




<p>CLIENT BRIEF</p> <p>for</p> <p>West & North Street Properties</p> <p>Revision 2 – January 2024</p>		
Project Details		
Blocks Included	Refer to property list in section 3.1 of Client Brief.	
Area / Ward Location	North and West Area	Bayswater, Maida Vale, Little Venice, Westbourne, and Harrow
Recommended Service Provider	Axis Europe	
Total Project cost	£13,904,559. (Works value £11,444,381)	
Delivery Year	2025/26 & 2026/27	
Project Lead	Kaivery Heslop - Client Surveyor	
Works Included	External and internal repairs and refurbishment to multiple street properties.	
Key Issues / Risks	<ul style="list-style-type: none"> – High and fluctuating cost of building materials due to Brexit supply chain concerns. – Shortage of labour. – Access to some of the work areas including in flat. – Party Wall agreements. – Unforeseen works – Getting planning permission on time. – Possible damp works to properties. – Adverse weather conditions. – Site set-up location. – Access scaffolding – May be a risk for residents’ insurance, residents to notify insurance company. 	
Programme Board Date	1st Submission – Friday, 10 November 2023	
Executive Summary		
<p>AB103 is a programme of internal and external planned maintenance works to both tenanted and leasehold street properties. The works identified consist of internal and external redecoration to all rendered surfaces and previously painted surfaces, brick cleaning and repairs, repairs to private balcony decks and railings, window repair works, roof repair and replacement work.</p>		



The works are extensive and must be managed closely due to the geographical area of the Bayswater, Maida Vale, Little Venice, and Westbourne Wards, these having strict conservation regulations.

Environmental works have been allowed for as many of the dwellings have damp and condensation issues. Positive Input Ventilation (PIV) will be installed in as many properties as possible. Due to the age of these properties, there is a possibility of rising damp issues, an allowance has been provided for within the budget summary.



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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 – Budget Summary**
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- **Appendix 8 – Total Project Cost (inc WCC costs)**

Note: The appendices are not published with this document as they are too large or commercial sensitive. If you would like details of the appendices, please contact housing.enquiries@westminster.gov.uk and quote reference AB103.



1.0 INTRODUCTION

This brief is intended to outline the details of the refurbishment and repair programme across properties in the Bayswater, Maida Vale, Little Venice, and Westbourne and Harrow Road Wards. The intention is to refurbish the internal and external fabric of the properties, to preserve the period features and to adhere to Westminster’s cyclical maintenance programme.

Due to the difficulty in obtaining accurate pre-commencement survey information, provisions have been made within AB103 for further external surveys once scaffolding has been erected to each property. The intention of the survey is to capture defects that cannot be seen from the ground level and defects at the back of the buildings. Due to the age of these properties further surveys are required to identify any rising damp issues. Included in the works is the installation of Positive Input Ventilation (PIV) into as many tenanted properties as possible. Installing the PIV will help alleviate the environmental issues identified within some properties.

This client brief is for approval of the agreed property listed in Appendix 4. It should also be noted that WCC may exercise the right to alter and change the property list, with prior consultation, in the best interest of maintaining the housing stock.

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	AB103 West & North Street Properties
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 properties on Blomfield Road, Gloucester Terrace, Orsett Terrace, and Westbourne Terrace are in a conservation area and have Grade II listed building status.
Legislative constraints	Planning permission is required, listed building consent, conservation constraints, building control and Regulatory Reform (Fire Safety) Order 2005
Existing planning consents	No



Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes

3.0 ASSET SUMMARY / CONSTRUCTION TYPE

The west street and north street properties identified are in the Bayswater, Maida Vale, Little Venice, Westbourne, and Harrow Road Wards, these are built circa 1900. All the west Street properties are designated within a conservation area, with the buildings at Blomfield Road, Gloucester Terrace, Orsett Terrace, and Westbourne Terrace are Grade II listed building status. The properties have a special character which distinguishes it from its surroundings. The composition of the terraces, the architectural design, construction, detailing of the buildings and layout of the streets are unique to the area.

There is extensive use of rendered finishing, multi-coloured brickwork, decorative stonework and double hung sash windows. Within the wards, each property is an integral part of the design. With the exception to the brick face properties at Orsett Terrace there is little variety between individual houses in the street or between the streets themselves.

Achieving uniformity with specification and a high quality and well researched workmanship, as well as conformity with the design guide is essential on this project.

The Estate is broken into multiple streets which are listed below.

