



<p>CLIENT BRIEF</p> <p>for</p> <p><i>P160 Scottish Towers</i></p> <p>Revision 3 – July 2019</p>			
Project Details			
Block(s) Included in scope	Edinburgh House, Falkirk House, Glasgow House and six distributed properties on Lanark Road		
Area / Ward Location	North	Maida Vale	
Recommended Service Provider	Axis Europe		
Works Value	£10,511,077		
Delivery Year	2019/20		
Project Lead	James Long – Client Surveyor		
Brief description of project:	External and Internal repairs, redecorations, window replacement, mechanical & electrical works and fire safety works		
Lessee Implications	H= £40,047	L= £8,000	A= £32,604
Key Issues / Project risks	<ul style="list-style-type: none"> Assurance of project delivery following delays to commencement High lessee bills Fire risk assessment works including works to Secondary means of escape (SME's) Asbestos removal works Gaining access to individual properties Internal leak concerns from resident properties Interface between new communal ventilation ductwork system and curtain wall system Removal of redundant communal ventilation ductwork 		
Programme Board Date	1st Submission – Wednesday 22 nd May 2019 2 nd Submission – Wednesday, 19 June 2019 3 rd Submission – Monday, 08 July 2019		
Executive Summary			
<p>P160 is a programme of planned works to Glasgow House, Edinburgh House and Falkirk House which make up Scottish Towers. The project will predominantly focus on communal curtain wall replacement, full window replacement to Glasgow House and Falkirk House, fire safety works including the replacement of flat front entrance doors, replacement of block wide lateral mains, replacement of communal lighting, works to the existing communal ventilation system and a new communal smoke control system.</p> <p>The project was previously tendered through Westminster City Council traditional market procurement route. However, following review of Mechanical and Electrical (M&E) requirements and fire safety works, there has been a requirement to revisit the scope of</p>			



works to the blocks and it is now believed that the most efficient way to deliver this scheme is through the Term Partnering Service Providers.
A small number of two storey dwellings on Lanark Road (opposite Scottish Towers) are in need of a major works package and window replacement scheme. These properties have now been added into P160 to achieve economies of scale.

Component to be Cleared	Title of Officer (Delegate)	Sign Off Method / Date
Asset Strategy	Jonathan Cooper (Gavin Ridgewell)	By e-mail dated: 27/11/2018
Property Maintenance	John Hayden (Interim) (Sheila Allen)	By e-mail dated: 12/11/2018
Finance	Sharon Lane (Lewis Cockerill)	By e-mail dated: 12/11/2018
Lessee Services	James Portsmouth (Jayne Stretton)	By e-mail dated: 20/11/2018
Cap Programme Team	Kevin Regan (Daniel Witt)	By e-mail dated: 26/11/2018
M&E Engineering	James Beard (Jason Killeen)	By e-mail dated: 26/11/2018
Communications	Daren Townsend	By e-mail dated: 26/11/2018
Health & Safety	Sarah Stevenson-Jones	By e-mail dated: 20/11/2018
Fire Safety	Vincent Dean	By e-mail dated: 12/11/2018



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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)

1.1 Client site specific requirements

1.2 Site set up

1.3 Asbestos surveys

1.4 Fire Risk Assessment

1.5 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 – 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 customerservices@WCC.gov.uk and quote reference P160.

1.0 INTRODUCTION

This project involves a programme of planned maintenance, repairs and improvement works to various building elements to Glasgow House, Falkirk House & Edinburgh House, commonly known as Scottish Towers and six properties on Lanark Road. The intention of these works is to maintain the internal and external fabric of the buildings to ensure all properties are in a good state of repair, safe and free of building and services related defects.

Having previously tendered this project using Westminster City Council traditional market procurement route, the need has arisen to revisit the scope and design to the above blocks following review of M&E requirements and fire safety works. With the new Term Partnering Service Providers now procured, it has been concluded as the most efficient way to include these changes and deliver this scheme.

It is proposed that the refurbishment works are 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 (as defined within the Term Contract) by the Service Provider for further review by WCC prior to issue of a Pre-Commencement Order.

2.0 KEY PROJECT DETAILS

Project Name	Scottish Towers
Listed Building or Conservation Area	(Tick as appropriate) LB <input type="checkbox"/> CA <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Legislative constraints	Planning consent and building regulation compliance required. Due to the requirement for the installation of AOV system to Elevation D. Service Provider will be required to re-submit application incorporating a new design.
Existing planning consents	<ul style="list-style-type: none"> • Planning permission approval for replacement of communal windows, doors and facing panels • Installation of metal safety handrail at roof level to all 3 blocks.



