




<p style="text-align: center;"><b>Client Brief For</b></p> <p style="text-align: center;"><b>AG112 – Hide Tower: Roof Replacement, and Decorations.</b></p> <p style="text-align: center;"><b>Revision 1 – October 2024</b></p>	
---	---

Project Details			
<b>Block(s) Included in scope</b>	Hide Tower, Regency St, London SW1P 4AA		
<b>Area / Ward Location</b>	South	Vincent Square	
<b>Recommended Service Provider</b>	Axis Europe		
<b>Total Works Value</b>	Work	£704,483.56	
	Total	£860,381.84	
<b>Delivery Year</b>	2025/26		
<b>Project Lead</b>	Brian Omara – Client Surveying Manager		
<b>Brief description of project:</b>	AG112 includes the roof replacement works, internal decorations, repair/replacement of electrical meter cupboard doors in the south staircase, and some concrete repairs to the north staircase.		
<b>Lessee Implications</b>	H= £12,812.79	A=£6,833.00	L=£2,565.88
<b>Key Issues / Project risks</b>	<ul style="list-style-type: none"> <li>– Obtaining appropriate building control approval through the Building Safety Regulator</li> <li>– Going through the appropriate gateways as defined under Building Safety Act 2022.</li> <li>– Resident consultation and dialogue with the Tenant management organisation</li> <li>– Disruption to car parking</li> <li>– Principal Designer responsibilities under the BSA 2022</li> <li>– Ensuring a suitable resident vulnerability list/PEEP statement is produced to ensure that safe evacuation is in place for all residents during the works.</li> </ul>		



<b>Programme Board Date</b>	1st Submission – TBC	
<b>Executive Summary</b>		
<p>AG112 mainly includes replacement of existing roof, internal decorations, replacement and repairs to the electrical meter cupboards located in the south staircase, and some concrete repairs in the north staircase. As per the moisture maps and the condition survey carried out by Bauder and our third-party consultants the roof has reached the end of its serviceable life and needs to be replaced. AC116 – Cladding removal and replacement is planned and is expected to start on site early 2025. It is advisable to use the same site setup as being used for AC116.</p> <p>An application needs to be submitted to the BSR for the project. There are ongoing discussions about submitting a single application for both AC116 and this project, AG112, in order to speed up the process.</p>		
<b>Component to be Cleared</b>	<b>Title of Officer (Delegate)</b>	<b>Sign Off Method / Date</b>
<b>Asset Strategy</b>	Gavin Ridgewell (Kate Swanton)	<b>By email dated:</b> 22/10/2024(KS)
<b>Property Maintenance</b>	Gary Lea (Mitin Patel)	<b>By email dated:</b> 28/10/2024
<b>Finance</b>	Libby Eledah (Nick Haverly)	<b>By email dated:</b>
<b>Lessee Services</b>	Andrew Pye (Beverley Frimpomaah)	<b>By email dated:</b> 28/10/2024
<b>Cap Programme Team</b>	Daniel Witt (Phillip McDonnell)	<b>By email dated:</b> 28/10/2024
<b>M&amp;E Engineering</b>	Jason Kileen (Georgina WIngham)	<b>By email dated:</b> 21/10/2024
<b>Communications</b>	Ian Merriman (Ayesha Begum)	<b>By email dated:</b> 22/10/2024
<b>Health &amp; Safety</b>	Richard Street (Tara Taylor)	<b>By email dated:</b> 28/10/2024
<b>Asbestos</b>	Elliot Davy (Tamara Robertson)	<b>By email dated:</b>
<b>Fire Safety</b>	Carl Vernon (Tamara Robertson)	<b>By email dated:</b> 28/10/2024
<b>Building Safety</b>	James Long (Deepshikha Luchoomun)	<b>By email dated:</b> 28/10/2024
<b>Sustainability</b>	Anthony Jones (Graham Kingsbury)	<b>By email dated:</b>
<b>TMO</b>	Mervyn Thomason	<b>By email dated:</b>

Formatted: Font: Not Bold



## 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	Construction (Design and Management) Regulations
7.0	Major Works History & Lessons Learnt
8.0	Carbon Neutral 2030 Challenge
9.0	Warranties / Guarantees & Minimum Design Requirements
10.0	Milestone Programme
11.0	Resident Consultation
12.0	Summary

**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.
  - Asbestos surveys.
  - Fire risk assessment.
  - O&M
  - EICR
- **Appendix 2 – Condition Surveys / Repairs History / Project justification**
- **Appendix 3 – Budget Summary**
- **Appendix 4 – Risk Register**
- **Appendix 5 – Property List**
- **Appendix 6 – Stakeholder Consultation**
- **Appendix 7 – Lessee Liabilities**



City of Westminster

- **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](mailto:housing.enquiries@westminster.gov.uk) and quote reference AG112.

