



<p>CLIENT BRIEF</p> <p>for</p> <p><i>AC111 - Sullivan House Roof Replacement</i></p> <p>Revision 1 – July 2021</p>			
Project Details			
Block(s) Included in scope	Sullivan House		
Area / Ward Location	South	Churchill	
Recommended Service Provider	United Living		
Works Value	£310,209		
Delivery Year	2022/23		
Project Lead	Richard Ndudi – Client Surveyor		
Brief description of project:	The works includes the stripping of the existing roof system at Sullivan House, renewing with a new flat roof system and the installation of a new lightning protection system (LPS).		
Lessee Implications	H= £6,364	L= £3,183	A= £6,116
Key Issues / Project risks	<ul style="list-style-type: none"> – Delay in contract starting on site. – Adverse weather conditions during the project. – Significant amount of pipework on the roof that may need some alteration. – Legal disrepair case on-going – Access to top floor properties for condition surveys. – Listed building consent for installation of lightning protection system 		
Programme Board Date	1st Submission –		
Executive Summary			
<p>The roof at Sullivan House was referred to Asset Strategy by the area repairs team. It has been identified as coming to the end of its serviceable life with a number of repairs carried out over recent years. Costs for further temporary repairs are not cost effective in comparison to a full renewal and a long-term guarantee. These works are intended to replace the existing system and alleviate top floor resident complaints and further costly repairs.</p>			



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Component to be Cleared	Title of Officer (Delegate)	Sign Off Method / Date
Asset Strategy	Gavin Ridgewell (James Long)	By e-mail dated: 22/04/2021
Property Maintenance	John Hayden (Sheila Allen)	By e-mail dated: 22/04/2021
Finance	Kate Swanton	By e-mail dated: 23/04/2021
Lessee Services	Andrew Pye (Jayne Stretton)	By e-mail dated: 26/04/2021
Cap Programme Team	Kevin Regan (Daniel Witt)	By e-mail dated: 04/05/2021
M&E Engineering	Jason Killeen (Georgina Wingham)	By e-mail dated: 22/04/2021
Communications	Daren Townsend (Comms Co-ordinator identified in Section 11 of Client Brief)	By e-mail dated: 27/04/2021
Health & Safety	Matthew Curran	By e-mail dated: 22/04/2021
Asbestos	Matthew Curran	By e-mail dated: 22/04/2021
Fire Safety	David Edney	By e-mail dated: 22/04/2021



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

- **Appendix 1 – Initial Pre-construction Information (IPCI)**
 - Client site specific requirements
 - Site set up
 - Asbestos surveys
 - Fire risk assessment
 - Existing H&S file(s)
- **Appendix 2 – Condition Surveys / Repairs History / Project justification**
- **Appendix 3 – Budget Summary**
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- **Appendix 7 – Lessee Liabilities**
- **Appendix 8 – Specification / Drawings / Product & Planning Information**



- **Appendix 9 – Major Works History**
- **Appendix 10 – Total Project Cost (inc WCC costs)**

Note: The appendices are not published with this document as they are too large. If you would like details of the appendices, please contact housing.enquiries@westminster.gov.uk and quote reference AC111.

1.0 INTRODUCTION

Following on from a works referral received from the repairs team, it was identified that the roof covering at Sullivan House has come to the end of its usable life span. There have been several repairs carried out to the roof. It is no longer cost effective to carry out temporary repairs. It is recommended that the roof covering is fully stripped and renewed.

The moisture mapping survey in Appendix 2 shows that the existing insulation is wet and compromised. The survey report also in Appendix 2 identifies several areas of the roof that are failing or have already failed. On the existing asphalt there are signs of splits, large cracks and slumping on the asphalt. These defects will provide routes for water ingress. There is a significant amount of pipe work on the roof that may need to be moved/altered to enable the roof works. Due to the complexity of moving/altering the existing pipe work, the Service Provider will need to liaise with WCC M&E team before the roof work commences. The existing fixed pipe supports will be replaced with a freestanding support system. The existing fixed edge protection will be removed and replaced with new freestanding edge protection. Lightning protection system also needs to be installed.

