


<div>CLIENT BRIEF</div> <div>for</div> <div>W100 – Church Street refurbishment works</div> <div>Revision 2 – March 2022</div>			
Project Details			
Block(s) Included in scope	3-5 Ashbridge Street,17-24 Ashbridge Street, 30-45 Ashbridge Street, 12a-16a Church Street, 32 Church Street, 38 Church Street, 3 Gateforth Street, 77-81 Lisson Grove, 147-155 Lisson Grove, 157-165 Lisson Grove		
Area / Ward Location	Central	Church Street	
Recommended Service Provider	United Living		
Works Value	£2,031,844		
Delivery Year	2023/24 & 2024/25		
Project Lead	James Long – Client Surveying Manager		
Brief description of project:	External and internal repairs and refurbishments, Fire Risk Assessment (FRA) works, mechanical and electrical (M&E) works		
Lessee Implications	H= £57,261.65	L= £9,624.44	A= £26,208
	<i>*Note: This estimated highest s20 bill applies to one leasehold property only. All others are estimated £43k or less.</i>		
Key Issues / Project risks	<div><div>– Delay in contract starting on site.</div><div>– High lessee bills</div><div>– Geographical location of blocks and location of site set up</div><div>– Overlapping with Church Street Regeneration.</div><div>– Access to some of the work areas including in flats.</div><div>– Supply and cost issues for materials due to supply chain concerns.</div><div>– Original budget based on costs from 2017 is insufficient to cover actual costs due to inflation.</div><div>– Redevelopment of 147 –165 Lisson Grove.</div></div>		
Programme Board Date	1st Submission – TBC		
Executive Summary			
<div>W100 is a programme of cyclical refurbishment works to various properties across the Church Street area. The intention of these works is to keep safe, comply with the latest housing regulations and maintain the internal and external fabric and infrastructure of the buildings.</div> <div>This Client Brief is an updated version of an earlier scheme approved by Programme Board in 2018. This was required following a reassessment of the blocks and scope by the Client</div>			



Surveying Team, in addition to revised outline plans for the regeneration and development works across the Church Street area.

Component to be Cleared	Title of Officer (Delegate)	Sign Off Method / Date
Asset Strategy	Gavin Ridgewell (James Long)	By e-mail dated: 11/10/2021
Property Maintenance	John Hayden (Sheila Allen)	By e-mail dated: 20/10/2021
Finance	Kate Swanton	By e-mail dated: 23/08/2021
Lessee Services	Andrew Pye (Jayne Stretton)	By e-mail dated: 27/08/2021
Cap Programme Team	Kevin Regan (Daniel Witt)	By e-mail dated: 19/10/2021
M&E Engineering	Jason Killeen (Georgina Wingham)	By e-mail dated: 01/09/2021
Communications	Daren Townsend (Comms Co-ordinator identified in Section 11 of Client Brief)	By e-mail dated: 02/09/2021
Health & Safety	Matthew Curran	By e-mail dated: 26/08/2021
Asbestos	Matthew Curran	By e-mail dated: 26/08/2021
Fire Safety	David Edney	By e-mail dated: 26/08/2021

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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
- **Appendix 2 – Condition Surveys / Repairs History / Project justification**
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- **Appendix 9 – Major Works History**
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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 W100.

1.0 INTRODUCTION

This project involves an overdue programme of planned maintenance works to various properties across the Church Street area. The intention of these works is to maintain the internal and external fabric and infrastructure of the buildings to ensure homes are in a good state of repair, safe and free of building and services related defects. In addition to the necessary building maintenance works, health and safety items relating to electrical services and emergency lighting are also required to increase the levels of safety for residents in the event of an emergency.

Having originally tendered this project using WCC's traditional market procurement route in 2017, the scope and design for this scheme was subsequently revised to take account of five blocks that had been identified at the time as being part of the Church Street redevelopment plans (30-45 Ashbridge Street, 1-60 Kennet House, 147-155 Lisson Grove, 157-165 Lisson Grove, 1-29 Blackwater House). The revised scope and design was approved by Programme Board in 2018 to be undertaken under the Term Partnering Contract, however this was not progressed.

