



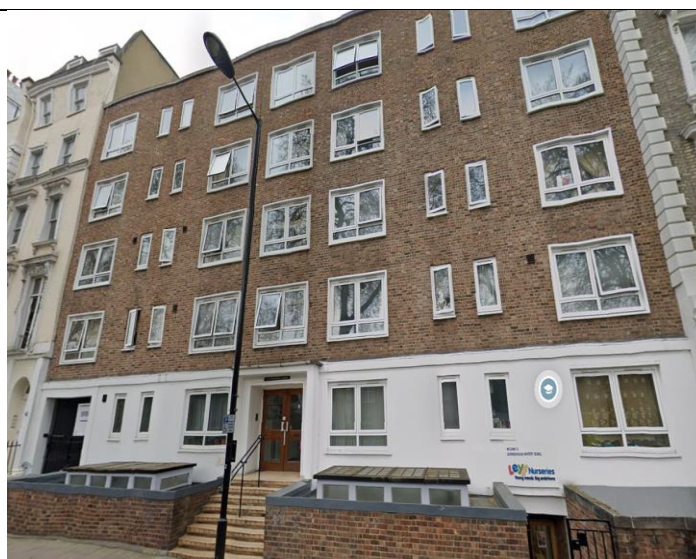
# MECHANICAL WORKS

## CLIENT BRIEF

### Boiler Plant Replacement

for

### AA253 - 5 Queensborough Terrace



Revision 1 August 2023

#### Project Details

<b>Block(s) Included in scope</b>	5 Queensborough Terrace, W2 3TA		
<b>Area</b>	West	<b>Ward Location</b>	Bayswater
<b>Recommended Service Provider</b>	GEM Enviromental Building Services		
<b>Works Value</b>	£207,547.71		
<b>Delivery Year</b>	2023/24		
<b>Project Lead</b>	Paul Foster - M&E Project Manager		
<b>Brief description of project:</b>	Renewal of boilers, pumps, associated pipework, insulation and building management system works, installation of block heat metering		
<b>Lessee Implications</b>	N/A – No leaseholders		
<b>Key Issues / Project risks</b>	Access to some of the work areas including in flat. – Supply of equipment being delayed. – Unforeseen asbestos in inaccessible areas. Boiler is located within children's nursery (commercially let unit in the basement/groundfloor).		
<b>Programme Board Date</b>	1st Revision –		
<b>Component to be Cleared</b>	<b>Title of Officer (Delegate)</b>	<b>Sign Off Method / Date</b>	
<b>Asset Strategy</b>	Gavin Ridgewell	By e-mail dated: Enter Date 16/08/2023	
<b>Property Maintenance</b>	Jim Patterson	By e-mail dated: Enter Date 26/09/2023	
<b>Finance</b>	Kate Swanton	By e-mail dated: Enter Date 15/08/2023	



## City of Westminster

<b>Lessee Services</b>	Andrew Pye (Jayne Stretton)	By e-mail dated: Enter Date 21/02/2024
<b>M&amp;E Engineering</b>	Jason Killeen (Georgina Wingham)	By e-mail dated: Enter Date 15/08/2023
<b>Communications</b>	Ian Merriman	By e-mail dated: Enter Date 18/08/2023
<b>Health &amp; Safety</b>	Matthew Curran	By e-mail dated: Enter Date 09/09/2023
<b>Asbestos</b>	Matthew Curran	By e-mail dated: Enter Date 09/09/2023
<b>Fire Safety</b>	Junaid Iqbal	By e-mail dated: Enter Date 15/08/2023

# Contents

1.0	Project Overview including justification
2.0	Key Work Details
3.0	Description Of Key Works Required
4.0	Construction (Design and Management) Regulations
5.0	Warranties / Guarantees & Minimum Design Requirements
6.0	Milestone Programme
7.0	Resident Consultation
8.0	Key Estate Considerations

**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 Management register and surveys
  - Fire Risk Assessment
  - Existing H&S file(s)
- **Appendix 2 – Condition Surveys / Repairs History / Project justification**
- **Appendix 3 – Budget Summary**
- **Appendix 4 – Risk Register**
- **Appendix 5 – Property List**
- **Appendix 6 – Stakeholder Consultation**
- **Appendix 7 – Specification / Drawings / Product & Planning Information**
- **Appendix 8 – Budget Project Cost (inc WCC costs)**

