



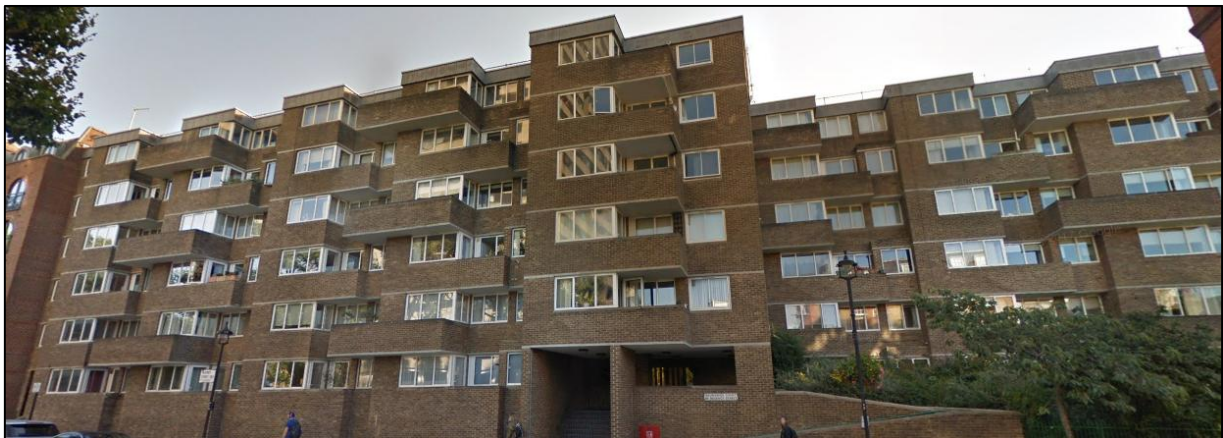
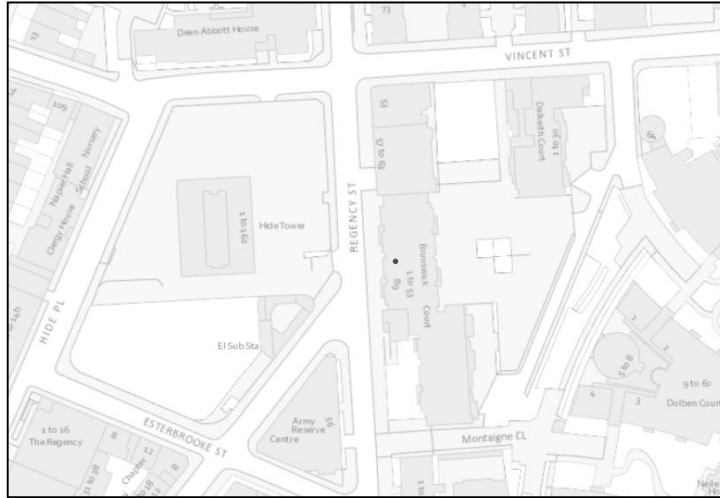
CITYWEST HOMES



Together we achieve more

Project Execution Plan

X251 – Ventilation Works



UL Contract number: 02655-X251

Version control

Revision	Date	Prepared by	Authorised by	Director Approval	Details
0	03/04/18	DT	PM	JW	
1					

Distribution details: Note this document is subject to revision until approved by CityWest Homes and a Pre-Commencement Order is issued. Previous revisions will be retained for archive.

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1.0 Introduction

1.1 Scheme Background

This Project Execution Plan (PEP) document is based on the Client Brief X251 – Ventilation Works and supporting documentation issued to United Living on 14th February 2018.