WCC's Client Surveying Team re-inspected all blocks by in May 2021 with a view to resubmit this scheme for a 2023/24 commencement date. Following these assessments, it has been decided to focus this project on the key properties most in need of works and in geographical proximity, which will enable the scheme to be managed more efficiently by the contractor. Kennet House, Elmer House, and 5no. street properties on Broadley Street have therefore been removed from this scheme and will be undertaken as part of a standalone contract.

Furthermore, WCC's Development Team confirmed in May 2021 that four of the five aforementioned blocks for redevelopment are no longer part of the regeneration plans. 1-29 Blackwater House is due for redevelopment in late 2022 and will therefore not be included for refurbishment works.

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	W100 Church Street
Listed Building or Conservation Area	(Tick as appropriate) LB <input type="checkbox"/> CA <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Comments: No Listed Buildings or Conservation Area status
Legislative constraints	Planning Permission, Building Control approval, Regulatory Reform (Fire Safety) Order 2005, Section 20
Existing planning consents	No
Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes

3.0 ASSET SUMMARY / CONSTRUCTION TYPE

The Church Street area consists of a variation of building types from Victorian era street properties to late 20th century purpose-built housing blocks. The mixture of properties originates from several properties damaged by bombing during World War II. A lot of rebuilding was undertaken after World War II to renew and rebuild the architecture that was lost.

Broadly, the properties can be split into two types:

- Early Victorian terraced properties comprising solid brick wall construction, internal suspended timber floors and pitched roofs covered with slates or tiles. Windows in this type of building are commonly a mixture of timber sash and casement. In addition, heating and hot water is typically provided by individual gas fired boilers. Fire safety and emergency escape measures are in need of upgrading.
- Late 20th century purpose built concrete frame housing blocks with external cavity wall brickwork infills with flat roofs and a combination of either steel, aluminium or timber windows. Heating and hot water is typically provided by communal boilers. Fire safety and emergency escape measures are in need of upgrading.

3.1 BLOCKS IN SCHEME

Block Name	No of Units	No of Leaseholders
3-5 Ashbridge Street	6	2
17-24 Ashbridge Street	10	2
30-45 Ashbridge Street	16	5
12a-16a Church Street	3	1
32 Church Street	11	3
38 Church Street	9	4
3 Gateforth Street	6	3
77-81 Lisson Grove	7	3
147-155 Lisson Grove	5	3
157-165 Lisson Grove	6	3
TOTAL	79	29

3.2 INDIVIDUAL BLOCK DESCRIPTIONS

It is important that the Service Provider makes arrangements with WCC to visit the site as early as possible following receipt of this Client Brief to acquaint themselves with the site. This knowledge will be essential in order to produce a meaningful and sufficiently detailed Project Execution Plan.

A brief description of each block/property is as follows:

3-5 Ashbridge Street is a three-storey block containing seven flats, constructed around 1985. It is of masonry construction with a pitched, concrete tile covered roof. There are two communal enclosed stairwells and one flat (No. 3) is directly accessed externally at ground level. Flat windows were double glazed softwood windows with side hung opening lights. The block directly fronts the street.

17-24 Ashbridge Street is a three-storey block containing 12 flats, constructed around 1965. It appears to be of concrete framed construction with masonry cavity external walls. It has a concrete tile covered pitched roof. There are two communal enclosed stairwells. Flat windows appeared to be double glazed PVCu with bottom hung opening lights. The block has a communal car park to each end at the rear, accessed via a carport at each end.

30-45 Ashbridge Street is an L shaped three storey block containing 16 flats incorporating three integral garages fronting onto Ashbridge Street and four ground floor retail units fronting onto Church Street. Constructed around the late 1980s, it is concrete framed construction with masonry cavity external walls. It has concrete tile covered pitched roofs with asphalt covered flat lower roofs and balcony walkways. There are four communal enclosed stairwells. Flat windows appeared to be double glazed powder coated with top hung opening lights.

12a-16a Church Street comprises three adjoining mid/end terrace Victorian properties. The three adjoining properties have inverted pitched roofs with a front parapet wall. The external walls are of solid facing brickwork. There is one small communal hall on the ground floor of 12/14 accessed from the street, serving two flats on the upper two floors. This single entrance has two doorbells. A second door from the street opens directly into 16a; there is no internal common area. Two doors at the rear provide occupants with access to the rear yard, which is shared by occupants of the restaurant and adjoining properties. The flat windows are single glazed timber at the rear and timber double hung sashes on the front elevation.

