

<p>CLIENT BRIEF</p> <p>for</p> <p>T168b- Russell House Internal & External Repairs + Window Repairs / Replacement</p>			
<p>August 2024</p>			
<p>Project Details</p>			
Block(s) Included in scope	Russell House		
Area / Ward Location	South	Churchill	
Recommended Service Provider	United Living		
Works Value	£ 4,432,154		
Total Works Value	£5,259,600		
Delivery Year	2025/26		
Project Lead	Kaivery Heslop – Client Surveyor		
Brief description of project:	Window repairs / replacement, roof renewal, external repairs, internal & external communal decoration works. Installing lightning protection system (LPS).		
Lessee Implications	H= 86,259	L= £43,129	A= £61,003
Key Issues / Project risks	<ul style="list-style-type: none"> – Delay in contract starting on site. – High lessee bills. – Access into individual flats for surveys, measurements & installation of new windows. – Fluctuating costs of building materials. – Extended lead in time for delivery of materials. – Planning permission. – Location of site compound 		
Programme Board Date	1st Submission – Monday, 02 October 2023		
<p>Executive Summary</p>			
<p>Russell House was originally part of the major works programme, T168 Churchill Gardens Estate Phase 6. Following United Living’s detailed window survey, it was recommended that window replacement works should be added to the scope of works at Russell House. This project has evolved over the last couple of years and following recent surveys in 2023/4 is now focusing on window repair with some replacements.</p>			

For the window element of works, a composite option is being pursued. WCC is working with Planning colleagues to confirm suitability and contractors/suppliers to confirm costs. If composite windows cannot be pursued then timber repair and replacement will be implemented. In this scenario, a threshold of 50% has been applied (if the costs of repair are 50% or more than replacement, then replacement is recommended).

This project also includes roof renewal works, window and door repairs / replacement works, external repairs, internal/ external decoration works and installation of lightning protection system.

Component to be Cleared	Title of Officer (Delegate)	Sign Off Method / Date
Asset Strategy	Gavin Ridgewell (James Long)	By e-mail dated: 22/04/2022
Property Maintenance	John Hayden (Sheila Allen)	By e-mail dated: 22/04/2022
Finance	Kate Swanton	By e-mail dated: 04/05/2022
Lessee Services	Andrew Pye (Jayne Stretton)	By e-mail dated: 04/05/2022
Cap Programme Team	Kevin Regan (Daniel Witt)	By e-mail dated: 11/05/2022
M&E Engineering	Jason Killeen (Georgina Wingham)	By e-mail dated: 11/05/2022
Communications	Ian Merriman (Amoy Ing)	By e-mail dated: 28/04/2022
Health & Safety	Matthew Curran	By e-mail dated: 02/05/2022
Asbestos	Matthew Curran	By e-mail dated: 02/05/2022
Fire Safety	David Edney	By e-mail dated: 11/05/2022
Sustainability	Anthony Jones	By e-mail dated: 09/05/2022

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Westminster City Council will make all endeavours to provide the information noted below, where it is available and relevant to the project

- **Appendix 1 – Initial Pre-construction Information (IPCI)**
 - Client site specific requirements
 - Site set up
- **Appendix 2 – Condition Surveys / Repairs History / Project justification**
- **Appendix 3 – Budget Summary**
- **Appendix 4 – Risk Register**
- **Appendix 5 – Property List**
- **Appendix 6 – Stakeholder Consultation**
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- **Appendix 8 – Specification / Drawings / Product & Planning Information**
- **Appendix 9 – Major Works History**
- **Appendix 10 – Total Project Cost (inc WCC costs)**

Note: The appendices are not published with this document as they are too large. If you would like details of the appendices, please contact housing.enquiries@westminster.gov.uk and quote reference T168b.

1.0 INTRODUCTION

T168b is a programme of planned maintenance works to Russell House. Russell House was originally part of the major works programme T168 - Churchill Gardens Estate. Russell House is unique and differed in construction type compared to the other buildings at Churchill Gardens.

Following the outcome of United Living's window survey, it was recommended that window replacement works should be added to the scope of works at Russell House. WCC decided that due to the additional works and the size of the project, the block should be completed as a stand-alone project.

To respond to resident comment and manage costs, the window replacement element will be a window repair and replacement programme. The full proposed works under T168b are window repair/replacement, roof renewal, pram shed & bin store roof renewal, asphalt repairs/renewals to the communal & private balconies. Brick & concrete repair works, internal & external decoration works, electrical works and fire safety works.

The intention of these works is to maintain the internal and external fabric of the buildings to ensure the block is in a good state of repair, safe and free of building related defects. Also included in the works is retrofitting new dry riser mains (DRM) by the stairwells and possible installation of a new lightning protection system (LPS). The LPS installation will depend on the outcome of a strike analysis/ feasibility survey carried out by the Service Provider. A provisional sum has been allocated within the budget for the installation of the LPS.

It is intended that the works will be undertaken by the Service Provider appointed under the Major Works Term Programme. The purpose of this Client Brief is to provide information and direction to facilitate the production of a Project Execution Plan (PEP) (as defined within the Term Contract) by the Service Provider for further review by Westminster City Council (WCC) prior to issue of a Pre-Commencement Order (PCO).

2.0 KEY PROJECT DETAILS

Project Name	Russell House
Listed Building or Conservation Area	(Tick as appropriate) LB <input type="checkbox"/> CA <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Comments: Russell House is situated in the Churchill Gardens Estate Conservation Area
Legislative constraints	Planning permission, Building Control approval & Regulatory Reform (Fire Safety) Order 2005. The Higher-Risk Buildings (Management of Safety Risks etc) (England) Regulations 2023 Building Regulations (England) Amendments 2023
Existing planning consents	No
Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes

3.0 ASSET SUMMARY / CONSTRUCTION TYPE

Russell House is a 9-storey traditional red brick and block construction built in the 1950's with an L shaped footprint. There are recessed balconies and walkways in some sections of the building. Russell house is located slightly off the main estate. It is constructed with solid brickwork 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 walkways in the central section, with water tank housing and lift motor room.