CONFIDENTIAL



## 1.0 INTRODUCTION

Hide Tower is a 22- storey purpose-built block of 162 flats. It was constructed circa 1960's. The block has concrete floors and 2 concrete escape staircases (North and South side). It has a flat roof which has water tanks and communication plant. The external walls are assumed to be of cavity construction.

The ground floors consist of entrance lobby, lift lobby, the TMO office, electrical intake cupboard, etc.

A WCC building surveyor carried out inspection and found defects after which assigned a third-party consultant, Alderton Associates to conduct a condition survey of the roof and communal areas. According to the survey reports (see Appendix 2), some building elements require significant repairs or replacements. The complete list of elements earmarked for repair, overhaul, or replacement is outlined in section 5 of this client brief.

The intention of these works is to maintain the internal and external fabric of the buildings to ensure all properties are in a good state of repair, safe and free of building and services related defects.

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

<b>Project Name</b>	<b>AG112: Hide Tower – Roof replacement, and Decs</b>
Listed Building or Conservation Area	(Tick as appropriate) LB <input type="checkbox"/> CA <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Legislative constraints	Section 20, planning permission, building control and Regulatory Reform (Fire Safety) Order 2005 and the Building Safety Act 2022 and The Higher-Risk Buildings (Management of Safety Risks etc) (England) Regulations 2023 Building Regulations (England) Amendments 2023.
Existing planning consents	TBC
Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes

## 3.0 ASSET SUMMARY / CONSTRUCTION TYPE

Hide Tower is a purpose-built concrete framed residential building, comprising 162 flats over 21 storeys of accommodation which was built in 1961. There is a main entrance to the front elevation, leading through to a small office and communal areas on the double height ground floor, with two passenger lifts and two escape stairs located at each end of the communal corridors.

## 3.1 BLOCKS IN SCHEME



Block Name	Leasehold	Tenant	Total
Hide Tower	48	114	162

#### 4.0 PROJECT JUSTIFICATION

Based on the findings from WCC's surveyors' inspection and the condition survey report from Alderton Associates, certain building elements require repair or replacement. Additionally, Bauder conducted moisture mapping surveys of the roof, indicating that it has reached the end of its lifespan and needs to be replaced.

- It is intended that these works will be undertaken by Axis Europe who have been appointed under the Major Works Term Programme. This block falls in the south/central area service centre, which is United Living's area of service, but it was decided to use Axis Europe for this project.

Commented [LW1]: Include a paragraph on the funding process. Good to give a backstory here.

Commented [KW2R1]: Noted. Done.

Commented [KW3R1]: Done

CONFIDENTIAL

#### 5.0 DESCRIPTION OF KEY WORKS REQUIRED



Element	Work Required
Condition Survey	<p>The Principal Designer (PD) is to inform the Client, where additional survey or inspections are required to develop the PCI and inform the design process.</p> <p>The BSA PD and Fire Engineer to ensure that necessary surveys are conducted to facilitate the creation of the Gateway 1 Fire Engineer's Report. This should be followed by the progression to Gateway 2 and the establishment of the Golden Thread.</p> <p>The Principal Contractor (PC) is required to complete a pre-commencement non-invasive 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 non-intrusive 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 in no worse a condition than at pre-commencement stage.</p>
Access Required	<p>Work at height will be required to carry out all aspects of the works. The Service Provider is to ensure that all work at height activities are risk assessed and that the proposed method of access to facilitate the works is detailed in the Construction Phase Plan (CPP) and are fully costed for.</p> <p>The Service Provider will need to acquaint themselves with the access arrangements available and provide specific proposals to facilitate the works necessary.</p> <p>All access proposals are to be identified and fully costed by the Service Provider. 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 for each specific item/ area.</p>
Steel Beams (Roof Level)	