3.1 BLOCKS IN SCHEME

Block Name	No of Units	Conservation Area	Listed Building
West - Street Properties			
57 Blomfield Road	1	Yes	Grade II
58 Blomfield Road	1	Yes	Grade II
60 Blomfield Road	1	Yes	Grade II
62 Blomfield Road	1	Yes	Grade II
63 Blomfield Road	1	Yes	Grade II
64 Blomfield Road	1	Yes	Grade II
66 Blomfield Road	1	Yes	Grade II
67 Blomfield Road	1	Yes	Grade II



68 Blomfield Road	1	Yes	Grade II
69 Blomfield Road	1	Yes	Grade II
4-6 Blomfield Villas	2	Yes	No
8-10 Blomfield Villas	2	Yes	No
16-18 Blomfield Villas	2	Yes	No
20-22 Blomfield Villas	2	Yes	No
24 Blomfield Villas	1	Yes	No
26 Blomfield Villas	1	Yes	No
28 Blomfield Villas	1	Yes	No
32 Blomfield Villas	1	Yes	No
34 Blomfield Villas	1	Yes	No
36 Blomfield Villas	1	Yes	No
38 Blomfield Villas	1	Yes	No
40 Blomfield Villas	1	Yes	No
42 Blomfield Villas	1	Yes	No
215 Gloucester Terrace	1	Yes	Grade II
217 Gloucester Terrace	1	Yes	Grade II
219 Gloucester Terrace	1	Yes	Grade II
221 Gloucester Terrace	1	Yes	Grade II
223 Gloucester Terrace	1	Yes	Grade II
225 Gloucester Terrace	1	Yes	Grade II
227 Gloucester Terrace	1	Yes	Grade II
229 Gloucester Terrace	1	Yes	Grade II
3-5 Orsett Terrace	2	Yes	Grade II
7-9 Orsett Terrace	2	Yes	Grade II
11-13 Orsett Terrace	2	Yes	Grade II
15-17 Orsett Terrace	2	Yes	Grade II
19-21 Orsett Terrace	2	Yes	Grade II
23-25 Orsett Terrace	2	Yes	Grade II



27-29 Orsett Terrace	2	Yes	Grade II
31-33 Orsett Terrace	2	Yes	Grade II
35 Orsett Terrace	1	Yes	Grade II
2 Westbourne Terrace Road	1	Yes	Grade II
4 Westbourne Terrace Road	1	Yes	Grade II
6 Westbourne Terrace Road	1	Yes	Grade II
8 Westbourne Terrace Road	1	Yes	Grade II
12 Westbourne Terrace Road	1	Yes	Grade II
WEST STREET - TOTAL	59	59	32
Block Name	No of Units	Conservation Area	Listed Building
North - Street Properties			
24 Edbrooke Road	1	No	No
96 Elgin Avenue	1	Yes	No
112 Elgin Avenue	1	No	No
4 Goldney Road	1	No	No
6 Goldney Road	1	No	No
8 Goldney Road	1	No	No
10 Goldney Road	1	No	No
26 Goldney Road	1	No	No
28 Goldney Road	1	No	No
41 Goldney Road	1	No	No
48 Goldney Road	1	No	No
52 Goldney Road	1	No	No
3 Grittleton Road	1	No	No
4 Hormead Road	1	No	No
10 Hormead Road	1	No	No
16 Hormead Road	1	No	No
26 Hormead Road	1	No	No



30 Hornead Road	1	No	No
14 Lanhill Road	1	No	No
23 Lanhill Road	1	No	No
17 Marylands Road	1	No	No
4 Oakington Road	1	No	No
6 Oakington Road	1	No	No
16 Oakington Road	1	No	No
24 Oakington Road	1	No	No
4 Sevington Street	1	No	No
5 Woodfield Road	1	No	No
NORTH STREET - TOTAL	27	1	-
WEST & NORTH - TOTAL	86	59	32

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.

Blomfield Road: is a long road located within a conservation area, which runs along the Grand Union Canal extending from Warwick Avenue to Formosa Street. The properties 57, 58, 60, 62, 63, 64, 66, 67, 68 and 69 is located nearest Formosa Street approximately 10 five storey properties, of similar age and archetype, which include a basement.

Blomfield Villas: is a short road located within a conservation area, which extends between Delamere Terrace and Bourne Terrace. The properties at Blomfield Villas have mature trees in the rear communal gardens, these trees have caused subsidence to a number of the buildings, with vertical cracks evident in the brickwork, however a root barrier has been laid in the ground to prevent further damage by the trees. The extent of the root barrier is to be confirmed. Any other remedial works are to be picked up prior to the Major Works being carried out. The properties 4, 6, 8, 10, 16, 18, 20, 22, 24, 26, 28, 32, 34, 36, 38, 40 and 42 approximately 17 five storey buildings of similar age and archetype, which include a basement. The properties are in walking distance to the Grand Union Canal which run along Delamere Terrace.



Westbourne Terrace Road: is located within a conservation area has listed building status and runs in parallel to Blomfield Villas and links to Westbourne Terrace, Westbourne Terrace extends from the crossroad at Delamere Terrace & Warwick Terrace and the Harrow Road A404. The properties 2, 4, 6, 8 and 12 is located nearest Harrow Road, 6 five storey properties of similar age and archetype, which include a basement.

Orsett Terrace: has listed building status and is a short walk across the Westbourne Bridge, Orsett Terrace is a long road which extends from Westbourne Bridge Road to Porchester Road. The properties 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33 and 35 located between the Porchester Road and Gloucester Terrace, 17 five storey properties of similar age and archetype, which include a basement.