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

Block Name	No of Units	No of Leaseholders	No of Tenants
Russell House, SW1V 4EQ	74	47	27
TOTAL	74		

4.0 PROJECT JUSTIFICATION

WCC undertook surveys to understand the condition of the building. The defects identified within the reports indicate that some elements have come to the end of their usable life spans. The main roof, pram shed, and bin store roofs are showing signs of cracks, slumping and splits which will enable water ingress. The Bauder roof condition report and moisture mapping survey show further justification for the main roof replacement as the main roof structure has been compromised.

The original window condition surveys from 2018 recommended a repairs programme. However, as part of United Living's (UL) pre-works surveys under T168, they highlighted to WCC that numerous windows were beyond economical repair and that a window replacement programme was required. A newly commissioned window condition survey in 2021 verified that many windows were beyond repair and a Net Present Value (NPV) Calculation demonstrated that there was a significant cost saving to replacement over repair across a 36-year decoration cycle. Most of the windows in the block are showing signs of timber decay, cracked panes, deteriorating putty, snapped sash chords and general wear and tear. It is also cost effective to renew the roof and replace the windows alongside other refurbishment works as scaffolding will be required to complete other repair work under this project.

Following engagement with residents, WCC acknowledged the rising costs and high leaseholder bills. An option to reduce the financial burden on the resident is the possibility of introducing a window repairs programme rather than a full window replacement programme. WCC instructed UL to carry out a full window survey to identify the full condition of each individual window, identifying those that need repair or replacement. The outcome of the UL survey identified that a number of windows require replacement with the majority potentially suitable for repair.

The current fire risk assessment identified that the block is over eighteen metres high and does not have a dry rising main (DRM) for fire-fighting operations. A feasibility survey was carried out by an independent consultant and the survey recommended retrofitting DRMs which put the block in line with current standards.

UL is named as the recommended Service Provider to carry out the works for this project under the Major Works Term Partnering Contract.

5.0 DESCRIPTION OF KEY WORKS REQUIRED

Note: This section covers in general the works required.

Works

Element	Work Required
Condition Survey	<p>Pre-existing information regarding the condition of the building has been provided in Appendix 2.</p> <p>The PD where appointed (or PC where no PD duty holder is in place) is to inform the Client, where additional survey or inspections are required to develop the PCI and inform the design process.</p> <p>The PC is required to complete a pre-commencement condition survey within all areas likely to be affected by the works, which shall contain written and photographic evidence of the existing conditions.</p> <p>The PC is to identify any areas of concern that may result in additional works being necessary, together with proposed remedial recommendations, within the scope of works. The condition survey is to be agreed with WCC/WCCs Client Representative and upon conclusion of the works the PC is to ensure the condition of any areas affected by the works are handed over to WCC/WCC in no worse a condition than at pre-commencement stage.</p>
Access Required	<p>Work at height will be required to complete the window renewal works and external brickwork/pointing repairs. Hoist access will also be required for the roof replacement. The Service Provider's proposal is to provide detail on full-proposed method of access, waste disposal and to also ensure that all work at height activities is risk assessed and that the proposed method of access to facilitate the works is detailed in the CPP and fully costed in the PEP.</p> <p>Should there be any reason that specific access arrangements cannot be fully evaluated and costed for then the Service Provider should identify these together with a defined Provisional allowance within their PEP for each specific item/ area.</p> <p>Access will also be required into the residents' properties to undertake a number of the works elements described.</p>
Roof Replacement	<p>Strip back to deck and renew roof covering in line with and in accordance with the Roof Report Survey in Appendix 2 and the performance specification located within Appendix 8. An insurance backed guarantee for at least 25-year duration is to be provided for the installation of the roof system. Provide a sign at roof level stating installation date, contractor name, length of guarantee, guarantee</p>

	<p>end date, and contact details for Westminster City Council if any future works are proposed to be carried out to the roof.</p> <p>Renewal works are to include all associated works to roof falls, alteration and creation of compliant upstands, roofing details and junctions, termination bars, flashings, outlets, grilles, and associated decoration.</p> <p>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, promenade tile removal, parapet wall fixings, waterproofing works, new insulation, edge protection, temporary lifting and reinstatement of cables and services, etc.</p> <p>All cables and services are to be maintained throughout the project. Cables are to be fixed in cable runs and reinstated on completion of works.</p> <p>All works to be compliant with current building regulations including Part L.</p>
Other Roof Works	<ul style="list-style-type: none"> • Expansion joints: Rake out defective vertical joints on brick work and renew expansion joint. • Brick Pointing/Repairs: Rake out defective mortar & re-point. • Satellite Dishes & TV Aerials: Remove redundant dishes, TV aerials & cables + tidy up loose cables into trays. • Parapet Walls: Repair open joints between coping stones. • Redecorate glazed timber enclosure to roof access.
Tank Room & Lift Room	<ul style="list-style-type: none"> • Renew roof to tank & lift rooms. • Tank Room Doors - Adapt doors or replace where necessary. • Brick Pointing/Repairs (Inc chimney stack): Rake out defective mortar & re-point. <p>The service provider should ensure the roof replacement work is completed in line with and in accordance with the report Survey in Appendix 2 and the performance specification located within Appendix 8.</p>
Lightning Protection	<p>The building currently appears not have a lightning protection system (LPS). The service provider should carry out a feasibility survey/ strike analysis to identify if a LPS is required.</p>

	<p>If the findings from the surveys recommends a LPS system is required, the service provider should liaise with the WCC representative before proceeding with any additional works. The LPS installation works must comply with BS EN 62305-2.</p> <p>A provisional sum has been included within the budget summary for the works.</p>
Communal Walkways	<ul style="list-style-type: none"> • Flush through gullies and rainwater goods to all balconies and walkways. • Repair asphalts were necessary. • Concrete repairs to stairs • General repair work around stairwells & communal balconies. • Prepare and re-decorate all previously decorated surfaces: cast-iron pipes, stairwell areas and glazed canopies on the 9th floor walkway.
Private Balcony Floor and Drainage Works	<p>Tenanted Properties Only:</p> <ul style="list-style-type: none"> • Isolated repair to the decking on private balconies. <p>Note: Leaseholders are responsible for their own flooring as determined by their lease.</p> <p>All properties, Tenanted and Leasehold</p> <ul style="list-style-type: none"> • Flush through gullies and rainwater goods • Prepare and re-decorate cast-iron pipes.
Rainwater Goods/SVP	<ul style="list-style-type: none"> • Flush through all rainwater goods from the roof through to the balconies, walkways, and ground floor level. • Repair leaking SVP/RWP & Re-line were necessary.
Below Ground Drainage	<p>CCTV survey of the drains & pipes: an agreement will be made between contractor and WCC establishing the extent of associated works required. The Contractor is to provide proposals that would allow access to all main drain runs on the site to ascertain locations and condition.</p>
External Repairs (Main Building)	<ul style="list-style-type: none"> • Clean brick work. • Brick Pointing/Repairs/Replace were necessary.

