




<p><b>CLIENT BRIEF</b></p> <p><b>for</b></p> <p><b>Hallfield Estate Phase 3 refurbishment works</b></p> <p><b>Revision 2 – July 2022</b></p>			
<b>Project Details</b>			
<b>Block(s) Included in scope</b>	Lynton House, Winchester House and Worcester House		
<b>Area / Ward Location</b>	West	Lancaster Gate	
<b>Recommended Service Provider</b>	Axis Europe		
<b>Works Value</b>	£5,206,655		
<b>Delivery Year</b>	2023/24 & 2024/25		
<b>Project Lead</b>	James Long – Client Surveying Manager		
<b>Brief description of project:</b>	External and internal repairs and refurbishment, window replacements, fire risk assessment works, electrical works and environmental works.		
<b>*Lessee Implications</b> <i>Excludes risk register costs</i>	H=£77,632	L= £21,650	A=£37,109
<b>Key Issues / Project risks</b>	<ul style="list-style-type: none"> <li>– Delay in contract starting on site.</li> <li>– Resident dissatisfaction due to issues with original R106 major works contract.</li> <li>– Access to some of the work areas including in flats.</li> <li>– Communication with Residents’ Association is a key component to project success.</li> <li>– Service Provider will need to seek all relevant planning and listed building consents for elements of the proposed works.</li> <li>– High lessee bills due to scope of works required.</li> <li>– Significant provisional sums due to issues encountered in a recently completed phase of works on the estate (project W104)</li> <li>– Cost increase in building materials across the industry</li> </ul>		
<b>Programme Board Date</b>	1st Submission – Wednesday, 06 July 2022		
<b>Executive Summary</b>			



X115 Hallfield Estate Phase 3 is a programme of internal and external planned maintenance works to Lynton, Winchester and Worcester Houses. The intention of these works is to keep safe, comply with the latest housing and building regulations and maintain the internal and external fabric and infrastructure of the buildings.

These works follow W104 which is the second phase of a comprehensive five phase external works programme to all 14 blocks across the estate. Works to the Grade II listed Hallfield Estate originally commenced under contract R106 but were left incomplete in 2014 following a contractual dispute and issues with planning. Due to this history, there has been a high level of political involvement and resident dissatisfaction.

*\*Please note the lessee cost liabilities are a guide only based on our budget estimates and are subject to change. Accurate lessee liabilities can only be made available at Section 20 consultation stage.*

<b>Component to be Cleared</b>	<b>Title of Officer (Delegate)</b>	<b>Sign Off Method / Date</b>
<b>Asset Strategy</b>	Gavin Ridgewell (James Long)	By e-mail dated: 06/12/2021
<b>Property Maintenance</b>	John Hayden (Sheila Allen)	By e-mail dated: 19/01/2022
<b>Finance</b>	Kate Swanton	By e-mail dated: 09/12/2021
<b>Lessee Services</b>	Andrew Pye (Jayne Stretton)	By e-mail dated: 24/01/2022
<b>Cap Programme Team</b>	Kevin Regan (Daniel Witt)	By e-mail dated: 19/01/2022
<b>M&amp;E Engineering</b>	Jason Killeen (Georgina Wingham)	By e-mail dated: 18/01/2022
<b>Communications</b>	Daren Townsend (Comms Co-ordinator identified in Section 11 of Client Brief)	By e-mail dated: 12/01/2022
<b>Health &amp; Safety</b>	Matthew Curran	By e-mail dated: 08/12/2021
<b>Asbestos</b>	Matthew Curran	By e-mail dated: 08/12/2021
<b>Fire Safety</b>	David Edney (Mohammed Miah)	By e-mail dated: 08/12/2021
<b>Sustainability</b>	Anthony Jones	By e-mail dated: 18/01/2022



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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**
- **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 [housing.enquiries@westminster.gov.uk](mailto:housing.enquiries@westminster.gov.uk) and quote reference X115.



## 1.0 INTRODUCTION

This project involves a programme of major works to Lynton House, Winchester House and Worcester House on the Hallfield Estate. 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.

X115 follows W104 which is the second phase of a comprehensive five-phase external works programme to all 14 blocks across the estate. Works to the estate originally commenced under contract R106 but were left incomplete in 2014 following a contractual dispute and issues with planning. Due to this history, there has been a high level of political involvement and resident dissatisfaction.

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).

*Note:* WCC wrote to the residents, in this project, in November 2020 to explain that Axis had asked to terminate their contract with WCC and that this would delay the start of the project while a new contractor was appointed. This has subsequently been resolved, as the WCC has accepted Axis' request to withdraw the notice and continue to deliver major works for the WCC, thereby limiting further delays to the project starting onsite.

