




<div>CLIENT BRIEF (Project Inception)  for  AF106 Glarus Court Sprinklers, Decs &amp; Repairs Revision 2.0 – February 2024</div>			
Project Details			
Block(s) Included in scope	Glarus Court		
Area / Ward Location	Central	Church Street	
Recommended Service Provider	United Living		
Works Value	£ 1,348,782.78		
Total Project cost	£1,595,167.55		
Delivery Year	2024/25		
Project Lead	Client Surveyor – Gaurav Nayyar		
Brief description of project:	External, Internal decorations and Sprinkler Installation		
Lessee Implications	N/A – Works to Glarus Court is not subject to S20 recharge.		
Key Issues / Project risks	<ul style="list-style-type: none"><li>– Disturbances to vulnerable residents.</li><li>– Access to some of the work areas including in-flat</li><li>– Adverse weather conditions may cause delays.</li></ul>		
Programme Board Date	1st Submission – TBC		
Executive Summary			
<p>AF106 Glarus Court project encompasses the preservation and upkeep of both the internal and external structure of the buildings, with the primary objective of ensuring that all properties remain in excellent condition, are free from building and service-related defects, and meet safety standards. In addition to this, there is a requirement for the installation of a new retrofitted in-flat sprinkler system within the sheltered housing unit, due to being flagged up as a high-risk accommodation. This sprinkler system is designed to provide coverage for all communal areas and occupied dwellings.</p>			



Component to be cleared by <b>Project Board</b>	Title of officer (delegate)	Responsible for signing off the following section in the client briefs
<b>Asset Strategy</b>	Gavin Ridgewell	By e-mail dated: <b>26/03/2024</b>
<b>Property Maintenance</b>	(Sheila Allen)	By e-mail dated: <b>16/04/2024</b>
<b>Finance</b>	Libby Eledah	By e-mail dated: <b>07/04/2024</b>
<b>Cap Programme Team</b>	Kevin Regan (Daniel Witt)	By e-mail dated: <b>26/04/2024</b>
<b>M&amp;E Engineering</b>	Jason Killeen (Georgina Wingham)	By e-mail dated: <b>12/04/2024</b>
<b>Communications</b>	Ian Merriman (Ayesha Begum)	By e-mail dated: <b>12/04/2024</b>
<b>Health &amp; Safety</b>	Richard Street	By e-mail dated: <b>29/04/2024</b>
<b>Asbestos</b>	Elliot Davy	By e-mail dated: <b>08/07/2024</b>
<b>Fire Safety</b>	Junaid Iqbal	By e-mail dated: <b>27/03/2024</b>
<b>Sustainability</b>	Anthony Jones	By e-mail dated: <b>12/04/2024</b>
<b>Building Safety</b>	James Long	By e-mail dated: <b>N/A</b>
<b>Lessee Implications</b>	Andrew Pye	By e-mail dated: <b>N/A</b>

## Contents

<b>1.0</b>	<b>Introduction</b>
<b>2.0</b>	<b>Key Project Details</b>
<b>3.0</b>	<b>Asset Summary / Construction Type</b>
<b>4.0</b>	<b>Project Justification</b>
<b>5.0</b>	<b>Description Of Key Works Required</b>
<b>6.0</b>	<b>Construction (Design and Management) Regulations</b>



<b>7.0</b>	<b>Carbon Neutral 2030 Challenge</b>
<b>8.0</b>	<b>Major Works History &amp; Lessons Learnt</b>
<b>9.0</b>	<b>Warranties / Guarantees &amp; Minimum Design Requirements</b>
<b>10.0</b>	<b>Milestone Programme</b>
<b>11.0</b>	<b>Spend Profile</b>
<b>12.0</b>	<b>Resident Consultation</b>
<b>13.0</b>	<b>Summary</b>

**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
  - Existing H&S file(s)
- **Appendix 2 – Condition Surveys / Repairs History / Project justification**
- **Appendix 3 – Budget Summary, Total Project Cost (inc WCC costs), Property List**
- **Appendix 4 – Risk Register**
- **Appendix 5 – Property List**
- **Appendix 6 – Stakeholder Consultation**
- **Appendix 7 – Lessee Liabilities**
- **Appendix 8 – Specification / Drawings / Product & Planning Information**
- **Appendix 9 – Major Works History**

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 AF106.

## **1.0 INTRODUCTION**

Glarus Court is a four-storey block of flats and maisonettes located on the outskirts of Marylebone in NW1. It was built by the Greater London Council in 1987. There are 20 dwellings in the building with 19 occupied by residents and one occupied by the warden (as tied accommodation). The dwellings are a combination of both one bed flats and bedsits.

Currently this is a sheltered housing scheme with on-site care and resident management staff (24/7), some residents' needs are slightly greater than others and requires assistance to get around the building.

