



<p>CLIENT BRIEF</p> <p>for</p> <p>AA102 – Wharnccliffe Gardens internal and external repairs/refurbishment works and window replacements (includes FRA works)</p>			
<p>Project details</p>			
<p>Blocks included</p>		<p>Ashby Court Birch Vale Court Brackley Court Castleford Court Cheadle Court Elmton Court Helsby Court Hucknall Court Pennyford Court Rothley Court Winchilsea House</p>	
<p>Area / Ward Location</p>		<p>Central</p>	<p>Regent's Park</p>
<p>Project Value</p>		<p>£3,349,327</p>	
<p>Delivery Year</p>		<p>2018/19</p>	
<p>Works Included</p>		<p>External Repairs, Internal Repairs, Window Replacements, Fire Risk Assessment Works and Electrical Works.</p>	
<p>Lessee Implications</p>		<p>H= £11,582.84</p>	<p>L= £5,789.28</p>
<p>Key Issues / Risks</p>		<ul style="list-style-type: none"> • Process related delay in contract starting on site • Careful management of internal access to properties for consequential works to residents' properties (reinstatement of window blinds/curtains, cills, reveal repairs and sundry accessories) • Careful design of window units including structural considerations to unique bay windows at upper levels and accommodation of the various types of structural fixings available in the reveals • Unidentified asbestos • Communication with Wharnccliffe Residents Association is a key component to project success 	



	<ul style="list-style-type: none"> UK Power Networks negotiation for substation 		
Programme board date	1 st Submission – 23/08/2018 2 nd Submission –		
Executive Summary			
AA102 Wharnccliffe Gardens is a programme of internal and external planned maintenance works to eleven blocks, with window replacements to ten blocks. The intention of these works is to keep safe, comply with the latest housing and building regulations and maintain the internal and external fabric and infrastructure of the buildings.			
Component to be cleared	Officer	Name and signature	
Property Maintenance	Chris Wait	By default dated: 29 June 2018	
Finance	Mark Johnston	By default dated: 29 June 2018	
Lessee Services	John Millichope	By default dated: 29 June 2018	
Cap Programme Team	Matt Bundy	By default dated: 29 June 2018	
M&E Engineering	James Beard	By e-mail dated: 26 June 2018	
Communications	Daren Townsend	By e-mail dated: 28 June 2018	
Health and Safety	Sarah Stevenson-Jones	By e-mail dated: 10 July 2018	
Fire Safety	Vincent Dean	By e-mail dated: 17 July 2018	
Total Project Costs			
Ref	Component	Rate	Budget
1.00	Works	-	£2,801,656
2.00	Contingency	10%	£280,166
	Management Costs		
5.00	CDM Services	0.5%	£14,008
	Sub Total		£3,095,830
6.00	CWH Staff Costs	8.19%	£253,498
	Grand Total		£3,349,327



Contents

1.0 Introduction

2.0 Key Project details

3.0 Asset Summary / Construction Type

4.0 Project Justification

5.0 Description of key works required

6.0 Major Works History

7.0 Restrictions & limitations

8.0 Warranties / Guarantees & Minimum Design Requirements

9.0 Milestone Programme

10.0 Proposed Site Set Up Location

11.0 Summary

- **Appendix 1 – Block plans**
- **Appendix 2 – Surveys & Repairs History**
- **Appendix 3 – FRA Reports**
- **Appendix 4 – Asbestos & Lead Surveys**
- **Appendix 5 – Budget Summary**
- **Appendix 6 – Risk Register**
- **Appendix 7 – Property List**
- **Appendix 8 – Drawings & Employer’s Requirements**
- **Appendix 9 – Programme Board Consultation**
- **Appendix 10 – Lessee Liabilities**
- **Appendix 11 – Supplementary Design Information**
- **Appendix 12 – Specification/Product Information**
- **Appendix 13 – Major Works History**



1.0 INTRODUCTION

This project involves a programme of planned maintenance to eleven blocks at Wharncliffe Gardens. Window replacements are to be undertaken to ten of the eleven blocks as the windows at Winchilsea House have previously been replaced. The intention of these works is to maintain the internal and external fabric and infrastructure of the buildings to ensure homes are in a good state of repair, safe and free of building and services related defects. In addition to the necessary building maintenance works, health and safety items relating to electrical services, emergency lighting and fire warning and external estate wide repair works are also required to maintain or increase the levels of safety for residents.