## 2.0 KEY PROJECT DETAILS

Project Name	Hallfield Estate Phase 3
Listed Building or Conservation Area	(Tick as appropriate) LB <input checked="" type="checkbox"/> CA <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Comments: All blocks are Grade II listed and within the Hallfield Estate Conservation Area.
Legislative constraints	Section 20, planning permission, listed building consent, building control and Regulatory Reform (Fire Safety) Order 2005
Existing planning consents	Listed building consent for the replacement of windows and doors to all blocks on the Hallfield Estate was granted in May 2017, however this has now expired as consent was granted



## City of Westminster

	<p>subject to a condition that the works would be commenced within 3 years of the decision date. (Ref: 16/08899/COLBC)</p> <p>Listed building consent for environmental works to all blocks on the Hallfield Estate was granted in March 2017. (Ref: 17/01690/COMADL)</p>
Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes



### 3.0 ASSET SUMMARY / CONSTRUCTION TYPE

The Hallfield Estate is located in the Bayswater area of west London and is comprised of 14 blocks; there are six 10 storey blocks and eight 6 storey blocks. It is considered to be a key example of post-war modernist housing and was designed by Bertholt Brecht as part of the Lubetkhin Architectural Practice. Construction took place in two phases during 1951-55 and 1955-58. In 1990 the estate was designated a conservation area and in 2011 all blocks were Grade II listed.

The three blocks were constructed circa 1955 and consist of six and ten storey purpose-built residential blocks. These buildings are Grade II listed and located within the Hallfield Estate Conservation Area. The buildings are of concrete-framed construction with brickwork infill, concrete and tile cladding, asphalt covered concrete flat roof and original 1950s steel crittal windows. Flats are accessed via external open deck asphalt walkways.

### 3.1 BLOCKS IN SCHEME

Block Name	Leasehold	Tenant	Total
Lynton House, W2 6EW	14	8	22
Winchester House, W2 6EA	53	27	80
Worcester House, W2 6EJ	16	6	22

### 4.0 PROJECT JUSTIFICATION

The aim of the project is to undertake internal and external repairs and redecorations to the building fabric, window replacements, upgrade of the lateral mains, fire safety related upgrades and environmental improvements where required.

The requirement for these works is from the need to maintain the state of repair of the buildings and reduce uneconomical reactive repairs. Review of independently commissioned condition surveys (Appendix 2) carried out in September 2020 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 further deterioration. The blocks have been found to generally be in poor condition with various elements reaching the end of their working life and beyond economical repair.

Furthermore, there are significant issues with corroded reinforcement and spalling to the buildings' concrete frames and cladding tiles. The report also recommends a number of



fire safety improvements to reduce the risk to residents, including upgrading decorated surfaces to class 0 performance, compartmentation to service penetrations, LED emergency lighting and signage upgrades and tenant flat entrance door replacements (opt-in for lessees).

Recent complaints from a number of residents in Winchester House have emphasised the extremely poor condition of the blocks' existing windows. Poor weathertightness is resulting in discomfort due to draughts and heat loss, dampness around windows, mould and high heating bills.

This comprehensive programme of repairs should be designed to make full use of the scaffolding required. Careful design and monitoring of the works will be required in order to coordinate future repair and maintenance programmes including window servicing and component replacement intervals.

In summary, the condition survey inspections confirmed failures and defects to the following elements within the blocks:

- Structural concrete frame, brickwork, render and tile cladding
- Glazing and window units
- Flat entrance doors
- External decoration
- Internal decoration
- Metalwork
- Soffit insulation to first floor flats over undercrofts
- Above ground drainage
- Lateral mains to flats
- Fire-stopping to through-floor service penetrations
- Communal and emergency lighting

Additionally, WCC has visited numerous properties on the Hallfield Estate 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's commitment to reduce properties affected by condensation and mould, environmental works to kitchen areas have been included within the scope.



### 5.0 DESCRIPTION OF KEY WORKS REQUIRED

Note: This section covers in general the works required.

#### Works

Element	Work Required
Condition Survey	<p>Blocks: All</p> <p>Pre-existing information regarding the condition of the buildings and associated ancillary areas have been provided in the in Appendix 2.</p> <p>The PD where appointed (or PC where no PD duty holder is in place) is to inform the Client, where additional survey or inspections are required to develop the PCI and inform the design process.</p> <p>The PC is required to complete a pre-commencement condition survey within all areas likely to be affected by the works, which shall contain written and photographic evidence of the existing conditions.</p> <p>The PC is to identify any areas of concern that may result in additional works being necessary, together with proposed remedial recommendations, within the scope of works. The condition survey is to be agreed with WCC/WCCs Client Representative and upon conclusion of the works the PC is to ensure the condition of any areas affected by the works are handed over to WCC/WCC in no worse a condition than at pre-commencement stage.</p>
Temporary / Pilot Works	<p>The Servicer Provider to submit product proposals for any temporary/pilot works necessary to facilitate the works in the Client Brief.</p>
Access Required	<p>Blocks: All</p> <p>Work at height will be required to complete window renewal works, balcony works and external cladding/brickwork repairs/cleaning.</p> <p>Access scaffolding is to be erected to all blocks as required in order to complete all required elements of work. Design to be as per Service Provider’s proposal and should meet all statutory health and safety requirements. Block lifts are not to be used for materials and personnel and Service Provider is to propose alternative method for transportation of materials as required throughout the building.</p>