This project involves a programme of major works internal and external. External repairs include masonry repairs, wash down of all soffits and fascias, cleaning of facades including the grills, render and concrete repairs, localised cleaning of pre-finished render where stained and overhauling all windows, replacing broken ironmongery, rubber seals and blown glazed units where required.

Internal works include decoration and repairs, replacement of carpets to vinyl flooring on all storeys, all corridors and communal areas adhering to the same colour scheme.

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. Also, a new retrofitted in-flat sprinkler system needs to be installed into all 20 sheltered housing units and communal areas. Apart from loft and service cupboards. A survey confirmed that there is adequate space high level to install a sprinkler pipework system concealed in decorative boxing around the perimeter of each dwelling.

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	INSERT NAME OF PROJECT
Listed Building or Conservation Area	(Tick as appropriate) LB <input type="checkbox"/> CA <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Comments: Lisson Grove Conservation Area
Legislative constraints	Planning may be required and Building Control approval.
Existing planning consents	No
Project Notifiable under CDM	Yes



City of Westminster

Principal Designer appointment required	Yes
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### 3.0 ASSET SUMMARY / CONSTRUCTION TYPE

Glarus Court is a small development of 19 one-bedroom studio flats and bedsits constructed in 1987 with mobility and wheelchair accessible, garden and communal lounge. The block is constructed of red facing brick on a concrete and steel structure with a slate covered roof. Windows are mainly single glazed timber, the flats are accessed via communal stairs, lifts and corridors.

The building is a brick construction with a flat roof with a small plant room area located above. The windows throughout the block are timber framed single glazed units. There are two entrances into the block, the main entrance is accessed from Stalbridge Street and the second is from Daventry Street at the rear of the property. The block has one passenger lifts and a central staircase.

There is a communal garden area to the rear of the property with the car park from adjacent property Waterford court below with vehicular access from Stalbridge Street

### 3.1 BLOCKS IN SCHEME

Note: Glarus Court is a sheltered scheme made up of 19 sheltered units and 1 tied accommodation.

Correct at the time of drafting the Client Brief.

Block Name	No of Units	No of Leaseholders	S20 Recharge
Glarus Court	20	Not applicable	Not applicable
<b>TOTAL</b>	20	Not applicable	Not applicable



#### 4.0 PROJECT JUSTIFICATION

Westminster City Council as freeholder of these properties has a responsibility to keep the external fabric and communal elements in 'a good state of repair'. Works are generally programmed on a 10-12 year cycle and the last programme of cyclical redecorations to the terrace took place in 2005 (H122) so are now overdue. Condition surveys have demonstrated that the properties included within this project are generally in poor condition and in need of external and internal refurbishment. These surveys are available for review in Appendix 2.

Aerial drone technology was employed to conduct a comprehensive roof survey, providing us with a comprehensive overview of the roof's condition. This valuable survey data has been instrumental in identifying the necessary repairs and maintenance actions required to ensure the roof's structural integrity and longevity. This data would be uploaded on to our asset management database.

Following the tragic events at Grenfell, an executive decision was made for sprinkler systems to be installed into Westminster City Council buildings where our most vulnerable residents reside. The catalyst for this decision came from the need to improve fire safety on all high-rise buildings.

Glarus Court was identified as a high-risk property due to the residents being unable to self-evacuate under emergency conditions without assistance from staff. This has highlighted the need to install a dedicated sprinkler system.

The justification for the works is highlighted in the condition reports within Appendix 2. The ventilation system is beyond economical repair due to the age of the component. (Check the consultant report for age). The current condition has caused an airflow imbalance which may increase the chances of damp & mould.

The efficiency of the ventilation system will be significantly improved by the replacement of the old fans with the new, more energy efficient inverter-controlled fans.

The Quality and Sustainability manager at WCC has visited numerous properties over the last few years and has noted multiple failings within residents' flats, including severe condensation, mould growth in various locations and insufficient ventilation within resident's flats. As part of Westminster commitment to reduce properties affected by condensation and mould, environmental works have been included within the scope and will be funded by a separate condensation budget.

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

## 5.0 DESCRIPTION OF KEY WORKS REQUIRED

Note: This section covers in general the works required. It should be noted that details within appendix 8 supersede the scope as detailed in the specification.

