City of Westminster

CLIENT BRIEF

for

John Aird Court

Revision 2 – February 2023

Project Details			
Block(s) Included in scope	1 – 228 John Aird Court		
Area / Ward	West	Little Venice	
Recommended Service Provider	Axis Europe		
Works Value	£8,609,088		
Delivery Year	2024/25 & 2025/26		
Project Lead	Kaivery Heslop - Client Surveyor		
Brief description of project:	This project involves internal and external redecorations and repair, roof renewal, window replacement, installation of RCD to electrical supply and landscaping		
Lessee Implications	H= £74,493	L= £6,535	A= £46,291
Key Issues / Project risks	– Delay in contract starting on site. – High lessee bills – Uncertain material and labour costs due to inflation and concerns with supply chain. – Location of site set up – Liaison with residents for key elements of work. – Overhauling of communal windows – Planning permission implications – Renewal of water tanks – MCB / RCD electrical Installation. – Access to some of the work areas including in flat. – A resident window working group has been set up to discuss issues surrounding the window replacement. This as well as decisions made by Planning may have an impact on programming as well as costs depending on the outcome of the installation of Aluminium Vs UPVC. If Aluminium windows are to be installed the budget costs will increase.		
Programme Board Date	1st Submission – Friday, 24 February 2023		

Executive Summary
Y107 is a programme of extensive works which comprise of external and internal refurbishment works including the renewal of the metal windows and private balcony doors, roof renewal, internal and external decorations and repair, fire compartmentation and upgrading flat doors to fire rated FD30s doors. The purpose of these works is to keep safe

and comply with the housing and building regulations and to maintain the external fabric and infrastructure of the buildings.

Component to be Cleared	Title of Officer (Delegate)	Sign Off Method / Date
Asset Strategy	Gavin Ridgewell	By e-mail dated: 19/07/2022
Property Maintenance	John Hayden (Sheila Allen)	By e-mail dated: 11/07/2022
Finance	Kate Swanton	By e-mail dated: 21/07/2022
Lessee Services	(Jayne Stretton)	By e-mail dated: 27/07/2022
Cap Programme Team	Kevin Regan (Daniel Witt)	By e-mail dated: 02/08/2022
M&E Engineering	Jason Killeen (Georgina Wingham)	By e-mail dated: 29/07/2022
Communications	Ian Merriman (Amoy Ing)	By e-mail dated: 22/07/2022
Health & Safety	Matthew Curran	By e-mail dated: 29/07/2022
Asbestos	Matthew Curran	By e-mail dated: 29/07/2022
Fire Safety	David Edney Junaid Iqbal	By e-mail dated: 29/07/2022
Sustainability	Anthony Jones	By e-mail dated: 29/07/2022

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Contents

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

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Note: The appendices are not published with this document as they are too large. If you would like details of the appendices, please contact housing.enquiries@westminster.gov.uk and quote reference Y107.

1.0 INTRODUCTION

This project involves a programme of planned maintenance works, window renewal, roof renewal, Fire Risk Assessment works, communal internal and external decorations, brick and concrete repairs, water tank renewal, relocation of extractor fans currently through windows and landscaping works.

The existing roofs, windows, brickwork & concrete repairs, communal decorations, flat front entrance doors, water tanks and external landscaping on this site identified herein are to be replaced as part of the WCC major works programme. 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.

Many of the blocks have not had any comprehensive cyclical redecorations and repairs carried out in recent years.

It is intended that the works will be undertaken by the Service Provider appointed under the Major Works Term Programme. The purpose of this Client Brief is to provide information and direction to facilitate the production of a Project Execution Plan (PEP) (as defined within the Term Contract) by the Service Provider for further review by Westminster City Council (WCC) prior to issue of a Pre-Commencement Order (PCO).

2.0 KEY PROJECT DETAILS

Project Name	**John Aird Court**
Listed Building or Conservation Area	(Tick as appropriate) LB ☐ CA ☐ N/A ☒
Legislative constraints	Building Control approval will be required. Regulatory Reform (Fire Safety) Order 2005 and Planning Permission will be required.
Existing planning consents	N/A

Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes

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3.0 ASSET SUMMARY / CONSTRUCTION TYPE

John Aird Court is a large development of 228 flats on a site bounded by John Aird Court, Porteus Road, St Mary's Terrace and Little Venice Walk. John Aird Court is a 1950's Estate located west of Paddington. The estate comprises of two blocks in an angular stepped C-shaped design. Construction is of yellow brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are single glazed painted metal units. Rainwater pipes are a cast iron and plastic. The flats are accessed via communal stairs, lifts and corridors.

3.1 BLOCKS IN SCHEME

Block Name	No of Units	No of Leaseholders
1-6 John Aid Court, W2 1UY	6	3
7-17 John Aird Court, W2 1UY	11	4
18-40 John Aird Court, W2 1UY	23	16
41-55, John Aird Court W2 1UY	15	9
56-70, John Aird Court, W2 1UZ	15	14
71-93, John Aird Court, W2 1UZ	23	9
94-106, John Aird Court, W2 1UZ	13	5
107-115, John Aird Court, W2 1UZ	9	3
116-126, John Aird Court, W2 1UU	11	4
127-149, John Aird Court, W2 1UU	23	16
150-165, John Aird Court, W2 1UU	16	11
166-176, John Aird Court, W2 1UX	11	7
177-192, John Aird Court, W2 1UX	16	10
193-215, John Aird Court, W2 1UX	23	16
216-228, John Aird Court, W2 1UX	13	10
TOTAL	**228**	**137**

3.2 INDIVIDUAL BLOCK DESCRIPTIONS

It is important that the Service Provider make arrangements with WCC to visit the site as early as possible following receipt of this Client Brief to acquaint themselves with the site. This knowledge will be essential in order to produce a meaningful and sufficiently detailed Project Execution Plan. Please also refer to the documents in the Appendices, which will provide further information.