Note: The appendices are not published with this document as they are too large. If you would like details of the appendices, please contact [housing.enquiries@westminster.gov.uk](mailto:housing.enquiries@westminster.gov.uk) and quote reference AA253

## 1.0 PROJECT OVERVIEW INCLUDING JUSTIFICATION

This project entails decommissioning the entire existing boiler plant and installing a new boiler plant complete with plate heat exchanger, flue installation, primary and secondary pumps, hot water calorifier, water conditioner, all relevant valves, ancillaries and new Building Management System BMS controls to make an entire operational working system for the provision of central heating and hot water storage to all properties at 5 Queensborough Terrace.

It is planned to remove the old boilers whilst the temporary boilers are in place and install new boilers, including new flue system, dosing pot, and associated pipework & insulation.

## 2.0 KEY WORK DETAILS

Project Name	AA253 Queensborough Terrace
Listed Building or Conservation Area	(Tick as appropriate) <div style="display: flex; justify-content: space-around; align-items: center;"> <div>LB <input type="checkbox"/></div> <div>CA <input checked="" type="checkbox"/></div> <div>N/A <input type="checkbox"/></div> </div> <p>Comments: 5 Queensborough Terrace is situated within the Bayswater Conservation Area.</p>
Legislative constraints	N/A
Existing planning consents	N/A
Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes

## 2.1 BLOCKS / PROPERTY IN SCHEME

Block Name	No of Units	No of Leaseholders
AA253 Queensborough Terrace W2 3TA	20	N/A

<b>TOTAL</b>	20	

### 3.0 DESCRIPTION OF KEY WORKS REQUIRED

Number 5 Queensborough Terrace is a supported housing block, composed of 20 units with a mixture of studios and 1 bed flats which includes mobility and wheelchair facilities. The boiler room is located on the lower ground in a separate room within a children's nursery area. This provides hot water and heating to all properties.

#### 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 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	The building has a carpark entrance that leads to the lightwell that leads to the nursery where the boiler room is located.
Boiler Flues	Survey/review and identify existing boiler flues, which need to be replaced using the existing flue positions.
Building Management	A new BMS panel is required. Design, supply and install of new BMS controls and software to control and monitor boiler plant.



System (BMS) control	
Pipework, valves & Fittings associated with the tank works	Supply, install and connect all associated pipework, valves, fittings and overflow/ warning devices associated with the new installation. Provide valve charts and labelling associated with the works.
Water Treatment	Water treatment, cleansing, power flushing and re-treatment of pipework systems throughout the whole system in accordance with CIBSE and BSRIA publications.
Thermal Insulation	Install new thermal insulation to all new installation and to comply with current regulations and British Standards. Ensure, all pipework is labelled with direction flow arrows.
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>
Associated Fire Safety Works	<p>Blocks: All</p> <p>Carry out all fire stopping associated with the works. All fire stopping works must be undertaken by a third party certified company who has been certified by an 'industry-recognised' body.</p> <p>Ensure the works are fully compliant with current building regulation requirements.</p> <p>Note –. A full report should be provided on completion of the works, to include photos of pre and post condition as part of the H&amp;S File</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 the Appendix. Live asbestos information can be found on the Westminster City Council asbestos portal, Shine.</p> <p>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</p>



	<p>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>



H&S File & O&M Manual	<p>Blocks: All</p> <p>These buildings do not currently have a H&amp;S file.</p> <p>Create/provide a new Health and Safety File and Operating &amp; 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"><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></ul>
-----------------------	---

#### 4.0 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDMR)

##### 4.1 CLIENT REQUIREMENTS

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

Westminster City Council Act as the Clients Representative on behalf of Westminster City Council "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.