	<p>Remove rust, treat, seal and recoat. May require intumescent coating, to be advised by Fire Engineer.</p>
Roof renewal	<p><b>Location</b> – Main Roof, Tank room roof, and Roof above the flats</p> <p>Full strip and replacement of the existing roof system, prepare to receive new Bauder Total insulated roof system incl. Outlets, collars, spigots, termination bars, supplying, installing and dressing lead, raising the thresholds where required, adjusting the RVPs and access ladders, etc to accommodate new roof level, etc</p> <p>Provide a sign at roof level stating installation date, contractor name, length of guarantee, guarantee end date and contact details for Westminster City Council if any future works are proposed to be carried out to the roof.</p> <p>Include all main and secondary roofs and ancillary parapet walls and details. Using an approved contractor for all associated works.</p> <p>Check and repair fall arrest system on the flat roof above the flats on terrace.</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>
Data Cable Management	<p>Test and check all data cables. Remove redundant cabling and dishes. Install new wall mounted cable tray for retained cables.</p>
Communication Plants & CCTVs on the roof	<p>Coordinate with the provider to remove the communication plants (x2 nos)</p> <p><b>(Note - We are working with the lead consultant who is managing with the multiple wayleaves. There will be a detailed record kept confirming timeframes and other details, etc.)</b></p> <p><b>We will liaise with the community safety lead who manages CCTV.</b></p>
Rainwater pipes & Soil Vent Pipes	<p>Test and undertake repairs and full cleaning of rainwater outlets and downpipes including replacements of elements which are beyond repair. Redecorate retained pipework and fittings.</p> <p>Test upon completion to ensure all rainwater systems are free of leaks and are discharging correctly.</p> <p>Fit cowls to Soil Vent Pipes (SVPs)</p>



Louvres and Doors (Roof Level)	<p>Remove timber louvred vents to the cold –water storage room and replace with new powder coated metal louvred vents.</p> <p>Redecorate timber doors to cold water storage tank room.</p>
Internal Decorations	<p><b>Location:</b> North and South Staircase</p> <p>Redecorate metal balustrades.</p> <p>Redecorate timber handrails.</p> <p>Fit nosing to each step.</p> <p>Redecorate previously decorated ceilings with flame retardant paint (Class O/Euro class B) - South Stair only.</p> <p>Redecorate previously decorated wall incl. Skirting with flame retardant paint. (Class O / Euro class B) - South Stair only.</p>
Fire Doors / Screens flat entrance lobbies	<p>Repair/Overhaul all the existing fire doors/screens in the flat entrance lobby area on each floor.</p> <p>Redecorate all doors/screens.</p>
Electrical meter cupboard doors	<p>Repair where possible/Replace the electric meter cupboard doors located in the south staircase with suitable specification as per the Fire Engineer's assessment.</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 an extended period, prior notice shall be placed in the appropriate locations and residents shall be individually notified.</p>
Builders work in connection	<p>Carry out all builders work in connection with the works including subsequent making good of all disturbed finishes to a standard acceptable by Westminster City Council.</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 Westminster City Council – a Provisional Sum in relation to any such works should be included at PEP stage.</p>
Sustainability	



City of Westminster

	<p>Service provider to prioritize sustainability throughout the project by employing energy-efficient technologies and environmentally friendly practices.</p> <p>Using low carbon roofing insulation called Eco-FF by Bauder &amp; Sustainability team, minimum insulation to 200mm PIR Board to be specified by Bauder.</p> <p>Solar PV panels to be incorporated within the major works project with collaboration from the roofing contractor to ensure warranties are not invalidated. Solar PV to serve common areas and will not serve individual flats.</p>
Asbestos Management	<p>A copy of the existing management survey and any R&amp;D surveys have been supplied in the IPCI in Appendix 1 (As of June 2023). Live asbestos information can be found on the Westminster City Council asbestos portal, Shine.</p> <p>A copy of the existing management survey and any R&amp;D surveys have been supplied in the IPCI in Appendix 1.</p> <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&amp;D surveys as the design develops and the areas where intrusive works will be required are confirmed. The R&amp;D survey will be instructed by the client through the asbestos management system and provided to the PD/PC as part of the PCI, to allow the CPP to be developed. The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for completing removal or encapsulation of ACMs to enable The Works. The SP is to ensure that any subcontractor undertaking asbestos removal works as part of The Works, fulfils the client's requirements outlined in the WCC process and 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> <p>Lead Paint.</p>

Commented [LW4]: Can this be updated?

Commented [KW5R4]: Noted and Done



	<p>Hazardous Area Classification (HAC). Horsehair plaster. Clay pot floors. Calcium silicate brickwork. Reinforced Autoclaved Aerated Concrete (RAAC) planks. Tesserae. Vermiculite.</p> <p>Other hazards that may be present: Fragile roof materials. Unprotected flat roofs.</p>
H&S File & O&M Manual	<p>Update the existing Health and Safety File and Operating &amp; Maintenance manuals for the building and for all systems associated with The Works. Refer to the existing H&amp;S file in Appendix 1. The file shall be in accordance with and as detailed within the Term Partnering Contract. This is to include but is not limited to.</p> <p>A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works.</p> <p>As-built drawings, specifications, schematics, schedules etc.</p> <p>Manufacturers details, guarantees and warranties (as applicable)</p> <p>Details of risks and hazardous materials not eliminated through design.</p> <p>Site Investigation Reports.</p> <p>Statutory authority consents and approvals.</p>