1-6 John Aid Court, W2 1UY

1-6 John Aird Court is a four-storey block. There is one central communal stairwell and two communal entrances, one facing onto the central courtyard area (south-east) and one onto Howley Place (northwest). There is a mixture of recessed and cantilever private balconies. The block is attached to Block 7-17. Construction is of brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are single glazed painted metal units. Rainwater pipes are cast iron.

7-17 John Aird Court, W2 1UY

7-17 John Aird Court is a four-storey block. There is one central communal stairwell and two communal entrances, one facing onto the central courtyard area (north-east) and to the south-east. There is a mixture of recessed and cantilever private balconies. The block is attached to Blocks 7-17 and 18-40. Construction is of brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are predominantly single glazed painted metal units. Rainwater pipes are cast iron.

18-40 John Aird Court, W2 1UY

18-40 John Aird Court adjoins 41-55 John Aird Court, and these are eight-storey blocks. There are two stairwells, one for 18-40 and one for 41- 55. Block 18-40 John Aird Court has two communal entrances, one facing onto the central courtyard area (north-east) and to the south-east. There is a mixture of recessed and cantilever private balconies. The block is attached to Blocks 7-17 and 18-40. Construction is of brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are predominantly single glazed painted metal units. Rainwater pipes are cast iron.

41-55, John Aird Court W2 1UY

41-55 John Aird Court adjoins 18-40 John Aird Court, and these are eight-storey blocks. There are two stairwells, one for 18-40 and one for 41- 55.

Block 41-55 John Aird Court has two communal entrances, one facing onto the central courtyard area (north-east) and to the south-east. There is a mixture of recessed and cantilever private balconies. The block is attached to Blocks 18-40 and Lee Court. Construction is of brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are predominantly single glazed painted metal units. Rainwater pipes are cast iron

56-70, John Aird Court, W2 1UZ

56-93 John Aird Court is an eight-storey block. There are two stairwells, one for 56-70 and one for 71-93. Block 56-70 John Aird Court has two communal entrances, one facing onto the central courtyard area (north-east) and to the south-east. There is a mixture of recessed and cantilever private balconies. The block is attached to Blocks 71-93 and Lee Court. Construction is of brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are predominantly single glazed painted metal units. Rainwater pipes are cast iron.

71-93, John Aird Court, W2 1UZ

56-93 John Aird Court is an eight-storey block. There are two stairwells, one for 56-92 and one for 71-93. Block 56-70 John Aird Court has two communal entrances, one facing onto the central courtyard area (north-east) and to the south-east. There is a mixture of recessed and cantilever private balconies. The block is attached to Blocks 56-93 and 94-106. Construction is of brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are predominantly single glazed painted metal units. Rainwater pipes are cast iron.

94-106, John Aird Court, W2 1UZ

94-106 John Aird Court is a five-storey block. There is one central stairwells. There are two communal entrances, one facing onto the central courtyard area (south-west) and to the north-east. There is a mixture of recessed and cantilever private balconies. The block is attached to Blocks 56-93 and 107-115. Construction is of brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are predominantly single glazed painted metal units. Rainwater pipes are cast iron.

107-115, John Aird Court, W2 1UZ

107-115 John Aird Court is a four-storey block. There is one central stairwell. There are two communal entrances, one facing onto the central courtyard area (south-east) and to the north-west. There is a mixture of recessed and cantilever private balconies. The block is attached to Block 94-106. Construction is of brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are predominantly single glazed painted metal units. Rainwater pipes are cast iron.

116-126, John Aird Court, W2 1UU

16-126 John Aird Court is a four-storey block. There is one central stairwell. There are two communal entrances, one facing onto the central courtyard area (north-east) and to the south-west. There is a mixture of recessed and cantilever private balconies. The block is attached to Block 127-165. Construction is of brick walls in Flemish bond. The roof is flat and has been replaced recently with a Bauder built up roofing system. To the roof perimeter is a parapet wall with precast concrete coping stones. Windows are predominantly single glazed painted metal units. Rainwater pipes are cast iron.

127-149, John Aird Court, W2 1UU
127-149 John Aird Court adjoins 150-165 John Aird Court, and these are eight-storey blocks. There are two stairwells, one for 127-149 and one for 150-165. Block 127-149 John Aird Court has two communal entrances, one facing onto the central courtyard area (north-east) and to the south-east. There is a mixture of recessed and cantilever private balconies. The block is attached to Blocks 116- 126 and 150-165.