#### **4.2 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).

#### **4.3 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.

#### 4.4 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 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.

#### **4.5 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.

#### **4.6 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.

## **5.0 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>Boilers</b>	Appropriately sized and replace 2 no gas fired boilers for heating and hot water. Reconfigure and replace existing pipework to facilitate new boiler installation.	Ideal, Worcester Bosch	1- 5 years	As per contractors' design and quote
<b>Valves</b>	Appropriately sized and install valves for isolation of systems	Crane,Hattersly, Pegler Yorkshire, Oventrop	1 – 5years	As per contractors' design and quote
<b>Flues and gas ductwork</b>	Remove and replace existing flue gas ducting and flue system	Flue specialist A1 flue system	1 - 5 years	As per contractors' design and quote
<b>Dosing pot, dirt air separator and new sump pump</b>	Install new dosing pot, dirt air separator and sump pump to protect the heating system and boiler room in case of floods.	Spirotec, dutypoint, jet, Xpot or Hattersly.	1 - 5 years	As per contractors' design and quote
<b>Plate Heat Exchangers</b>	Install new plate heat exchangers to separate the new installation with the existing pipework.	Ideal, Worcester Bosch	1- 5 years	As per contractors' design and quote
<b>BMS</b>	Install a new BMS (building management system) and	Trend	1- 5 years	As per contractors' design and quote

## 6.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
<b>Handover to Minor Projects Team (MPT)</b>				
Asset Strategy Handover to MPT	07-03-23	07-03-23	1	AS
Project Launch	08-03-23	13-03-23	5	CT
Issue 1-wk notice to Service Provider (SP) ahead of Client Brief issue	15-04-23	15-04-13	1	CT
<b>Client Brief Issue Stage</b>				
Issue Client Brief to SP	22-04-23	22-04-23	1	CT
<b>Project Execution Plan (PEP) Stage</b>				
PEP production by SP & Issue to Client	22-04-23	02-05-23	10	SP
PEP Review & Valuation Engineering (VE) period	02-05-23	07-05-23	5	CT
<b>Pre-commencement Order &amp; Detailed Design Stage</b>				
Issue 1-wk notice to SP ahead of Pre-C Order issue	08-05-23	08-05-23	1	CT
Prepare & Issue Pre-commencement Order to SP	09-05-23	16-05-23	7	CT
SP prepares & Issues Proposals document to Client	17-05-23	18-05-23	10	SP
Proposals Review & VE period	18-05-23	06-06-23	20	CT
<b>DELAY DUE TO ASBESTOS ALL WORKS SUSPENDED UNTIL CLREANCE CARRIED OUT</b>				
<b>Commencement Order &amp; Mobilisation Stage</b>				
Issue 1-wk notice to SP ahead of Commencement Order	07-08-23	07-08-23	1	CT
Prepare & Issue Commencement Order to SP	07-08-23	12-08-23	5	CT
WCC Project Team Handover to SP	12-08-23	19-08-23	7	CT
Meet the Contractor Letter issued	19-08-23	19-08-23	1	SP
Contractor Mobilisation period	19-08-23	24-08-23	5	SP
Start on Site	29-08-23	29-08-23	1	SP
<b>Contract Period</b>	29-08-23	31-10-23	60	SP

## 7.0 RESIDENT CONSULTATION

Queensborough Terrace is a Community Supported Housing Scheme for older residents. The communication approach will need to reflect this.

Firstly, we will speak to the scheme manager to (re)introduce the project and talk through the scope and timescales. At this meeting we will agree the consultation approach and determine what some of the resident's anxieties could be. These will be addressed in any communications.

Before work starts onsite GEM will introduce the onsite team, find out how the works may affect them, the timescales for completing the work and who to contact while works are onsite. We plan to have a resident meeting at least two weeks before works start onsite, venue and date to be agreed once orders are in place.

No in-flat works are needed, so this should reduce interruptions for residents and reduce the impact of the works.

If there are any interruptions to services, GEM will notify residents giving at least 7 Days' notice. See note below.

Note - There are no plans to interrupt the services during these works because a temporary boiler is already in situ and working well. Should there be an interruption we will notify residents and the commercial unit in advance.

There is a commercial unit, which runs as a children's nursery, on the ground floor/basement and we will advise them of the work also. Their lease starts on 1 September 2023.

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

General - None

**8.0 KEY ESTATE CONSIDERATIONS**

As mentioned previously, a children's nursery is located on the ground floor of 5 Queensborough Terrace, where the boiler system resides. It is essential that GEM work closely with WCC to carefully co-ordinate the works and how these fit around the nursery activities. WCC will expect to receive a detailed Project Execution Plan detailing all plans.

The Nursery has new owners and lease begins on 01/09/23 so completion date is key for the project.

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

None