32 Church Street is a four-storey mid terrace block of eleven flats dated from the 1970s/1980s. The block has tiled pitched roofs. The external walls appear to be a combination of solid and cavity facing brickwork. There is one communal internal RC staircase accessed through the ground floor lobby, serving three flats on each upper floor and two at lower ground floor level. The single entrance has a door entry system. The flat



windows are double glazed timber at the rear and timber double hung sashes on the front elevation. The block has a landscaped communal garden at the rear shared with No 38. The shops have a lower ground storey at the rear.

38 Church Street is a four-storey mid terrace block of nine flats dated from the 1970s/1980s. The block has tiled pitched roof with a part led valley roof construction. The external walls appear to be a combination of solid and cavity facing brickwork. There is one communal internal RC staircase accessed through the ground floor lobby. The single entrance does not have an updated door entry system. The flat windows are double glazed timber at the rear and timber double hung sashes on the front elevation. The block has a landscaped communal garden at the rear shared with No 32. The shops have a lower ground storey at the rear.

3 Gateforth Street appears to be a mid-terraced property, converted into an HMO containing seven dwelling units. It is estimated that the property was constructed around 1890. It is of solid masonry construction with a presumed (due to parapet walls, the roof covering could not be viewed) pitched, slate tile covered roof. Windows were of single glazed softwood vertically sliding sash type. The property sits directly on the paved highway with no soft or hard landscaping.

77-81 Lisson Grove is a three-storey block of seven flats of 1990s style construction. The block has hipped and pitched roman pan tile roof finish. The external walls are of cavity facing brickwork to all elevations with exposed concrete window lintels and edge beams. Both elevations have communal staircases with door entry systems adjacent to each metal glazed entrance door. The bin room has a pair of matchboard timber doors. All windows are double glazed timber framed windows with a mixture of side hung and top hung opening lights to each elevation. There are rear gardens to the ground floor flats which are bounded by a 2m high brick wall. The front and side elevation have painted metal railings. There is a concrete side ramp with asphalt coating up to flat 1 on Broadley Street.

147-155 & 157-165 Lisson Grove are three-storey blocks of six flats of 1960s style construction. The blocks have a flat roof, and external walls are of solid wall brickwork construction to all exposed elevations. The Lisson Grove elevation has communal staircases with door entry system adjacent to the metal glazed entrance door. The bin room is in the same enclosure as the main entrance door and is metal non-glazed door. All windows are double glazed PVC-u framed windows with some flat height window screens on both elevations. There are a mixture of side hung and bottom hung opening lights to each elevation. There are front and rear landscaped areas to the ground floor flats which are bounded by a 2m high brick wall to the rear. The front elevation has painted metal railings on a low-level concrete retaining wall. The main entrance has a paved entrance area with concrete side ramp.

4.0 PROJECT JUSTIFICATION

The justification for the works is highlighted in the condition reports within Appendix 2.

The aim of the project is to undertake internal and external refurbishment works and redecorations to the buildings' fabric, windows and roofs, including upgrade of the lateral mains where required, fire safety related upgrades and environmental improvements.

The requirement for these works has arisen from not only the need to maintain the state of repair of the buildings, but an increasing rate of degradation of building elements in recent years prompting the need for uneconomical reactive repairs. The last major works to the fabric and services to the blocks in this scheme having taken place over 15 years ago.

Review of independently commissioned stock condition surveys carried out in 2014, confirmed and updated by condition surveys carried out by WCC Client Surveying Team in May 2021, shows that the majority of components on the blocks identified for this phase have reached, or are about to reach, the end of their intended life cycle. There are also a number of recommendations in the Fire Risk Assessment to improve safety aspects and reduce the risk to residents, including an upgrade to class 0 paint, emergency lighting installation and an improvement to communal doors etc. The condition survey inspections confirmed failures and defects to the following elements within the blocks:

- Concrete, brickwork and render
- Glazing/window units
- Flat entrance and communal doors
- Timberwork
- Metalwork
- Movement/expansion/mastic seals
- External redecorations
- Internal redecorations
- Communal flooring
- Roofing and weatherproofing
- Surface water and below ground drainage.
- Hard landscaping

In addition, Fire Risk Assessments and Regulatory Requirements have created the need to upgrade the following elements to ensure the buildings are safe for use by the occupants:

- Fire compartmentation
- Fire seals
- Fire signage
- Fire warning systems
- Low voltage power distribution system upgrade
- Equipotential bonding upgrade

- Communal and emergency lighting upgrade

This comprehensive programme of repairs should be designed to make full use of the scaffolding required. Careful monitoring of the works will be required in order to influence future repair and maintenance programmes.