### Works

Element	Work Required
Condition Survey	<p>Blocks: All</p> <p>Pre-existing information regarding the condition of the building and associated ancillary areas has been provided in the IPCI in Appendix 1.</p> <p>The PD and PC where appointed 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>Blocks: All</p> <p>Work at height will be required to complete .... window renewal works and external brickwork/pointing repairs. The PC 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 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 Repairs	<p>Blocks: All</p>





	<p>Repair localised areas of roof and make good all splits and defects to asphalt covering flat roofs and tank room roofs. Re-apply solar reflective paint to all mastic asphalt surfaces and renew pigeon spikes where missing/defective.</p>
Rainwater Goods	<p>Blocks: All</p> <p>Test and undertake repairs and full cleaning of rainwater goods including replacements of elements which are beyond repair. Test upon completion to ensure all rainwater goods systems are free of leaks and are discharging correctly.</p>
Pitched Roofs	<p>Blocks: Glarus Court</p> <p>The roof coverings are believed to be generally in a good condition, but the service provider must identify required works through a condition survey arranged by the service provider and attended by WCC, who will agree to scope of works. Anticipated that these works are likely to include:</p> <ul style="list-style-type: none"><li>• Replacement of damaged and/or missing components including (but not limited to) roof slate tiles, ridge/ hip tiles, SVP's, SVP cowls/ guards.</li><li>• Inspection and minor repairs/ replacement of damaged roof timber components (structural and non-structural);</li><li>• Repairs to box gutter coverings.</li><li>• Repairs/ replacement to any damaged or missing flashings, soakers and the like, including repointing of same where necessary.</li><li>• Clean all roof coverings using proprietary techniques including removal of all algae, moss and the like;</li></ul>
Balcony Works – External	<p>Blocks: External front elevation only</p> <p>Remove all debris, plant moss etc. renew lead stepped flashing, clean out groove of brickwork, wedge with lead and repoint in cement mortar on the external balcony.</p> <p>Prepare, treat, prime and repaint all previously painted metalwork on the external balcony (balustrades, handrails / top rails).</p>
Estate Works (Courtyard)	<p>Blocks: Glarus Court</p> <p>Replace oil-stained slabs, lift and relay loose slabs</p> <p>Re-fix water tap</p>



	Brick planters – demolish and re-build loose sections of the brick work.
Movement Joints	<p>Blocks: Glarus Court</p> <p>Movement joints and mastic sealant works – rake out and replace with new where required.</p>
Glazing & Windows	<p>Blocks: Front and Rear elevation</p> <p>Overhaul and repairs to all external individual property windows, panels, and glazing. All new glazing elements to comply with relevant Approved Documents.</p> <p>Full window replacement where the windows are damaged beyond repair. Window restrictors need to be installed for the consideration of vulnerable residents.</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>Security grilles to be installed internally to windows only on the ground floor including the Scheme Managers flat.</p> <p>Extent of work to be agreed pre-commencement. Replacement of damaged/missing window ironmongery where required; a provisional sum has been allowed for.</p>
External Decoration including to Tied Accommodation Building	<p>Blocks: Glarus Court</p> <p>Repair crack in any external render including carefully hack out and make good with cement and sand including applying finishes to match existing.</p> <p>External decorations to all previously decorated surfaces. Including rainwater goods, railings and boundary walls.</p>
Cables	Blocks: All



	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.
External Repairs	<p>Blocks: Glarus Court</p> <p>Extensive brickwork facing and pointing repairs where necessary on all external areas. The extent of the pointing at high level and across the block is extensive and may require phasing of works.</p> <p>Provide a plan for potential phasing of pointing and external repairs work and align against working at height requirements and proposal.</p> <p>Clean external facades including grilles and areas of masonry.</p> <p>To renew lead covering with drip design to the front of the facade.</p>
Metal Work Repairs	<p>Blocks: front elevation</p> <p>Decoration of all previously painted metalwork to the front external balcony. To include full preparation (strip where necessary) and repairs and replacement of missing or defective elements.</p>
Communal Flooring	<p>Blocks: All floors</p> <p>Replace all existing flooring to vinyl to ensure surfaces are safe, cleanable, maintainable and free of defects.</p> <p>Service provider to ensure vinyl colour scheme fit for purpose for vulnerable residents.</p> <p>Also, to make provisions for two manholes on ground floor for ease of access for future maintenance works.</p>
Internal Decoration	<p>Blocks: All</p> <p>Service provider to ensure vinyl colour scheme remains the same as existing colour scheme (in compliance with Building Regs.)</p> <p>Redecoration of all previously decorated internal surfaces.</p> <p>Class 0 performance required to walls, ceilings, strings and soffits including necessary preparations, in accordance with Approved Document B requirements.</p>
Timber Repairs	Blocks: All