Access to the roof is gained internally with a door access to the roof. Due to the size of the roof a goods hoist will be required to get materials up to the roof space and to remove waste from the roof.

The tank room roofs are also in poor condition and will require refurbishment works. The current conditions of the tank roofs are suitable for an overlay system. The upstand kerb needs to be raised. The existing metal doors and frames may need to be replaced after the upstand has been raised.

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	AC111 – Sullivan House Roof Replacement
Listed Building or Conservation Area	(Tick as appropriate) LB <input checked="" type="checkbox"/> CA <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Comments: Sullivan House is a Grade II listed building and is situated in the Churchill Gardens Conservation area
Legislative constraints	Planning, Listed Building Consent, Regulatory Reform (Fire Safety) Order 2005
Existing planning consents	No
Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes



3.0 ASSET SUMMARY / CONSTRUCTION TYPE

Churchill Gardens is a large housing estate in the Pimlico area of Westminster, London. The estate was developed between 1946 and 1962 to a design by the architects Powell and Moya, replacing Victorian terraced houses extensively damaged during the Blitz.

Churchill Gardens was designated a conservation area in 1990, and in 1998 six blocks, and the accumulator tower were listed Grade II listed. The windows on the estate are a mixture of powder coated aluminium to rear elevations and softwood timber framed casements to the front.

Sullivan House is 10 stories high and was built in 1954. There are 60 units in the block. The units are a mixture of flats and maisonettes. There are three front entrances and stairways leading to the communal balconies. The existing roof is a flat warm roof. The block is serviced by one lift.

3.1 BLOCKS IN SCHEME

Block Name	No of Units	No of Leaseholders
Sullivan House, SW1V 3BP	60	27
TOTAL	60	27

4.0 PROJECT JUSTIFICATION

The area repairs team identified and reported the roof defects. There are also complaints from residents about the water ingress causing damage to their properties internally. The condition report in appendix 2 shows evidence of various patch repairs to the roof, splits, large cracks and slumping on the asphalt. The survey report also confirms that the existing insulation is wet. All these defects are contributing factors causing the leaks as reported by the top floor residents. The justification for the roof replacement works is supported by the intrusive investigation where core samples were taken, and a moisture mapping survey was also carried out. As highlighted in the condition reports within Appendix 2, the integrity of the existing roof is compromised.

The fire risk assessment report in appendix 1 highlights that the building currently does not have a lightning protection system and recommended the installation of a Lightning Protection System to the building. Service Provider to note that listed building consent will be required for installation of a lightning protection system.



The next major works programmed for this block is under 'AI100 Churchill Gardens Decorations and Repairs Phase 3'. This is programmed for 2027. Due to the current condition of the existing roof and complaints about water ingress from residents, the roof renewal works cannot wait until 2027. The roof works will be taken out from AI100 project and completed under AC111.

The aim of the project is to undertake a full strip of the existing roof system and renew with a flat warm roof system including some associated works. 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>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 where appointed (or PC where no PD duty holder is in place) is to inform the Client, where additional survey or inspections are required to develop the PCI and inform the design process.</p> <p>The PC is required to complete a pre-commencement condition survey within all areas likely to be affected by the works, which shall contain written and photographic evidence of the existing conditions.</p> <p>The PC is to identify any areas of concern that may result in additional works being necessary, together with proposed remedial recommendations, within the scope of works. The condition survey is to be agreed with WCC/WCCs Client Representative and upon conclusion of the works the PC is to ensure the condition of any areas affected by the works are handed over to WCC/WCC in no worse a condition than at pre-commencement stage.</p>
Access Required	A tower hoist will be required to take materials up to the roof and to remove waste from the roof. Scaffolding will be required as a fall protection system. The PC is to ensure that all work at height