150-165, John Aird Court, W2 1UU
150-165 John Aird Court adjoins 127-165 John Aird Court, and these are eight-storey blocks. There are two stairwells, one for 127-149 and one for 150-165. Block 150-165 John Aird Court has two communal entrances, one facing onto the central courtyard area (north-east) and to the south-east. There is a mixture of recessed and cantilever private balconies. The block is attached to Blocks 127- 149 and 166-176. Construction is of brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are predominantly single glazed painted metal units. Rainwater pipes are cast iron.

166-176, John Aird Court, W2 1UX
166-176 John Aird Court is a four-storey block. There is one central stairwell. Block 166-176 John Aird Court has two communal entrances, one facing onto the central courtyard area (north-west) and to the south-east. There is a mixture of recessed and cantilever private balconies. The block is attached to Blocks 127- 165 and 177-215. Construction is of brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are predominantly single glazed painted metal units. Rainwater pipes are cast iron.

177-192, John Aird Court, W2 1UX
177-215 John Aird Court is an eight-storey block. There are two stairwells, one for 177-192 and one for 193-215. Block 177-192 John Aird Court has two communal entrances, one facing onto the central courtyard area (north-west) and to the south-east. There is a mixture of recessed and cantilever private balconies. The block is attached to Blocks 166-176 and 178-215. Construction is of brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are predominantly single glazed painted metal units. Rainwater pipes are cast iron.

193-215, John Aird Court, W2 1UX

177-215 John Aird Court is an eight-storey block. There are two stairwells, one for 177-192 and one for 193-215. Block 193-215 John Aird Court has two communal entrances, one facing onto the central courtyard area (north-west) and to the south-east. There is a mixture of recessed and cantilever private balconies. The block is attached to Blocks 177- 192 and 216-228. Construction is of brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are predominantly single glazed painted metal units. Rainwater pipes are cast iron.

216-228, John Aird Court, W2 1UX

216-228 John Aird Court is a fix-storey block. There is one central stairwell. Block 216-228 John Aird Court has two communal entrances, one facing onto the central courtyard area (south-west) and to the north-east. There is a mixture of recessed and cantilever private balconies. The block is attached to Block 177- 215. Construction is of brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are predominantly single glazed painted metal units. Rainwater pipes are cast iron.

4.0 PROJECT JUSTIFICATION

The justification for the works is highlighted in the condition reports within Appendix 2. The aim of the project is to undertake internal and external repairs and redecorations to the building fabric, roof and window replacement, 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.

Furthermore, independently commissioned condition surveys of all aforementioned blocks were carried out in April 2022 by Playle & Partners LLP. These surveys show that the majority of components in these blocks require repairs and or renewal to maintain their state of repair and prevent further deterioration. Various elements have reached or are nearing reaching the end of their working life and are beyond economical repair.

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

- Roofing
- Secondary Fire Escape staircase at roof level.
- Concrete, render, brickwork and pointing
- Flat balcony rear doors
- Metal single glazed windows
- External decoration
- Internal decoration to communal areas in Class 0 paint

- External Landscaping
- Internal flooring (communal areas)
- Private balcony concrete / asphalt
- Metalwork
- Estate-wide external works (tarmac and paving repairs, vegetation removal etc.)
- Fire-stopping to through-floor service penetrations
- Flat front entrance door upgrade to FD30s
- Electrical cupboard door upgrade to FD30
- RCDs installation to small power landlords' final circuits

Axis Europe is named as the recommended service provider to carry out the works for this project under the Major Works Term Partnering Contract.

5.0 DESCRIPTION OF KEY WORKS REQUIRED

Note: This section covers in general the works required.

Works

Element	Work Required
Condition Survey	Blocks: All 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. 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. 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.
Access Required	Blocks: All Work at height will be required to complete window and door renewal works and external brickwork/pointing repairs. The PC is to ensure that all work at height activities is risk assessed and that the proposed method of access to facilitate the works is detailed in the CPP and fully costed in the PEP.

	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. Access will also be required into the residents' properties to undertake a number of the works elements described.
Roof Replacement	**Blocks: All Blocks except, 116 – 126, 166 - 176, 177 – 192, 193 - 215 and 216 – 228**. Strip back to the concrete deck and renew roof covering in line with and in accordance with the Roof Report Survey in Appendix 2 and the performance specification located within Appendix 8. An insurance backed guarantee for at least 2-year duration is to be provided for the installation of the roof system. Provide a sign at roof level stating installation date, contractor name, length of guarantee, guarantee end date, and contact details for Westminster City Council if any future works are proposed to be carried out to the roof. Renewal works are to include all associated works to roof falls, alteration and creation of compliant upstands, roofing details and junctions, termination bars, flashings, outlets, grilles, and associated decoration. Include all main and secondary roofs and ancillary parapet walls and details. Using an approved contractor provide all associated works including all leadwork, new chases into brickwork, rendered and concrete upstands, counter-flashing, welted drip to external gutters, drip battens, promenade tile removal, parapet wall fixings, waterproofing works, new insulation, edge protection, temporary lifting and reinstatement of cables and services, etc. All cables and services are to be maintained throughout the project. Cables are to be fixed in cable runs and reinstated on completion of works.
Secondary means of escape staircase	Block 18 – 40 The secondary means of escape cast iron staircase leading from flat 34 on the fourth floor, at roof level is fixed to the concrete deck and will compromise the new roof covering installation. The bottom two treads of the staircase will need to be unbolted and removed to allow installation of the new built-up warm deck roof insulation and finishing. The contractor should allow for the removal of the treads as necessary and strengthen stairs if applicable and make good all affected areas.