Gloucester Terrace: is a short walk from Orsett Terrace. Gloucester Terrace is a long road which extends from the B411 Porchester Road to Lancaster Terrace. The properties are 215, 217, 219, 221, 223, 225, 227 and 229 on the odds, these properties are located nearest Porchester Road, 16 five storey properties of similar age and archetype, which include a basement.

Edbrooke Road: is a short road which extends from Elgin Avenue to Maryland's Road. The property 24 Edbrooke Road has four storeys and surrounded by properties of similar age and archetype, which include a basement.

Elgin Avenue: is a long road extending from Harrow Road to Randolph Avenue near Maida Vale tube station. There are two properties, 96 and 112 these properties have four storeys and surrounded by properties of similar age and archetype, which include a basement.

Goldney Road: is a short road extending from Chippenham Road to Maryland's Road and run parallel to Edbrooke Road. There are nine properties, 4, 6, 8, 10, 26, 28, 41, 48, and 52 these properties have four storeys and surrounded by properties of similar age and archetype, which include a basement.

Grittleton Road: is a short road extending from Chippenham Road to Elgin Avenue. There is one property, 3 Grittleton Road, this property has five storeys and surrounded by properties of similar age and archetype, which include a basement.

Hormead Road: is a short road extending from Great Western Road to Fermoy Road. There are five properties, 4, 10, 16, 26 and 30 these properties have three storeys and surrounded by properties of similar age and archetype.

Lanhill Road: is a short road extending from Elgin Avenue to Chippenham Road. There are two properties, 14 and 23 these properties have four storeys and surrounded by properties of similar age and archetype, which include a basement.



Marylands Road: is a long road extending from A404 to Shirland Road. There is one property, No 17 this property have three storeys, which include a basement and surrounded by properties of similar age and archetype.

Oakington Road: is a short road extending from Marylands Road to Elgin Avenue. There are three properties, 4, 6 and 16 these properties have three storeys and surrounded by properties of similar age and archetype, which include a basement.

Sevington Street: is a short road which extends from Elgin Avenue to Maryland’s Road. The property 4 Sevington Street has four storeys and surrounded by properties of similar age and archetype, which include a basement.

Woodfield Road: is a short road which extends from Elgin Avenue to Maryland’s Road. The property 5 Woodfield Road has three storeys and surrounded by properties of a mix of modern and period archetypes. There are five separate units, to the front of the site, The Coach House, which is a commercial building previously occupied by Architects but now vacant. The Coach House does not currently form a part of the major works programme. Behind the Coach House there are flats arranged in a terrace formation, flat 1, Flat 2, Flat 3 and flat 4. It would appear that flat 3 & flat 4 are sold perhaps on a long lease, this is to be confirmed. The demarcation of flat 1 & flat 2 is to be determined.

4.0 PROJECT JUSTIFICATION

It has been identified in WCC condition survey and Inspection report in Appendix 10 that the current conditions of the properties on the property list provided have either past or are coming to the end of their life cycle. Major works are carried out under WCC cyclical repairs cycle every 12 years, the street properties has had External decorations repairs carried out between 2006, in the North and 2009 in the West.

5.0 DESCRIPTION OF KEY WORKS REQUIRED

Note: This section covers in general the works required.

Works

Element	Work Required
Condition Survey	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>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> <p><u>Note:</u></p> <p><u>The works identified are from a visual inspection from the ground, these works are to be determined in the contractors detailed survey of individual properties once the scaffolding is in place.</u></p>
Access Required	<p>Work at height will be required to complete window repair works and roof works. 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.</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>
Flat Roof Repairs	<p>Blomfield Road: 60, 62, 63, 64, 65, 66, 67, 68, 69 Blomfield Villas: 4-6 Gloucester Terrace: 215, 217, 219, 221, 223, 225, 227, 229. Elgin Avenue: 96</p> <p>Repair localised areas of roof and make good all splits and defects to asphalt covering flat roofs. Re-apply solar reflective paint to all mastic asphalt surfaces and renew pigeon spikes where missing/defective.</p> <p>Note: The contractor should produce a report with a schedule of repairs along with photos identifying any repairs and submit to WCC for comment and approval prior to works commencing.</p>



Pitched Roof Repairs	<p>All Properties with slate / Pitch Roofs</p> <p>Where necessary take off and rebed ridge tiles and coping stones, repoint parapet walls to match existing, refix any slipped tile and replace any broken tiles, repoint chimney stacks, repair / replace any defective flashings.</p> <p>Note: The contractor should produce a report with a schedule of repairs along with photos identifying any repairs and submit to WCC for comment and approval prior to works commencing.</p>
Flat Roof & Pitched Roof Replacement	<p>All: Street Properties.</p> <p>Full strip and replacement of the existing roof system, including parapet/chimney brickwork repairs, flat roof systems and loft insulation upgrade. Works to include but not limited to:</p> <ul style="list-style-type: none">• Replace battens and counter battens if required.• Replace felt with breathable underlay.• Replace damaged plyboard.• Replace defective triple layer flat roof felt system.• Replacement of roof tiles / slates including (but not limited to) ridge/ hip tiles, SVP's, SVP cowl/ guards.• Repairs/ replacement to any damaged or missing flashings, soakers, and the like, including repointing of same where necessary. <p>The service provider should be aware that some of these properties are in a Conservation area, some are Grade II listed, planning permission and listed building consent is required, and building control so planning permission is required before work starts.</p> <p>All additional works must be agreed with the WCC representatives before works commences.</p> <p>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.</p> <p><u>Note: All roof renewal is to be agreed with WCC and subject to a full survey, the report should be submitted to WCC for consideration / approval prior to any works commencing.</u></p>
Chimney stacks	<p>Properties: (Only were identified from additional surveys carried out)</p>