	Joinery and resin repairs to all defective timber elements. Painting all previously painted timber surfaces, including strip and preparation where required.
Pipework, valves & Fittings associated with water tank works	<p>Blocks: All</p> <p>Supply, install and connect all associated pipework, valves, fittings and overflow/ warning devices associated with calorifiers replacement.</p> <p>Provide valve charts and labelling associated with the works.</p>
Water Treatment	<p>Blocks: All</p> <p>Water treatment, cleansing, power flushing and re-treatment of pipework systems throughout the whole system in accordance with CIBSE and BSRIA publications.</p>
Pipework Insulation	<p>Blocks: All</p> <p>Install new thermal insulation to all water tanks and boilers associated pipework, valves and fittings.</p> <p>Ensure all pipework is labelled with direction flow arrows.</p>
Ductwork Cleaning	<p>Blocks: All</p> <p>Specialist ductwork cleaning company to clean the existing ductwork system and in accordance with CIBSE/BSRIA and HVAC TR19 publications. All ductwork to be cleaned including the branch ductwork from inside each flat.</p> <p>Post clean report to be provided to include photos of pre and post condition.</p> <p>Hatches to be installed if required to suit the method of cleaning. The SP is to ensure that no breaches of fire compartmentation are</p> <p>The contractor is to also detail the provision/condition of any shunt ducts or other fire precautions where present in the system.</p>
In flat Ventilation works (where on communal system)	<p>Blocks: All</p> <p>Clean local ductwork, replace the grille and control damper, install new / replace existing fire dampers and make Improvements to make-up air/trickle vents.</p>



	<p>The contractor is to ensure that there will be minimum down time and shall always be provided with extract ventilation.</p> <p>Works to comply with the current regulations.</p>
Ductwork, Dampers & Fixings	<p>Blocks: All</p> <p>Supply, install and connect all associated ductwork, dampers and fittings involved with replacing the fans.</p> <p>Where new ductwork is installed and routed through fire compartments, the existing fire compartmentation shall be maintained.</p>
Sprinkler System	<p>Blocks: All</p> <p>Design, supply and install an automatic sprinkler system in accordance with British Standard (BS) S9251:2014, BS8458 and BSEN 9152. The sprinkler heads shall be concealed within the ducting installed at ceiling level. Vertical riser is to be routed through the building.</p> <p>The sprinklers should be installed in the flats, communal spaces, and corridors.</p> <p>The Service Provider shall review the options to install a sprinkler which is fed by the water mains supplying Glarus Court.</p> <p>The Service Provider should ensure the installation shall be undertaken by an installation contractor specialising in the fire prevention industry and can demonstrate their competence in delivering Fire Protection Sprinkler Systems to the appropriate British Standard through a third-party certifications scheme, such as the BRE/LPCB, Exova Warrington Certification Ltd, International Fire Consultants etc.</p> <p>All materials and equipment shall be listed in the LPC Red Book Live (<a href="http://www.redbooklive.com">www.redbooklive.com</a>).</p> <p>SP to review cause and effect on all systems such as fire ventilation, dampeners, AOV's automatic door and access control, Warden Call and lifts to ensure they are all compatible with the new sprinkler installation.</p>



	<p>Sprinkler system installed to be open protocol and able to be maintained by WCC.</p>
Electrical Intake Cupboards	<p>Blocks: All</p> <p>The proposed works should include the addition of a new bus-bar chamber and 2 main switches for Landlord's and tenant's supplies, addition of a new current transformer chamber with a new Landlord's electricity meter, replacement of existing Landlord's switchboard, provision of a new Landlord's main supply cable and removal of existing connection enclosure. Landlord's and tenant's MICC riser cabling may be retained subject to testing and validation. New sprinkler pump supply cable originating on an MCCB in the new Landlord's switchboard shall be installed; it shall be terminated on a new isolator in the plant room in the vicinity of proposed pumps.</p> <p>Replace distribution boards in the risers but retain existing cabling within the risers.</p> <p>The service provider should ensure that all installations meet the current British standards, regulations and all relevant legislation.</p>
Fire Alarm System and Panel	<p>Blocks: All</p> <p>The contractor shall investigate and validate that the existing fire alarm system can be used and interconnected to the new sprinkler control panel/system. If required, the existing system shall be updated/adapted to interact with the new sprinkler control system and in line with the latest regulations and guidance. A provisional sum has been allowed or within the budget in case the existing panel is not suitable, and the item recorded on the risk register.</p>
Pipework & Boxing	<p>Blocks: All</p> <p>The new pipework should be installed at high level within the flats and communal areas and concealed within the existing boxing or new boxing.</p> <p>Pipework within any service risers or plantrooms is not required to be boxed in or concealed</p>
Pumps	<p>Blocks: All</p> <p>To accommodate the new automatic sprinkler system, the service provider should consider converting the existing cold water down service to a boosted mains water supply.</p>