	<p>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>
External Repairs	<p>Blocks: All</p> <p>Concrete frame, floor slabs and cladding panels: Extensive concrete repairs as required throughout all blocks. Carry out carbonation, hammer &amp; cover meter testing and carry out remedial repairs.</p> <p>Tiled cladding to flank elevations and wrap-around sections (Winchester House only):</p> <ul style="list-style-type: none"><li>- Isolated repairs/replacement of cladding tiles where necessary.</li><li>- Note: Pre-application advice for W104 (Phase 2) concluded that wholesale replacement of tiling will NOT be supported and original tiling must be retained in situ where possible.</li><li>- Replacement tiles and mortar to be consistent with those agreed for W104.</li></ul> <p>Brickwork: DOFF brickwork cleaning and localised pointing repairs as required. Make good to redundant service penetrations.</p> <p>Provide a plan for potential phasing of external repair works and align against working at height requirements and proposal.</p> <p>Clean all external façade finishes including any grilles.</p>
Metalwork Repairs	<p>Blocks: All</p> <p>Decoration of all previously painted metalwork to blocks, including balustrades to communal walkways and stairwells and private balconies.</p>



	<p>To include full preparation (strip where necessary) and repairs and replacement of missing or defective elements.</p>
Insulation works	<p>Blocks: All</p> <p>Install 120mm insulation and SPS envirowall render system to exposed soffits to undercroft/first floor flats.</p>
External Decoration	<p>Blocks: All</p> <p>Redecorations to all previously decorated external surfaces. Including rendered fascias/soffits, rendered panels, balcony walls and soffits.</p>
Internal repairs and decoration (semi-enclosed stairwells and walkways)	<p>Blocks: All</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. External masonry paint required for walls, ceilings, strings and soffits including necessary preparations, in accordance with Approved Document B requirements.</p> <p>Class 0 performance to walls, ceilings and soffits including necessary preparations to all internal enclosed / semi-enclosed areas.</p>
Glazing, windows & balcony doors	<p>Blocks: All</p> <p>Full window and balcony door replacement – Renew in bespoke double glazed Smart Alitherm Heritage double glazed units or similar designed to open inwards (subject to Planning Approval – SP to submit application). Make good to all window reveals and adjacent surfaces.</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 and window/door designs to be agreed pre-commencement.</p> <p><b>Note:</b> SP to pay close attention to lessons learned from window installations carried out by Axis Europe under the previous phase of major works on the Hallfield Estate (W104). Waterproofing, drip detailing design and positioning of new windows was inadequate, resulting in water penetration through window apertures in the tiled facades to a number of flats in Marlow House. This is exacerbated by defective pointing in joints and adhesive substrate to the cladding tiles, which has enabled rainwater to penetrate and collect over the window heads and enter the building. This will require rectification works to the refurbished windows (see below) and replacement of cladding tiles (see above section) with cost and time implications for the scheme.</p> <p>The following rectification works to new windows are planned under W104. These measures should be included in the design of all new windows under X115:</p> <ul style="list-style-type: none"><li>- Remove existing metal sub-frames.</li><li>- Install new cavity drip tray detail above windows.</li><li>- Install sloped mesh detail similar to trickle vent at heads of window externally</li><li>- Install new cavity closers around sides and bottoms of windows</li><li>- Install new backstop detail / EPDM to widow reveals internally to help prevent damp penetrating</li></ul> <p>All new window designs and installation methods must therefore address all issues identified in order to prevent similar occurrences. Please refer to the specialist environmental survey report by Hutton+Rostron Environmental Investigations Ltd and Martin Arnold reports in Appendix 2 for specific details and recommendations.</p>
Doors to bin stores / electrical intake cupboards / roof tank rooms / roof access / risers	<p>Blocks: All</p> <p>Renewal of timber doors with security rated steel and timber replacements to meet current requirements and fire safety standards. Designs to be agreed pre-commencement. To include all associated making good. Doors to be fitted with ASSA locks.</p>