Lightning Protection	Blocks: All 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 lighting 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
Balcony Works	Blocks: Private balconies Renew asphalt decking and gullies to tenanted properties only. All properties, Tenanted and Leasehold Rod through and clear blockages to all balcony drains, where the drainage has collapsed or is sufficiently block and cannot be unblocked, the contractor should notify WCC and make recommendations of an alternative method to discharge the surface water i.e., creation of new outlet. The contractor should review each balcony on a flat-by-flat bases, log, and report to WCC for approval prior to works being carried out**.**
Rainwater Goods	Blocks: All 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. Where the cast iron pipework, hopper heads, swan necks etc are cracked / fractured, these should be replaced with plastic. The contractor should allow for any Planning Application for these works.
Below Ground Drainage	Blocks: All 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.

Movement Joints	Blocks: All Movement joints and mastic sealant works – rake out and replace with new where required.
Windows & Balcony Doors	Blocks: All The residents have expressed an interest in being a part of the decision-making process for the window installation. To facilitate this WCC is forming a "Window Working Group" (WWG) made up of tenants and leaseholders to represent the residents. The contractor will work closely with WCC and the WWG in the decision-making process for the new windows. The works consist of a full window and balcony door replacement in – UPVC - with self-cleaning double glazing is to be considered for these installations. All new glazing elements to comply with relevant approved documents. Several balcony doors were replaced in 2006-08, the contractor should carry out individual surveys to each balcony door, any replacement doors required should be logged and confirmed with WCC. **The double-glazed timber doors installed in 2008, where in serviceable condition, these should be overhauled and redecorated. The contractor should log and provide a list of these to WCC**. 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. **The contractor should work with the resident and Windows Working Group in all aspect of design.** The installation of PVC-u windows is subject to planning approval, the current windows are single glazed metal framed, which has a narrow profile, Planning may insist that the metal profile is maintained throughout, therefore an aluminium powder coated window system with a similar profile will have to be considered. This is likely to have a significant cost impact on the project. **Note: The contractor should liaise with WCC in regard to the scrap value of the metal windows with consideration to offset these with the cost of the new windows.**

External Decoration	Blocks: All External decorations to all previously decorated surfaces. Including rainwater goods, bin storage rooms, storage sheds, railings, and boundary walls.
External Repairs	Blocks: All Extensive brickwork facing and pointing repairs where necessary on all external areas. The extent of the pointing at high level and across the block is extensive and may require phasing of works. Numerous areas of hairline cracking to the concrete balcony soffits. Service provider to review and detail all necessary concrete repairs. Provide a plan for potential phasing of pointing and external repairs work and align against working at height requirements and proposal. Clean external facades including grilles and areas of masonry.
Timber Repairs	Blocks: All Joinery and resin repairs to all defective timber elements (including items such as window, panels, and doors). Painting all previously painted timber surfaces, including strip and preparation where required. Tank room and storage shed repairs to include wholesale carpentry repairs where necessary. Where these are beyond economical repair the doors should be replaced with new, tank rooms should be fitted with metal sheeting fixed to the external face, decorated with Hammarite paint to finish.
Metal Work Repairs	Blocks: All 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. Bin chute hatches – Smoke seals to be upgraded to BS7386. If beyond repair, hatch to be replaced to fire rated cover.
Communal Flooring	Blocks: All

	Repairs to existing non–covered flooring (including replacement of any components beyond repair) to ensure surfaces are safe, cleanable, maintainable, and free of defects. Replacement of existing floor coverings including associated components to ensure flooring is safe, cleanable, and maintainable
Internal Decoration	Blocks: All Redecoration of all previously decorated internal surfaces. Class 0 performance required to walls, ceilings, strings and soffits including necessary preparations, in accordance with Approved Document B requirements.
Internal Repairs	Blocks: All Repairs to internal fabric finishes ensuring they are sound, consistent, and ready to receive redecoration.
BT Cables	Blocks: All Engage with BT to tidy and provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 or any later amendments and shall be suitably earthed. Install metal clips to wiring where necessary.
Water Tanks	Blocks: All Replace existing cold water storage tanks with new. To include complete removal of all redundant equipment and pipework. All regulatory standards to be adhered too with any testing to carried out before and after installation. All relevant certification to be provided within the O&M files. The Service Provider is to ensure that there will be minimum down time and that residents will have cold water down service at all times. The Project Execution Plan needs to provide a detailed strategy for ensuring this requirement is adhered to. Where existing tanks are retained, ensure that all tanks meet the current By-Laws and is fully operational. The contractor to review the size of each tank and reduce where possible the risk of stagnation etc.