	<p>activities is risk assessed and that the proposed method of access to facilitate the works is detailed in the CPP and fully costed in the PEP.</p> <p>Access will also be required into the top floor residents' properties to undertake the necessary pre- and post-condition surveys as noted in the condition survey item above.</p> <p>All access proposals are to be identified and fully costed by the Service Provider within their PEP. 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>
Roof Replacement	<p>Strip back to deck and renew roof covering in line with and in accordance with the Roof Survey Report in Appendix 2 and the performance specification located within Appendix 8. An insurance backed guarantee for at least 30-year duration is to be provided for the installation of the roof system. Provide a sign at roof level stating installation date, contractor name, length of guarantee, guarantee end date, and contact details for Westminster City Council if any future works are proposed to be carried out to the roof.</p> <p>Renewal works are to include all associated works to roof falls, alteration and creation of compliant upstands, roofing details and junctions, termination bars, flashings, outlets, grilles, and associated decoration.</p> <p>Include all main and secondary roofs and ancillary parapet walls and details. Using an approved contractor provide all associated works including all leadwork, new chases into brickwork, rendered and concrete upstands, counter-flashing, welted drip to external gutters, drip battens, promenade tile removal, parapet wall fixings, waterproofing works, new insulation, edge protection, temporary lifting and reinstatement of cables and services, etc.</p> <p>All cables and services are to be maintained throughout the project. Cables are to be fixed in cable runs and reinstated on completion of works.</p>



Tank Room	<p>The service provider is to carry out the works in line with and in accordance with the Roof Survey Report in Appendix 2 and the performance specification located within Appendix 8.</p> <ul style="list-style-type: none">• Refurbishment of tank roofs• Raise door sills.• Renew steel doors and frames.
Edge protection	<p>Remove existing fixed edge protection and replace with new freestanding edge protection.</p> <p>The service provider to ensure the installation is in accordance with Part K of the Building Regulations.</p>
Lightning Protection	<p>Install new level 1 lightning protection system to the block. The service provider should liaise with Oakray regarding the installation of the LPS. Oakray has already carried out a strike analysis. Details of the survey is in Appendix 2. The works must comply with BS EN 62305.</p>
Existing Pipes, Cables & Services	<p>All pipes, cables and services are to be maintained throughout the project. Where any service is to be relocated temporarily or permanently, the service provider is to ensure the TV service and cold/hot water supply for residents should be maintained through the duration of works. The service provider should liaise with the WCC representative and M&E team regarding the services on the roof.</p> <p>There is a significant amount of pipe work on the roof. The service provider should liaise with the WCC representative to utilize existing contractors who have knowledge of the services at Sullivan House. The service provider should liaise with the WCC representative and M&E team regarding the pipework on the roof and capture the risk and cost for these works within the PEP for review.</p>
Isolation of Services	<p>Essential building services should be maintained during the duration of the contract where possible. Where services may not be functioning or operational for a period of time, the service provider should ensure prior notice is given to residents and WCC representatives.</p>
Other Works	<p>The service provider is to carry out the works in line with and in accordance with the Roof Survey Report in Appendix 2 and the performance specification located within Appendix 8.</p>



	<ul style="list-style-type: none">• Replace existing pipe supports with freestanding supports.• Reposition/modify tank overflows.• Adjust/relocate some pipe work (liaise with WCC M&E team)• Lift & Move cables to facilitate waterproofing (liaise with WCC M&E team).• Extend soil vent pipes.• Modify existing Cat ladders.
Asbestos Management	<p>A copy of the existing management survey and any R&D surveys have been supplied in the IPCI in Appendix 1 (As of August 2021). Contractor to note that all live asbestos information can be found on the Westminster City Council asbestos portal, Shine. The PD/PC is required to inform the client regarding the need to instruct any further R&D surveys as the design develops and the areas where intrusive works will be required are confirmed. The R&D survey will be instructed by the client through the asbestos management system and provided to the 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> <p>The SP is to ensure that any subcontractor undertaking asbestos removal works as part of The Works, fulfils the clients licence requirements and are deemed competent to undertake the required works.</p>
Other Potentially Hazardous Circumstances	<p>In addition to Asbestos management there may be other potentially hazardous circumstances that the Service Provider will need to address. Other hazards that may be present or that need considering include but are not limited to:</p> <ul style="list-style-type: none">• Lead Paint• Dust• Ventilation of Solvents and Fumes• Noise