Having recently tendered this project using CityWest Homes' traditional market procurement route, the need has arisen to revisit the procurement of this project due to numerous commercial risks identified with the market tender returns. With the new Term Partnering Service Providers now procured, it has been concluded as the most efficient way to include these changes and deliver this scheme. By undertaking these works in line with CWH's cyclical maintenance programme, the properties, blocks and communal spaces will also be refreshed.

It is proposed that the refurbishment works are undertaken by the Service Provider appointed under the Major Works Term Programme. The purpose of this Client Brief is to provide information and direction to facilitate the production of a Project Execution Plan (as defined within the Term Contract) by the Service Provider for further review by CWH prior to issue of a Pre-Commencement Order.



2.0 KEY PROJECT DETAILS

Project Name	Wharnccliffe Gardens Estate
Project Code	AA102
Area Management Centre	Central
Ward	Regent's Park
Listed Building or Conservation Area	Not applicable.
Access and other constraints	<ul style="list-style-type: none">• Vehicular and equipment access is well facilitated to the blocks via estate circulation and parking zones• Unique scaffolding and access design to windows and doors to blocks across the estate• Advanced survey, ordering and appointment booking system required for window renewal works• Careful management of internal access to properties for consequential works to residents' properties (reinstatement of window blinds/curtains, cills, reveal repairs and sundry accessories)• Assessment of below ground drainage condition associated repairs (both below ground and to associated external areas)• Careful programming and sequencing of internal and external works by location and type with minimum periods of internal and external disruption including limiting scaffold/access erection periods• Careful design of window units including structural considerations to unique bay windows at upper levels and accommodation of the various types of structural fixings available in the reveals• Communication with Wharnccliffe Residents Association is a key component to project success.
Legislative constraints	Section 20, planning consent and building regulation compliance.
Existing Planning Consents	Planning consent for the window renewals was granted on 10 June 2016.



3.0 ASSET SUMMARY / CONSTRUCTION TYPE

The Wharncliffe Gardens estate is located in the central area of Westminster within the Regent's Park ward, just south of the Lord's Cricket Ground and north of the Regent's canal.

Externally, the blocks at Wharncliffe Gardens are made of infill cavity wall brickwork within a concrete frame which are capped with aluminium capping at eaves level. Main roofs are timber pitched with either synthetic or natural slate coverings. Rainwater goods collect surface water and discharge.

At second floor level to the blocks there is a cantilever concrete walkway covered with an asphalt finish and aluminium trims to the up stands. Painted steel guard rails provide edge protection and are infilled with plastic screens.

Mono-pitched multi-level roofs above the ground floor level have synthetic slate coverings with lead flashings, PVC gutters and downpipes. The underside of the canopies is fair faced concrete with a painted finish. There is a render finish to return walls at ground floor entrances.

Timber doors are featured at ground floor level to the maintenance areas including bin chute rooms and stores. The main communal entrance doors are timber assemblies with intercom door access.

BLOCKS IN SCHEME – SEE APPENDIX 1 FOR LOCATION PLAN

Block Name	No. of Units
Ashby Court	30
Birch Vale Court	10
Brackley Court	14
Castleford Court	33
Cheadle Court	50
Elmton Court	30
Helsby Court	20
Hucknall Court	14
Pennyford Court	33
Rothley Court	17
Winchelsea House	23
Total	274



4.0 PROJECT JUSTIFICATION

The aim of the project is to undertake internal and external repairs and redecorations to the building fabric and roofs, window replacements, upgrade of the lateral mains where required, fire safety related upgrades and environmental improvements. This comprehensive programme of repairs should be designed to make full use of the scaffolding required. Careful design and monitoring of the works will be required in order to coordinate future repair and maintenance programmes including window servicing and component replacement intervals.

The requirement for these works is from the need to maintain the state of repair of the building, reduce uneconomical reactive repairs. With the last major works to the fabric and services to the blocks in this scheme having taken place 12 years ago.

Review of independently commissioned stock condition surveys carried out in 2016 shows that the majority of components on the blocks identified for this phase require repairs and maintenance to maintain their state of repair and prevent deterioration. There are also a number of recommendations in the Fire Risk Assessment to improve safety aspects and reduce the risk to residents, including upgrading surface linings to class 0 performance, emergency lighting installation and an improvement to communal doors etc. In comparison to other blocks for the amount of bed space available in each block, there has been a relatively low spend of an average of 1,470.83 per unit on repairs the last 6 years.