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	<ul style="list-style-type: none">• Planning permission approval for installation of private windows to Falkirk House and Glasgow House.• Westminster decision notices included into Appendix 8.• Service Provider to note that WCC do not intend to replace balcony balustrade system
Project Notifiable under CDMR	Yes
Principle Designer appointment required	Yes



3.0 ASSET SUMMARY / CONSTRUCTION TYPE

Scottish Towers is a development of 321 flats spread over three tower blocks known as Glasgow House, Falkirk House and Edinburgh House which are located on Lanark Road, Maida Vale, W9. The towers are 18 storey blocks of purpose built flats and maisonettes constructed in 1964. The buildings are a concrete framed construction clad with infill panels, brickwork and pre-cast concrete cladding.

Generally, the blocks have been maintained and are considered to be in reasonable condition for their age. However, various elements are now beginning to degrade, which if not addressed in future maintenance programmes will lead to further deterioration of the building fabric.

The dwellings on Lanark road have original Crittall Steel windows in place. These are becoming increasingly difficult to maintain in a condition that affords the occupants security and safety. The rear lounge windows are part of a larger wall panel which will need to be designed and fitted as well. The external fabric of the buildings is in a poor decorative state and requires addressing to ensure no further deterioration takes place.

3.1 BLOCKS IN SCHEME

Block Name	No of Units	No of Leaseholders
Glasgow House	107	50
Falkirk House	107	64
Edinburgh House	107	70
101, 107, 111, 113, 117, 141 Lanark Road	6no. 4-bedroom properties	0
TOTAL	327	184

4.0 PROJECT JUSTIFICATION

The aim of the project is to undertake internal and external repairs and improvements to various elements of the building. 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 requirement for these works has arisen from not only the need to maintain the state of repair of the building but over the past five years the rate of degradation of building elements



has increased prompting the need for uneconomical reactive repairs. With 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 2013 and again in 2015 shows that the majority of components on the blocks identified for this phase require repairs and maintenance to maintain their state of repair and prevent deterioration. There are also a number of recommendations in the Fire Risk Assessment (Appendix 1) to improve safety aspects and reduce the risk to residents, including an upgrade to class "0" paint and an improvement to communal doors etc.

The communal lighting is to be replaced due to the condition of the existing system excluding the stairwells, as these have been allowed for under another project (P160A) due to be completed during Spring 2019. The lateral mains and the rising mains systems are to be replaced due to the age and condition of some of the component parts. The new rising main would be installed in a new position to reduce any down time for the residents. A landlord 240V socket would be allowed for in all plant room areas and would be IP rated to suit the plantroom environmental conditions.

The auxiliary systems, BT, TV and Door entry wiring is to be installed into the combined trunking system within the common landing areas and into a containment system within risers. All redundant cabling is to be removed.

Communal extraction system central plant equipment is to be replaced including a new control panel, electrical services and containment. The existing ducting to the flats is to be cleaned and alterations carried out where necessary including control and fire dampers where required. The system would be fully commissioned on completion to ensure performance throughout the building.

Alterations required to individual heating systems during window replacement works would be carried out as needed and commissioned on completion, with all efforts being made to reduce down time.

The Fire Safety team has highlighted that as the major works constitute a material change to the building; the existing smoke control system does not provide adequate removal of the products of fire and must be replaced. Installation of an AOV will be required to the new curtain walling system to the communal corridors (North Elevation) at each floor level. The Service Provider will need to employ the services of a fire engineer to design the smoke control system. Furthermore, the cross corridor ducting at mezzanine floor levels must be removed as it is no longer a required feature within the blocks. The fire engineer will be required to design a new ductwork system that will be installed from the mezzanine door entrance which extends to the new curtain wall system to the stairwell. The existing ductwork and passive ventilation above the door to the stairwell at communal corridor level will be removed. Furthermore, all the fire doors to the bin chutes have been identified in the door inspection reports as requiring replacement. Due to the nature of the construction, the entire screens will also require replacement as the current structure would impact on the certification for the replacement of FD30s doorsets. Following an independent review of the secondary means of escapes, it has also been agreed that LD2 alarm system is to be installed in all bedrooms, with an opt-in for lessees. Report findings are included into Appendix 2.

The Quality and Sustainability manager at WCC has visited numerous tenant properties at Scottish Towers over the last few years and has noted failings within residents' flats, including condensation, mould growth in various locations and insufficient ventilation within resident's kitchens. As part of Westminster commitment to reduce properties affected by condensation



and mould, environmental works to kitchen areas have been included within the scope and will be funded by a separate condensation budget. Please be aware that the additional cost to be included for the units affected is estimated at £500 per unit – this is included within the budget estimate.