	<p>Chimney pots should generally be retained in position and replaced where missing. Chimney stacks must be checked for displacement or structural movement.</p>
<p>PV Panel System</p>	<p>All Properties: Subject to Survey.</p> <p>Supply and installation of the full scheme of PV panels and mounts as per Bauder drawings and technical details included. Appendix 8.</p> <p>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.</p> <p>The contractor should allow for the following;</p> <ul style="list-style-type: none"> · AC supply cabling and isolator. · DNO G99 Application. · G99 Relay Panel (if required). · Scaffold/edge protection. · Lift access equipment for materials. <p>Budget/Funding Note: Costs have not been allocated in this project as they will be funded by the sustainability budget/team.</p>
<p>Private Balcony Works</p>	<p>All Properties with balconies;</p> <p>Clear all vegetation from the private balcony stone decks, prepare and repair stone as necessary then seal and cover with code 4 lead laid on the entire surface and dressed over the front edge to form a drip with an upstand to the abutment to the walls, the lead should be chased into the wall, ensure that the lead is securely fixed and sealed / pointed in. The balcony finish should be identical to the balcony system laid at Orsett Terrace. Works should also include repairs to the affected building fabric.</p>
<p>Rainwater Goods</p>	<p>All Properties</p> <p>Test and undertake repairs and full cleaning of rainwater goods including replacements of elements which are beyond repair. Test upon completion to ensure all rainwater goods systems are free of leaks and are discharging correctly.</p>



<p>Below Ground Drainage</p>	<p>All Properties</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>
<p>Glazing & Window Repairs</p>	<p>Properties: (Where identified from further surveys) Once Scaffolding is erected.</p> <p>Repairs and overhauls to all internal and external communal and individual property windows, panels, and glazing. All new glazing elements to comply with relevant Approved Documents.</p> <p>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.</p> <ul style="list-style-type: none"> • Repair windows where required to match, including splicing new timber sections. • Ease and adjust all windows ensuring to leave fully operational and fit for purpose. • Remove, clean down and repair window ironmongery and re-fix – replace like for like when repair is not feasible. • Reglaze broken panes to match existing. • Replace defective / dried out putty where necessary. • Where windows are beyond repair, replace to match. Following consultation with WCC • Carry out concrete repairs to windowsills where required. • Remove defective Stone/Concrete sills and cast new to match where repair is not feasible. <p>Extent of work to be agreed pre-commencement. Replacement of damaged/missing window ironmongery where required.</p>
<p>Window Renewal</p>	<p>Where Full Replacement is required.</p> <p>Full window replacement – To match existing timber box sashes / casements with double glazing to be considered for these installations.</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>
Secondary Glazing	<p>Street Properties: All</p> <p>Secondary glazing to be offered to the tenanted properties where applicable. The contractor should carry out an assessment alongside window surveys to determine whether secondary glazing is required. <u>The contractor should liaise with the Sustainability Team when consulting with the residents.</u></p> <p>(There is separate funding for these works.)</p> <p>Leaseholders would have to install their own SG however, If the LH ask the contractor for SG to be installed, they will have to agree to pay the contractor.</p>
Timber Repairs	<p>Blocks: All</p> <p>Joinery and resin repairs to all defective timber elements (including items such as, panels and doors). Painting all previously painted timber surfaces, including strip and preparation where required.</p> <p>Bin store repairs to include wholesale carpentry repairs where necessary.</p>
External Repairs	<p>Properties: (Only were identified from further surveys)</p> <p>Stucco and render - Existing stucco or render should not be stripped off to expose brick or stone where these were never historically exposed.</p> <p>Pointing - Repointing with hard cement-based mortars is one of the principal causes of decay in historic masonry and can cause irreversible damage to the appearance of external wall surfaces. Cement-based mortars and renders are less porous than those made with lime and can trap moisture in the wall or drive it elsewhere, thereby accelerating decay. Mortar must be gauged mortar (4 x Leighton Buzzard sand; 2x building sand): 1 Lime: 1 cement.</p>