## **6.0 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDMR)**

### **6.1 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 SP 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 PAS91)

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

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

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

### **6.2 PROVISION OF PRECONSTRUCTION INFORMATION (PCI)**

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



## DESIGNER'S 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 PRINCIPAL DESIGNER'S DUTIES

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

The PD is required to ensure the Designer's fulfill 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 ensure 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 develops/finalise the Maintenance Access Strategy during the detailed design in accordance with BS8560 2020 + 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 considered 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.

### 6.3.1 Principal Designer Duties under Building Safety Act 2022

There is an additional requirement for clients of “Higher Risk Building” work as Hide Tower 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.

### 6.3.2 Building Regulation Control Application

In relation to the Higher Risk Building (Procedures) 2023 Regulations 11 & 12 – Westminster City Council (the Client) would request that the Principal Designer appointed



under the Building Regulations (Amendments) 2023 will submit the Building Control Approval applications to the Building Safety Regulators via the online government portal Manage a building control application for a higher-risk building - GOV.UK ([www.gov.uk](http://www.gov.uk))

Field Code Changed

In relation to the Higher Risk Building (Procedures) 2023 Regulation 12 (2) (d) – Westminster City Council will submit a statement confirming that we agree to the application being made on our behalf and that the information contained in the application is correct. This statement will be provided by the Principal Building Safety Manager.

**6.4 THE CONSTRUCTION PHASE PLAN (CPP)**

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

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

**6.5 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.

It is expected that the PD will identify and agree with the [CR and PC](#), the scope and content requirements of the HSF, the format and content is to meet the Client requirements as detailed in Appendix 16.

The PD where appointed is required to formally review the HSF, prior to being submitted r to the client and ensure that it is complete. The CR is to formally review the submitted HSF prior to acceptance.

**7.0 MAJOR WORKS HISTORY & LESSONS LEARNT**

**Recent Major Works to note.**

Year	Project Number	Works Carried Out
2020-21	X251	Ventilation and FRA works

Please refer to Appendix 9 for full Major Works History.





### Lessons Learnt From Previous Projects

#### X251 – Brunswick, Dalkeith, Hide and Semley Ventilation

- Ensure that all designs have been finalised and agreed with all stakeholders including Building Control before issuing commencement orders to proceed to site. We encountered significant amounts of lost time going back over design failures at the delivery stage. The main one being those designs relating to the ventilation works and fireworks.
- Ensure that there is engagement with the TMO throughout the brief and commissioning stages. They were unhappy to say the least when BC stated that they would have to have compartmentation of the ground floor entrance foyer.

#### Additional – Lessons Learnt

- **Strategic Approach for Applications:** It is essential to take a comprehensive, strategic approach to ensure a single application covers all aspects of the works. This reduces the risk of delays to the overall programme and cost.
- **Resident Communication:** The previous project at Hide Tower highlighted issues with effective communication with residents. Going forward, clear, consistent, and timely communication with all stakeholders, especially residents, and the TMO is critical to maintain transparency and avoid misunderstandings.
- **Complete Design Before start on site:** The previous Hide Tower project revealed the importance of completing the full design before starting any on-site activity. In future projects, ensuring the design is finalized in advance will help avoid complications and disruptions during the construction phase and reassure both residents and leaseholders of WCC's partners professionalism.

## 8.0 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.



City of Westminster

- 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)

CONFIDENTIAL

## 9.0 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
Concrete repairs	Each repair to exposed surface to be identified on elevation plan, backed up by itemised spreadsheet – all	<ul style="list-style-type: none"> <li>• Mapei</li> <li>• Sika</li> </ul>	N/A	Schedule of rates



City of Westminster

	repairs to be signed off by client representative.			
<b>Flat Roof</b>	Roof structure and any related substrate to be inspected to ensure sufficient for replacement proposed. Full site-specific drawings and specification to be produced.	<ul style="list-style-type: none"><li>• Bauder</li></ul>	30 Years	As per business case to be provided
<b>Decorations</b>	All substrates to be tested for damp and other contaminants such as lead, asbestos etc to ensure suitable for application	<ul style="list-style-type: none"><li>• Integra Coatings</li><li>• Crown</li></ul>	10 Years	Schedule of Rates