5.0 DESCRIPTION OF KEY WORKS REQUIRED

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

Works

Element	Work Required
Condition Survey	<p>Blocks: All</p> <p>Pre-existing information regarding the condition of the building has been provided in the Initial Pre-Construction Information (IPCI) in Appendix 1.</p> <p>The Principal Designer (PD) where appointed (or Principal Contractor where no PD duty holder is in place) is to inform the Client, where additional survey or inspections are required to develop the Pre-Construction Information (PCI) and inform the design process.</p> <p>The Principal Contractor (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 Westminster City Council (WCC) client representative and upon conclusion of the works the PC is to ensure the condition of any areas affected by the works are handed over to WCC in no worse a condition than at pre-commencement stage.</p>
Access required	<p>Blocks: All</p> <p>The Service Provider will need to acquaint themselves with the access arrangements available and provide block-specific proposals to facilitate the works necessary. It is anticipated that full access scaffold will be required throughout but the Service Provider proposals will be optimised to provide the best value-for-money project-wide access proposals.</p>



	<p>Lanark Road</p> <p>Access platforms where required to replace 1st floor windows</p>
Access doors/hatches	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Carry out a condition survey and review all current access doors and hatches. Provide proposals for the overhaul and/ or replacement and redecoration of all doors and hatches. Access solutions are to be proposed by the Service Provider giving due consideration to the size, positioning and specification of any new access doors required in order to facilitate future access requirements for plant maintenance/ replacement in a safe and efficient manner. Recommendations and proposals, with estimated costs, are to be provided by the Service Provider within their Project Execution Plan.</p> <p>Service Provider to review internal access to roof area. Restricted access to roof through ventilation plant room.</p>
Roof replacement	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Renew roof coverings complete including upstands, lead flashings, outlets, grilles etc. An insurance backed guarantee for at least 20 year duration is to be provided for the installation. 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, welded drip to external gutters, drip battens, parapet wall fixings, waterproofing works, new insulation etc.</p> <p>Service Provider to refer to Appendix 8 for performance specification requirements</p>
Roof edge protection	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Installation of a new mid height galvanised free standing safety handrail system to the entire main roof area.</p>
Telecommunications	<p>Block: Falkirk House</p> <p>The service provider is to note that in order to undertake the roof replacement works the commercial telecommunication equipment currently on the roof, will need to be decommissioned, temporarily removed, moved or altered to facilitate the works. The service provider will be responsible for coordinating and liaising with the telecommunication company to ensure that this is undertaken in good time to facilitate the programme of works. Service provider shall allow for all costs associated with the management and execution of the above.</p>



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	<p>Telecomm owner: Orange PCS. Contact: Westminster City Council to provide details to Service Provider when requested.</p>
Roofing alterations	<p>Block: Edinburgh House, Falkirk House and Glasgow House</p> <p>Service provider to ensure cat ladders, satellite dishes and overflow pipes from tank rooms are modified to allow the surface level imposed by the new system to be accommodated.</p> <p>Edinburgh House:</p> <p>Service provider to replace existing roller shutter system to allow for new surface level and upstand detailing.</p>
Lightning protection	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</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>
Surface water and below ground drainage	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>The Contractor is to carry out CCTV survey of the soil and surface water drainage system back to main connection with the sewer for the block. Provide written report, priced schedule of any remedial repairs. Test upon completion to ensure all rainwater good systems are free of leaks and are discharging correctly for a 12 year cyclical program.</p>
Concrete/Brickwork repairs	<p>Blocks: All</p> <p>Brick/Concrete repairs to be undertaken where necessary – Record keeping of location and extent of repairs undertaken to be supplied as part of QM process. Concrete repairs to include exposed concrete cladding to private balconies areas and concrete structural columns throughout.</p> <p>Cleaning of brickwork and concrete surfaces is also to be included</p>
Asphalt repairs	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p>



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	<p>Asphalt surface, upstand and detail repairs to all tenant balconies where required. Extent of repair work to be agreed pre-commencement.</p> <p>Service provider is to inspect 10% of balconies and prepare a schedule of condition, identifying and marking up all leaks and areas of defective asphalt.</p>
Balcony floor system	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Dependant on condition of asphalt, Service Provider to consider application of balcony/walkway liquid system if required to existing tenant property surfaces.</p>
Balcony works	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Allow for corrosion treatment and making good where required. Isolated replacement of Georgian wired glazed panels where cracked, replace putty/beading throughout. Repair steel frame fixings and dowels where necessary</p>
External decorations	<p>Blocks: All</p> <p>External decorations to all previously decorated surfaces. Including rainwater goods, bin storage rooms, storage sheds, railings and boundary walls.</p>
Timber repairs	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Joinery and resin repairs to all defective timber elements (including items such as window, panels, doors, balcony balustrades and handrail fixings to internal stairwells).</p> <p>Tank and plantroom and storage shed repairs to include wholesale carpentry repairs/replacement where necessary.</p>
Metalwork repairs	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</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> <p>Bin chute hatches – Smoke seals to be upgraded to BS7386. If beyond repair, hatch to be replaced to fire rated cover.</p> <p>Ventilation grilles to roof areas to also be included.</p>
Pigeon deterrent	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Service Provider to replace all areas of pigeon spikes and netting where existing. Service provider to also detail properties requiring bird</p>