	<p>Ironwork - Many listed buildings in Westminster are enlivened by the use of wrought iron or cast iron for items such as railings, balconies, lamp brackets and coalhole cover. These features should be retained and regularly maintained. The repair of ironwork is always preferable to replacement.</p> <ul style="list-style-type: none"> • Strip back paint work to existing ironwork i.e., front gate, cill guards and railings, apply red oxide primer and two coats of black hammarite. • Replace front gate, cill guards and railings where repair is not economically feasible - if already in situ. <p>Structural Alterations – Arrange for a structural engineer to investigate chimney stack(s) where appropriate.</p> <ul style="list-style-type: none"> • Repair brickwork fractures • Rake out failed joints in brickwork at all levels and repoint using approved mixture of mortar. • Rake out failed joints in brickwork to front boundary wall and repoint. • Cut out spalled/damaged bricks in boundary wall & make good with new. • Remove loose and live render to dwarf garden wall and renew. • Strip out any defective expansion joints between front elevation and adjoining boundary wall and renew. • Complete rebuild of chimney stack (if required) • Repair cracks in stonework; cut or rake out crack and inject with proprietary epoxy repair product Sika SKCONCFIX or equal; fair in repair as necessary with epoxy repair mortar Everbuild EpoxySET 105 or equal, clean down and leave ready for decoration.
<p>Metal Communal Front Entrance Door</p>	<p>Property: 58 Blomfield Rd, 60 Blomfield Rd & 64 Blomfield Rd</p> <p>Metal doors have been fitted to these properties. The Planning Department has rejected the metal doors and has instructed that a timber door to match the period style should be reinstated. Asset have included in the budget summary for the replacement of 4No metal doors at Blomfield Road.</p> <p>The contractor should liaise with the Planning department and replace 3No Metal Doors to the Front Entrances of 58, 60 and 64 and 1 No to the bins store at 64 in Timber to conform with Planning requirements to match existing / original style doors at Bloomfield Road. An allowance has also been allowed for the contractor to submit a formal application for Planning. Once the works have</p>



	<p>been completed, please liaise directly with Paul Whelan in Planning & Compliance.</p> <p><u>Note: The replacement of these doors is not rechargeable due to historical issues.</u></p>
Damproofing, DPC works	The contractor to carry out a damp survey to identify any rising damp issues and to log and report to WCC.
External Decorations	<p>Properties: (Only were identified in the property list and from further surveys)</p> <p>External decorative features - Original decorative features (and later features which add to the architectural or historic interest of the building) should be retained.</p> <p>External painting - Painting the outside of a listed building requires consent where this affects the special architectural or historic character of the building.</p> <p>External cleaning - Masonry surfaces can easily be damaged by inappropriate cleaning, and in many cases, it is best to leave them undisturbed. External cleaning of buildings with low-pressure intermittent water sprays and bristle brushes does not require listed building consent.</p> <ul style="list-style-type: none"> • Clean all area's using low-pressure water blasts and bristle brushes. • Redecorate all previously painted external surfaces, doors, windows, gutters, downpipes, and masonry. • Remove existing door knocker and letter plate. • Repair/renew external doors (front and rear), repaint, and replace.
Internal Decoration	<p>All Properties with communal areas</p> <p>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.</p>
Communal Flooring	All Properties with communal areas



	<p>Repairs to existing non-covered flooring (including replacement of any components beyond repair) to ensure surfaces are safe, cleanable, maintainable, and free of defects.</p> <p>Replacement of existing floor coverings including associated components to ensure flooring is safe, cleanable, and maintainable. <u>Note: All replacement floor coverings must be FIRE rated.</u></p>
Internal Repairs	<p>Repairs to internal fabric finishes ensuring they are sound, consistent, and ready to receive redecoration.</p>
Fire Safety Works	<p>All Properties</p> <p>Live fire risk assessment information can be found on the Westminster City Council portal, Shine.</p> <p>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.</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>Following recommendations from site survey carry out all passive fire protection required. All passive fire protection and door</p> <p>All fire safety materials, Class “O” Paint, Vinyl or carpet floor finishes shall be Third Party certificated fire retarding 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>
Sustainability & IWI	<p>Properties: All</p> <p>Service provider to consider all possible measures to reduce carbon emissions from all properties under.</p> <ul style="list-style-type: none">• Floor & wall insulation where possible.• Secondary glazing and additional draught proofing measures should be considered. <p>Consultation with the residents is necessary as residents will need to be informed of the benefits of any environmental works within this project.</p> <p><u>Budget/Funding Note: Costs for wall insulation have not been allocated in this project as they will be funded by the sustainability budget/team.</u></p> <p>IWI - Internal Wall Installation</p> <p>IWI should be offered to all tenanted properties where applicable. The contractor should carry out an assessment alongside the window surveys to determine whether IWI could be installed. <u>The contractor should liaise with the Sustainability Team when consulting with the residents.</u></p> <p>(There is separate funding for these works.)</p> <p>Leaseholders would have to install their own IWI however, If the LH ask the contractor for IWI to be installed, they will have to agree to pay the contractor.</p>
Extractor Fans & PIV Installation	<p>Properties: Tenanted properties only</p> <ul style="list-style-type: none">• Each tenanted property is to have a Positive Input Fan installed as a loft mounted unit where possible. Contractor to