The condition survey inspections confirmed failures and defects to the following elements within the blocks:

- Structural frame/brickwork
- Glazing/window unit and joint door assembly replacements
- Flat entrance (tenanted) and communal door replacements (where applicable in line with brief)
- Communal door access system upgrades
- Timberwork
- Metalwork
- Movement/expansion/mastic seals
- External redecorations
- Internal redecorations
- Communal flooring
- Roofing and weatherproofing
- Surface water and below ground drainage
- Estate-wide external repairs.

In addition, Fire Risk Assessments and regulatory requirements have created the need to upgrade the following elements to ensure the buildings are safe for use by the occupants:

- Fire compartmentation
- Fire signage
- Low voltage power distribution system upgrade
- Full communal lighting system upgrade.



5.0 DESCRIPTION OF KEY WORKS REQUIRED

Element	Work required
Schedules of Condition, Surveys & Testing	<p>A schedule of condition is to be carried out within all areas likely to be affected by the working areas by the Service Provider which shall contain written and photographic evidence of the existing conditions, prior to commencement of the works.</p> <p>The Service Provider is to identify the need for any further surveys to define the scope of works required to produce the service provider's proposals.</p> <p>Sample testing of previously painted surfaces for lead content to each block for inclusion in the pre-construction information.</p> <p>Targeted refurbishment and demolition asbestos surveys to each element within these key works to each blocks.</p>
Access Required	<p>The Service Provider will need to acquaint themselves with the access options available and provide block-specific proposals to facilitate the works necessary in the most cost efficient way.</p>
Structural/Brickwork Repairs	<p>Brick/concrete/external finishes repairs and repointing to be undertaken where necessary (for example where damaged, defective or missing) – record keeping of location and extent of repairs undertaken required.</p> <p>Cleaning of all staining, dirt and grime to all brickwork, concrete and tiled surfaces.</p> <p>Asphalt surface, upstand and detail repairs to communal walkways and balconies.</p> <p>Repairs to defective render.</p>
Glazing/Windows	<p>Replacement of all internal and external communal windows (and joint door assemblies) including fire resistant solutions where windows are within 1800mm of an escape route and/or with a cill level below 1,100mm on a single direction means of escape (the same conditions apply for front entrance door replacements below.</p> <p>All blocks excluding Winchilsea House.</p>
Flat entrance doors	<p>Removal and replacement of all tenanted flat entrance door-sets with third party certified fire doorsets where they must be passed in order to escape, i.e. where only one direction of travel exists.</p> <p>Internal doorsets to be replaced in all cases (following assessment by a third party certified fire door inspector). All fire door installations to be undertaken by third party accredited installers.</p>
Communal doors	<p>Replacement of all communal block front entrance doors.</p> <p>Replacement of internal circulation area, service doors, storage doors, service riser and meter enclosure doors where they must be passed in order to escape i.e. where only one direction of travel exists.</p> <p>Internal doorsets to be replaced in all cases (following assessment by a third party certified fire door inspector). All fire door installations to be undertaken by third party accredited installers.</p>



Timber repairs	Joinery and resin repairs to all defective timber elements (excluding external windows and doors), including tenanted property fences and gates (replacement where beyond repair). Redecorations to all previously painted surfaces, including strip and preparation where required.
Metalwork repairs	Redecoration of all previously painted metalwork including external boundary treatments. To include full preparation (strip where necessary) and repairs and replacement of missing or defective elements.
Movement joints	Movement joints / sealant works – rake out and replace with new.
External redecorations	Redecoration of all previously decorated external surfaces. Class 0 performance to masonry communal walkway elements including necessary preparations.
Internal redecorations	Repairs to internal surface finishes ensuring they are sound, consistent and ready to receive redecoration. Redecoration of all previously decorated internal surfaces. Class 0 performance to walls, ceilings and soffits including necessary preparations.
Communal flooring	Repairs to existing non-covered flooring (including replacement of any components beyond repair) to ensure surfaces are safe, cleanable, maintainable and free of defects. Replacement of existing floor coverings including associated components to ensure flooring is safe, cleanable and maintainable.
Roofing works	Cleaning of moss, lichen, debris and build-up of atmospheric dirt - to all property roofs. Pitched roof repairs to slates, leadwork, flashings, soakers, hips, valleys, ridges and associated detailing to ensure that roof elements are functioning correctly and are not permitting water ingress. Installation of inline roof ventilation. Installation of roof insulation.
Surface water and below ground drainage	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.
Electrical – Lighting	Full upgrade of communal lighting and emergency lighting (to include car park and undercroft areas). Lux levels to be in accordance with CIBSE guidelines, BS5266 and all relevant British standards. Light fittings to be IP65 rated, vandal resistant, LED and aesthetically pleasing with the estate. All wiring to be replaced including containment system. Lighting to be complete with new controls to ensure energy efficiency and reduce obtrusive lighting.
Electrical – Door Entry	Full upgrade of door entry system including new doors (excluding Elmton House) to CWH standard specification. Entry system will include new panel, cabling infrastructure and containment, inflat handsets, all containment, KMS system, push to exit and fobs to residents. Doors to be as per Elmton House entrance installation.