	<p>proofing. Service Provider to review and consider pigeon deterrent with regards to window design and possible chamfered edge window sills.</p>
Movement Joints	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>The Contractor is to allow to carefully rake out all existing defective or degraded mastic to ring beams and brickwork spandrel panels and renew with new movement joint mastic.</p>
Block signage	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Replace dated or defective signage where required.</p>
Communal windows	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Replacement of the existing single glazed painted metal framed curtain walling to the communal areas.</p> <p>Service Provider to install Automatic Opening Vent (AOV) to each floor to North elevation</p> <p>Service Provider to refer to Appendix 10 for all information provided in relation to replacement windows.</p> <p>Service Provider to review Elevation D drawings. Since planning permission granted the smoke control system has been redesigned to include for AOV system. Therefore, a new planning application will be required for Elevation D which will need to incorporate the AOV system and remove the permanent ventilation as detailed.</p> <p>Following removal of redundant ductwork to mezzanine floor level, Service Provide to install new fire safety glazing to replace ventilation grill fanlights.</p>
Automatic Opening Vent (AOV)	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>AOV control systems are to be installed to the new cross corridor curtain walling system to form part of the new smoke control system.</p> <p>AOV system to be installed in accordance with EN:12101</p> <p>Service Provider to include for all wiring, landlords power, main panel (if required), commissioning and BWIC.</p>
Glazing/windows to private properties	<p>Blocks: Glasgow House, Falkirk House and Lanark Road properties</p> <p>Complete window, balcony & rear door replacement to all properties.</p> <p>Service Provider to refer to Appendix 8 for all information provided in relation to replacement windows.</p> <p>Note: Appendix 8 includes SAPA window information. However, Service Provider can review alternative manufacturers if performance specification requirements are adhered to.</p>



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	<p>Blocks: Edinburgh House</p> <p>Repairs and overhauls to all individual property windows, panels and glazing, including fire resistant upgrades where necessary.</p>
Communal some control ductwork	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Fire rated ductwork to be installed to all mezzanine floor level stairwells. Ductwork to be in accordance with BS 476: Part 24</p>
Bin chute doors	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>All of the fire doors to the bin chutes have been identified in the door inspection reports as requiring replacement (See Appendix 2). Due to the nature of the construction, the entire screens will also require replacement as the current structure would impact on the certification for the replacement FD30s doorsets.</p>
Heating system	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>If any alterations are required on the heating system during window replacement, the works should include all individual systems to be commissioned on completion. All chemical additives would need to be replenished after completion of alterations.</p> <p>All installation work would comply with BS EN 14336:2004 and other relevant and current regulatory standards.</p> <p>Efforts should be made to reduce down time of any system as much as possible.</p>
Individual boiler flues	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Survey/review and identify existing boiler flues which need to be extended and extend where required (8 per/block).</p> <p>All flues to match existing manufacturer and model.</p>
Communal Flooring	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>To all communal landing areas, mezzanine floors and bin chute areas. Replacement of existing floor tiles including full removal of existing bitumen substrate.</p> <p>Service Provider to install appropriate (approved by WCC) latex subfloor system. Consideration of appropriate underlay also. Ensure that flooring is installed to maintain access to all service points in the existing floor.</p> <p>New flooring system must be fire rated.</p> <p>Service Provider to take up, remove and dispose of all communal small tables fixed into the substrate and carry out suitable repairs.</p>



Repairs required following flooring installation	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Where necessary, Service Provider to remove all doors and plane bottom edge of doors that have not been replaced (prior to any decoration to accommodate new flooring. New matwells to entrance lobbies along with fixings and frames.</p> <p>Application of silicone bead to junction between new flooring and all adjoining surfaces.</p>
Internal Decoration	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Repairs to internal fabric finishes ensuring they are sound, consistent and ready to receive redecoration.</p> <p>Redecoration of all previously decorated internal surfaces.</p> <p>Class 0 performance to walls, ceilings and soffits including necessary preparations.</p> <p>The contractor should note that defective plaster is present above the FED's of the maisonettes of some properties. The damaged plaster is as a result of leaks from baths/showers. Some of the damaged areas are aged but others could still be ongoing. Service Provider to confirm that any leaks from the bathrooms have been remedied prior to commencing communal decoration.</p> <p>Service Provider to allow for plaster repairs and redecoration to all mezzanine floor levels and to stairwells at all levels following removal of redundant ductwork.</p>
Suspended ceilings	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Replacement of the existing suspended ceiling grid to ground floor communal lobby areas, including mineral fibre tiles and light fittings.</p> <p>Installation of new proprietary 60-minute fire rated suspended ceiling and new lighting.</p>
Rising & Lateral mains	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Survey and replace the existing rising and lateral mains installations in these blocks and to all dwellings and landlord's 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>Lateral main supply: Full upgrade of lateral main riser distribution will be designed, supplied and installed to comply with latest edition of BS7671 and BNO (Building Network Operator) requirements. All lateral main riser cabling will be XLPE/SWA/LSF armoured and all</p>