	<p>install Vent- Axia Unit (PIV) or equal and approved units will be considered providing the specifications can be achieved.</p> <ul style="list-style-type: none"> • Where the loft is not available then an in flat unit must be installed. Contractor to Install Nuair Flatmaster2000. equal and approved units will be considered providing the specifications can be achieved. <p>Also, each tenanted scheduled property (to be agreed with WCC) is to have a Vent-axia lo-Carbon Response fan installed in to both the kitchen and the bathroom.</p> <p>In the event that a property has a suitable existing fan in either kitchen or bathroom or both then there is no need to replace the existing fan/fans. The contractor's approved ventilation installer is required to undertake a survey in each property ahead of installing ventilation equipment to confirm suitability of property and any existing extract fans.</p> <p>Residents should be contacted well in advance and the process explained.</p>
Electrical Lighting	<p>All Properties with communal areas</p> <p>Survey / review existing lighting systems and, where necessary, replace existing/ install new systems to comply with current regulatory requirements and CIBSE recommended levels (minimum illumination of 200lux in all plant room spaces required).</p> <p>The Lighting installation is to include emergency lighting provisions in accordance with BS 5266 Emergency Lighting requirements.</p> <p>Provide Electrical Installation Certificate (EIC) and all appropriate certification associated with The Works undertaken.</p>
Electrical Power	<p>All Properties with communal areas</p> <p>Survey/ review existing electrical power supply installations associated with The Works and where necessary replace existing/ install new systems in compliance with current regulatory requirements.</p> <p>Small Power (240V) provision (minimum 1no double switched socket outlet) is to be provided in reasonably 'close proximity', and ideally 'within', all plant room spaces for future maintenance and essential repair operations.</p>



	<p>Provide a complete system of earthing and supplementary bonding installation to all items associated with The Works to meet the current edition of the IEE wiring regulations.</p> <p>Provide Electrical Installation Condition Report (EIC) and all appropriate certification associated with The Works undertaken. Replace existing containment systems for both power and lighting wiring.</p> <p>Provide supplementary earth bonding to external metallic containment.</p>
BT Cables	<p>All Properties with communal areas</p> <p>Engage with BT to tidy and provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 or any later amendments and shall be suitably earthed.</p>
Boiler Flues	<p>Properties: Tenanted properties only</p> <p>Survey/review and identify existing boiler flues, which need to be extended to protect the building fabric. Extend the flues where required.</p>
Builders Work in Connection with the M&E Installations	<p>All Properties</p> <p>Carry out all builders work in connection with The Works including subsequent making good of all disturbed finishes to a standard acceptable by WCC.</p> <p>Provide recommendations for any builders-work style items felt necessary (such as any minor building-fabric style repairs or decorative items associated with The Works areas), submit for review and further instruction by WCC – a Provisional Sum in relation to any such works should be included at PEP stage.</p> <p>Replace/ make good/ repair existing water tank bunds if required.</p>
Maintaining the Existing Building Services	<p>All Properties</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>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.</p>
Asbestos Management	<p>All Properties</p> <p>Live asbestos information can be found on the Westminster City Council asbestos portal, Shine. The PD/PC is required to inform the client regarding the need to instruct any further R&D surveys as the design develops and the areas where intrusive works will be required are confirmed. The R&D survey will be instructed by the client through the asbestos management system and provided to the PD/PC as part of the PCI, to allow the CPP to be developed. The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for completing removal or encapsulation of ACMs to enable The Works. The SP is to ensure that any subcontractor undertaking asbestos removal works as part of The Works, fulfils the client's requirements outlined in the WCC process and procedure documents and are deemed competent to undertake the required works.</p>
Other Potentially Hazardous Circumstances	<p>All Properties</p> <p>Where held the Client has provided relevant information regarding the existing structure(s) and materials in the IPCI.</p> <p>The PD/PC is to inform the client if during the design stage, it becomes evident that there is the potential for other deleterious materials or hazards to be present and further inspection or testing is required.</p> <p>Other materials that may be present or that need considering include but are not limited to:</p> <ul style="list-style-type: none"> • Lead Paint • HAC • Horsehair plaster • Clay pot floors • Calcium silicate brickwork • RAAC planks • Tesseræ • Vermiculite <p>Other hazards that may be present:</p>



	<ul style="list-style-type: none"> • 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
H&S File & O&M Manual	<p>These buildings do not currently have a H&S file.</p> <p>Create/provide a new Health and Safety File and Operating & Maintenance manuals for the building and also for all systems associated with The Works. The file shall be in accordance with and as detailed within the Term Partnering Contract. This can include but is not limited to;</p> <ul style="list-style-type: none"> • A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works; • As-built drawings, specifications, schematics, schedules etc. • Manufacturers details, guarantees and warranties (as applicable) • Details of risks and hazardous materials not eliminated through design. • Site Investigation Reports • Statutory authority consents and approvals

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 ensure that 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.

It is expected that the PD will identify and agree with the PC the scope and content requirements of the HSF, but the format and content is to meet the Client requirements as detailed in Appendix 16.