Pipework, valves & Fittings associated with the tank works	Blocks: All Supply, install and connect all associated pipework, valves, fittings, and overflow/ warning devices associated with water tank replacement. Provide valve charts and labelling associated with the works.
Water Treatment	Blocks: All Water treatment, cleansing, power flushing and re-treatment of pipework systems throughout the whole system in accordance with CIBSE and BSRIA publications.
Thermal Insulation	Blocks: All Install new thermal insulation to all new water tanks and associated pipework, valves, and fittings. Ensure all pipework is labelled with direction flow arrows.
Trace Heating	Survey / review existing water service installations and where applicable, install / replace trace heating to the cold-water systems.
Builders Work in Connection with the M&E Installations	Blocks: All Carry out all builders work in connection with The Works including subsequent making good of all disturbed finishes to a standard acceptable by WCC. 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. Replace/ make good/ repair existing water tank bunds if required
Maintaining the Existing Building Services	Blocks: All 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. Service provider is to maintain the system fully (PPMs checks and remedials) under this scheme budget during the Defects Liability

	Period (DLP) and not via the term contracts PPM inclusive regime. It is essential that all newly installed or worked on services under this scheme are maintained through the scheme and the DLP.
Fire Safety Works	Service Provider to note that all live fire risk assessment information can be found on the Westminster City Council portal - Shine. Review the fire risk assessment report to ensure familiarisation with 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 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. Ensure the works are fully compliant with all current regulatory requirements. 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). All fire safety materials, door sets, 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. 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. 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.
Fire Door Works (FED)	Blocks: All Several of the Front Entrance Doors (FED) to the flats were replaced in 2006-08, the consultants survey report states that the doors do

	not appear to be fire rated or secure by design and recommend that the FED are replaced. The contractor should carry out an individual survey for each door, where doors do not conform to current Regulations these doors should be upgraded to conform. Leaseholders will also have the option to opt in. The contractor should confirm and agree all door replacement with WCC. The service provider is to carry out fire door set works to all communal and flat entrance doors as set out in the budget summary located within Appendix 3. This includes all service intake cupboard doors, service riser doors and cross corridor doors. The service provider has carried out a further fire door inspection to every private flat entrance door that opens onto the communal area and escape route by a competent person suitably qualified to do so including, but not limited to, BM TRADA Q-Mark Installer Certificate, Fire Door Inspection Scheme (FDIS) Certificate and IFC Certification Ltd (IFCC). The inspection and detailed report provided on the condition of the fire door, its integrity, any certification it has, comments on the installation, condition and compliance of the door itself and of any ironmongery fitted to it has been detailed for replacement to FD30S standard. All fire doors set replacement are to be undertaken by an accredited third-party installation company of an appropriate 'industry-recognised' body in accordance with the manufacturer's instruction, industry recognised best practice and BS 8214:2016. Gaps between the frame and aperture should be adequately filled with intumescent materials suitable for the task. A full report should be provided on completion of the works, to include photos of the installation process to each property. **Leaseholders will be given the option to replace their front entrance door at an additional cost.** It is expected that doors and door sets will comply fully with the WCC Fire Door Performance Specification contained in Appendix 8. All fire door sets, and doors shall have FSC chain of custody or PERF COC certification.
Fire Strategy Document	Service Provider to procure the services of an accredited fire risk assessor or fire engineer to produce a retrospective fire strategy for Russell House. Russell House is a 9-storey block with a mix of traditional red and yellow brick, built in the 1950's with an (**I**) shaped footprint. There are recessed balconies and walkways in some sections of the building. Russell house is located slightly off the main estate. It is

	constructed with solid brick walls in Flemish bond with concrete floor slabs and has two definitive wings separated by a rectangular central section. The roof is flat, asphalt covers the decking and exposed walkways in the central section. The Fire Strategy document should include but not limited to: • Means of warning • Means of escape • Internal fire spread/passive fire protection • External fire spread • Fire safety management of the building • Evacuation Plan and Maintenance of life safety equipment. Service Provider to liaise with WCC Fire Safety Team at Project Execution Plan (PEP) stage to detail requirements.
Secondary means of escape fire doors – roof level	**Blocks Linking:** (Block 7-14 & 18-40), (Block 71-93 & 94-106), (Block 116-126 & 127-149), (Block 193-215 & 216-228). Secondary means of escape fire doors located on the roofs will impede the construction of the new raised insulation and warm deck finish, the contractor should allow for alterations to reduce and adapt the size of the door and frame or replace where not feasible. Where this is not feasible the contractor should log these and confirm replacement with WCC.
Tank room doors	Blocks: All Roof top tank room doors to be overhauled and metal sheet plates drilled and fixed to the external face where not fitted, metal surfaces to be decorated with Hammarite paint finish.
Environmental Works – Extractor Fans	Blocks: All **(Tenanted Properties ONLY)** Each tenanted scheduled property (to be agreed with WCC) is to have a Vent-Axia PIV and lo-Carbon Response fan to kitchen and bathroom **(Not to be located in glazing)** and a Vent-Axia PIV in the hallway in accordance with the specification noted below. 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. The existing fans should be relocated through the wall rather than through the windows.
Sustainability	**Properties: All** Service provider to consider all possible measures to reduce carbon emissions from all properties under. • Floor & wall insulation where possible. Consultation with the residents is necessary as residents will need to be informed of the benefits of any environmental works within this project. Budget/Funding Note: Costs for wall insulation have not been allocated in this project as they will be funded by the sustainability budget/team.
PV Panels – New Roofs	**Properties: Block - 1-6, 7-17, 18-40, 41-55, 56-70, 71-93, 94-106, 107-115, 127-149,** The BauderSOLAR F photovoltaic (PV) solution for flat roofs features the integrated system in which the solar PV module and the substructure are combined to form a single unit, which is secured to the roof without any penetration of the waterproofing or roof deck. This ensures that the integrity of the roof is upheld throughout the installation of the PV array. The system is designed to be used in conjunction with Bauder single ply or bituminous membranes and is extremely lightweight at 9-12.5 Kg/m², depending on module selected. The contractor should allow for the following; · AC supply cabling and isolator. · DNO G99 Application. · G99 Relay Panel (if required). · Scaffold/edge protection. · Lift access equipment for materials. **Budget/Funding Note: Costs have not been allocated in this project as they will be funded by the sustainability budget/team.**
PV Panels – Existing Roofs	**Properties: Block - 116-126, 150-165, 166-176, 177-192, 193-215, (216-228,**