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	<p>main panels to be Ryefield or equal and approved. All fuses will be sized appropriately.</p> <p>Service Provider will ensure all builders work associated with a new rising main is included within the design. This includes but not limited to diamond drilling, fire rated boxing, and all making good.</p> <p>All new lateral main containment is to be installed within a white powder coated, vandal resistant steel trunking system. Sized by the Service Provider and include 25% spare capacity for future allowance.</p>
Landlord electrical services	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Full upgrade of landlord LV distribution to be designed, supplied and installed to comply with latest edition of BS 7671. Where new boards are installed, these will be of the MCB type, lockable and IP54 rated. All new boards to come complete with 25% spare capacity. All new final circuit cabling installed within containment will be LSF singles and sized according to breaker rating / load and supply. All boards are to be installed within landlord electrical service cupboards.</p> <p>Landlord services are to be metered with MID approved metering equipment.</p> <p>All landlord final circuits to lighting to be installed within white powder coated conduit. Sized by the Service Provider.</p>
Fire Alarm System	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Within each dwelling extend existing in flat LD2 fire alarm system.</p> <p>Install LD2 fire alarm system to include lounge, kitchen, hallway, landing (if applicable) and all bedrooms in line with BS5839-6 Clauses 4,8 and 9 taking note of Annex A, in particular Annex A.3.</p> <p>The new system within each property is to be interlinked wirelessly.</p> <p>The system should be fitted to provide an adequate safe egress time in line with CIBSE Guide E (3rd Edition) Fire Safety Engineering Guide.</p>
Lateral Mains/Lighting & Door Entry Containment	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Provide new containment for the associated service which shall be metal powder coated. Installed in line with BS EN 50085-1 : 2005(or to any later amendment) and shall be suitably earthed.</p>



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	<p>Note – containment to be sized as such that all existing cabling (not just door entry) can be relocated from old plastic conduit and mounted within new powder coated containment</p> <p>Note: The contractor should look to where possible combine all cabling in one trunking conduit system.</p> <p>Note: The installation of a new door entry system to Edinburgh House and Glasgow House was carried out under project Z261. Edinburgh House is now completed and Glasgow House is anticipated to complete in June 2019. Coordination should take place to ensure these 2 systems will be able to utilise the new containment systems.</p>
Electrical Lighting	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>The areas covered by this project are: Internal common parts Plantrooms including allowance for emergency lights. Emergency lighting to comply with BS5266 all parts. External lighting. Installation of new systems to comply with current regulatory requirements and Chartered Institute Building Services Engineers (CIBSE) recommended levels (minimum illumination of 200lux in all plant room spaces required).</p> <p>New emergency lighting is currently being installed into the communal stairwells under P160A and so is not required under this project.</p> <p>Provide Electrical Installation Condition Report (EICR) and all appropriate certification associated with The Works undertaken.</p> <p>The lights in the stair cores are due to be replaced in the winter of 2018 under P160A. This area will therefore be excluded from the works. The contractor is to note that communication with the contractor responsible for P160A is to be undertaken to ensure continuity of design and installation. One issue to include is responsibility for regular testing of the newly installed emergency lights once this project has begun.</p> <p>Note: The contractor should look to where possible combine all cabling in one trunking conduit system.</p>
Tidy cables including BT Cables	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Test and tidy all existing communication cables. Remove redundant unused cables. Engage with BT and any other relevant Service Provider to ensure the cables can be worked on. Use existing metal conduit where possible. The lights in the stair cores are due to be replaced in the winter of 2018 under P160A. This area will therefore be excluded from the works.</p>



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	<p>The contractor is to note that communication with the contractor responsible for P160A is to be undertaken to ensure continuity of design and installation. Provide new containment where required which shall be metal powder coated. Installed in line with BS EN 50085-1:2005(or to any later amendments) and shall be suitably earthed.</p> <p>Note: The contractor should look to where possible combine all cabling in one trunking conduit system.</p>
Ductwork cleaning	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Specialist ductwork cleaning company to clean the existing ductwork system and in accordance with CIBSE/BSRIA and HVAC TR19 publications. All ductwork to be cleaned including the branch ductwork from inside each flat. A post clean report is to be provided to include photos of pre and post condition.</p>
Communal extract fans	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Replace existing communal extract fans, silencers, local ductwork, dampers and controls within the plantroom. The contractor is to ensure that there will be minimum down time. Works to comply with the current regulations.</p> <p>Associated Power Supply</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. These sockets will need to be rated to the correct IP rating according to the environmental conditions in the plantrooms. 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 (EICR) 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>
Inside flat ventilation works	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>The contractor shall; clean local ductwork, replace the existing grille, install new volume control damper and install new fire dampers (or intumescent component) in accordance with best practice and current</p>