	<p>The new pumps will require an independent power supply installed to minimise the risk of electrical supply failure by having a separately fused connection.</p> <p>The service provider should ensure the Installation of the new booster pumps complies with BS9251:2014 and the latest regulations and guidance.</p>
Water Tanks	<p>Blocks: All</p> <p>Replace existing cold water storage tanks with new. To include complete removal of all redundant equipment and pipework. All regulatory standards to be adhered too with any testing to carried out before and after installation. All relevant certification to be provided within the O&amp;M files.</p> <p>The Service Provider is to ensure that there will be minimum down time and that residents will have cold water down service at all times. The Project Execution Plan needs to provide a detailed strategy for ensuring this requirement is adhered to.</p> <p>The contractor to review the size of each tank and reduce where possible the risk of stagnation etc.</p>
Pipework, valves & Fittings associated with the tank works	<p>Blocks: All</p> <p>Supply, install and connect all associated pipework, valves, fittings and overflow/ warning devices associated with water tank replacement.</p> <p>Provide valve charts and labelling associated with the works.</p>
Water Treatment	<p>Blocks: All</p> <p>Water treatment, cleansing, power flushing and re-treatment of pipework systems throughout the whole system in accordance with CIBSE and BSRIA publications.</p>
Thermal Insulation	<p>Blocks: All</p> <p>Install new thermal insulation to all new water tanks and associated pipework, valves and fittings.</p> <p>Ensure all pipework is labelled with direction flow arrows.</p>
Kitchen	Staff Kitchen Only:



	<p>Kitchen should be renewed or replaced British standards and designs which will be supplied by the service provider. This shall comply with all appropriate regulations and unit allocations equated against the size of the property.</p> <p>Kitchen works is to include; all units, worktops, sinks, taps, waste and pipes, sealant, tiling, flooring, gas, heating, plumbing electrical works and associated repairs and decorations. It is also to include the replacement of the laminate flooring in the Kitchen. The full scope, condition and recommendations are to be defined during the survey process.</p> <p>Please note, kitchen works do not encompass the replacement of electrical goods and appliances e.g. white goods, however the service provider shall allow for the disconnection, relocation, and recommissioning of these.</p>
Builders Work in Connection with the M&E Installations	<p>Blocks: All</p> <p>Carry out all builders work in connection with The Works including subsequent making good of all disturbed finishes to a standard acceptable by 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>Blocks: All</p> <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>





Environmental Works	<p>Blocks: All</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 (usually located in glazing) 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>
Sustainability	<p>Properties: All</p> <p>Cavity wall insulation if feasible to install (Provisional sum allowed for in the budget summary)</p> <p>Service provider to carry out an energy assessment to identify what measures are appropriate and to liaise with our sustainability team to look at alternative funding opportunities. Consider all possible measures to reduce carbon emissions from all properties.</p> <p>Consultation with the residents is necessary to identify the benefits to the residents and the environment.</p>
Asbestos Management	<p>Blocks: All</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>Blocks: All</p> <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"><li>• Lead Paint</li><li>• HAC</li><li>• Horse hair plaster</li><li>• Clay pot floors</li><li>• Calcium silicate brickwork</li><li>• RAAC planks</li><li>• Tesserae</li><li>• Vermiculite</li></ul> <p>Other hazards that may be present:</p> <ul style="list-style-type: none"><li>• Fragile roof materials</li><li>• Unprotected roof lights</li><li>• Unprotected flat roofs</li><li>• Unprotected fall risks (shafts/ sumps)</li><li>• Confined spaces</li><li>• Insufficient safe access provision to plant and equipment</li><li>• Noise protection zones</li><li>• Open water</li></ul>
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&amp;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>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><tr><th>Element</th><th>Price/Annum</th></tr><tr><td>Door entry</td><td>£ 600.00</td></tr><tr><td>CCTV</td><td>£ 125.00</td></tr><tr><td>Emergency Lighting</td><td>£ 350.00</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></table>	Element	Price/Annum	Door entry	£ 600.00	CCTV	£ 125.00	Emergency Lighting	£ 350.00	Fire Alarms	£ 800.00	Fire Extinguishers	£ 25.00	AOVs	£ 125.00
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Fire Extinguishers	£ 25.00														
AOVs	£ 125.00														
O&M Manual / Secure Information Box	<p>Blocks: All</p> <p>Create/provide a new Operating &amp; Maintenance manual 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"><li>• A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works;</li><li>• As-built drawings, specifications, schematics, schedules etc.</li><li>• Manufacturers details, guarantees and warranties (as applicable)</li><li>• Details of risks and hazardous materials not eliminated through design</li><li>• Site Investigation Reports</li><li>• Statutory authority consents and approvals</li><li>• Blocks of flats with a top storey more than 11m above ground level should be provided with a secure information box may be beneficial. The box should meet all the necessary condition:<ul style="list-style-type: none"><li>○ Sized to accommodate all necessary information</li><li>○ Easily located and identified by firefighters</li><li>○ Secured to resist unauthorised access but readily accessible by firefighters</li><li>○ Protected from the weather</li></ul></li></ul>														

## **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 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.

### **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 Contractor and Principal Designer where the role is required under CDMR

The PC/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).



