



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	be produced.			
Rainwater goods (where replaced)	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"> • Marley / Alutec • Alumasc 	20 Years	As per business case to be provided
Asphalt Works Generally	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).	<ul style="list-style-type: none"> • n/a 	20 Years	Schedule of rates
Victorian Mosaic tiling restoration	Contractor to present cost to fully restore Victorian tiled floor	<ul style="list-style-type: none"> • Ceramico Restoration 		
Roof Lantern	Remove and design new roof lantern to be installed to the roof access	<ul style="list-style-type: none"> • Lonsdale Manufacturing 	30 years	As per business case to be provided



9.0 MILESTONE PROGRAMME

Project Launch	23 Aug 2018	06 Sep 2018	14	CT
Issue 2-wk notice to SP ahead of Client Brief issue	23 Aug 2018	23 Aug 2018	1	CT
Client Brief Issue Stage				
Issue Client Brief to SP	06 Sep 2018	06 Sep 2018	1	CT
Project Execution Plan Stage				
PEP production by SP & Issue to Client	06 Sep 2018	04 Oct 2018	28	SP
PEP Review & VE period	04 Oct 2018	18 Oct 2018	14	CT
Leaseholder Surgery	04 Oct 2018	25 Oct 2018	21	CT
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	25 Oct 2018	25 Oct 2018	1	CT
Prepare & Issue Pre-commencement Order to SP	26 Oct 2018	02 Nov 2018	7	CT
SP prepares & Issues Proposals document to Client	02 Nov 2018	02 Jan 2019	56	SP
Proposals Review & VE period	02 Jan 2019	30 Jan 2019	28	CT
Prepare & Issue NOE's	30 Jan 2019	06 Feb 2019	7	CT
NOE Consultation period	06 Feb 2019	15 Mar 2019	37	
Commencement Order & Mobilisation Stage				
Prepare & Issue Commencement Order to SP	10 Mar 2019	15 Mar 2019	5	CT
Issue 2-wk notice to SP ahead of Commencement Order	01 Mar 2019	01 Mar 2019	1	CT
CWH Project Team Handover to SP	08 Mar 2019	15 Mar 2019	7	CT
Meet the Contractor Letter issued	18 Mar 2019	18 Mar 2019	1	SP
Contractor Mobilisation period	15 Mar 2019	12 Apr 2019	28	SP
Start on Site	12 Apr 2019	12 Apr 2019	1	SP
Contract Period	12 Apr 2019	13 Dec 2019	245	SP

10.0 SUGGESTED SITE SET UP LOCATION

An initial/proposed site set up location has been identified and a plan can be found in Appendix 11. The contractor shall develop this proposal and confirm their requirements at the PEP stage. The Service Provider is to provide fully costed proposals/ options for their Office & Welfare Site Set Up within their PEP. The Service Provider is to investigate alternative options for welfare facilities, including possible agreements with local commercial units.

11.0 RESIDENT CONSULTATION

Consultation with residents to date has taken the form of email correspondence and informal meetings. CityWest Homes has been working directly with the residents of Irving House in the development of the Client Brief. This has included an introduction meeting and requesting comments and feedback on the draft brief. Although there is no residents'



association for Irving House, the residents have been engaged in the process and maintaining this positive relationship is vital for the success of the project.

Key resident issues/concerns to note from meetings:

The key concerns raised to date are set out below:

- Residents want a high spec finish to the work and, although this will still be a key factor, are less concerned about cost.
- Several additional items have been agreed with residents that CWH would not usually include in a major works package.

12.0 SUMMARY

The project could bring much needed refreshment and increase value to WCC stock. However, budget pressure may lead to residents being charged more for improvements than was noted in communication.

The block is in need of updating and the internals are long overdue repair and improvement to bring it back at least in line with CWH and decent homes standards.

The items within the scope of works could become costly to the resident on an on-going maintenance cost basis. Mitigation of this risk would mean re-scoping of non-essential and high cost elements of the works in line with the ongoing maintenance budget.

KEY ESTATE CONSIDERATIONS

Location of block – extensive logistics plan will be required to ensure local area knowledge is sought and analysed pre-commencement.