	<p>regulations. The contractor shall note the existing configuration and allow within the design to install the new components with as minimal impact as possible on the residents and the space.</p>
<p>Builders work in connection with the M&E installations</p>	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Carry out all builder's work in connection with The Works including subsequent making good of all disturbed finishes to a standard acceptable by WCC and no worse than existing.</p> <p>Allow for structural engineer calculations and core drilling to slab areas where riser position is to be located including and GPR survey to identify structural elements.</p> <p>Protection for the pipe work present at low level in the ventilation plantroom is to be included within this section.</p> <p>Provide recommendations and for any builders-work style items felt necessary (such as any minor building-fabric style repairs or decorative items associated with The Works areas), for review and further instruction by WCC – a Provisional Sum in relation to any such works should be included at PEP stage;</p>
<p>Maintaining the existing building services</p>	<p>Blocks: All</p> <p>Maintain the building services systems during the duration of the contract.</p>
<p>Building services associated – Fire safety works</p>	<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>Fire safety works</p>	<p>Carry out all relevant works identified and set out in the fire risk assessment within Appendix 1 and compartmentation reports as carried out by the Service Provider.</p> <p>Review the fire risk assessment report to ensure familiarisation with fire safety strategies for the properties in relation to all areas affected by the works. Identify all works deemed necessary and associated with the works to ensure all fire safety requirements are met.</p> <p>Report findings with respect to recommendations to WCC for any additional work that may be deemed appropriate in regard to fire protection matters for consideration and further direction/instruction. As detailed previously, LD2 alarm system to be installed following recommendation detailed in secondary means of escape report.</p>



	<p>Ensure the works are fully compliant with all current regulatory requirements.</p> <p>Following recommendations from compartmentation report carry out all passive fire protection contained within the report and associated with the works. All 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>
Fire door works to communal, front entrance doors and secondary means of escape doors	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>The service provider is to carry out fire doorset works to all tenant front entrance doors (lessee opt-in), communal doors and secondary means of escape doors (lessee opt-in) as set out in the fire door schedule of works located within Appendix 8.</p> <p>All fire doorsets installations 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 sealed as per the primary test data, BS 8214:2016 or the manufacturer's instructions. A full report should be provided on completion of the works, to include photos of the installation process to each property.</p> <p>Note - Note - All replacement doorsets to be replaced with purpose made, pre-assembled FD30s or, if specified, FD60s rated doorsets, independently tested and approved by third-party certification to BS 476:1987 parts 22 and 31.1 and/or BS EN 1634-1. when tested to both sides. Doors shall also achieve Secure by Design accreditation, PAS 24.</p>



	<p>Vision panels are to be included into all replacement secondary means of escape doorsets which lead to the communal escape route.</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> <p>Note: Globally assessed door assemblies are not acceptable.</p>
Secondary means of escape	<p>Blocks: Edinburgh House, Falkirk House and Glasgow House</p> <p>Service provider to review secondary means of escape inspection report in Appendix 2 and carry out survey to all SMEs in conjunction with WCC to schedule and agree scope of works required. Installation of new handrails and replacement of stair treads is extent of works anticipated.</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>
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>A copy of the existing management survey and any R&D surveys have been supplied in the IPCI in the Appendix</p> <p>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.</p> <p>The R&D survey will be instructed by the client and provided to the PD/PC as part of the Pre-Construction Information, to allow the Construction Phase Plan to be developed.</p> <p>The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for completing removal or encapsulation of asbestos containing materials to enable the works. Special consideration to be given to communal flooring and window panel system.</p> <p>The service provider 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>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



	<ul style="list-style-type: none">• Unprotected flat roofs• Unprotected fall risks (shafts/ sumps)• Confined spaces• Insufficient safe access provision to plant and equipment• Noise protection zones• Open water
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• Site Investigation Reports• Statutory authority consents and approvals
Asset Tagging	<p>Blocks: All</p> <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. 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 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 Service Provider as Principle Contractor; Designer and where the role is required Principle 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 Principle Contractor, or Principle Designer where the role is required under CDMR.

The PC/PD is responsible for updating and developing the IPCI issued by the Client as the design process progresses and must inform the CR, at the earliest opportunity, regarding what if any additional information they feel is required to allow them to undertake the design and / or construction works safely.

The CR will inform the PD/PC regarding any specific requirements or restrictions regarding works in occupied premises and the PD/PC must ensure that these requirements are adopted and reflected in the construction phase plan (CPP).



6.3 DESIGNERS DUTIES

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

6.4 PRINCIPLE 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.

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.

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 MAJOR WORKS HISTORY & LESSONS LEARNT

Recent Major Works to note

Year	Project Number	Works Carried Out
2005	H805	Lift repairs to Glasgow and Falkirk House
2003	E299	Demolition of existing concrete pavers and new suspended ceiling and door entry system to Glasgow House



2002	D179	Internal and external repair and redecoration with window repairs
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Please refer to Appendix 9 for full Major Works History.

Lessons Learnt from Previous Projects

Building works – Various

- Careful consideration on the design of window units
- Unique scaffolding and access design to windows and doors to blocks across the estate
- Advanced survey, ordering and appointment booking system required for window renewal works
- Careful management of internal access to properties for consequential works to residents' properties (reinstatement of window blinds/curtains, cills and reveal repairs).
- Careful management of asbestos removal.
- Major works are contentious due to continual delays and previous poor quality works.
- Careful consideration to laying of new communal floor system. Existing bitumen substrate must be removed, and new latex subfloor laid. WCC will not accept any overlay to the existing bitumen.