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 residents 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>The Principal Designer (PD) where appointed (or Principal Contractor (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	Blocks: All



	<p>Work at height will be required to complete roof repairs, window repairs and external brickwork/pointing repairs and cleaning. 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>
Pitched Roof repairs	<p>Blocks: All</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">• Replacement of damaged and/or missing components including (but not limited to) roof tiles, ridge/ hip tiles, SVP's, SVP cowls/ guards.• Inspection and minor repairs/ replacement of damaged roof timber components (structural and non-structural);• Repairs to box gutter coverings;• Repairs/ replacement to any damaged or missing flashings, soakers and the like, including repointing of same where necessary;• Clean all roof coverings using proprietary techniques including removal of all algae, moss and the like;
Lightning Protection	<p>Blocks: All</p> <p>Ensure existing lightning protection is operational throughout the course of the works. Ensure the roof termination network, bonding and down conductors are complete at all times during the works. If any lightning protection systems are required to be lifted or rerouted as part of the installation of the new roof systems, all lightning protection system works to comply with BS EN 62305</p>
Communal Walkways	<p>Blocks: 30-45 Ashbridge Street</p>



	Repair and localised replacement of mastic asphalt on communal access balcony where required, although it was generally found to be in good condition.
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>
Below Ground Drainage	<p>Blocks: All</p> <p>CCTV drainage survey required with which an agreement will be made between contractor and WCC establishing the extent of associated works required. The Contractor is to provide suggest proposals that would allow access to all main drain runs on the site to ascertain locations and condition. The contractor is to review the proposal to install/allow for rodding eyes at the down service connections between the rain water pipes and the fall to the drain.</p>
Movement Joints	<p>Blocks: All</p> <p>Movement joints and mastic sealant works – rake out and replace with new where required.</p>
Glazing & Windows	<p>Blocks: All</p> <p>Repairs and overhauls to all internal and external communal and individual property windows, panels and glazing. All new glazing elements to comply with relevant Approved Documents.</p> <p>Where outward opening windows are installed adjacent to pedestrian access e.g. balcony walkways, Service Provider to adhere to Part K of building regulations and ensure all windows have restricted opening to 100mm. Where windows are not required for escape purposes and can be accessed for cleaning from ground floor or walkway, permanent 100mm restriction is required.</p> <p>Extent of work to be agreed pre-commencement. Replacement of damaged/missing window ironmongery where required</p>
External Decoration	Blocks: All



	External decorations to all previously decorated surfaces. Including rainwater goods, bin storage rooms, storage sheds, railings and boundary walls.
External Repairs	<p>Blocks: All</p> <p>Extensive render, concrete and brickwork facing and pointing repairs where necessary on all external areas. The extent of the pointing at high level and across the blocks may be extensive and 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>
Timber Repairs	<p>Blocks: All</p> <p>Joinery and resin repairs to all defective timber elements (including items such as window, panels and doors). Painting all previously painted timber surfaces, including strip and preparation where required.</p>
Metal Work Repairs	<p>Blocks: All</p> <p>Decoration of all previously painted metalwork including external boundary treatments. To include full preparation (strip where necessary) and repairs and replacement of missing or defective elements.</p>
Communal Flooring	<p>Blocks: All</p> <p>Repairs to existing non-covered flooring (including replacement of any components beyond repair) to ensure surfaces are safe, cleanable, maintainable and free of defects.</p> <p>Replacement of existing floor coverings including associated components to ensure flooring is safe, cleanable and maintainable.</p> <p>Step nosings to be contrasting (new nosings where floor coverings are being replaced) with relevant light reflectance value (LRV).</p>
Internal Decoration	Blocks: All