<p>Refuse hoppers and discharge/cut off plates</p>	<p>Blocks: All</p> <p><b>Note:</b> The works specified below are based on an inspection of W104 (Phase 2) blocks. It is assumed that the refuse hoppers and discharge sections in all three blocks in this Phase are of the same age, construction and condition, and will therefore need similar replacement. SP is to confirm this on site and to be agreed with WCC Client Representative.</p> <p><u>Refuse Hoppers:</u> Existing refuse hoppers do not meet with current British Standard Regulations. The hopper doors in situ are not considered to be fire rated and had no smoke seals. It is recommended to replace said hoppers with new independently fire certified and smoke sealed units.</p> <p><i>Works required:</i> Remove existing hopper doors and replace with new independently fire tested and certified refuse hoppers, grey hammer powder coated finish, bottom hinged, vandal proof security fixings, self-sealing, self-closing and smoke-sealed to BS476 section 31.1 and BS5588 with a 1.5 hour rating to BS476 part 22, section 6.</p> <p><u>Discharge sections:</u> The discharge sections within the bin store room at the base of the chutes currently have a manual cut off plate only. In the event of a fire there is currently no facility to contain fire/smoke from travelling up the chutes.</p> <p><i>Works required:</i> Remove existing cut off plates and replace with a 2 hour fire tested and independently fire tested and certified automatic fire shutter doors/cut off plate to BS476: Part 22: Section 6: 1987, set with high tensile loading spring and 70 degree fire tested fusible link.</p>
<p>Above and below Ground Drainage</p>	<p>Blocks: All</p> <p>Carry out CCTV survey of gutters and internal rainwater pipes. 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> <p>Renew undersized drainage gullies to communal walkways and private balconies.</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 rainwater pipes and the fall to the drain.</p>
Electrical Lighting	<p>Blocks: All</p> <p>Survey / review existing lighting systems and upgrade to new system 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>Light fittings to be IP65 rated, vandal resistant, LED and aesthetically pleasing with the estate.</p> <p>All wiring to be replaced including containment system. Lighting to be complete with new controls to ensure energy efficiency and reduce obtrusive lighting.</p> <p>All emergency lights should be of a type that uses generic parts readily available from a number of suppliers.</p> <p>All lights to be controlled by Sangamo Solar dial clock.</p> <p>All installed emergency lights should be tested from the date of install until end of DLP by the installing contractor.</p> <p>Lighting should be split into independent circuits to mitigate loss of illumination during faults.</p> <p>Provide Electrical Installation Condition Report (EICR) and all appropriate certification associated with The Works undertaken.</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. Socket outlets must be RCD protected.</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 (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>
Lateral Mains	<p>Blocks: All</p> <p>Survey / review existing lateral mains installation across the blocks 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. Note: ConLock must not be used.</p> <p>All new main cabling installed will be connected back to the incoming utility company's earth bar.</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 2.5mm<sup>2</sup> copper stranded, table 6491B, LSF sheathed with the CPC with the same CSA as the</p>



	<p>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>
Cables	<p>Blocks: All</p> <p>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>
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>
Maintaining the Existing Building Services	<p>Blocks: All</p> <p>Maintain the building services systems during the duration of the contract. Where services may not be functioning or operational for a period of time prior notice and resident notification shall take place</p> <p>The service provider is to maintain the systems fully (PPMs checks and remedials) under this schemes budget during DLP and not via the usual term contracts PPM inclusive regime. This should be the case for all Emergency Lights, fire alarms and landlords' supplies. All newly installed or worked on services under a scheme should be tested and maintained through the scheme and DLP.</p>
Fire Safety Works	<p>Carry out all relevant works identified and set out in the Schedule of Work within Appendix 3.</p>



	<p>Due to length of time before commencement of works, service provider to review all live fire risk assessment information on the Westminster City Council portal, Shine, to get a clear understanding on required works.</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>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> <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>
Flat Entrance Doors (FEDs)	Blocks: All





	<p>The service provider is to carry out fire door replacement works to all tenant flat entrance doors situated adjacent to the stairwells (on an opt-in basis for lessees).</p> <p>Supply PAS 23/24 Secured by Design External Timber Door sets to all tenanted properties (on an opt-in basis for lessees)</p> <p>The service provider is to instruct 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 doorset replacements 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>
Environmental Works	<p>Blocks: All</p> <p>Each tenanted property (to be agreed with WCC), and any lessees that opt-in, are to have a Nuair humidistat Cyfan fan installed in to both the kitchen and the bathroom (usually located in glazing) and a Nuair 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.</p>



	<p>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>
External Estate Works	<p>Isolated repairs to external tarmac/asphalt/cobblestone walkways, paths and vehicle circulation areas associated with the three blocks. To estate owned surfaces only (not highways or WCC managed parking bays)</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&amp;D surveys as the design develops and the areas where intrusive works will be required are confirmed. The R&amp;D survey will be instructed by the client through the asbestos management system and provided to the PD/PC as part of the PCI, to allow the CPP to be developed. The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for completing removal or encapsulation of ACMs to enable The Works. The SP is to ensure that any subcontractor undertaking asbestos removal works as part of The Works, fulfils the client's requirements outlined in the WCC process and procedure documents and are deemed competent to undertake the required works.</p>
Other Potentially Hazardous Circumstances	<p>Blocks: All</p> <p>Where held the Client has provided relevant information regarding the existing structure(s) and materials in the IPCI.</p> <p>The PD/PC is to inform the client if during the design stage, it becomes evident that there is the potential for other deleterious materials or hazards to be present and further inspection or testing is required.</p> <p>Other materials that may be present or that need considering include but are not limited to:</p> <ul style="list-style-type: none"><li>• Lead Paint</li><li>• Hazardous Area Classification (HAC)</li><li>• Horse hair plaster</li><li>• Clay pot floors</li><li>• Calcium silicate brickwork</li></ul>