### 6.3 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.

### 6.4 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 monitor and report on the performance and effectiveness of the designer(s) and report on performance as requested by the Client.

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 that 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. \*
- Produce a “Project Access Safety Strategy” in accordance with BS8560 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.

## 6.5 THE CONSTRUCTION PHASE PLAN (CPP)

The PC (where no PD is in place) is required to submit an appropriately developed CPP to the CR at least **one month** before the intended start date.

Where the SP is also acting as PD, the PD is to review the adequacy of the CPP prior to issue of the CPP to the CR providing a copy of their review and recommendation.

## 6.6 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.

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

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.

## 7.0 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
- Secondary glazing and additional draught proofing measures
- Installation of PV panels where roofs are replaced.

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.

## 8.0 MAJOR WORKS HISTORY & LESSONS LEARNT

### Major Works to note.

Year	Project Number	Works Carried Out
2009	M131	Removal of existing communal TV services and installation of new Digital TV Capital services to all flats.

Please refer to Appendix 9 for full Major Works History.

### Lessons Learnt from Previous Projects

**S155** – Churchill Gardens Phase 5





## City of Westminster

1. A working group with residents and stakeholders was initiated to build a good working relationship and a platform to engage, communicate and work with residents during the works.
2. The Service Provider and WCC are to allow for the possible requirement of evening and weekend appointments for residents during the works.
3. Where existing balcony / walkway coverings are to have works carried out, a case by case review should be undertaken to existing materials / substrate, existing falls, travel of water to outlets and notes of ponding in order to provide a suitable system solution for the balcony / walkways.
4. The scope for overhauling windows should be identified in more detail, providing further information as to what is expected under the term "overhaul". Client expectations for window overhaul works are to be produced within the Client Brief and are to be specific to the window style and materials for that project. The approach for overhauling windows is to be agreed with the Service Provider at Project Execution Plan Stage.
5. In general for concrete repairs, manufacturers of the repair systems identify grit blasting as a requirement for preparation of the existing surface prior to application of the repair system. This is not always suitable in a residential setting where grit blasting can cause damage to resident's properties if the repair area is adjacent to a property. WCC and the Service Provider are to review methods of preparation alongside the manufacturer's site specific recommendations to mitigate property damage and meet manufactures guarantee requirements.

## **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.

<b>Table A – Material Design Requirements – General Works</b>				
<b>Element</b>	<b>Design Requirements</b>	<b>Desired Manufacturers</b>	<b>Guarantee / Warranty Requirement</b>	<b>Pricing Methodology</b>
<b>Decoration</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>Dulux</li> <li>Crown</li> </ul>	10 Years	Schedule of Rates
<b>Sprinkler Heads, valves and associated equipment</b>	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage. Design in accordance with BS9251:2014, BS8458 and BSEN 12845.	<ul style="list-style-type: none"> <li>Tyco Fire Protection Products</li> <li>VikingEMEA</li> <li>Imist system</li> </ul>	Minimum 2 Years manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Pipework</b>	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, valve charts, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> <li>Blazemaster CPVC</li> <li>IPS Flowsystems/</li> <li>Friate CPVC</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Valves and fittings</b>	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, valve charts, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> <li>Crane</li> <li>Hattersley</li> <li>Oventrop</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Pumps</b>	Existing pumps to be used where possible. Full site specific proposals to current standards and regulations.	<ul style="list-style-type: none"> <li>Grundfos</li> </ul>	Standard manufacturer's warranty	Business Case to be provided



## City of Westminster

				where Schedule of Rates cannot be applied
<b>Thermal Insulation</b>	Full site specific proposals to current standards and regulations.	<ul style="list-style-type: none"> <li>Rockwool</li> <li>Kingspan</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Water Tanks</b>	Re-use existing where possible. If new tanks are required then they shall be designed in accordance with BS9251:2014, BS8458 and BSEN 12845.	<ul style="list-style-type: none"> <li>Balmoral Tanks</li> <li>Nicholson Plastics</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Plant Support</b>	Full site specific proposals to current standards and regulations. Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> <li>Unistrut</li> <li>Direct Channel</li> <li>Big Foot Systems</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Light Installation</b>	Full site specific proposals to current standards, British Standards, CIBSE guidance and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage. Minimum of IP65 rating. Key switch provided for testing.	<ul style="list-style-type: none"> <li>Fittings = TBC with WCC</li> <li>As per WCC standard/agreed schedules &amp; Specifications</li> </ul>	5-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Fire Alarm System and Panel</b>	<p>The existing system may have to be altered/modified to operate with the new sprinkler system.</p> <p>Full site specific proposals to current standards and regulations. Technical submittals and calculations</p>	<ul style="list-style-type: none"> <li>Existing system manufacturer</li> <li>AICO</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