	<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>
Internal Repairs	<p>Blocks: All</p> <p>Repairs to internal fabric finishes ensuring they are sound, consistent and ready to receive redecoration.</p>
Electrical Lighting	<p>Blocks: All</p> <p>Survey / review existing lighting systems and, where necessary, replace existing/ install new systems to comply with current regulatory requirements and CIBSE recommended levels (minimum illumination of 200lux in all plant room spaces required).</p> <p>The Lighting installation is to include emergency lighting provisions in accordance with BS 5266 Emergency Lighting requirements.</p> <p>Provide Electrical Installation Certificate (EIC) and all appropriate certification associated with The Works undertaken.</p> <p><i>Please add metal clip para.</i></p>
Electrical Power	<p>Blocks: All</p> <p>Survey/ review existing electrical power supply installations associated with The Works and where necessary replace existing/ install new systems in compliance with current regulatory requirements.</p> <p>Small Power (240V) provision (minimum 1no double switched socket outlet) is to be provided in reasonably 'close proximity', and ideally 'within', all plant room spaces for future maintenance and essential repair operations.</p> <p>Provide a complete system of earthing and supplementary bonding installation to all items associated with The Works to meet the current edition of the IEE wiring regulations.</p> <p>Provide Electrical Installation Condition Report (EIC) and all appropriate certification associated with The Works undertaken.</p> <p>Replace existing containment systems for both power and lighting wiring.</p>



	<p>Provide supplementary earth bonding to external metallic containment.</p> <p>Please add metal clip para.</p>
Lateral Mains	<p>Blocks: All</p> <p>Survey/review existing lateral mains installation across the block and to all dwellings and landlords supplies. The components shall be replaced in strict compliance with BS 7671 current edition and amendments and in accordance with IEE regulations and all relevant legislation.</p> <p>Provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 and/or later amendments and shall be suitably earthed.</p> <p>All new main cabling installed will be connected back to the incoming utility company's earth bar.</p> <p>Please add metal clip para.</p> <p>All labels and notices to be in conjunction with BS 7671 and BS EN 60073. Switchgear, sub main cables complete with BS 7671 current edition and amendments indication of danger notices.</p> <p>All final outgoing cables to be a minimum of 2.5mm² copper stranded, table 6491B, LSF sheathed with the CPC with the same CSA as the phase conductor. The circuits are to have the cables in the distribution board numbered using Critchly cable markers, white with black numbers to identify the circuit.</p> <p>Cables into the property are not to be routed through the door/window frame unless agreed with WCC.</p>
BT Cables	<p>Blocks: TBC (locations to be noted by SP following further surveys)</p> <p>Where cables are present, engage with BT to tidy and provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 or any later amendments and shall be suitably earthed.</p>



	Please add metal clip para.
Boiler Flues	<p>Blocks: All</p> <p>Survey/review and identify existing boiler flues, which need to be extended to protect the building fabric. Extend the flues where required where required.</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. United Living are to maintain the system fully (PPMs checks and remedials) under this scheme budget during the Defects Liability Period (DLP) and not via the term contracts PPM inclusive regime. It is essential that all newly installed or worked on services under this scheme are maintained through the scheme and the DLP.</p>
Fire Safety Works	<p>Blocks: All</p> <p>It is anticipated that all outstanding fire risk assessment actions will be completed by the time W100 commences on site. For all current information, service provider to access WCCs Shine Compliance database.</p> <p>Report findings with respect to recommendations to WCC for any additional work that may be deemed appropriate with regard to fire protection matters for consideration and further direction/instruction.</p>



	<p>Ensure the works are fully compliant with all current regulatory requirements.</p> <p>Passive fire protection and door installation works must be undertaken by a Competent Person. The term competent person shall mean a person or business who has demonstrated to a Third Party that they have the expertise, skills and commitment in the identification and installation of passive fire protection and fire door installation. The term Third Party shall mean a Certification body accredited by the United Kingdom Accreditation Service (UKAS).</p> <p>All fire safety materials, doorsets and doors shall be Third Party certificated fire stopping products where Third Party shall mean a Certification body accredited by the United Kingdom Accreditation Service (UKAS). All products used shall be delivered with the relevant certification for inspection.</p> <p>A full report should be provided on completion of the works, to include photos of pre and post condition as part of the 'Condition Survey' element of works. Upon completion of the works Regulation 38 shall be complied with and this is a requirement under the Building Regulations for England and Wales to provide fire safety information to the 'responsible person' at the completion of a project, or where the building or extension is first occupied.</p> <p>Note – All fire safety works are to be undertaken by an accredited third party of an appropriate 'industry recognised' body. A full report should be provided on completion of the works, to include photos of pre and post condition as part of the 'Condition Survey' element of works.</p>
Fire Door Works	<p>Blocks: All blocks except 12a-16a Church Street (see Appendix 3)</p> <p>The service provider is to carry out fire doorset works to all communal and flat entrance doors as set out in the budget summary located within Appendix 3.</p> <p>The service provider is to carry out a further fire door inspection to every private flat entrance door that opens onto the communal area and escape route by a competent person suitably qualified to do so including, but not limited to, BM TRADA Q-Mark Installer Certificate, Fire Door Inspection Scheme (FDIS) Certificate and IFC Certification Ltd (IFCC). The inspection and detailed report provided on the condition of the fire door, its integrity, any certification it has, comments on the installation, condition and compliance of the door itself and of any ironmongery fitted to it has been detailed for replacement to FD30S standard as specified and included in Appendix 8.</p>