	<ul style="list-style-type: none"> <li>• Reinforced Autoclaved Aerated Concrete (RAAC) planks</li> <li>• Tesserae</li> <li>• Vermiculite</li> </ul> <p>Other hazards that may be present:</p> <ul style="list-style-type: none"> <li>• Fragile roof materials</li> <li>• Unprotected flat roofs</li> </ul>												
<p>Planned Preventative Maintenance (PPM) of M&amp;E Systems</p>	<p>Blocks: All</p> <p>The Service Provider is to be responsible for the maintenance of all mechanical and electrical systems for the duration of the contract. The Service Provider is to make a budget allowance based on the annual M&amp;E PPM items and associated prices listed below. Please Note: Examples below are not an exhaustive list and are for example purposes only. Service Provider to notify WCC of any additional systems not allowed for below.</p> <p>Any agreed PPM to be undertaken by the Service Provider must be removed from the Estate's incumbent maintenance contractor's PPM schedule until the element is commissioned / the contract is completed.</p> <table border="1" data-bbox="486 1209 1157 1579"> <thead> <tr> <th>Element</th> <th>Price/Annum</th> </tr> </thead> <tbody> <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	CCTV	£ 125.00	Emergency Lighting	£ 350.00	Fire Alarms	£ 800.00	Fire Extinguishers	£ 25.00	AOVs	£ 125.00
Element	Price/Annum												
CCTV	£ 125.00												
Emergency Lighting	£ 350.00												
Fire Alarms	£ 800.00												
Fire Extinguishers	£ 25.00												
AOVs	£ 125.00												
<p>H&amp;S File &amp; O&amp;M Manual</p>	<p>Blocks: All</p> <p>These buildings do not currently have a H&amp;S file.</p> <p>Create/provide a new Health and Safety File and Operating &amp; Maintenance manuals for the building and also for all systems associated with The Works. The file shall be in accordance with and as detailed within the Term Partnering Contract. This is to include but is not limited to;</p>												



	<ul style="list-style-type: none"><li>• A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works;</li><li>• As-built drawings, specifications, schematics, schedules etc.</li><li>• Manufacturers details, guarantees and warranties (as applicable)</li><li>• Details of risks and hazardous materials not eliminated through design</li><li>• Site Investigation Reports</li><li>• Statutory authority consents and approvals</li></ul>
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 &amp; 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 design safety management is effectively managed throughout all stages of the project. The Client does not require numerical risk assessment of issues, although the PD must ensure that design options are suitably assessed for their respective risk and the outcomes clearly understood by the Design team and CR if appropriate.
- Complete "design safety reviews" (DSRs) this exercise may be completed at the end of DTMs during the design process, but should be continued throughout the project at key stages of design development. The PD is to determine the format and regularity of the DSRs, with due consideration to the Clients Requirements agreed within the Project CDM Plan. \*
- Produce a "Project Access Safety Strategy" in accordance with BS8560 for inclusion in the H&S file, to demonstrate that the Designer(s) have given sufficient consideration to access for cleaning and maintenance of the completed structure or installed plant and equipment. A model document is available from the Client.
- Monitor and report the safety of the construction site, to assist the Client in fulfilling the duty to make reasonable efforts to establish appropriate H&S arrangements are in place. The purpose of this regime is to verify that the CPP is being



implemented not to duplicate the PCs own safety managements arrangements. Any actions resulting from the PDs monitoring, will be actioned by the CR.

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

**6.5 THE CONSTRUCTION PHASE PLAN (CPP)**

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

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

**6.6 HEALTH AND SAFETY FILE (HSF)**

The production of the H&S file must be initiated in the early stages of the design process by the PD, to ensure that relevant information is available to the Client at practical completion to allow the Client to fulfil its statutory duties, prior to occupation/ reoccupation.

WCCs CR will regularly review the development of the H&S file with the PD/PC to ensure it is being developed.

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
2020-21	W104	Marlow, Taunton and Newbury House Externals
2018	V115	Tenby, Reading and Pembroke House Externals
2014	R106 ( <i>original major works contract</i> )	Replacement of windows and french doors, repair of asphalt to walkways, increasing the size of gullies to the walkways to improve drainage, concrete and masonry repairs including tiles, redecoration of all previously painted areas.



2009	M802	Replace 14 lifts. Health and Safety works to the plant rooms to give operatives safe access to and from plant rooms.
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Please refer to Appendix 9 for full Major Works History.

### **Lessons Learnt From Previous Projects**

#### **W104 – Hallfield Estate Phase 2 - Marlow, Newbury and Taunton Houses**

- Newly installed windows to Marlow House under W104 have experienced issues with water ingress (primarily at apertures within the tiled façades). An investigation was carried out by Hutton+Rostron Environmental Investigations Ltd and Martin Arnold which included an on-site observation of the removal and installation process during the ongoing window refurbishment works.
- It has been concluded that the new windows' waterproofing, drip detailing design and installation methods are inadequate, combined with deterioration to mortar and substrate of the tiled façades. This has enabled rainwater to penetrate through to the structure and the building's interior at some locations.
- This will require rectification works to a number of the recently refurbished windows and replacement of all external tiling with cost and time implications for the scheme.
- The Service Provider is to ensure that all issues and recommendations identified within the report by Hutton+Rostron Environmental Investigations Lt, and separately by Martin Arnold (see Appendix 2) are addressed for X115 and future phases on the Hallfield Estate. This includes window designs and installation methods, and tiling/waterproofing replacements for X115 and future phases on the Hallfield Estate.