Electrical – Landlord Power	Full upgrade of Landlord LV distribution boards including new breakers, switches etc. Design and installation to comply with BS7671. All new final circuit wiring to be installed within new powder coated containment.
Electrical - Generally	Removal of all redundant TV aerial cabling / cabling in general. Design, supply and install cable containment systems for all electrical services required including conduit, trunking and cable tray. All metallic cable systems will be bonded.
FRA Works	<p>Fire stopping and compartmentation: Landlord areas/riser, service rooms and new penetrations to be undertaken by third party certified installers to include handover pack with before/after photographs and certifications/product details. This needs to include a full building fire strategy to ensure compartmentation is undertaken in accordance with the escape routes of the building.</p> <p>Fire doors: replacement of damaged communal fire doors.</p> <p>Fire Signage: New directional signage strategy where more than one direction of travel.</p> <p>All fire stopping work to be undertaken by third party accredited installers to include handover pack with before/after photographs and certifications/product details.</p> <p>All fire doors to be inspected by certified fire door inspector.</p> <p>Note – All items above to be cross-checked against identified in appendix 3 fire risk assessments – final proposals to be submitted to Client for agreement.</p>
External Estate Works	<p>Repairs to external tarmac/asphalt walkways, paths and vehicle circulation areas to isolated areas of defective surfaces. Resurfacing to external tarmac/asphalt walkways, paths and vehicle circulation areas where defects are present and spread across approximately 30% of the surface. To estate owned surfaces only (not highways or WCC managed parking bays)</p> <p>Reinstatement of worn ground estate signage markings to estate owned pathways only.</p>
Asbestos Management	<p>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.</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>
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.</p> <p>Undertake all surveys as necessary 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.</p>



	Provide recommendations for any additional measures that may be deemed necessary to prevent re-contamination.
O&M Manual	Provide Health and Safety File and Operating & Maintenance manuals for all systems associated with The Works, to include (but not limited to); <ul style="list-style-type: none">• A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works;• Future Plant Replacement Strategies, with estimated costs, for each property• Review/ consideration/ instruction as appropriate, by CWH;• As-built drawings, specifications, schematics, schedules, valves charts, etc• Manufacturer's details and warranties (as applicable).

6.0 MAJOR WORKS & MAINTENANCE HISTORY

Major works history:

Major works at the Wharnccliffe Gardens to Ashby Court, Birch Vale Court, Brackley Court, Castleford Court, Cheadle Court, Elmton Court, Helsby Court, Hucknall Court, Pennyford Court and Rothley Court were last undertaken in 2006 which included walkway and roofing repairs, internal and external surfaces, brickwork and repointing repairs, guttering repairs and window repairs.

Winchelsea House also previously received window renewals however it is the intention that with the exception of window renewals, Winchelsea House will also receive required planned maintenance works to synchronise the major works cycle.

Block Spend on maintenance to elements related to proposed works since 2011:

- Ashby Court - £29,614
- Birch Vale Court - £35,304
- Brackley Court - £25,655
- Castleford Court - £21,413
- Cheadle Court - £36,863
- Elmton Court - £40,721
- Helsby Court - £35,080
- Hucknall Court - £24,471
- Pennyford Court - £41,579
- Rothley Court - £43,123
- Winchelsea House - £29,471