	<ul style="list-style-type: none">• Other Hazardous Substances <p>Undertake all surveys as necessary with approval from WCC to establish the existence of all potentially hazardous materials, substances and/ or environmental conditions. Procure and execute all works necessary to clear away any such hazards to the extent necessary in order to facilitate future surveys and execution of The Works. Provide recommendations for any additional measures that may be deemed necessary to prevent re-contamination.</p>
H&S File & O&M Manual	<p>This building does not currently have a H&S file –</p> <p>Create/provide a new Health and Safety File and Operating & Maintenance manuals for the building and also for all systems associated with The Works. The file shall be in accordance with and as detailed within the Term Partnering Contract. This is to include but is not limited to;</p> <ul style="list-style-type: none">• A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works;• As-built drawings, specifications, schematics, schedules etc.• Manufacturers details, guarantees and warranties (as applicable)• Details of risks and hazardous materials not eliminated through design• Site Investigation Reports• Statutory authority consents and approvals
Asset Tagging	<p>Appoint an asset tagging company (Stics AMS or approved equivalent) to supply, install and carry out the installation, programming and commissioning of asset tags to new items upon completion of works.</p> <p>All main plant & equipment components associated with the works are to be scheduled by the Service Provider within their PEP. The Service Provider is to provide a proposed Asset Tagging Register of all components for review and approval by WCC.</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; Designer and where the role is required Principal Designer, demonstrates that they have the skills knowledge and organisational capacity to undertake works safely and in accordance with all relevant legislation.

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 Contractor, or 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.

The Design Safety Hazard Register (SFD 041B) issued by the client at inception stage, which forms part of the initial PCI, should be developed by the PD (where appointed) and Designer(s) to capture how hazards associated with the project have been addressed through the design process, or highlight where additional controls will be required to address any residual risks.

6.4 PRINCIPAL DESIGNERS 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 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.

Site preparation or site work is not to commence until the CPP has been accepted by the CR following completion of SFD 041D.

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.

Where the PD confirms the CPP is adequately developed the CR will confirm acceptance in writing via signature and return of SFD 041D.

CPPs will not be deemed adequately developed unless they fulfil the requirements as outlined in SFD041D.

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)

8.0 MAJOR WORKS HISTORY & LESSONS LEARNT

Recent Major Works to note

Year	Project Number	Works Carried Out
2012	Q145	External decoration and repairs
2011	P800	Renewal of all lifts

Please refer to Appendix 9 for full Major Works History.

Lessons Learnt From Previous Projects

Z121 Downfield Close – Roof Replacement Works Lessons Learnt

- Detailed pre-works survey required.
- Lack of clarity on condition of existing ductwork and whether new roof system could be installed without replacing ducting.
- Change request form was required for extensive duct work replacement which impacts upon the length of the contract.
- Quality of works will be monitored through quality management processes for all elements of work to ensure that works are carried out in accordance with the relevant guidelines and workmanship standards. This is to be backed up with periodic and stage inspections from the roof system manufacturer and WCC.

Z117 Anson House – Roof Replacement Works Lessons Learnt

- Early engagement with the residents of the block to ensure they are aware of the works and any works that may affect them.
- Detailed pre and post condition surveys (with accompanying photographic evidence) to top floor properties to ensure that there is no damage caused by



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

- Clear process on who residents call if there is an issue with leaks or any project related issues while the work is in progress – both within working hours and out of hours.
- Any restrictions to access in and around the building to be communicated well in advance.
- Quality of works will be monitored through quality management processes for all elements of work to ensure that works are carried out in accordance with the relevant guidelines and workmanship standards. This is to be backed up with periodic and stage inspections from the roof system manufacturer and WCC.