#### **R106 – Hallfield Estate**

- Works covered by this scheme were originally part of the scope of contract R106. This contract ran between 14th May 2012 and 21st March 2014 and was concluded prior to completion of works due to contractual differences with the previous contractor as well as planning issues with the windows to the balcony walkways.
- Much care has subsequently been taken to involve planning from an early stage along with the Hallfield Windows Group on decisions related to these outstanding windows. All residents across the estate were balloted on two window options and Smart Systems were successful in this.
- As outlined above problems in the management, supervision and quality of works under this contract have left the residents feeling let down and distrustful of WCC





and their contractors and we will have to work hard to show that we will be able to execute these works successfully.

## **8.0 CARBON NEUTRAL 2030 CHALLENGE**

On 18 September 2020 Westminster City Council (WCC) voted to become Carbon Neutral by 2030 and the whole city to follow suit by 2040.

Service provider to focus on three key elements that can influence reducing carbon emissions;

- **The quoted works**

Building Regulations Part L requires that if elements such as roofs, windows, heating systems are replaced they must meet current building regulation performance values, eg U Values. This is by no means a prescriptive list.



Prior to any product being purchased that will influence the carbon emissions of a building, (whether it be homes, communal parts or boiler/tank rooms), the service provider is required to prove Building Regulation compliance, (eg the insulation used in reroofing a flat roof), furthermore you are required to prove that you have mitigated such issues as cold bridging, thermal breaks. This proof can be as simple as U-Value calculations before and after, ideally some sample EPCs can be produced.

On this project, the service provider will be required to produce EPCs for all tenanted properties where the energy performance has been improved by your works. The energy performance pre and post works scheduled highlighting savings on tonnes of carbon per property per year, this is for all tenures on the project, you are not required to complete EPCs for leasehold properties, the energy performance can be pro-rata similar tenanted properties on the project, it must be clearly stated if pro-rata.

- **Compound, site set up and working practices**

Whilst it is appreciated that in all likelihood the main source of energy will be electricity taken from a WCC communal supply and that the service provider will have no opportunity to purchase “Green” electricity. However, within the service providers control is how that energy is used, service provider is required;

- To demonstrate that intelligent controls for heating and hot water have been employed
- All pipework is to be lagged including cold water services
- All lighting is to be LED and intelligently controlled to limit waste use when areas are unoccupied
- Lights are to be switched off in rooms/buildings not in use.
- PCs and laptops set to power saving settings
- Windows and doors are not to be left open unnecessarily
- A+ rated or better white goods are to be used
- Monthly reporting of electricity use to WCC Project Manager is required, with any variation in usage explained

- **Vehicles and the vehicles of tradespersons and suppliers**

- No vehicle is to idle on site, in particular delivery vehicles
- It is required that staff and tradesman commute and travel between site by either foot, cycle or public transport, if this is not possible then lift sharing is preferred.
- Electric or Hybrid vehicles are required to be used, (NB Term contractors as part of their tender have committed to using electric vehicles)



In 2021, approval was given for Westminster City Council to retrofit its existing housing stock to an average of an EPC B and to a net zero standard. Moving forward, WCC want to ensure that all service providers and their respective supply chains have appropriate environmental and retrofit standards in place including PAS 2035.

In order to meet the WCC carbon reduction target. Where possible, the service provider will be expected to consider various elements such as:

- Floor and wall insulation
- Secondary glazing and additional draught proofing measures
- Installation of PV panels where roofs are replaced.

WCC will expect the service provider to consider all these measures as the project progresses and for these measures to be considered within the PEP and SPP. Meetings will take place with the Commissioning and Sustainability Teams to consider these options.

## **9.0 WARRANTIES / GUARANTEES & MINIMUM DESIGN REQUIREMENTS**

### **General Design Requirements**

Design responsibility requirements are identified within the Term Brief. All works are to be undertaken in accordance with UK/ EU current standards and regulatory/ statutory requirements.

All design related information provided by WCC is issued for Information Purposes only and is in no way to form any part of the Service Providers Design. Should the Service Provider wish to engage with any third party previously employed by WCC in this respect then permission must be sought from WCC in the first instance.

Design information required will include, but is not limited to, the following:

1. Drawings and schematics in advance of commencement agreement;
2. Materials & Workmanship specifications in advance of commencement agreement;
3. Calculations and equipment selection rational (including relevant Technical Submittals) must be provided and agreed at pre-commencement stage.

General guarantee/ warranty and design expectations for all materials and equipment are as follows:

1. Product failure liability cover.
2. Consequential damage cover to building fabric and contents where a product has failed
3. Workmanship of the approved Service Provider/ Installer where relevant.



4. Design liability for the contents of the system supplier's specification, advice and any other detailed drawings supplied.

Values of cover and cost parameters of guarantees and warranties must be presented to the Client Representative with the Service Providers Business Case for elements of work.

Table A below outlines the key design expectations of the Client in relation materials/ equipment.