	Budget/Funding Note: Costs have not been allocated in this project as they will be funded by the sustainability budget/team The contractor should allow to retrofit Bauder PV panels to **ALL** previously fitted Bauder roof system in accordance with Bauder Roofing Systems complete with extended 5-year roof Guarantee. Liaise with WCC and Bauder.
Asbestos Management	Blocks: All Live asbestos information can be found on the Westminster City Council asbestos portal, Shine. The PD/PC is required to inform the client regarding the need to instruct any further R&D surveys as the design develops and the areas where intrusive works will be required are confirmed. The R&D survey will be instructed by the client through the asbestos management system and provided to the PD/PC as part of the PCI, to allow the CPP to be developed. The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for completing removal or encapsulation of ACMs to enable The Works. The SP is to ensure that any subcontractor undertaking asbestos removal works as part of The Works, fulfils the client's requirements outlined in the WCC process and procedure documents and are deemed competent to undertake the required works.
Other Potentially Hazardous Circumstances	Blocks: All Where held the Client has provided relevant information regarding the existing structure(s) and materials in the IPCI. 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. Other materials that may be present or that need considering include but are not limited to: • Lead Paint • HAC • Horse hair plaster • Clay pot floors • Calcium silicate brickwork • RAAC planks • Tesserae • Vermiculite

<table>
<tr><td></td><td>Other hazards that may be present:
Fragile roof materials
Unprotected roof lights
Unprotected flat roofs
Unprotected fall risks (shafts/ sumps)
Confined spaces
Insufficient safe access provision to plant and equipment
Noise protection zones
Open water</td></tr>
<tr><td>Planned Preventative Maintenance

(PPM) of M&E Systems</td><td>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&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.

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.

<table><tr><th>Element</th><th>Price/Annum</th></tr><tr><td>Door entry</td><td>£ 600.00</td></tr><tr><td>CCTV</td><td>£ 125.00</td></tr><tr><td>Emergency Lighting</td><td>£ 350.00</td></tr><tr><td>Fire Alarms</td><td>£ 800.00</td></tr><tr><td>Fire Extinguishers</td><td>£ 25.00</td></tr><tr><td>AOVs</td><td>£ 125.00</td></tr></table></td></tr>
<tr><td>H&S File & O&M Manual</td><td>Blocks: All

These buildings do not currently have a H&S, the SP should; create/provide a new Health and Safety File and Operating & Maintenance manuals for the building and for all systems associated with The Works. The file shall be in accordance with and as detailed within the Term Partnering Contract. This can include but is not limited to;</td></tr>
</table>

	• 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	**Blocks: All** Appoint an asset tagging company (Mitags or approved equivalent) to supply, install and carry out the installation, programming, and commissioning of asset tags to new items upon completion of works. All main plant & equipment components associated with the works are to be scheduled by the Service Provider within their PEP. The Service Provider is to provide a proposed Asset Tagging Register of all components for review and approval by WCC.

Electrical Power / RCD	Blocks: All 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. Ryefield Panel shall be inspected prior to works, RCDs shall be installed in small power circuits. 2No. 15-way distribution boards shall be replaced with MCB/RCDs. RCD to be installed only where under BSM 7671, 18th edition reg requires installation of RCD, for e.g., reg number 411.3.3 additional requirements for socket-outlets and for the supply of mobile equipment for use outdoors. 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. Provide Electrical Installation Condition Report (EIC) and all appropriate certification associated with The Works undertaken. Replace existing containment systems for both power and lighting wiring. Provide supplementary earth bonding to external metallic containment where necessary.
Extractor fans in windows	Blocks: All There are many extractor fans located in the bathrooms and kitchens, these discharge through the window glazing. The extractor fans should ideally be removed from the glazing and a core hole drilled through the walls.
Block Signage	Blocks: All The Service Provider is to renew all external block signage and internal block and floor level signage.

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 Service Provider 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 Service Providers performance of its roles throughout the duration of the Service Providers contract and expects the Service Provider to provide relevant information as and when requested and co-operate in this process.

The Service Provider 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 Service Providers 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 Service Provider acting as Principal Contractor, or Principal Designer where the role is required under CDMR.

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

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

6.3 DESIGNERS DUTIES

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

6.4 PRINCIPAL DESIGNERS DUTIES

Where the SP is contracted to act as PC, Designer and PD, they must be able to demonstrate to the Client, that the team or individual acting and PD has sufficient independence and separation from those acting as PC and Designer(s) to fulfil the PD function and client requirements detailed below, on behalf of the Client.