## City of Westminster

	to be provided and agreed at pre-commencement stage.			
<b>Decorative pipework boxing</b>	Full site specific proposals to current standards and regulations. BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> <li>Pendock</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Electrical Fittings Generally</b>	Full site specific proposals to current standards and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> <li>Fittings = TBC with WCC</li> <li>Consumer Boards – Wylex Ltd</li> <li>As per WCC standard/agreed schedules &amp; Specifications</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Wiring Containment</b>	Powder coated, steel and complete with security screws <ul style="list-style-type: none"> <li>Conduit</li> <li>Trunking</li> <li>Tray</li> <li>Basket</li> </ul>	<ul style="list-style-type: none"> <li>Flytec systems Ltd</li> <li>Legrand</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Decoration (Class 0)</b>	Cross cut paint samples to show paint adhesion must be carried out by specialist prior to specification. All substrates to be tested for damp and other contaminants to ensure suitable for application of paint. Site specific specification to be provided.	<ul style="list-style-type: none"> <li>Integra</li> <li>Tor-Coatings</li> <li>Crown (Timonox)</li> <li>Dulux (Pyroshield)</li> </ul>	10 Years	Schedule of Rates
<b>Windows (Timber)</b>	Detailed drawings and windows schedules and site specific specification will be provided and made available to the Contractor.	<ul style="list-style-type: none"> <li>Smart</li> </ul>	Frame – 25 Years Glazing (DG) – 10 Years	As per business case to be provided
<b>Roofing Generally</b>	Roof structure and any related substrate to be inspected to ensure sufficient for replacement proposed. Full site specific	<ul style="list-style-type: none"> <li>Bauder</li> <li>Langley</li> <li>IKO</li> </ul>	25 Years	As per business case to be provided



## City of Westminster

	drawings and specification to be produced.			
<b>Flat Roofing (Felt)</b>	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"> <li>Bauder</li> <li>Langley</li> <li>IKO</li> </ul>	25 Years	As per business case to be provided
<b>Rainwater goods (where replaced)</b>	To include design to current regulations. All internal pipework design and drawings to be produced where full of part of internally located drainage is proposed.	<ul style="list-style-type: none"> <li>Marley / Alutec</li> <li>Alumasc</li> </ul>	20 Years	As per business case to be provided
<b>Asphalt Works Generally</b>	Existing asphalt to be completely stripped where areas to be replaced – no overlays required unless instructed by Client. All repairs to be logged individually (location, size and cost).	<ul style="list-style-type: none"> <li>n/a</li> </ul>	20 Years	Schedule of rates
<b>Concrete Repairs</b>	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none"> <li>Mapei</li> </ul>	10 Years	Schedule of rates
<b>Timber Repairs (resin)</b>	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none"> <li>Repair Care</li> </ul>	10 Years	Schedule of rates
<b>Extract Fans</b>	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided	<ul style="list-style-type: none"> <li>Nuaire</li> <li>As per standard/agreed schedules &amp; Specifications</li> </ul>	Minimum 2 Years manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



## City of Westminster

	and agreed at pre-commencement stage.			
<b>Silencers</b>	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> <li>• J C Acoustics</li> <li>• Caice</li> <li>• As per standard/agreed schedules &amp; Specifications</li> </ul>	2 year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Grilles</b>	To be white steel powder coated and include integrated fire damper.	<ul style="list-style-type: none"> <li>• FlaktWoods</li> <li>• As per standard/agreed schedules &amp; Specifications</li> </ul>	2 year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Flow Regulator/Damper</b>	To fit existing ductwork and with full site specific proposals. Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, valve charts, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> <li>• Trox UK Ltd</li> <li>• As per standard/agreed schedules &amp; Specifications</li> </ul>	2 year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>BMS Controls</b>	To connect to the existing Trend system where possible and as noted in the specification. As specification where a Trend system is not present.	<ul style="list-style-type: none"> <li>• Trend</li> <li>• As per standard/agreed schedules &amp; Specifications</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Ductwork</b>	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, valve charts, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> <li>• To DW144</li> <li>• As per standard/agreed schedules &amp; Specifications</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