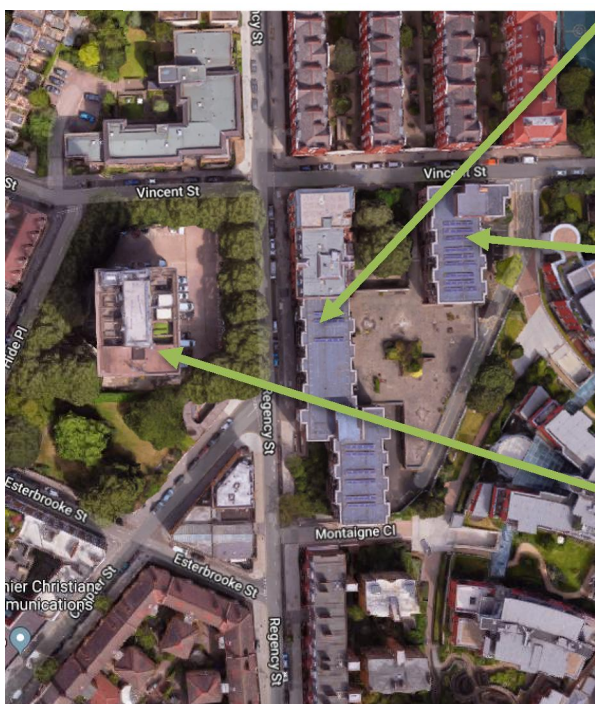
1.2 Purpose

The intention of this PEP is to capture and record the strategy for design, procurement and delivery of each Task set out in the Client Brief; include a detailed programme and resource plans for delivery; identify any risks for mitigation; and any added value or alternative methodologies for consideration. This PEP will be subject to review, discussion and agreement with the Client team to enable a Pre-commencement Order to be issued for development of a detailed Project Proposals Document.

1.3 Property Addresses/ Location

The project comprises 4 blocks with the following unit numbers

Block		No. Units
1	1-53 Brunswick Court, SW1P 4AE	53
2	1-30 Dalkeith Court, SW1P 4HH	30
3	1-162 Hide Tower, SW1P 4AB	162
4	1-104 Semley House, SW1W 9QL	104
	Total	349



1-53 Brunswick Court

The site comprises two 5 storey blocks of dwellings, built in 1971 of concrete and brick. There are 53 dwellings in Brunswick Court. There are two dwelling types, 1 bed single storey dwelling and 4 bed maisonette dwelling

1-30 Dalkeith Court

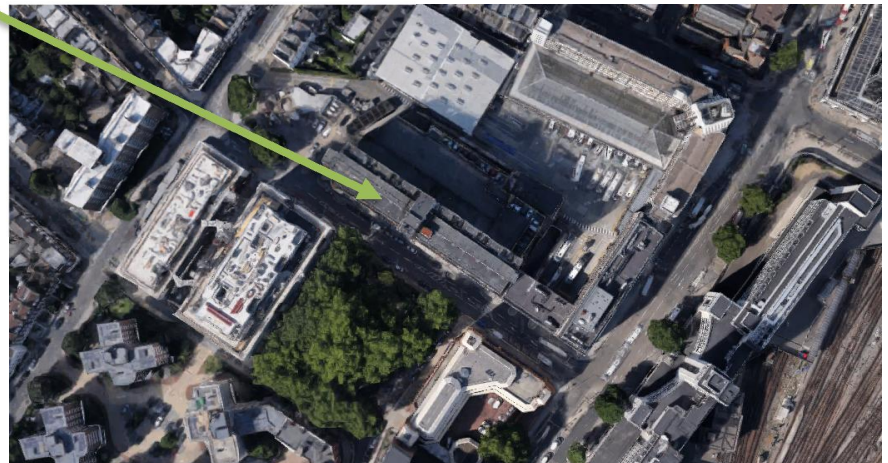
The site comprises two 5 storey blocks of dwellings, built in 1971 of concrete and brick. There are 30 dwellings in Dalkeith Court. There are two dwelling types, 1 bed single storey dwelling and 4 bed maisonette dwelling

1-162 Hide Tower

The site comprises a single 23 storey block of dwellings, built in 1961 of concrete and brick construction. There are 162 dwellings in total, 160 original dwellings, with the 2 dwellings on the 21st floor added at a later date. The ground floor area contains an Entrance Lobby, the Administration Office and a Meeting Area.

1-104 Semley House

The site comprises a single 11 storey block of dwellings, built in 1968 of concrete and brick construction, commencing at the third floor over a parade of shops and split level car park. There are 102 dwellings comprising 2 bed two storey maisonettes and 1 bed two storey maisonettes with patio area on the upper floor.