	<p>All fire door set replacement are to be undertaken by an accredited third-party installation company of an appropriate 'industry-recognised' body in accordance with the manufacturer's instruction, industry recognised best practice and BS 8214:2016. Gaps between the frame and aperture should be adequately filled with intumescent materials suitable for the task. A full report should be provided on completion of the works, to include photos of the installation process to each property. Leaseholders will be given the option to replace their front entrance door at an additional cost.</p> <p>It is expected that doors and doorsets will comply fully with the WCC Fire Door Performance Specification contained in Appendix 8.</p> <p>All fire doorsets and doors shall have FSC chain of custody or PERF COC certification.</p>
Other FRA works	<p>Blocks: All</p> <p>SP to inspect and upgrade all fire stopping to landlord areas/risers and service rooms.</p> <p>Fire Seals: Staircase enclosures require combined smoke and intumescent seals</p> <p>Fire Signage: New directional signage.</p> <p>Note – All items above to be cross-checked against identified in fire risk assessment – final proposals to be submitted to Client for agreement.</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>
Asbestos Management	<p>Blocks: All</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&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>
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"> • Lead Paint • HAC • Horse hair plaster • Clay pot floors • Calcium silicate brickwork • RAAC planks • Tesserae • Vermiculite <p>Other hazards that may be present:</p> <ul style="list-style-type: none"> • Fragile roof materials • Unprotected roof lights • Unprotected flat roofs • Confined spaces • Insufficient safe access provision to plant and equipment
Planned Preventative Maintenance	<p>The Service Provider is to be responsible for the maintenance of all mechanical and electrical systems for the duration of the contract.</p> <p>SP 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</p>



(PPM) of M&E Systems	<p>that all newly installed or worked on services under this scheme are maintained through the scheme and the DLP.</p> <p>The Service Provider is to make a budget allowance based on the annual M&E PPM items and associated prices listed below. Please Note: Examples below are not an exhaustive list and are for example purposes only. Service Provider to notify WCC of any additional systems not allowed for below.</p> <p>Any agreed PPM to be undertaken by the Service Provider must be removed from the Estate's incumbent maintenance contractor's PPM schedule until the element is commissioned / the contract is completed.</p> <table border="1" data-bbox="488 860 1366 1406"> <thead> <tr> <th>Element</th><th>Price/Annum</th></tr> </thead> <tbody> <tr> <td>Door entry</td><td>£ 600.00</td></tr> <tr> <td>CCTV</td><td>£ 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> </tbody> </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
Element	Price/Annum														
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Fire Alarms	£ 800.00														
Fire Extinguishers	£ 25.00														
AOVs	£ 125.00														
H&S File & O&M Manual	<p>Blocks: All</p> <p>These buildings do 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 														



	<ul style="list-style-type: none">• Site Investigation Reports• Statutory authority consents and approvals
Asset Tagging	<p>Blocks: All</p> <p>Appoint an asset tagging company (Mitags or approved equivalent) to supply, install and carry out the installation, programming and commissioning of asset tags to new items upon completion of works. 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 DESIGNER'S DUTIES

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

6.4 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 considered access for cleaning and maintenance of the completed structure or installed plant and equipment. A model document is available from the Client.
- Monitor and report the safety of the construction site, to assist the Client in fulfilling the duty to make reasonable efforts to establish appropriate H&S arrangements

are in place. The purpose of this regime is to verify that the CPP is being implemented not to duplicate the PCs own safety managements arrangements. Any actions resulting from the PDs monitoring, will be actioned by the CR.

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

6.5 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.