## City of Westminster

<b>Wiring Containment</b>	Powder coated, steel and complete with security screws <ul style="list-style-type: none"> <li>• Conduit</li> <li>• Trunking</li> <li>• Tray</li> <li>• Basket</li> </ul>	<ul style="list-style-type: none"> <li>• Flytec systems Ltd</li> <li>• Legrand</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Walkways/ Access Routes</b>	Full site specific proposals to current standards and regulations. Layout drawings, construction details (sections and plans), specifications and technical submittals to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> <li>• Walkways = Quantum Aluminium (Min 600mm wide) or alternative specification (as deemed appropriate)</li> <li>• As per WCC standard/agreed schedules &amp; Specifications</li> </ul>	2-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Access Doors/ Hatches/ Ladders</b>	Full site specific proposals to current standards and regulations. Layout drawings, construction details (sections and plans), Door/ Hatch schedules, Ironmongery schedules (including signage details), specifications and technical submittals to be provided and agreed at pre-commencement stage.  Hatches and doors to be manufactured in aluminium with polyester powder coated finish. Hatches to comprise gas spring assisted opening lid supported by heavy-duty stainless steel hinges. Hatch to be fully insulated.	<ul style="list-style-type: none"> <li>• Hatches = Surespan</li> <li>• As per WCC standard/agreed schedules &amp; Specifications</li> </ul>	Minimum 10 years manufactures warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Main entrance doors, gates and fencing</b>	Full site-specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage All MED's to be steel and with a minimum of two mag-locks	<ul style="list-style-type: none"> <li>• Multisteel Ltd.</li> <li>• As per WCC standard/agreed schedules &amp; Specifications</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied





## City of Westminster

<b>Builders work in connection (BWIC) including decorative works and fabric repairs</b>	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
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**10.0 MILESTONE PROGRAMME**

Milestone	Start Date	End Date	Duration (calendar days)	Action
<b>Handover to Commissioning Team</b>				
Asset Strategy Handover to Commissioning Team	23-Jul-24	23-Jul-24	1	AS
Project Launch	23-Jul-24	12-Aug-24	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	12-Aug-24	13-Aug-24	1	CT
<b>Client Brief Issue Stage</b>				
Issue Client Brief CDM Brief and initial PCI to SP	13-Aug-24	14-Aug-24	1	CT
<b>Project Execution Plan (PEP) Stage</b>				
PEP production by SP & Issue to Client	14-Aug-24	25-Sep-24	30	SP
PEP Review & Value Engineering (VE) period	25-Sep-24	6-Nov-24	30	CT
F10 submitted by SP to HSE (where applicable) - Copy to client	6-Sep-24	9-Sep-24	1	SP
<b>Pre-commencement Order &amp; Detailed Design Stage</b>				
Issue 2-wk notice to SP ahead of Pre-C Order issue	9-Sep-24	9-Sep-24	1	CT
Prepare & Issue Pre-commencement Order to SP	9-Sep-24	18-Sep-24	7	CT
SP (acting as PD) reviews the initial PCI info and informs the client where additional PCI is required.	18-Sep-24	27-Sep-24	7	SP
Outstanding PCI is attained by the client and passed to the SP	27-Sep-24	8-Oct-24	7	CT
SP prepares & issues proposals document to client	8-Oct-24	19-Nov-24	30	SP
Proposals Review & VE period	19-Nov-24	31-Dec-24	28	CT
<b>Commencement Order &amp; Mobilisation Stage</b>				
Issue 2-wk notice to SP ahead of Commencement Order	31-Dec-24	2-Jan-25	1	CT
Prepare & Issue Commencement Order to SP	2-Jan-25	9-Jan-25	5	CT
WCC Project Team Handover to SP	9-Jan-25	20-Jan-25	7	CT
Meet the Contractor Letter issued	20-Jan-25	21-Jan-25	1	SP
Contractor Mobilisation period	21-Jan-25	28-Feb-25	28	SP
Construction phase plan (CPP) is approved	28-Feb-25	3-Mar-25	1	CT
Start on Site	3-Mar-25	4-Mar-25	1	SP
<b>Contract Period</b>	4-Mar-25	30-Dec-26	322	SP

## 10.0 SPEND PROFILE

2024/25	2025/26
£575,052.90	£1,000,000.00

## 11.0 RESIDENT CONSULTATION

Glarus Court serves older residents in our community additional steps will need to be taken to the stand consultation approach.

The Service Provider and WCC will speak to the scheme manager to agree the best consultation approach with residents. Regular updates and discussions with the scheme manager will also be needed.

A residents meeting was held on the 30<sup>th</sup> May 2024, the FAQ's have been produced and is available Appendix 1.

The RLO from the Service Provider will be expected to attend this resident coffee mornings regularly.

### **Key resident issues / concerns to note:**

N/A

## 12.0 SUMMARY

Following a full review of this brief and a visit to the hall, 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 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 but are consigned to one community hall; every element is required to be carried out and will be subject to adherence to a pre-agreed quality management process.

## KEY ESTATE CONSIDERATIONS

Potential site set up has been discussed and is shown in Appendix 1.



City of Westminster

**Other project(s) of note:**

N/a