CONFIDENTIAL



**10.0 MILESTONE PROGRAMME**

Milestone	Start Date	End Date	Calendar Days	Action
<b>Handover to Commissioning Team</b>				
Asset Strategy Handover to Commissioning Team	20-Dec-24	21-Dec-24	1	AS
Project Launch	22-Dec-24	23-Dec-24	1	CT
<b>Client Brief Issue Stage</b>				
Issue Client Brief CDM Brief and initial PCI to SP	21-Dec-24	22-Dec-24	1	CT
Issue RIBA stage 2 checklist	21-Dec-24	22-Dec-24	1	CT
<b>Project Execution Plan (PEP) Stage</b>				
PEP production , RIBA 2 Production & Review, RFI creation, Risk Register by SP & Issue to Client	6-Jan-25	10-Feb-25	35	SP
PEP, RIBA stage 2, and consultant cost Value Engineering (VE)	11-Feb-25	18-Feb-25	7	CT
RFI Review on-going until cleared or until 4 weeks prior to project completion.	11-Feb-25	Ongoing		SP/CT/Delivery
Risk Register review ongoing until commencement order issue	11-Feb-25	Ongoing		SP/CT
Pre-commencement order, Purchase Order issued	19-Feb-25	22-Feb-25	3	CT
RIBA Stage 4 Checklist issue	22-Feb-25	22-Feb-25	0	CT
F10 submitted by SP to HSE(where applicable) - Copy to Client	23-Feb-25	24-Feb-25	1	NA
<b>Project Proposals Document (incl.SPP) &amp; Detailed Design Stage</b>				
Fire Engineer appointment- <b>Gateway 1</b>	23-Feb-25	24-Feb-25	1	
SP prepare RIBA Stage 4 monitoring & <b>Gateway 2</b> process proposal for review by CT.	25-Feb-25	11-Mar-25	14	SP
SP prepare all Planning and Building Control, High Risk Building (incl. Conservation Area, Fire Statement and Strategy) documents and submits for approval via the CT team.	12-Mar-25	26-Mar-25	14	SP
CT Review Planning & Building Control etc documents prior to submission.	27-Mar-25	3-Apr-25	7	CT



High Risk Building application as defined under Building Safety Act. SP submits Planning & Building Control application (period shown allows atleast 30 weeks for planning approval process and HRB decision process)	4-Apr-25	31-Oct-25	210	SP
SP prepares and issues Project Proposals document to the client.	12-Mar-25	30-Apr-25	49	SP
Proposal Review and VE period	1-May-25	21-May-25	20	CT/SP
Prepare & Issue Notice of Estimates (NOE's)	22-May-25	23-May-25	1	
NOE Consultation period (subject to leasehold bills thresholds)	24-May-25	15-Jul-25	52	
Leaseholder Surgery	1-Jul-25	15-Jul-25	14	
<b>Commencement Order &amp; Mobilisation Stage</b>				
Prepare Commencement Order & PO	1-Nov-25	2-Nov-25	1	CT
Issue Commencement Order only after Planning & Building Control Approval Received.	3-Nov-25	3-Nov-25	0	CT
Construction phase plan (CPP) is approved	3-Nov-25	4-Nov-25	1	CT
CT Handover to Delivery Team.	4-Nov-25	4-Nov-25	0	CT/DT
Meet the Contractor Letter issued	5-Nov-25	5-Nov-25	0	SP/RA/DT
Contractor Mobilisation period	3-Nov-25	10-Nov-25	7	SP
Start on Site	11-Nov-25	11-Nov-25	0	SP
<b>Contract Period</b>	11-Nov-25	3-Feb-26	84	SP



## 11.0 RESIDENT CONSULTATION

After the project is approved by the project board, an introductory meeting will be arranged for residents, the TMO, and ward councillors. During this meeting, they will be briefed on the project details, including a tentative start date and estimated costs. Residents will receive regular updates on the project's progress. Prior to commencing work on-site, the contractor will hold a session for residents to meet the on-site team.

### Key resident issues / concerns to note:

- **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

AC116 – Cladding removal and replacement is planned and is expected to start on site early 2025. It is advisable to use the same site setup as being used for AC116.

An application needs to be submitted to the BSR for the project. There are ongoing discussions about submitting a single application for both AC116 and this project, AG112, in order to speed up the process.

### Other project(s) of note:

#### 1. Communal Fire Doors (each floor):

The PPM SP to inspect the condition of communal fire doors leading to lift lobbies every 6 months and carry out necessary ease, adjustment, and repairs to leave the doors in a good working condition.





City of Westminster

**2. Ground Floor timber panelling:**

The TMO to carryout works to the timber panelling on the ground floor, to coat with a flame-retardant varnish to ensure that there is limited flame spread in the event of fire.

CONFIDENTIAL