	<ul style="list-style-type: none"> • Hammer Testing to concrete. • Concrete repairs to all elevations Inc walkways. • External grounds - east elevation - allow to reform 2nr concrete sills to service vents located on retaining wall including dubbing out and treating exposed rebar. • External grounds - hack of spalling/cracking render finishes to retaining wall located to perimeter of grounds and supply and install EML and render (Wire mesh panels will require removal to enable the works to be carried out in that area).
<p>Glazing, Windows & Doors Replacement</p>	<p>Only Properties identified by Survey as beyond economical repair.</p> <p>Renew individual property windows and windows adjoining doors in timber frame. The proposal is to renew in double glazing. The service provider must comply with the requirements set by planning. If for any reason the agreed design needs any amendments, the service provider must consult with WCC before putting forward any new design plans and requires planning to sign off the amendments.</p> <p>Also, replace the windows and doors in the communal stairwells, balcony's, walkways & roof access where necessary.</p> <p>Where outward opening windows are installed adjacent to pedestrian access e.g., balcony walkways, Service Provider to adhere to Part K of building regulations and ensure all windows have restricted opening to 100mm. Where windows are not required for escape purposes and can be accessed for cleaning from ground floor or walkway, permanent 100mm restriction is required.</p> <p>Extent of work to be agreed pre-commencement.</p>
<p>Glazing, Window & door Repairs</p>	<p>Properties: (Where identified from surveys) Once Scaffolding is erected.</p> <p>Repairs and overhauls to all internal and external communal and individual property windows, panels, glazing and balcony doors. All new glazing elements to comply with relevant Approved Documents.</p> <p>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.</p>

	<ul style="list-style-type: none"> • Repair windows where required to match, including splicing new timber sections. • Ease and adjust all windows ensuring to leave fully operational and fit for purpose. • Remove, clean down and repair window ironmongery and re-fix – replace like for like when repair is not feasible. • Where windows are beyond repair, replace to match. Following consultation with WCC • Carry out concrete repairs to windowsills where required. • Remove defective Stone/Concrete sills and cast new to match where repair is not feasible. <p>Extent of work to be agreed pre-commencement. Replacement of damaged/missing window ironmongery where required.</p>
<p>Planning Application</p>	<p>Block</p> <p>A Pre – Planning Application has been submitted to WCC Planners, The Pre – Planning Application proposed four different types of materials for consideration, Timber as existing, PVC-u, Composite and Powder coated Aluminium. See Appendix 11 for Planners response.</p> <p>The contractor will need to submit a full Plan Application for window replacement.</p>
<p>External Decorations</p>	<p>Prepare and re-decorate all previously decorated rendered/timber/metal surfaces and cast-iron pipes.</p> <p>The SP should ensure that all corroded metal surfaces should be treated before applying new paint to the surface.</p>
<p>Internal Communal Decorations</p>	<p>All Communal areas</p> <p>Allow to thoroughly prepare and redecorate all previously painted surfaces in the Communal areas and stairwells. All internal redecorations are to be Class "O"/EuroClass B finishes, Colours are to match existing on all previously decorated items. Works to be carried out in strict accordance with the manufacturer's technical specification and recommendations. Paint manufacturer to carry out paint adhesion test upon completion.</p>

<p>Secondary Glazing</p>	<p>All Tenanted Flats</p> <p>Secondary glazing to be offered to the tenanted properties where applicable. The contractor should carry out an assessment alongside window surveys to determine whether secondary glazing is required.</p> <p><u>The contractor should liaise with the Sustainability Team when consulting with the residents.</u></p> <p>Leaseholders would have to install their own SG however, If the LH ask the contractor for SG to be installed, they will have to agree to pay the contractor.</p>
<p>Electrical Lighting</p>	<p>Renew communal bulkhead lights & emergency lighting: install new systems to comply with current regulatory requirements and CIBSE recommended levels (minimum illumination of 200lux in all plant room spaces required). The emergency lights should be installed with microwave sensors.</p> <p>The Lighting installation is to include emergency lighting provisions in accordance with BS 5266 Emergency Lighting requirements.</p> <p>Provide Electrical Installation Certificate (EIC) and all appropriate certification associated with The Works undertaken.</p>
<p>Electrical Power / RCD</p>	<p>Blocks: All</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.</p> <p>Ryefield Panel shall be inspected prior to works, RCDs shall be installed in small power circuits. 2No. 15-way distribution boards shall be replaced with MCB/RCDs.</p> <p>RCD to be installed only where under BSM 7671, 18th edition reg requires installation of RCD, for e.g., reg number 411.3.3 additional requirements for socket-outlets and for the supply of mobile equipment for use outdoors.</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 (EIC) 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 where necessary.</p>
Landlord Distribution Boards	<p>Survey/review existing landlords' distribution boards and associated installation across the block including all landlords' supplies. The components shall be replaced in strict compliance with BS 7671 current edition and amendments and in accordance with IEE regulations and all relevant legislation.</p>
UKPN	<p>Contractor to allow for liaising with UKPN to upgrade incoming supply cables and earthing.</p>
BT Cables	<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 or any later amendments and shall be suitably earthed.</p> <p>All cables mounted direct to building surfaces shall be fixed by suitable clips approved by the cable manufacturer and should be in accordance with BS5839 all cable routes within common areas must perform to a minimum of part 1: clause 26.2(f). Regulation 521.11 within BS7671 2008 Amendment 3 states in Chapter 52 (Selection and Erection of Wiring Systems) that wiring systems in escape routes shall be supported in such a way that they will not be liable to premature collapse in the event of fire.</p> <p>The cables must be secured at appropriate intervals within the trunking and on walls with fire clips. The fire clips will be secured to the wall using masonry screws and gas fired nails that have a 2-hour fire-resistant certification.</p>
Fire Stopping	<p>Fire Stopping;</p> <p>All new drill holes to pull cables through to different levels of the building or between fire compartmented areas must be fire stopped with a suitable approved intumescent material. Any existing firestop that is disturbed during the installation will be replaced by material that meets the current standard.</p>