Total - £363,294



7.0 RESTRICTIONS, RISKS & LIMITATIONS OF PROJECT

- Vehicular and equipment access is well facilitated to the blocks via estate circulation and parking zones
- Unique scaffolding and access design to windows and doors to blocks across the estate
- Advanced survey, ordering and appointment booking system required for window renewal works
- Careful management of internal access to properties for consequential works to residents' properties (reinstatement of window blinds/curtains, cills, reveal repairs and sundry accessories)
- Assessment of below ground drainage condition associated repairs (both below ground and to associated external areas)
- Careful programming and sequencing of internal and external works by location and type with minimum periods of internal and external disruption including limiting scaffold/access erection periods
- Careful design of window units including structural considerations to unique bay windows at upper levels and accommodation of the various types of structural fixings available in the reveals
- Additional liaison/communication required with Wharnccliffe Gardens Resident Association
- Window replacement work must commence within 3 years of the planning consent (21st December 2015 for Birch Vale and 10th June 2016 for the remaining nine blocks), otherwise the Service Provider will be required to resubmit the application for Planning consent.
- Task W253b (water tank works) is expected to run at Wharnccliffe Gardens from October 2018 to January 2019. The works on site will therefore need to be coordinated accordingly between the two projects.

8.0 WARRANTIES / GUARANTEES & MINIMUM DESIGN REQUIREMENTS

General Design Requirements

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;

1. Specific site specification for all materials including investigations of substrates and suitability of appropriate product must be produced at pre-commencement stage.

General guarantee / warranty and design expectations for all materials 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 Contractor/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 Building Works				
Element	Design Requirements	Desired Manufacturers	Guarantee / Warranty Requirement	Pricing Methodology
Decoration	All substrates to be tested for damp and other contaminants such as lead, asbestos etc to ensure suitable for application of paint. Site specific specification to be provided	<ul style="list-style-type: none"> • Dulux • Crown 	10 Years	Schedule of Rates
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 	10 Years (certificate of class 0 only)	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 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"> • Gerda 	20 Years (10 years for ironmongery)	As per business case to be provided



<p>Roofing Generally</p>	<p>Roof structure and any related substrate to be inspected to ensure sufficient for replacement proposed. Full site specific drawings and specification to be produced.</p>	<ul style="list-style-type: none"> Specialist roofing contractor 	<p>15 years</p>	<p>As per business case to be provided</p>
<p>Rainwater goods (where replaced)</p>	<p>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.</p>	<ul style="list-style-type: none"> Marley / Alutec Alumasc 	<p>20 Years</p>	<p>As per business case to be provided</p>
<p>Asphalt Works Generally</p>	<p>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).</p>	<p>n/a</p>	<p>20 Years</p>	<p>Schedule of rates</p>
<p>Brickwork and Concrete Repairs</p>	<p>Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.</p>	<ul style="list-style-type: none"> Mapei Sika 	<p>10 Years</p>	<p>Schedule of rates</p>
<p>Timber Repairs (resin)</p>	<p>Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.</p>	<ul style="list-style-type: none"> Repaircare 	<p>10 Years</p>	<p>Schedule of rates</p>



<p>Metal repairs</p>	<p>Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.</p>	<ul style="list-style-type: none"> • N/A 	<p>10 years</p>	<p>Schedule of rates</p>
<p>Window and door repairs and overhaul</p>	<p>Each window and door is to be surveyed and a schedule of repairs is to be compiled with an itemised spreadsheet – all repairs are to be signed off by the Client representative.</p>	<ul style="list-style-type: none"> • N/A 	<p>10 years</p>	<p>Schedule of rates</p>
<p>Light Installation</p>	<p>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.</p>	<ul style="list-style-type: none"> • Fittings = Fitzgerald or Whitecroft Lighting • As per CWH standard/agreed schedules & Specifications 	<p>5-year manufacturer's warranty</p>	<p>Business Case to be provided where Schedule of Rates cannot be applied</p>



Electrical Installation generally	Full site specific proposals to current standards and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> • Fittings = Crabtree and/ or MK • As per CWH standard/agreed schedules & Specifications 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
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9.0 MILESTONE PROGRAMME

MILESTONE	DATE
Client Brief Issued	July 2018
Project Execution Plan issued to Client Representative	August 2018
Pre-commencement Agreement	September 2018
Present project proposals document	December 2018
Commencement Agreement	January 2019
Works on Site	February 2019
Contract Period	52 Weeks

10.0 PROPOSED SITE SET UP LOCATION

The proposed site set up location is to be identified during site visits with the Housing team, Service Provider and Residents' Association.

11.0 SUMMARY

Following a full review of this brief and a visit to each block, the contractor will produce a project execution plan. The service provider will need to be able to produce evidence to suggest that all required works have been surveyed sufficiently and reasonable cost estimations prepared in before preparation for the works process can begin. The works are varied and on a large scale, every element is required to be carried out and will be subject to adherence to a pre-agreed quality management process.