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, e.g., 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 likely 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

Recent Major Works to note

Year	Project Number	Property	Works Carried Out
2018	Z104B	12-16 Church Street, 3 Gateforth Street, 3-5 Ashbridge Street, 30-45 Ashbridge Street	Installation of fire alarms and any sequential works to walls/ceilings
2010	J116	32 Church Street	Overhaul / replace windows, roof repairs, asphalt repairs, repointing, door entry repairs, external redecorations.
2006	F150	30-45 Ashbridge Street	External refurbishment and redecoration including window replacement
2006	F281	12-16 Church Street	External and internal repairs and refurbishments
2004	F144	147-155 & 157-165 Lisson Grove, 17-24 Ashbridge Street	Installation of controlled entry doors and side screens

Please refer to Appendix 9 for full Major Works History.

Lessons Learnt From Previous Projects

Building works – Various

1. Unique scaffolding and access designs to blocks across the estate. In particular to street properties such as Ashbridge Street and Church Street
2. Careful management of asbestos removal
3. Major works to Church Street has suffered from continual delays and so clear communication is essential
4. Service Provider to carry out early review of site compound location and possibility of bay suspension of required.
5. Consideration for commercial units when working at 32;38 Church Street externals.

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
Decoration	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"> • Dulux • Crown 	10 Years	Schedule of Rates



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	of paint. Site specific specification to be provided			
Decoration (Class 0)	Cross cut paint samples to show paint adhesion must be carried out by specialist prior to specification. All substrates to be tested for damp and other contaminants to ensure suitable for application of paint. Site specific specification to be provided.	<ul style="list-style-type: none"> • Integra • Tor-Coatings • Crown (Timonox) • Dulux (Pyroshield) 	N/A	Schedule of Rates
Windows	Detailed drawings and windows schedules and site specific specification will be provided and made available to the Contractor.	<ul style="list-style-type: none"> • TBC 	Frame – 25 Years Glazing (DG) – 10 Years	As per business case to be provided
Fire Doors / Front Entrance doors (FEDs)	All Doorsets to be third party certified and where FED secure by design (SBD) and to meet requirements of WCC Fire Door Performance Specification. Door schedule to be provided and included within FRA plan. Contractor must note planning restrictions where installing doors in conservation areas or to listed buildings.		20 Years (10 years for ironmongery)	As per business case to be provided
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 	25 Years	As per business case to be provided
Flat Roofing (Felt)	Core samples to be taken at various intervals across each roof. Sample to go down to substrate to be inspected to ensure sufficient for replacement proposed e.g. screed replacement required). Full site specific drawings and specification to be produced.	<ul style="list-style-type: none"> • Bauder • Langley • IKO 	25 Years	As per business case to be provided
Rainwater goods (where replaced)	To include design to current regulations. All internal pipework design and drawings to be produced where full of part of internally located drainage is proposed.	<ul style="list-style-type: none"> • Marley / Alutec • Alumasc 	20 Years	As per business case to be provided



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Asphalt Works Generally	Existing asphalt to be completely stripped where areas to be replaced – no overlays required unless instructed by Client. All repairs to be logged individually (location, size and cost).	<ul style="list-style-type: none"> n/a 	20 Years	Schedule of rates
Brickwork and 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 	10 Years	Schedule of rates
Timber Repairs (resin)	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none"> Repair Care 	10 Years	Schedule of rates
Metal 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"> N/A 	10 years	Schedule of rates
Window and door repairs and overhaul	Each window and door is to be surveyed and a schedule of repairs is to be compiled with an itemised spreadsheet – all repairs are to be signed off by the Client representative.	<ul style="list-style-type: none"> N/A 	10 years	Schedule of rates
Extract Fans	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Nuaire As per standard/agreed schedules & Specifications 	Minimum 2 Years manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Light Installation	Full site specific proposals to current standards, British Standards, CIBSE guidance and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-	<ul style="list-style-type: none"> Fittings = ASD As per WCC standard/agreed schedules & Specifications 	5-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