<b>Table A – Material Design Requirements – General Works</b>				
<b>Element</b>	<b>Design Requirements</b>	<b>Desired Manufacturers</b>	<b>Guarantee / Warranty Requirement</b>	<b>Pricing Methodology</b>
<b>Decoration</b>	All substrates to be tested for damp and other contaminants such as lead, asbestos etc to ensure suitable for application of paint. Site specific specification to be provided	<ul style="list-style-type: none"> <li>• Dulux</li> <li>• Crown</li> </ul>	Manufacturer's warranty	Schedule of Rates
<b>Decoration (Class 0)</b>	Cross cut paint samples to show paint adhesion must be carried out by specialist prior to specification. All substrates to be tested for damp and other contaminants to ensure suitable for application of paint. Site specific specification to be provided.	<ul style="list-style-type: none"> <li>• Integra</li> <li>• Tor-Coatings</li> <li>• Crown (Timonox)</li> <li>• Dulux (Pyroshield)</li> </ul>	Certification of Class 0	Schedule of Rates
<b>Windows and Balcony Doors (Aluminium)</b>	Detailed drawings and windows schedules and site specific specification will be provided and made available to the Contractor.	<ul style="list-style-type: none"> <li>• Smart 'Alitherm 47 Heritage'</li> </ul>	Frame – 25 Years  Glazing (DG) – 10 Years  FENSA Certificates	As per business case to be provided
<b>Fire Doors / Front Entrance doors (FEDs)</b>	All Doorsets to be third party certified and where FED secure by design (SBD) and to meet requirements of WCC Fire Door Performance Specification where required.		20 Years (10 years for ironmongery)	As per business case to be provided



	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.			
<b>Refuse hoppers and discharge/cut off plates</b>	Independently fire tested and certified refuse hoppers, grey hammer powder coated finish, bottom hinged, vandal proof security fixings, self-sealing, self-closing and smoke-sealed to BS476 section 31.1 and BS5588 with a 1.5 hour rating to BS476 part 22, section 6.  2 hour fire tested and independently fire tested and certified automatic fire shutter doors/cut off plate to BS476: Part 22: Section 6: 1987, set with high tensile loading spring and 70 degree fire tested fusible link.	<ul style="list-style-type: none"> <li>• Hardall International Ltd</li> </ul>	TBC	As per business case to be provided
<b>Rainwater goods (where replaced)</b>	To include design to current regulations. All internal pipework design and drawings to be produced where full of part of internally located drainage is proposed.	<ul style="list-style-type: none"> <li>• Marley / Alutec</li> <li>• Alumasc</li> </ul>	N/A	As per business case to be provided
<b>Brickwork and Concrete Repairs</b>	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none"> <li>• Mapei</li> <li>• Sika</li> </ul>	N/A	Schedule of rates
<b>Render Repairs</b>	Full site-specific proposals to be provided. All substrates to be tested for damp and other contaminants to ensure suitability for application. Where necessary substrates to	N/A	N/A	Schedule of rates



	be taken back and reinstated as required to accommodate new render finish, all works to meet current British Standards.			
<b>Tiling (external areas to Winchester House)</b>	Renew isolated areas of damaged tiles to flank elevations and wrap-around sections as required to Winchester House. Tiles to match existing in so far as possible, to be installed in line with manufacturer's instructions, site specific specification to be provided. Samples to be provided for approval by CR prior to commencement of works. Enhanced substrate specification including waterproof membrane if required.	<ul style="list-style-type: none"> <li>TBC</li> </ul>	N/A	Business Case
<b>Metal repairs</b>	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none"> <li>N/A</li> </ul>	10 years	Schedule of rates
<b>Soffit Insulation</b>	Detailed drawings and site specific specification to be produced and approved by WCC Planning.	<ul style="list-style-type: none"> <li>Weber</li> </ul>	Manufacturer's warranty	As per business case to be provided
<b>Extract Fans</b>	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> <li>Nuaire</li> <li>As per standard/agreed schedules &amp; Specifications</li> </ul>	Minimum 2 Years manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Light Fittings (Emergency &amp; Communal)</b>	Full site specific proposals to current standards, British Standards, CIBSE guidance and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-	<ul style="list-style-type: none"> <li>Fittings = TBC with WCC</li> <li>As per WCC standard/agreed schedules &amp; Specifications</li> </ul>	5-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



	commencement stage. Minimum of IP65 rating. Key switch provided for testing.			
<b>Electrical Fittings Generally</b>	Full site specific proposals to current standards and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> <li>Fittings = TBC with WCC</li> <li>Consumer Boards – Wylex Ltd</li> <li>As per WCC standard/agreed schedules &amp; Specifications</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Lateral Main cabling</b>	All SWA/LSF cabling will be Zero Halogen, Low smoke (OHLS) cable complete with Stranded copper conductors and a protective armour layer,  Final circuit cabling is to be a minimum of 2.5mm <sup>2</sup> 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.	<ul style="list-style-type: none"> <li>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.</li> <li>All final outgoing cables will be manufactured by Draka UK or approved equivalent.</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Wiring Containment</b>	Powder coated, steel and complete with security screws <ul style="list-style-type: none"> <li>Conduit</li> <li>Trunking</li> <li>Tray</li> <li>Basket</li> </ul>	<ul style="list-style-type: none"> <li>Flytec systems Ltd</li> <li>Legrand</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Builders work in connection (BWIC) including decorative works and fabric repairs</b>	Full site specific proposals to current standards and regulations. BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.	N/A	N/A	Schedule of Rates