S155 – Churchill Gardens Phase 5

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

P128a Lisson Green Ventilation Works



- This project had a resident satisfaction score of 93%. One of the key factors was the engagement with residents and answering queries in a reasonable period.
- Early engagement with residents is highly recommended to ensure that a good response is received when sending out appointment letters.
- Some residents will need/request evening/weekend appointments. This should be noted and incorporated within the scope.
- Ensure all the correct personal are at the handover meeting i.e. maintenance contractor. On this project return visits had to be organised to demonstrate the system and its control.
- A flyer to issued/left with residents explaining how the system works and what tests can be done to check the system is working before calling the repairs team. i.e. the resident might not hear the system running but can carry out the tissue test.
- There is a very high chance not all flats will be accessed on the first visit or even when the contractor has left site. The contractor should consider where to store excess materials for fitting later should this be the case.

S169 Swanleys Lighting

- Ensure lighting and emergency lighting calculations are in accordance with BS5839 and they are received and saved in the appropriate location such as the H&S file.
- That all works are in line with CIBSE recommendations

T118 Pimlico Lateral Mains Project

- Obtain all relevant cable calculations and schematics and ensure they are in line with CIBSE recommendations
- Save all calculations, drawings and relevant documentation in the appropriate location such as the H&S file.
- Ensure the containment material is as WCC standard and as agreed with WCC.
- Ensure there is spare capacity for future works and in line with the WCC requirements.
- Ensure fire stopping has been carried out to the WCC requirements.

T284 – Parsons House Fire Door Replacement Works

- A good working relationship with the doorset manufacturer/supplier is essential
- All parties need to be involved during the initial survey and measuring for the new doorsets – this will ensure that any discrepancies/issues will be addressed before the doorsets are ordered and manufactured
- Fitting instructions/specifics to be provided with or before the initial delivery of doorsets to site – problems understanding specific requirements for installation can cause delays to the project
- Ensure all parties are aware of the WCC Fire Door Performance Specification – This will help to identify any erroneous details within suppliers proposed doorsets



- Ensure all details of the proposed doorsets/quotes match the WCC specification – Errors in meeting the specification will cause issues and potential cost overruns and project delays

8.0 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 of paint. Site specific specification to be provided	<ul style="list-style-type: none"> • Dulux • Crown 	10 Years	Schedule of Rates
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) 	10 Years	Schedule of Rates
Windows and balcony doors (Aluminium)	Detailed drawings, window schedules and site specific specification as approved by WCC planning have been provided in Appendix 8.	<ul style="list-style-type: none"> • Smart • Sapa 	Frame – 25 Years Glazing and ironmongery – 10 Years FENSA Certificates	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.	<ul style="list-style-type: none"> • TBC 	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



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Automatic Opening Vent (AOV) System	To include the design to BS EN12101. 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">Window Master	12 month manufacturers' warranty	Business Case
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 / AlutecAlumasc	20 Years	As per business case to be provided
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
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	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
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">NuaireAs per standard/agreed schedules & Specifications	Minimum 2 Years manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Silencers	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical	<ul style="list-style-type: none">J C AcousticsCaiceAs per standard/agreed	2 year manufacturer's warranty	Business Case to be provided where Schedule of



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	submittals and calculations to be provided and agreed at pre-commencement stage.	schedules & Specifications		Rates cannot be applied
Grilles	To be white steel powder coated and include integrated fire damper.	<ul style="list-style-type: none"> FlaktWoods As per standard/agreed schedules & Specifications 	2 year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Flow Regulator/Damper	To fit existing ductwork and with full site specific proposals. Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, valve charts, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Trox UK Ltd As per standard/agreed schedules & Specifications 	2 year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Controls	To connect to the existing Trend system where possible and as noted in the specification. As specification where a Trend system is not present.	<ul style="list-style-type: none"> Trend As per standard/agreed schedules & Specifications 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Ductwork	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, valve charts, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> To DW144 As per standard/agreed schedules & Specifications 	Standard 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-commencement stage. Minimum of IP65 rating. Key switch provided for testing.	<ul style="list-style-type: none"> Fittings = Fitzgerald or Whitecroft Lighting 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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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 • As per WCC standard/agreed schedules & Specifications 	<p>Standard manufacturer's warranty</p>	<p>Business Case to be provided where Schedule of Rates cannot be applied</p>
Lateral Main Cabling	<p>All sub main cabling a will be Zero Halogen, Low smoke (OHLS) cable complete with Stranded copper conductors and a protective armour layer, SWA/LSF unless otherwise indicated.</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. 	<p>Standard manufacturer's warranty</p>	<p>Business Case to be provided where Schedule of Rates cannot be applied</p>
Fire Alarm System	<p>LD2 fire alarm to be in line with BS5839-6.</p> <p>Safe egress time to be in line with CIBSE Guide E (3rd Edition) Fire Safety Engineering Guide.</p>	<ul style="list-style-type: none"> • AICO • As per standard/agreed schedules & Specifications 	<p>Standard manufacturer's warranty</p>	<p>Business Case to be provided where Schedule of Rates cannot be applied</p>
Lateral Main & Door Entry Containment	<p>Steel Powder coated trunking complete security screws</p>	<ul style="list-style-type: none"> • Flytec systems Ltd 	<p>Standard manufacturer's warranty</p>	<p>Business Case to be provided where Schedule of Rates cannot be applied</p>
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>	<p>N/A</p>	<p>N/A</p>	<p>Schedule of Rates</p>