The PD where appointed is required to review the HSF, prior to handover to the client and ensure that it is complete. Where no PD is in place the responsibility for reviewing the file, rests with the Clients Client Representative.

7.0 CARBON NEUTRAL 2030 CHALLENGE

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

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

- **The quoted works**

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

Prior to any product being purchased that will influence the carbon emissions of a building, (whether it be homes, communal parts or boiler/tank rooms), the service provider is required to prove Building Regulation compliance, (e.g., 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 LESSONS LEARNT

Lessons Learnt From Previous Projects

T175 & Z125 – Queens Park Street Properties.

1. High level repairs missed from original surveys. Additional surveys should be arranged as soon as scaffolding has been erected to capture additional high-level works.
2. Party wall agreements should be arranged on time to avoid delays to the works.
3. Additional surveys to the back of the property to identify possible fence repair work.
4. Ensure sample works/materials/methods are approved by Conservation/WCC and programming based on the batch surveying process.
5. Contractor should identify their allocation of labour & resourcing for the project, where they need to quickly identify sub-contractors and suppliers for the Conservation / Specialist Works. Ensure contractor appointed has specialist labour, subcontractors, and supply chains available before commencement of work.
6. Factor in workdays lost due to inclement weather and pre-assess the impact on the overall programme of work.



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. Bauder Roofing System flat roof installation and data information.
5. Internal Wall Insulation IWI, installation and data information.
6. 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	<ul style="list-style-type: none"> • Dulux • Crown 	Standard Manufacturer's warranty	Schedule of Rates



	application of paint. Site specific specification to be provided.			
Decoration (Class 0)	Cross cut paint samples to show paint adhesion must be carried out by specialist prior to specification. All substrates to be tested for damp and other contaminants to ensure suitable for application of paint. Site specific specification to be provided.	<ul style="list-style-type: none"> • Integra • Tor-Coatings • Crown (Timonox) • Dulux (Pyroshield) 	Certificate of Class '0' application	Schedule of Rates
Timber Repairs (resin)	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none"> • Repair Care 	Standard Manufacturer's warranty	Schedule of rates
Windows (Timber)	Detailed drawings and windows schedules and site specific specification will be provided and made available to the Contractor.	<ul style="list-style-type: none"> • TBC 	Frame – 25 Years Glazing (DG) – 10 Years	As per business case to be provided
Roofing	Roof structure and any related substrate to be inspected to ensure sufficient for replacement proposed. Full site-specific drawings and specification to be produced.	<ul style="list-style-type: none"> • TBC 	Defects Liability Period	As per business case to be provided
<u>Flat Roofing (Felt)</u>	<u>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.</u>	<ul style="list-style-type: none"> • <u>Bauder</u> • <u>Langley</u> • <u>IKO</u> 	<u>20 Years</u>	<u>As per business case to be provided</u>



<u>Roofing Generally</u>	<u>Roof structure and any related substrate to be inspected to ensure sufficient for replacement proposed. Full site specific drawings and specification to be produced.</u>	<ul style="list-style-type: none"> • <u>Bauder</u> • <u>Langley</u> • <u>IKO</u> • 	<u>20 Years</u>	<u>As per business case to be provided</u>
Rainwater goods (where replaced)	To include design to current regulations. All internal pipework design and drawings to be produced where full of part of internally located drainage is proposed.	<ul style="list-style-type: none"> • Marley / Alutec • Alumasc 	Standard Manufacturer's warranty	As per business case to be provided
Concrete Repairs	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none"> • Mapei • Sika 	Standard Manufacturer's warranty	Schedule of rates
Positive Input Ventilation (PIV) & Extractor Fans	Full site-specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals, and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> • Vent- Axia Unit (PIV) • Vent-Axia lo-Carbon Response fan • As per standard/agreed schedules & Specifications. 	Minimum 2 Years manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied.
Light Installation	Full site-specific proposals to current standards, British Standards, CIBSE guidance and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage. Minimum of IP65 rating. Key switch provided for testing.	<ul style="list-style-type: none"> • Fittings = ASD • As per WCC standard/agreed schedules & Specifications 	5-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