## City of Westminster

<b>FRA works</b>	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"><li>As per WCC standard/agreed schedules &amp; Specifications</li></ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied





## 10.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
<b>Handover to Commissioning Team</b>				
Asset Strategy Handover to Commissioning Team	1-Aug-22	1-Aug-22	1	AS
Project Launch	1-Aug-22	15-Aug-22	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	8-Aug-22	8-Aug-22	1	CT
<b>Client Brief Issue Stage</b>				
Issue Client Brief CDM Brief and initial PCI to SP	22-Aug-22	22-Aug-22	1	CT
<b>Project Execution Plan (PEP) Stage</b>				
PEP production by SP & Issue to Client	22-Aug-22	21-Nov-22	91	SP
PEP Review & Value Engineering (VE) period	21-Nov-22	21-Dec-22	30	CT
F10 submitted by SP to HSE (where applicable) - Copy to client	9-Jan-23	9-Jan-23	1	SP
<b>Pre-commencement Order &amp; Detailed Design Stage</b>				
Issue 2-wk notice to SP ahead of Pre-C Order issue	9-Jan-23	9-Jan-23	1	CT
Prepare & Issue Pre-commencement Order to SP	16-Jan-23	23-Jan-23	7	CT
SP (acting as PD) reviews the initial PCI info and informs the client where additional PCI is required.	23-Jan-23	30-Jan-23	7	SP
Outstanding PCI is attained by the client and passed to the SP	30-Jan-23	6-Feb-23	7	CT
SP prepares & issues proposals document to client	6-Feb-23	6-Jun-23	120	SP
Proposals Review & VE period	6-Jun-23	4-Aug-23	60	CT
Prepare & Issue Notice of Estimates (NOE's)	4-Aug-23	11-Aug-23	7	CT
NOE Consultation period	11-Aug-23	25-Sep-23	44	CT
<b>Commencement Order &amp; Mobilisation Stage</b>				
Issue 2-wk notice to SP ahead of Commencement Order	27-Sep-23	27-Sep-23	1	CT
Prepare & Issue Commencement Order to SP	27-Sep-23	4-Oct-23	5	CT
WCC Project Team Handover to SP	4-Oct-23	11-Oct-23	7	CT



Meet the Contractor Letter issued	11-Oct-23	11-Oct-23	1	SP
Contractor Mobilisation period	12-Oct-23	9-Nov-23	28	SP
Construction phase plan (CPP) is approved	10-Nov-23	10-Nov-23	1	CT
Start on Site	13-Nov-23	13-Nov-23	1	SP
<b>Contract Period</b>	13-Nov-23	12-May-25	546	SP

## 10.0 SPEND PROFILE

<b>2023/24</b>	<b>2024/25</b>
<b>£500,000</b>	<b>£4,800,000</b>

## 11.0 RESIDENT CONSULTATION

The project has been in development for some time and WCC has been working with the Hallfield Residents' Association (HRA) since 2012 regarding the works. Throughout this period WCC has maintained engagement with residents with updates and briefings to the HRA.

As the project is a continuation of a previous project, residents understand the proposed scope of the work and generally are keen for the works to progress, especially given the completion of phase 2 of the works at Marlow, Newbury and Taunton Houses (project W104).

At the end of 2020, WCC wrote to residents to explain that Axis had asked to terminate their contract with the City Council and that this would delay the start of the project while a new contractor was appointed. Since then, the City Council has accepted Axis' request to withdraw their termination notice and continue with projects under their original contract, including this project.

A resident introductory meeting for X115 took place on Wednesday 8<sup>th</sup> June 2022. Please refer to appendix 6 for a detailed Q&A following the meeting.

Going forward, Westminster City Council and Axis will write to residents and the Hallfield Residents' Association to keep them updated throughout the development of the project. This will include the formal section 20 consultation for leaseholders. Before work starts onsite Axis will hold a meet the contractor session to give residents the 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:**

- Works to the estate originally commenced under contract R106 but were left incomplete in 2014 following a contractual dispute and issues with planning. Due to this history, there has been a high level of political involvement and resident dissatisfaction.
- Residents had concerns during the previous works regarding progress, monitoring of works and conduct of operatives.
- Adequate resources for resident engagement will be required given the likely level of resident enquiries and need for reassurance and engagement on works.
- The Service Provider will be required to meet with key residents, councillors and representatives of the HRA prior to commencement of works and present their proposed contract team at this meeting.
- The Service Provider will be expected to hold an evening monthly progress meeting for residents to attend during the works.
- With current anticipated costs, 4no. properties will be liable for £77k costs. Works have been reviewed and budgeted in line with current costs. Furthermore, Service Provider has scrutinised and commented on costs.

**12.0 SUMMARY**

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

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



issued a 37-day (calendar days) period is required before a Pre-commencement Order can be issued.

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

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

### **KEY ESTATE CONSIDERATIONS**

None currently identified specifically.

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

W104 – Hallfield Estate Phase 2 Works to Marlow House, Newbury House and Taunton House