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	commencement stage. Minimum of IP65 rating. Key switch provided for testing.			
Electrical Fittings Generally	Full site specific proposals to current standards and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Fittings = 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
Cabling for all of following Lateral Mains Commercial Domestic Plantroom	<p>All SWA/LSF cabling will be Zero Halogen, Low smoke (OHLS) cable complete with Stranded copper conductors and a protective armour layer,</p> <p>Final circuit cabling is to be a minimum of 2.5mm² copper stranded, table 6491B, LSF sheathed with the CPC with the same CSA as the phase conductor.</p> <p>The circuits are to have the cables in the distribution board numbered using Critchly cable markers, white with black numbers to identify the circuit.</p>	<ul style="list-style-type: none"> All sub main cabling will be manufactured by Draka UK or approved equivalent. ALL sub main cabling will be tested and approved by LPCB and BASEC. All final outgoing cables will be manufactured by Draka UK or approved equivalent. 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Wiring Containment	<p>Powder coated, steel and complete with security screws</p> <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
Walkways/ Access Routes	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"> Walkways = Quantum Aluminium (Min 600mm wide) or alternative specification (as deemed appropriate) As per WCC standard/agreed schedules & Specifications 	2-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



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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
Main entrance doors, gates and fencing	<p>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</p>	<ul style="list-style-type: none">• Multisteel Ltd.• As per WCC standard/agreed schedules & Specifications	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	<p>Full site specific proposals to current standards and regulations. BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.</p>	N/A	N/A	Schedule of Rates
FRA works	<p>Full site specific proposals to current standards and regulations. Fire Strategy Report & Drawings (if required), Layout Drawings and Details, Specifications and Technical Submittals to be provided and agreed at pre-commencement stage.</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

10.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	5-Dec-22	5-Dec-22	1	AS
Project Launch	5-Dec-22	9-Jan-23	35	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	12-Dec-22	12-Dec-22	1	CT
Client Brief Issue Stage				
Issue Client Brief CDM Brief and initial PCI to SP	19-Dec-22	19-Dec-22	1	CT
Project Execution Plan (PEP) Stage				
PEP production by SP & Issue to Client	19-Dec-22	20-Mar-23	90	SP
PEP Review & Value Engineering (VE) period	20-Mar-23	19-Apr-23	30	CT
F10 submitted by SP to HSE (where applicable) - Copy to client	20-Apr-23	20-Apr-23	1	SP
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	20-Apr-23	20-Apr-23	1	CT
Prepare & Issue Pre-commencement Order to SP	27-Apr-23	4-May-23	7	CT
SP (acting as PD) reviews the initial PCI info and informs the client where additional PCI is required.	4-May-23	11-May-23	7	SP
Outstanding PCI is attained by the client and passed to the SP	11-May-23	18-May-23	7	CT
SP prepares & issues proposals document to client	18-May-23	15-Sep-23	120	SP
Proposals Review & VE period	15-Sep-23	14-Nov-23	60	CT
Prepare & Issue Notice of Estimates (NOE's)	14-Nov-23	21-Nov-23	7	CT
NOE Consultation period	21-Nov-23	4-Jan-24	44	CT
Commencement Order & Mobilisation Stage				
Issue 2-wk notice to SP ahead of Commencement Order	9-Jan-24	9-Jan-24	1	CT
Prepare & Issue Commencement Order to SP	10-Jan-24	16-Jan-24	5	CT
WCC Project Team Handover to SP	16-Jan-24	23-Jan-24	7	CT
Meet the Contractor Letter issued	23-Jan-24	23-Jan-24	1	SP
Contractor Mobilisation period	23-Jan-24	20-Feb-24	28	SP
Construction phase plan (CPP) is approved	21-Feb-24	22-Feb-24	1	CT
Start on Site	22-Feb-24	22-Feb-24	1	SP



Contract Period	27-Feb-24	26-Aug-25	546	SP

11.0 SPEND PROFILE

2023/24	2024/25
£131,844	£1,900,000

12.0 RESIDENT CONSULTATION

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

Key resident issues / concerns to note:

It should be noted that the residents have been anticipating a major works scheme for a number of years and there is some disillusionment with how this scheme has been managed in the past.

13.0 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

As mentioned previously, W100 is a long-awaited major works project and so careful resident communication, and consultation will be essential to the success of this project.

W100 blocks referenced 147 – 165 Lisson Grove are considered in need of major works hence the inclusion into W100. However, it has been brought to the client surveying teams attention that both blocks are part of the church street master plan, which will likely mean the demolition of both blocks. At present there is no specific timeframe for this therefore we are intending to keep both block withing the scope of W100.

Other project(s) of note:

None currently identified specifically.