Bin Shed	<ul style="list-style-type: none">• Renew bin shed roofs.• Carry out timber repairs to doors & frames.• Re-decorate doors & frames.• Rake out defective mortar & re-point. <p>The service provider should ensure the roof replacement work is completed in line with and in accordance with the report Survey in Appendix 2 and the performance specification located within Appendix 8.</p>
Pram Shed	<ul style="list-style-type: none">• Renew pram shed roofs.• Carry out timber repairs to doors & frames.• Replace damaged doors.• Rake out defective mortar & re-point. <p>The service provider should ensure the roof replacement work is completed in line with and in accordance with the report Survey in Appendix 2 and the performance specification located within Appendix 8.</p>
PDHU Boiler Room	<ul style="list-style-type: none">• Renew boiler room roof.• Re-decorate existing timber door.
Builders Work in Connection with the M&E Installations	<p>Carry out all builders work in connection with The Works including subsequent making good of all disturbed finishes to a standard acceptable by WCC.</p> <p>Provide recommendations for any builders-work style items felt necessary (such as any minor building-fabric style repairs or decorative items associated with The Works areas), submit for review and further instruction by WCC – 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>
Maintaining the Existing Building Services	<p>Maintain the building services systems during the duration of the contract. Where services may not be functioning or operational for a period of time prior notice and resident notification shall take place.</p>



	<p>Service provider is to maintain the system fully (PPMs checks and remedials) under this scheme budget during the Defects Liability Period (DLP) and not via the term contracts PPM inclusive regime. It is essential that all newly installed or worked on services under this scheme are maintained through the scheme and the DLP.</p>
Fire Strategy Document	<p>Service Provider to procure the services of an accredited fire risk assessor or fire engineer to produce a retrospective fire strategy for Russell House.</p> <p>Russell House is a 9-storey block with a mix of traditional red and yellow brick, built in the 1950's with an (I) shaped footprint. There are recessed balconies and walkways in some sections of the building. Russell house is located slightly off the main estate. It is constructed with solid brick walls in Flemish bond with concrete floor slabs and has two definitive wings separated by a rectangular central section. The roof is flat, asphalt covers the decking and exposed walkways in the central section.</p> <p>The Fire Strategy document should include but not limited to:</p> <ul style="list-style-type: none">• Means of warning• Means of escape• Internal fire spread/passive fire protection• External fire spread• Fire safety management of the building• Evacuation Plan and Maintenance of life safety equipment. <p>Service Provider to liaise with WCC Fire Safety Team at Project Execution Plan (PEP) stage to detail requirements.</p>
Fire Safety Works	<p>Carry out all relevant works identified and set out in the Schedule of Work within Appendix 2.</p> <ul style="list-style-type: none">• Fire stop service penetrations within electrical intake cupboards <p>The service provider should review the fire risk assessment (FRA) report for the property in relation to all areas affected by the works. The FRA reports can be found on the live Westminster City Council portal, Shine.</p> <p>The service provider should ensure all fire safety requirements associated with the works and deemed necessary are completed.</p>



	<p>Report findings with respect to recommendations to WCC for any additional work that may be deemed appropriate with regard to fire protection matters for consideration and further direction/instruction.</p> <p>Ensure the works are fully compliant with all current regulatory requirements.</p> <p>All passive fire protection contained within the schedule of works (SOW). All passive fire protection and door installation works must be undertaken by a Competent Person. The term competent person shall mean a person or business who has demonstrated to a Third Party that they have the expertise, skills and commitment in the identification and installation of passive fire protection and fire door installation. The term Third Party shall mean a Certification body accredited by the United Kingdom Accreditation Service (UKAS).</p> <p>All fire safety materials, doorsets and doors shall be Third Party certificated. Where Third Party shall mean a Certification body accredited by the United Kingdom Accreditation Service (UKAS). All products used shall be delivered with the relevant certification for inspection.</p> <p>A full report should be provided on completion of the works, to include photos of pre and post condition as part of the 'Condition Survey' element of works. Upon completion of the works Regulation 38 shall be complied with and this is a requirement under the Building Regulations for England and Wales to provide fire safety information to the 'responsible person' at the completion of a project, or where the building or extension is first occupied.</p> <p>Note – All fire safety works are to be undertaken by an accredited third party of an appropriate 'industry recognised' body. A full report should be provided on completion of the works, to include photos of pre and post condition as part of the 'Condition Survey' element of works.</p> <p>Note:</p> <p>The contractor should ensure that WCC fire safety team are involved and kept updated during the design of the fire safety works with the express intention to review and potentially rationalise the scope during the design stage.</p>
Ex- Laundry Room (Now identified as Sheds / Storerooms) on	<p>Both Staircases – Half Landings</p> <p>Replace the doors to all Sheds / Storerooms on the half Landings in both staircases with 30min fire rated door and frame complete with</p>