The PD is required to monitor and report on the performance and effectiveness of the designer(s) and report on performance as requested by the Client.

When it becomes apparent that the SP does not have the skills, knowledge and experience or organisational capability to undertake the role of PD, WCC reserve the right to rescind the appointment and appoint an external consultant to act.

The PD is required by the client to:

- Attend design team meetings (DTMs) to ensure that hazards during construction; occupation and demolition are adequately controlled via the design process. Discussions and outcomes are to be recorded and retained for audit purposes.
- Maintain a "Project Hazard Register" (PHR) to record and track any safety issues raised during the design process. Design and construction invariably occur concurrently and therefore the PD must 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 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.

8.0 MAJOR WORKS HISTORY & LESSONS LEARNT

Recent Major Works to note

Year	Project Number	Works Carried Out
2010	P126	Window replacement, external redecoration and associated external repairs
2008	H104	Upgrading of electrical intake rooms
2002	D190	Replacement of existing doors and installation of a new door entry system

Please refer to Appendix 9 for full Major Works History.

Lessons Learnt From Previous Projects

Building Works - General

- Early engagement with the residents of the block to ensure they are aware of the works and any works that may affect them.
- Quality of works will be monitored through quality management processes for all elements of work to ensure that works are carried out in accordance with the relevant guidelines and workmanship standards. This is to be backed up with periodic and stage inspections from the roof system manufacturer and WCC.

Z117 Anson House – Roof Replacement Works Lessons Learnt

- Pre-start condition surveys to top floor properties.
- Any restrictions to access in and around the building to be communicated well in advance.
- Clear process on who residents call if there is an issue with leaks while the work is in progress – both within working hours and out of hours.

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

- Detailed pre and post condition surveys (with accompanying photographic evidence) to all properties to ensure that there is no damage caused by the works. Where potential damage may have occurred, the contractor is to review with WCC and make good where applicable.
- 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.

9.0 WARRANTIES / GUARANTEES & MINIMUM DESIGN REQUIREMENTS

General Design Requirements

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

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

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

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

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

1. Product failure liability cover.
2. Consequential damage cover to building fabric and contents where a product has failed
3. Workmanship of the approved Service Provider/ Installer where relevant.
4. Design liability for the contents of the system supplier's specification, advice and any other detailed drawings supplied.

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

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

Table A – Material Design Requirements – General Works

Element	Design Requirements	Desired Manufacturers	Guarantee / Warranty Requirement	Pricing Methodology
Decoration	All substrates to be tested for damp and other contaminants such as lead, asbestos etc to ensure suitable for application	• Dulux • Crown	Manufacturer's warranty	Schedule of Rates

	of paint. Site specific specification to be provided			
Decoration (Class 0)	Cross cut paint samples to show paint adhesion must be carried out by specialist prior to specification. All substrates to be tested for damp and other contaminants to ensure suitable for application of paint. Site specific specification to be provided.	• Integra • Tor-Coatings • Crown (Timonox) • Dulux (Pyroshield)	Certification of Class 0	Schedule of Rates
Windows (PVC-u)	Detailed drawings and windows schedules and site specific specification will be provided and made available to the Contractor.	• Rehau	As per business case to be provided	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.	TBC	Manufacturer's Warranty	As per business case to be provided
Flat Roofing (Felt)	Core samples to be taken at various intervals across each roof. Sample to go down to substrate to be inspected to ensure sufficient for replacement proposed e.g. screed replacement required). Full site specific drawings and specification to be produced.	• Bauder • Langley • IKO	Manufacturer's Warranty	As per business case to be provided
PV Panels	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.	• Bauder • Langley • IKO •	Manufacturer's Warranty	As per business case to be provided
Rainwater goods (where replaced)	To include design to current regulations. All internal pipework design and drawings to be produced where full of	• Marley / Alutec • Alumasc	Manufacturer's Warranty	As per business case to be provided

	part of internally located drainage is proposed.			
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).	• n/a	Manufacturer's Warranty	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. .	• Mapei • Sika	Manufacturer's Warranty	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.	• Repair Care	Manufacturer's Warranty	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.	• Vent-axia • As per standard/agreed schedules & Specifications	Minimum 2 Years manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Builders work in connection (BWIC) including decorative works and fabric repairs	Full site specific proposals to current standards and regulations. BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.	N/A	N/A	Schedule of Rates
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.	• As per WCC standard/agreed schedules & Specifications	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied

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10.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	24-Feb-23	24-Feb-23	1	AS
Project Launch	24-Feb-23	10-Mar-23	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	3-Mar-23	3-Mar-23	1	CT
Client Brief Issue Stage				
Issue Client Brief CDM Brief and initial PCI to SP	17-Mar-23	17-Mar-23	1	CT
Project Execution Plan (PEP) Stage				
PEP production by SP & Issue to Client	17-Mar-23	16-Jun-23	91	SP
PEP Review & Value Engineering (VE) period	16-Jun-23	17-Jul-23	31	CT
F10 submitted by SP to HSE (where applicable) - Copy to client	18-Jul-23	18-Jul-23	1	SP
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	18-Jul-23	18-Jul-23	1	CT
Prepare & Issue Pre-commencement Order to SP	18-Jul-23	25-Jul-23	7	CT
SP (acting as PD) reviews the initial PCI info and informs the client where additional PCI is required.	25-Jul-23	1-Aug-23	7	SP
Outstanding PCI is attained by the client and passed to the SP	1-Aug-23	8-Aug-23	7	CT
SP prepares & issues proposals document to client	8-Aug-23	5-Jan-24	150	SP
Proposals Review & VE period	5-Jan-24	5-Mar-24	60	CT
Prepare & Issue Notice of Estimates (NOE's)	5-Mar-24	12-Mar-24	7	CT
NOE Consultation period	12-Mar-24	26-Apr-24	45	CT
Commencement Order & Mobilisation Stage				
Issue 2-wk notice to SP ahead of Commencement Ord	26-Apr-24	29-Apr-24	3	CT
Prepare & Issue Commencement Order to SP	29-Apr-24	6-May-24	7	CT
WCC Project Team Handover to SP	6-May-24	13-May-24	7	CT
Meet the Contractor Letter issued	13-May-24	14-May-24	1	SP
Contractor Mobilisation period	14-May-24	18-Jun-24	35	SP
Construction phase plan (CPP) is approved	18-Jun-24	19-Jun-24	1	CT
Start on Site	19-Jun-24	20-Jun-24	1	SP
Contract Period	20-Jun-24	18-Dec-25	546	SP

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10.0 SPEND PROFILE

2024/25	2025/26
£3,342,141	£5,013,212

11.0 RESIDENT CONSULTATION

A resident introductory meeting to present the project took place on 20th September 2022. A detailed resident FAQ document is included into Appendix 6. There were a number of issues raised in the consultation meeting that are listed in the key resident issues / concerns to note. Consultation with the resident RA is ongoing, a site meeting with WCC, JRA and the contractor was held on the 14th February 2023 a detailed FAQ is included in Appendix 6.

Key resident issues / concerns to note:

- Residents aired concerns about some of the blocks at JAC being affected by large trees overshadowing the flats that block out the light. WCC have included in the Client Brief, a programme to lop / prune the trees in conjunction with recommendation from WCC Arboriculturist along with any associated repairs that is required.

- A resident enquired why are the Front Entrance Doors (FED) to the flats being renewed as these were replaced in 2006-08. WCC external consultants carried out a full survey of the doors, the consultant report concluded that the doors do not appear to be fire rated or secure by design and recommend that the FED are replaced. The contractor should carry out an individual survey of each door, where doors do not conform to current Regulations these doors should be upgraded to conform. Leaseholders will also have the option to opt in. The contractor should confirm and agree all door replacement with WCC.

- The residents have expressed an interest in being a part of the decision-making process and an input in the type and design of windows installed. To facilitate this WCC is forming a Window Working Group (WWG) made up of tenants and leaseholders to represent the residents. The contractor will work closely with WCC and the WWG in the decision-making process for the new windows.

- The installation of PVC-u windows is subject to Planning Approval, the current windows are single glazed metal framed, which has a narrow profile, Planning may insist that the metal profile is maintained throughout, therefore an Aluminium powder coated window system with a similar profile to the metal frame will have to be considered. There are also environmental concerns about the sustainability and environmental impact of the PVC-u windows which could also influence Planning decision making to install Powder coated Aluminium over PVC-u. This will have a significant cost implication on the project and leaseholder bills. WCC will need to confirm with Planning.

- A resident enquired why are the balcony doors being replaced as these were replaced on a previous programme in 2006-08. It was not possible for the consultant to gain access to every flat to establish the condition of the balcony doors or whether these had been replaced. The contractor will carry out individual surveys to each flat, where the balcony doors need replacement, these should be logged, confirmed, and agreed with WCC.

- A resident enquired, if the balcony drains are blocked and cannot be unblocked, could the drains be run externally through the wall? Provision has been made in the budget summary for the balcony drains to be rodded through, however in some cases the balcony drainage may have collapsed or is sufficiently block and cannot be unblocked. Where drains cannot be unblocked the contractor should notify WCC and make recommendations of an alternative method to discharge the surface water. The contractor should review the balconies on a flat-by-flat bases, log, and report to WCC for approval prior to works being carried out**.**

- A resident informed that there are several cracks in the concrete soffit above some walkways and water is seen to drip through the cracks. The cracks to the concrete soffit are because of the defective asphalt covering to the concrete deck / walkway directly above. Provisions have been included in the programme of works to renew the asphalt decking to the walkways and carry out associated repairs to the concrete soffit beneath and leave ready for decorations.

- Leaseholders raised concerns about the large bill that they will have to pay on completion of the works and the short period in which they are expected to pay. The leaseholders also enquired whether they could have a longer period to pay the bill and whether there are any extended payment plans i.e., 10 years. Westminster City Council offer a range of payment plans for leaseholders depending on their circumstances. WCC payment plans were reviewed in January 2022 and offer the most generous repayment plan of any London borough. Details of payment plans available can be found in WCC ‘major works service charge booklet’, which can be downloaded from WCC website.

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

WCC recommends two possible areas that could be designated as compound site set up, the hardstanding car parking at the Park Place Villas / St Mary's Terrace entrance or the hardstanding at the Howley Place entrance. The contractor should attend the site ASAP to carry out their own assessment and report back to WCC with any other considerations for WCC approval.

Other project(s) of note:

N/A.