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FRA works	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.	<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



9.0 MILESTONE PROGRAMME

Scottish Towers - Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	25-Jul-19	25-Jul-19	1	AS
Project Launch	25-Jul-19	8-Aug-19	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	1-Aug-19	1-Aug-19	1	CT
Client Brief Issue Stage				
Issue Client Brief CDM Brief and initial PCI to SP	15-Aug-19	15-Aug-19	1	CT
Project Execution Plan (PEP) Stage				
PEP production by SP & Issue to Client	15-Aug-19	13-Nov-19	90	SP
PEP Review & Value Engineering (VE) period	13-Nov-19	28-Nov-19	15	CT
F10 submitted by SP to HSE (where applicable) - Copy to client	29-Nov-19	29-Nov-19	1	SP
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	29-Nov-19	29-Nov-19	1	CT
Prepare & Issue Pre-commencement Order to SP	6-Dec-19	13-Dec-19	7	CT
SP (acting as PD) reviews the initial PCI info and informs the client where additional PCI is required.	13-Dec-19	20-Dec-19	7	SP
Outstanding PCI is attained by the client and passed to the SP	20-Dec-19	27-Dec-19	7	CT
SP prepares & issues proposals document to client	27-Dec-19	26-Mar-20	90	SP
Proposals Review & VE period	26-Mar-20	10-Apr-20	15	CT
Prepare Notice of Estimates (NOE's)	10-Apr-20	12-Apr-20	2	CT
Issue of Notice of Estimates (NOE's)	8-Mar-20	22-Mar-20	14	
NOE Consultation period	22-Mar-20	5-May-20	44	
Leaseholder Surgery	14-Apr-20	5-May-20	21	CT
Commencement Order & Mobilisation Stage				
Issue 2-wk notice to SP ahead of Commencement Order	5-May-20	5-May-20	1	CT
Prepare & Issue Commencement Order to SP	10-May-20	15-May-20	5	CT
CWH Project Team Handover to SP	15-May-20	22-May-20	7	CT
Meet the Contractor Letter issued	23-May-20	23-May-20	1	SP
Contractor Mobilisation period	22-May-20	19-Jun-20	28	SP
Construction phase plan (CPP) is approved	19-Jun-20	20-Jun-20	1	CT
Start on Site	22-Jun-20	22-Jun-20	1	SP
Contract Period				
	22-Jun-20	17-Dec-21	546	SP



10.0 RESIDENT CONSULTATION

The project is a historic one and has been in development for a number of years without progressing to the delivery phase. This has included a number of internal / external surveys and condition reports by external consultants and two tender exercises. All work carried out in the development of the project to date, including input from residents, has been used in the development of the brief. Throughout this time Westminster City Council has kept residents updated via direct letters, updates in the local/ area quarterly newsletters and Westminster City Council website.

Westminster City Council met with residents in November 2017 to outline the proposals and reaffirm the commitment to carry out the work. Most recently, Westminster City Council wrote to all residents in October 2018 with an update on plans to deliver the project via Axis and the Term Partnering Contract.

Going forward, Westminster City Council and Axis will write and meet with residents to keep them updated throughout the development of the project. This will include the formal section 20 consultation for leaseholders. In addition, residents will have the opportunity to develop a communication plan and agree a customer charter with Axis. Before work starts onsite Axis will hold a meet the contractor session to give residents to chance to meet the onsite team.

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. Residents were notified in November 2017 that following Grenfell, WCC were reviewing the scope of works and assigning the works under the Term Partnering Contract.

11.0 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, P160 is a long awaited major works scheme and so careful resident communication and consultation will be essential to the success of this project.

Other project(s) of note:

Cadent gas project is currently on site until Summer 2019. The works consist of new surface run gas pipework to the external face of the buildings.

P160a – The installation of emergency lighting to all three towers. The main contractor is Oakray and it commenced on site in January 2019. It will be essential that the Service Provider liaises closely with Oakray to information share on all emergency lighting installations.

Dolphin Living car park and landscape redevelopment to Scottish Towers is anticipated to start on site in June 2019.

Community Fibre Ltd intends to install fibre optic cables across the estate with anticipated start on site in summer 2019.