half landings to both staircases	smoke seal all to conform to current FRA Regulations. Note this item is not <u>CHARGABLE TO RESIDENTS</u> .
FRA Works - Windows	<p>Dead end Balconies</p> <p>The windows on the dead-end balconies in the event of a fire does not provide adequate crawl space beneath them and would need to be replaced. Contractor to refer to FRA report in Appendix 2. Allowances have been made in the Budget Summary for these works.</p> <p>Ensure the works are fully compliant with all current regulatory requirements.</p>
Environmental Works	<p>Tenanted Properties Only:</p> <p>Each tenanted scheduled property (to be agreed with WCC) is to have a Nuaire humidistat Cyfan fan installed in to both the kitchen and the bathroom and a Nuaire Flatmaster2000 PIV in the hallway in accordance with the specification noted below.</p> <p>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>Also, with the resident's consent, Install a Flatmaster 2000 PIV in hallway. The benefits should be explained to the residents.</p>
Sustainability	<p>The service provider to consider other possible measures to reduce carbon emissions under.</p> <ul style="list-style-type: none"> • Floor & wall insulation where possible. • Additional draught proofing measures should be considered. <p>Consultation with the residents is necessary as residents will need to be informed of the benefits of any environmental works within this project.</p>
Asbestos Management	<p>Live asbestos information can be found on the Westminster City Council asbestos portal, Shine. The PD/PC is required to inform the client regarding the need to instruct any further R&D surveys as the design develops and the areas where intrusive works will be required are confirmed. The R&D survey will be instructed by the client through the asbestos management system and provided to the</p>



	<p>PD/PC as part of the PCI, to allow the CPP to be developed. The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for completing removal or encapsulation of ACMs to enable The Works. The SP is to ensure that any subcontractor undertaking asbestos removal works as part of The Works, fulfils the client's requirements outlined in the WCC process and procedure documents and are deemed competent to undertake the required works.</p>
Other Potentially Hazardous Circumstances	<p>Where held the Client has provided relevant information regarding the existing structure(s) and materials in the IPCI.</p> <p>The PD/PC is to inform the client if during the design stage, it becomes evident that there is the potential for other deleterious materials or hazards to be present and further inspection or testing is required.</p> <p>Other materials that may be present or that need considering include but are not limited to:</p> <ul style="list-style-type: none">• Lead Paint• HAC• Horse hair plaster• Clay pot floors• Calcium silicate brickwork• RAAC planks• Tesserae• Vermiculite <p>Other hazards that may be present:</p> <ul style="list-style-type: none">• Fragile roof materials• Unprotected roof lights• Unprotected flat roofs• Unprotected fall risks (shafts/ sumps)• Confined spaces• Insufficient safe access provision to plant and equipment• Noise protection zones• Open water
Planned Preventative Maintenance (PPM) of M&E Systems	<p>The Service Provider is to be responsible for the maintenance of all mechanical and electrical systems for the duration of the contract. The Service Provider is to make a budget allowance based on the annual M&E PPM items and associated prices listed below. Please Note: Examples below are not an exhaustive list and are for example purposes only. Service Provider to notify WCC of any additional systems not allowed for below.</p>



	<p>Note: Russell House heating is a part of the PDHU.</p> <p>Any agreed PPM to be undertaken by the Service Provider must be removed from the Estate's incumbent maintenance contractor's PPM schedule until the element is commissioned / the contract is completed.</p> <table border="1" data-bbox="486 533 1364 831"> <thead> <tr> <th>Element</th> <th>Price/Annum</th> </tr> </thead> <tbody> <tr> <td>Door entry</td> <td>£ 600.00</td> </tr> <tr> <td>CCTV</td> <td>£ 150.00</td> </tr> <tr> <td>Emergency Lighting</td> <td>£ 500.00</td> </tr> <tr> <td>Fire Alarms</td> <td>£ 800.00</td> </tr> <tr> <td>Fire Extinguishers</td> <td>£ 25.00</td> </tr> <tr> <td>AOVs</td> <td>£ 125.00</td> </tr> </tbody> </table>	Element	Price/Annum	Door entry	£ 600.00	CCTV	£ 150.00	Emergency Lighting	£ 500.00	Fire Alarms	£ 800.00	Fire Extinguishers	£ 25.00	AOVs	£ 125.00
Element	Price/Annum														
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Fire Alarms	£ 800.00														
Fire Extinguishers	£ 25.00														
AOVs	£ 125.00														
<p>H&S File & O&M Manual</p>	<p>This building does not currently have a H&S file (per CDM regulations) –</p> <p>Create/provide a new Health and Safety File and Operating & Maintenance manuals for the building and also for all systems associated with The Works. The file shall be in accordance with and as detailed within the Term Partnering Contract. This can include but is not limited to;</p> <ul style="list-style-type: none"> • A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works; • As-built drawings, specifications, schematics, schedules etc. • Manufacturers details, guarantees and warranties (as applicable) • Details of risks and hazardous materials not eliminated through design • Site Investigation Reports • Statutory authority consents and approvals 														
<p>High Risk Buildings</p>	<p>Russell House</p> <p>For all higher-risk buildings, a full application must be submitted and approved before work can commence. This includes the provision of additional information on competence, fire safety, control measures and mandatory reporting</p>														

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDMR)

5.1 CLIENT REQUIREMENTS

These requirements are in addition to the requirements imposed by any statute or statutory instrument. They form part of the client's arrangements for meeting Regulation 4 of the CDM Regulations 2015 (CDMR).

Westminster City Council will act as "The client" under CDMR.

Westminster City Council' Client Representative (CR) will lead on CDM matters and will liaise with other Duty Holders to ensure that the Clients duties are being met.

The Client requires that the Service Provider as Principal Contractor and Principal Designer demonstrates that they have the skills knowledge and organisational capacity to undertake works safely and in accordance with all relevant legislation as detailed in the New Common Assessment Standard 2022 (replacement for PAS 91).

The client will conduct ongoing enquiries, inspect and audit the Service Providers performance of its roles throughout the duration of the Service Providers contract and expects the Service Provider to provide relevant information as and when requested and co-operate in this process.

The Service Provider will issue the F10 notification to the HSE, following receipt of the Clients Project Brief (Inception) and will update the F10 notification as required and provide updated copies to the CWPM.

Where an accident or incident, involving a Westminster City Council or Westminster City Council employee: resident or member of the public occurs, in connection with the Service Providers operations the Client reserves the right to undertake its own independent investigation.