<p>Electrical Fittings Generally</p>	<p>Full site-specific proposals to current standards and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.</p>	<ul style="list-style-type: none"> • Fittings = As per WCC standard/agreed schedules & Specifications • Consumer Boards – Wylex Ltd • As per WCC standard/agreed schedules & Specifications 	<p>Standard manufacturer's warranty</p>	<p>Business Case to be provided where Schedule of Rates cannot be applied</p>
<p>Wiring Containment</p>	<p>Powder coated, steel and complete with security screws.</p> <ul style="list-style-type: none"> • Conduit • Trunking • Tray • Basket 	<ul style="list-style-type: none"> • Flytec systems Ltd • Legrand 	<p>Standard manufacturer's warranty</p>	<p>Business Case to be provided where Schedule of Rates cannot be applied</p>
<p>Access Doors/ Hatches/ Ladders</p>	<p>Full site-specific proposals to current standards and regulations. Layout drawings, construction details (sections and plans), Door/ Hatch schedules, Ironmongery schedules (including signage details), specifications and technical submittals to be provided and agreed at pre-commencement stage.</p> <p>Hatches and doors to be manufactured in aluminium with polyester powder coated finish. Hatches to comprise gas spring assisted opening lid supported by heavy-duty stainless-steel hinges. Hatch to be fully insulated.</p>	<ul style="list-style-type: none"> • Hatches = Surespan • As per WCC standard/agreed schedules & Specifications 	<p>Minimum 10 years manufactures warranty</p>	<p>Business Case to be provided where Schedule of Rates cannot be applied</p>
<p>Builders work in connection (BWIC) including decorative works and fabric repairs.</p>	<p>Full site-specific proposals to current standards and regulations. BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.</p>	<p>N/A</p>	<p>N/A</p>	<p>Schedule of Rates</p>
<p>Interna Wall Insulation (IWI)</p>	<p>LIAISE WITH THE SUSTAINABILITY TEAM</p>	<p>INF</p>		



10.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	29-Mar-24	29-Mar-24	1	AS
Project Launch	29-Mar-24	12-Apr-24	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	5-Apr-24	5-Apr-24	1	CT
Client Brief Issue Stage				
Issue Client Brief CDM Brief and initial PCI to SP	19-Apr-24	19-Apr-24	1	CT
Project Execution Plan (PEP) Stage				
PEP production by SP & Issue to Client	19-Apr-24	19-Jul-24	91	SP
PEP Review & Value Engineering (VE) period	19-Jul-24	20-Aug-24	32	CT
F10 submitted by SP to HSE (where applicable) - Copy to client	21-Aug-24	21-Aug-24	1	SP
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	21-Aug-24	22-Aug-24	1	CT
Prepare & Issue Pre-commencement Order to SP	22-Aug-24	29-Aug-24	7	CT
SP (acting as PD) reviews the initial PCI info and informs the client where additional PCI is required.	29-Aug-24	5-Sep-24	7	SP
Outstanding PCI is attained by the client and passed to the SP	5-Sep-24	12-Sep-24	7	CT
SP prepares & issues proposals document to client	12-Sep-24	12-Dec-24	91	SP
Proposals Review & VE period	12-Dec-24	9-Jan-25	28	CT
Prepare & Issue Notice of Estimates (NOE's)	9-Jan-25	16-Jan-25	7	CT
NOE Consultation period	16-Jan-25	27-Feb-25	42	CT
Commencement Order & Mobilisation Stage				
Issue 2-wk notice to SP ahead of Commencement Ord	27-Feb-25	4-Mar-25	5	CT
Prepare & Issue Commencement Order to SP	4-Mar-25	11-Mar-25	7	CT
WCC Project Team Handover to SP	11-Mar-25	1-Apr-25	21	CT
Meet the Contractor Letter issued	1-Apr-25	2-Apr-25	1	SP
Contractor Mobilisation period	2-Apr-25	13-May-25	41	SP
Construction phase plan (CPP) is approved	13-May-25	16-May-25	3	CT
Start on Site	16-May-25	17-Jun-25	32	SP
Contract Period				
	17-Jun-25	25-Oct-27	860	SP



10.1 SPEND PROFILE

2025/26	2026	2026/27
£5.0M	£5.0M	£1.444M

11.0 RESIDENT CONSULTATION

Westminster City Council has held stage one consultation with the residents to residents on the 12th April 2023 for the West Street Properties and 13th April 2023 for the North Street Properties. Resident raised concerns about the subsidence to the properties at Blomfield Villas, this is caused by the mature trees in the communal garden at the rear of the property, the issue is currently being dealt with by the repairs section and WCC insurance, the remedial works should be completed before this project get underway in 2025 / 26.

Residents has also raised concerns about defective windows and thermal comfort, the windows are drafty and have high condensation especially in the winter months. In the most part the single glazed timber windows appear to be in a satisfactory condition albeit there is evidence of some windows being rotten and in need of replacement, once scaffolding is set in place a full survey should be carried out to determine those needing repair and those requiring replacement. To address the issues around thermal comfort and condensation issues, WCC Sustainability Team do have funding for Secondary Glazing “SG”, the contractor should liaise with the Sustainability Team when consulting the residents , the SG will be available for tenanted properties only, however leaseholders could have SG fitted but will need to enter into an agreement to pay for the installation with the contractor.

Before work starts onsite Axis Europe will hold a meet the contractor session to give residents a 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:

Due to the age of these properties, there is a possibility of rising damp issues, the contractor should carry out a survey to each of the properties, if damp is found these should be logged and any works agreed with WCC prior to commencement.



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

There are 2 locations identified in the Client Brief as possible locations for site set up, the contractor should visit the site to determine an appropriate location for a site setup well in advance of commencement of works.

Other project(s) of note:

The roof at 40 & 42 Blomfield Villas has been identified by the repairs team as needing urgent replacement due to ongoing leaks and repairs. Therefore, the roof works will be omitted from the Major Works Programme and will be carried out as a stand-alone Minor Works programme.