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
Roofing Generally	Roof structure and any related substrate to be inspected to ensure sufficient for replacement proposed. Full site specific drawings and specification to be produced.	<ul style="list-style-type: none">• Bauder• Langley• IKO	20 Years	As per business case to be provided
Flat Roofing (Felt)	Core samples to be taken at various intervals across each roof. Sample to go down to substrate to be inspected to ensure sufficient for replacement proposed e.g. screed replacement required). Full site specific drawings and specification to be produced.	<ul style="list-style-type: none">• Bauder• Langley• IKO	20 Years	As per business case to be provided
Rainwater goods (where replaced)	To include design to current regulations. All internal pipework design and drawings to be produced where full of part of internally located drainage is proposed.	<ul style="list-style-type: none">• Marley / Alutec• Alumasc	N/A	As per business case to be provided
Concrete Repairs	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none">• Mapei• Sika	N/A	Schedule of rates



Access Doors/ Hatches/ Ladders	<p>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.</p> <p>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.</p>	<ul style="list-style-type: none">• Hatches = Surespan• As per WCC standard/agreed schedules & Specifications	Minimum 10 years manufactures warranty	Business Case to be provided where Schedule of Rates cannot be applied
Pipework, valves and fittings	<p>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.</p>	<ul style="list-style-type: none">• As per WCC standard/agreed schedules & Specifications	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Electrical Fittings Generally	<p>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.</p>	<ul style="list-style-type: none">• Fittings = Crabtree and/ or MK• Consumer Boards – Wylex Ltd• As per WCC standard/agreed schedules & Specifications	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



Wiring Containment	Powder coated, steel and complete with security screws <ul style="list-style-type: none"> • Conduit • Trunking • Tray • Basket 	<ul style="list-style-type: none"> • Flytec systems Ltd • Legrand 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Builders work in connection (BWIC) including decorative works and fabric repairs	Full site specific proposals to current standards and regulations. BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.	N/A	N/A	Schedule of Rates

10.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	16-Aug-21	16-Aug-21	1	AS
Project Launch	16-Aug-21	30-Aug-21	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	30-Aug-21	31-Aug-21	1	CT
Client Brief Issue Stage				
Issue Client Brief CDM Brief and initial PCI to SP	31-Aug-21	31-Aug-21	1	CT
Project Execution Plan (PEP) Stage				
PEP production by SP & Issue to Client	1-Sep-21	1-Dec-21	90	SP
PEP Review & Value Engineering (VE) period	2-Dec-21	2-Feb-22	60	CT
F10 submitted by SP to HSE (where applicable) - Copy to client	2-Feb-22	2-Feb-22	1	SP
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	3-Feb-22	3-Feb-22	1	CT
Prepare & Issue Pre-commencement Order to SP	3-Feb-22	10-Feb-22	7	CT



SP (acting as PD) reviews the initial PCI info and informs the client where additional PCI is required.	10-Feb-22	17-Feb-22	7	SP
Outstanding PCI is attained by the client and passed to the SP	17-Feb-22	24-Feb-22	7	CT
SP prepares & issues proposals document to client	24-Feb-22	25-Apr-22	60	SP
Proposals Review & VE period	25-Apr-22	30-May-22	35	CT
Prepare & Issue Notice of Estimates (NOE's)	30-May-22	6-Jun-22	7	CT
NOE Consultation period	6-Jun-22	20-Jul-22	44	CT
Commencement Order & Mobilisation Stage				
Issue 2-wk notice to SP ahead of Commencement Order	20-Jul-22	20-Jul-22	1	CT
Prepare & Issue Commencement Order to SP	25-Jul-22	29-Jul-22	5	CT
WCC Project Team Handover to SP	1-Aug-22	8-Aug-22	7	CT
Meet the Contractor Letter issued	8-Aug-22	9-Aug-22	1	SP
Contractor Mobilisation period	9-Aug-22	6-Sep-22	28	SP
Construction phase plan (CPP) is approved	6-Sep-22	7-Sep-22	1	CT
Start on Site	8-Sep-22	9-Sep-22	1	SP
Contract Period	12-Sep-22	13-Mar-23	182	SP

11.0 RESIDENT CONSULTATION

The resident engagement for this scheme commenced with a residents' meeting which took place on 16th June 2021. Please refer to Appendix 6 for a detailed breakdown of key points raised from the meeting.

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

Key resident issues / concerns to note:

There have been historic repairs carried out to the roof stemming from complaints and reports of water ingress into the top floor properties.

12.0 SUMMARY

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



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

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

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

KEY ESTATE CONSIDERATIONS

None currently identified specifically.

Other project(s) of note:

T168 – Churchill Gardens Externals Phase 6 is another United Living scheme which is due on site in 21/22.