5.2 PROVISION OF PRECONSTRUCTION INFORMATION (PCI)

The client will compile initial PCI (IPCI) at project inception stage, relevant to the existing site or structures. This information will be passed to the Service Provider acting as Principal Designer as required under CDMR.

The PD is responsible for updating and developing the IPCI issued by the Client as the design process progresses and must inform the CR, at the earliest opportunity, regarding what if any additional information they feel is required to allow them to undertake the design and / or construction works safely.

The CR will inform the PD/PC regarding any specific requirements or restrictions regarding works in occupied premises and the PD/PC must ensure that these requirements are adopted and reflected in the construction phase plan (CPP).

5.3 DESIGNERS DUTIES

Those fulfilling the role of Designer under CDMR are required to consider in their design the safety of construction, maintenance, high level cleaning activities, demolition and use of a workplace of any structure for which they have prepared a design. The production of “Design Risk Assessment” is not deemed by the Client as an acceptable method of demonstrating that adequate consideration has been given to design safety issues.

6.3.1 Principal Designer Duties under Building Safety Act 2022

There is an additional requirement for clients of “Higher Risk Building” work as **Russell House W2 6EG is**. As referenced in section 120D of the Building Act 1984 (as amended by the BSA) and the Higher-Risk Buildings (Description and Supplementary Provisions) Regulation 2023). On appointing the Principal Designer and Principal Contractor, the client must keep a written record of the steps it took to satisfy itself that the appointments complied with the Building Regulations and fulfilled the requirements of competence.

The Building Regulation Amendment Act 2023 (BRAE Regulations) contain a set of duties that apply generally to all duty holders (including a client/employer, contractor, designer, the Principal Designer and Principal Contractor), in addition to specific duties for each duty holder.

Principal Designers must plan, manage, and monitor the design work during the design stage of a project, and coordinate matters relating to design work so that *all reasonable steps are taken* to ensure that the design of the building work would comply with all relevant requirements. This includes ensuring that the other designers of the project are cooperating, coordinating and complying with the relevant requirements; and

Principal Contractors must plan, manage, and monitor the building work during the construction phase and coordinate matters relating to the building work comprised in the project to *ensure* the building work complies with all relevant requirements.

Appointments to the roles of Principal Designer

- a) on “Higher Risk Building” projects, before an application is submitted for building control approval to the regulator; and
- b) on other projects, before the construction phase begins.

The primary objective of the Principal Designer role under the:

CDM Regulations is focused on health and safety in the pre-construction phase of a project; whereas.

BRAE Regulations is focused on design.

Similarly, a Principal Contractor under the:

CDM Regulations must ensure the health and safety of those affected by the project; whereas.

BRAE Regulations must take all reasonable steps to ensure compliance with Building Regulations.

5.4 PRINCIPAL DESIGNER'S DUTIES

Where the SP is contracted to act as PC, Designer and PD, they must be able to demonstrate to the Client, that the team or individual acting and PD has sufficient independence and separation from those acting as PC and Designer(s) to fulfil the PD function and client requirements detailed below, on behalf of the Client.

The PD is required to ensure the Designers fulfil their duties, monitor and report on the performance and effectiveness of the designer(s).

When it becomes apparent that the SP does not have the skills, knowledge and experience or organisational capability to undertake the role of PD, WCC reserve the right to rescind the appointment and appoint an external consultant to act.

The PD is required by the client to:

- Attend design team meetings (DTMs) to ensure that hazards during construction; occupation and demolition are adequately controlled via the design process. Discussions and outcomes are to be recorded and retained for audit purposes.
- Maintain a "Project Hazard Register" (PHR) to record and track any safety issues raised during the design process. Design and construction invariably occur concurrently and therefore the PD must design safety management is effectively managed throughout all stages of the project. The Client does not require numerical risk assessment of issues, although the PD must ensure that design options are suitably assessed for their respective risk and the outcomes clearly understood by the Design team and CR if appropriate.
- Complete "design safety reviews" (DSRs) this exercise may be completed at the end of DTMs during the design process, but should be continued throughout the project at key stages of design development. The PD is to determine the format and regularity of the DSRs, with due consideration to the Clients Requirements agreed within the Project CDM Plan. *
- Ensure the Design Team suitably develop/finalise the Maintenance Access Strategy during the detailed design in accordance with, BS85602020+A12018 – Code of Practice for the design of buildings incorporating safe work at height for inclusion in the H&S file, to demonstrate that the Designer(s) have given sufficient consideration to access for cleaning and maintenance of the completed structure or installed plant and equipment. A model document is available from the Client.
- Monitor and report the safety of the construction site, to assist the Client in fulfilling the duty to make reasonable efforts to establish appropriate H&S arrangements are in place. The purpose of this regime is to verify that the CPP is being implemented not to duplicate the PCs own safety managements arrangements. Any actions resulting from the PDs monitoring, will be actioned by the CR.

*Where the design may impact on future maintenance, i.e. high level plant, the PD should seek to consult with WCCs Head of M&E services as part of the DSR process.

5.5 THE CONSTRUCTION PHASE PLAN (CPP)

The PD is to assist the PC in the development of the CPP the PC is required to submit the suitably developed CPP to the CR at least one month before the intended start date.

The PD is to formally review the CPP prior to issue of the CPP to the CR providing a copy of their review and recommendation.

5.6 HEALTH AND SAFETY FILE (HSF)

The production of the H&S file must be initiated in the early stages of the design process by the PD, to ensure that relevant information is available to the Client at practical completion to allow the Client to fulfil its statutory duties, prior to occupation/ reoccupation.

WCCs CR will regularly review the development of the H&S file with the PD/PC to ensure it is being developed.

The PD where appointed is required to review the HSF, prior to handover to the client and ensure that it is complete. Where no PD is in place the responsibility for reviewing the file, rests with the Clients Client Representative.

6.0 CARBON NEUTRAL 2030 CHALLENGE

On 18 September 2020 Westminster City Council (WCC) voted to become Carbon Neutral by 2030 and the whole city to follow suit by 2040.

Service provider to focus on three key elements that can influence reducing carbon emissions;

- **The quoted works**

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

Prior to any product being purchased that will influence the carbon emissions of a building, (whether it be homes, communal parts or boiler/tank rooms), the service provider is required to prove Building Regulation compliance, (eg the insulation used in reroofing a flat roof), furthermore you are required to prove that you have mitigated such issues as cold bridging, thermal breaks. This proof can be as simple as U-Value calculations before and after, ideally some sample EPCs can be produced.

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

- **Compound, site set up and working practices**

Whilst it is appreciated that in all likelihood the main source of energy will be electricity taken from a WCC communal supply and that the service provider will have no opportunity to purchase “Green” electricity. However, within the service providers control is how that energy is used, service provider is required;

- To demonstrate that intelligent controls for heating and hot water have been employed
- All pipework is to be lagged including cold water services
- All lighting is to be LED and intelligently controlled to limit waste use when areas are unoccupied
- Lights are to be switched off in rooms/buildings not in use.
- PCs and laptops set to power saving settings
- Windows and doors are not to be left open unnecessarily
- A+ rated or better white goods are to be used
- Monthly reporting of electricity use to WCC Project Manager is required, with any variation in usage explained

- **Vehicles and the vehicles of tradespersons and suppliers**

- No vehicle is to idle on site, in particular delivery vehicles
- It is required that staff and tradesman commute and travel between site by either foot, cycle or public transport, if this is not possible then lift sharing is preferred.
- Electric or Hybrid vehicles are required to be used, (NB Term contractors as part of their tender have committed to using electric vehicles)

In 2021, approval was given for Westminster City Council to retrofit its existing housing stock to an average of an EPC B and to a net zero standard. Moving forward, WCC want to ensure that all service providers and their respective supply chains have appropriate environmental and retrofit standards in place including PAS 2035.

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

- Floor and wall insulation
- Draught proofing measures

A feasibility survey to install PV panels on the roof was carried out in 2021 by Bauder and due to the wind uplift, roof sizes, wind load zones, building height and parapets etc. it wasn't feasible.

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

7.0 MAJOR WORKS HISTORY & LESSONS LEARNT

Recent Major Works to note

Year	Project Number	Works Carried Out
2010	P800	Lift upgrade works
2013	R137	Upgrade the existing light fittings to LED including emergency lighting

Please refer to Appendix 9 for full Major Works History.

Lessons Learnt From Previous Projects

Building Works - General

- Early engagement with the residents of the block to ensure they are aware of the works and any works that may affect them.
- Quality of works will be monitored through quality management processes for all elements of work to ensure that works are carried out in accordance with the relevant guidelines and workmanship standards. This is to be backed up with periodic and stage inspections from the roof system manufacturer and WCC.
- Detailed pre and post condition surveys (with accompanying photographic evidence) to all properties to ensure that there is no damage caused by the works. Where potential damage may have occurred, the contractor is to review with WCC and make good where applicable.

Z117 Anson House – Roof Replacement Works Lessons Learnt

- Pre-start condition surveys to top floor properties.
- Any restrictions to access in and around the building to be communicated well in advance.
- Clear process on who residents call if there is an issue with leaks while the work is in progress – both within working hours and out of hours.

W104 – Hallfield Estate Phase 2 - Marlow, Newbury and Taunton Houses

- Detailed pre and post condition surveys (with accompanying photographic evidence) to all properties to ensure that there is no damage caused by the

works. Where potential damage may have occurred, the contractor is to review with WCC and make good where applicable.

- Newly installed windows to Marlow House under W104 have experienced issues with water ingress (primarily at apertures within the tiled façades). An investigation was carried out by Hutton+Rostron Environmental Investigations Ltd and Martin Arnold which included an on-site observation of the removal and installation process during the ongoing window refurbishment works.
- It has been concluded that the new windows' waterproofing, drip detailing design and installation methods are inadequate, combined with deterioration to mortar and substrate of the tiled façades. This has enabled rainwater to penetrate through to the structure and the building's interior at some locations.
- This will require rectification works to a number of the recently refurbished windows and replacement of all external tiling with cost and time implications for the scheme.

8.0 WARRANTIES / GUARANTEES & MINIMUM DESIGN REQUIREMENTS

General Design Requirements

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

All design related information provided by WCC is issued for Information Purposes only and is in no way to form any part of the Service Providers Design. Should the Service Provider wish to engage with any third party previously employed by WCC in this respect then permission must be sought from WCC in the first instance.

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

1. Drawings and schematics in advance of commencement agreement;
2. Materials & Workmanship specifications in advance of commencement agreement;
3. Calculations and equipment selection rational (including relevant Technical Submittals) must be provided and agreed at pre-commencement stage.

General guarantee/ warranty and design expectations for all materials and equipment are as follows:

1. Product failure liability cover.
2. Consequential damage cover to building fabric and contents where a product has failed
3. Workmanship of the approved Service Provider/ Installer where relevant.
4. Design liability for the contents of the system supplier's specification, advice and any other detailed drawings supplied.

Values of cover and cost parameters of guarantees and warranties must be presented to the Client Representative with the Service Providers Business Case for elements of work.

Table A below outlines the key design expectations of the Client in relation materials/ equipment.

Table A – Material Design Requirements – General Works				
Element	Design Requirements	Desired Manufacturers	Guarantee / Warranty Requirement	Pricing Methodology
Decoration	All substrates to be tested for damp and other contaminants such as lead, asbestos etc to ensure suitable for application of paint. Site specific specification to be provided	<ul style="list-style-type: none"> • Dulux • Crown 	Manufacturer's warranty	Schedule of Rates
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) 	Class '0' certification	Schedule of Rates
Windows (Timber)	Detailed drawings and windows schedules and site specific specification will be provided and made available to the Contractor.	<ul style="list-style-type: none"> • TBC 	Frame – 25 Years Glazing (DG) – 10 Years Ironmongery – 5 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 be produced.	<ul style="list-style-type: none"> • Bauder • Langley • IKO 	25 Years	As per business case to be provided
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 	Manufacturer's warranty	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 	N/A	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 FOSROC 	10 Years	Schedule of rates
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"> Repair Care 	10 Years	Schedule of rates
Extract Fans	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"> Nuaire As per standard/agreed schedules & Specifications 	Minimum 2 Years manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Light Installation	Full site specific proposals to current standards, British Standards, CIBSE guidance and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage. Minimum of IP65 rating. Key switch provided for testing.	<ul style="list-style-type: none"> Fittings = Thorlux / Luc Bright Trent As per WCC standard/agreed schedules & Specifications 	5-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Electrical Fittings Generally	Full site specific proposals to current standards and regulations. 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 = Thorlux / Luc Bright Trent Consumer Boards – Wylex Ltd As per WCC standard/agreed schedules & Specifications 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Wiring Containment	Powder coated, steel and complete with security screws <ul style="list-style-type: none"> Conduit 	<ul style="list-style-type: none"> Flytec systems Ltd Legrand 	Standard manufacturer's warranty	Business Case to be provided



City of Westminster

	<ul style="list-style-type: none">• Trunking• Tray• Basket			where Schedule of Rates cannot be applied
Builders work in connection (BWIC) including decorative works and fabric repairs	Full site specific proposals to current standards and regulations. BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.	N/A	N/A	Schedule of Rates
FRA works	Full site specific proposals to current standards and regulations. Fire Strategy Report & Drawings (if required), Layout Drawings and Details, Specifications and Technical Submittals to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none">• As per WCC standard/agreed schedules & Specifications	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied

9.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	16-Sep-24	17-Sep-24	1	AS
Project Launch	17-Sep-24	24-Sep-24	7	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	24-Sep-24	25-Sep-24	1	CT
Client Brief Issue Stage				
Issue Client Brief CDM Brief and initial PCI to SP	25-Sep-24	26-Sep-24	1	CT
Project Execution Plan (PEP) Stage				
PEP production by SP & Issue to Client	26-Sep-24	10-Oct-24	14	SP
PEP Review & Value Engineering (VE) period	10-Oct-24	11-Nov-24	32	CT
F10 submitted by SP to HSE (where applicable) - Copy to client	11-Nov-24	12-Nov-24	1	SP
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	12-Nov-24	13-Nov-24	1	CT
Prepare & Issue Pre-commencement Order to SP	13-Nov-24	20-Nov-24	7	CT
SP (acting as PD) reviews the initial PCI info and informs the client where additional PCI is required.	20-Nov-24	27-Nov-24	7	SP
Outstanding PCI is attained by the client and passed to the SP	27-Nov-24	4-Dec-24	7	CT
SP prepares & issues proposals document to client (includes Planning Application)	4-Dec-24	3-Feb-25	61	SP
Proposals Review & VE period	3-Feb-25	3-Mar-25	28	CT
High risk buildings as defined under Building Safety Act	3-Feb-25	23-Jun-25	140	CT/BS
S-20 Approval from cabinet members	3-Mar-25	17-Mar-25	14	
Prepare & Issue Notice of Estimates (NOE's)	17-Mar-25	24-Mar-25	7	CT
NOE Consultation period	24-Mar-25	14-May-25	51	CT
Commencement Order & Mobilisation Stage				
Issue 2-wk notice to SP ahead of Commencement Order	23-Jun-25	24-Jun-25	1	CT
Prepare & Issue Commencement Order to SP	24-Jun-25	27-Jun-25	3	CT
WCC Project Team Handover to SP	27-Jun-25	4-Jul-25	7	CT
Meet the Contractor Letter issued	4-Jul-25	7-Jul-25	3	SP
Contractor Mobilisation period	7-Jul-25	17-Jul-25	10	SP
Construction phase plan (CPP) is approved	17-Jul-25	24-Jul-25	7	CT
Start on Site	24-Jul-25	25-Jul-25	1	SP
Contract Period	25-Jul-25	25-Jul-26	365	SP

10.0 SPEND PROFILE

2025/26	2026/27
£3,416,722	£1,015,432

11.0 RESIDENT CONSULTATION

Westminster City Council and United Living will write to residents to keep them updated throughout the development of the project. This will include the formal section 20 consultation for leaseholders. Before work starts onsite United Living will hold a meet the contractor session to give residents to chance to meet the onsite team, find out how the works may affect them, the timescales for completing the work and who to contact while works are onsite.

We have held several meetings with residents regarding this scheme. A site visit was carried out early December 2023 with both a senior planning officer and senior managers from the department in attendance. We have also responded to FOI requests, complaints and enquires from residents. The input from residents has led to a change from a full window replacement project to a mix of replacements and repairs project moving forward.

Key resident issues / concerns to note:

During initial resident consultations under T168 Churchill Gardens Estate, residents raised concerns about the scope of works for the project.

During the residents meeting held in August 2022, the residents enquired whether the scaffolding be erected in phases, to help with security and allowing in more light. WCC are working with UL to consider options and this will be progressed separately but in parallel to the main scope of works.

12.0 SUMMARY

Following a full review of this brief and a visit to each block, the Service Provider will produce a Project Execution Plan (PEP).

Prior to issue of a Pre-commencement Order the Service Provider will need to identify a detailed cost estimate within the PEP for The Works in order that WCC can issue appropriate Notice of Estimates (NOE's) to any Leaseholders. Once the NOE's are issued a 37-day (calendar days) period is required before a Pre-commencement Order can be issued.

The PEP will need to identify a detailed plan of action throughout the Pre-commencement Stage to ensure that all required works will be appropriately assessed and fully costed prior to a Commencement Order being issued.

The works are varied and on a large scale, every element is required to be carried out and will be subject to adherence to a pre-agreed quality management process.

KEY ESTATE CONSIDERATIONS

Service Provider will need to identify proposals for office & welfare arrangements within the PEP. Due to the limited spaces around and within the block, the Service Provider should consider building a scaffold platform above the bin area at the front of the building and siting the site office/welfare on the platform. The storage containers can be placed in the space on the right-hand side of the building. The Service Provider should engage with WCC Area Housing Team before anywhere around the block is used for site set-up.

Other project(s) of note:

T168 Churchill Gardens Phase 6 is due to commence on site under United Living in Summer 2022.