2.0 Scope of Works

The scope of works identified in the Client Brief and our observations are included below:

Element	Condition Survey
Work Required	A condition survey to be carried out within all areas likely to be affected by the working areas by the Service Provider which shall contain written and photographic evidence of the existing conditions. The Service Provider 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 CWH and upon conclusion of the works the Service Provider is to ensure the condition of any areas affected by the works are handed over to CWH in no worse a condition than at pre-commencement stage.
UL Comments	Condition survey to be carried out at project proposal stage
Element	Access Required
Work Required	Generally, current maintenance access is via existing plantroom doors, hatches and the like. The Service Provider will need to acquaint themselves with the access arrangements available and provide block-specific proposals to facilitate the works necessary. It is anticipated that these proposals will be optimised to provide the best value-for-money project-wide access proposals.
UL Comments	<p>Access to the plant rooms is a challenge in all blocks, especially taking into consideration the removal and replacement of large pieces of equipment. A structural engineer will need to be employed at pre-commencement stage in order to determine the feasibility of creating larger openings.</p> <ul style="list-style-type: none"> - Dalkeith and Brunswick are mid-level blocks and therefore an external tower could be installed in order for new equipment to be raised to the roof and redundant equipment removed, rather than accessing the plant room internally via the lifts and narrow ladder access. - Hide Tower again has narrow ladder access, one of the passenger lifts will need to be used to access the roof level. From that point, new

	<p>equipment will either need to be lifted through a newly created wider access hatch, or via a staircase erected on the parapet level up to the roof where the ventilation equipment is situated.</p> <ul style="list-style-type: none"> - The Semley House plant room is accessed through a hatch via a ladder. A further wider access hatch is situated in front of one of the lifts and appears to have been used previously to install lift motors. There appears to be sufficient protection to stop people falling though the ladder hatch but nothing around the other access hatch.
Element	Access Hatches/ Door(s)
Work Required	<p>Survey/ review all current access doors/ hatch provisions, including any ladder access requirements.</p> <p>Optimised access solutions are to be proposed by the Service Provider giving due consideration to the size, positioning and specification of any new access doors/ hatches/ ladders required in order to facilitate future access requirements for plant maintenance/ replacement in a safe and efficient manner.</p> <p>Recommendations and proposals, with estimated costs, are to be provided by the Service Provider within their Project Execution Plan.</p>
UL Comments	<p>Please see access requirements for comments regarding access. Options will be sourced and recommendations proposed at Project Proposal stage.</p> <p>A provisional sum for access in plant rooms is included within the budget costs.</p>
Element	Ductwork Cleaning
Work Required	<p>Specialist ductwork cleaning company to clean the existing ductwork system and in accordance with CIBSE/BSRIA and HVAC TR19 publications. All ductwork to be cleaned including the branch ductwork from inside each flat. Post clean report to be provided to include photos of pre and post condition.</p>
UL Comments	<p>Although no access to the vent was possible during the site visit, the feasibility/condition report within appendix 2 indicates that cleaning works are required.</p>
Element	Extract Fans
Work Required	<p>Replace existing extract fans, silencers, local ductwork, dampers and controls within the plantroom.</p> <p>The contractor is to ensure that there will be minimum down time and shall always be provided with extract ventilation.</p> <p>Works to comply with the current regulations.</p>
UL Comments	<p>The ventilation system will be kept in use where possible, however, during Project Proposal stage a detailed programme of works will be created that will highlight any and all periods of down time. Residents and City West will be made aware of all times that the Ventilation System is out of action.</p>

Element	Ductwork, dampers & fittings
Work Required	Supply, install and connect all associated ductwork, dampers and fittings involved with replacing the fans.
Element	Electrical – Lighting
Work Required	<p>Survey / review existing lighting systems associated with The Works 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 Condition Report (EICR) and all appropriate certification associated with The Works undertaken.</p>
UL Comments	<p>It was noted during the site visit that the lighting within the plant rooms is generally poor, with a number of fittings requiring either repair or re-lamping. Currently the lighting within the plant rooms is located at high level making accessing fitting for maintenance difficult.</p> <p>Lighting calculations to be carried out to ensure lux levels are met and fittings to be relocated to more accessible locations where possible.</p>
Element	In flat works
Work Required	<p>Clean local ductwork.</p> <p>Replace the grille and control damper.</p> <p>Install new/replace existing fire dampers.</p> <p>Improvements to make-up air/trickle vents.</p>
UL Comments	No flats have been accessed during visits for this PEP, however condition reports within appendix 2 provide the relevant information at this stage.
Element	Electrical – Power
Work Required	<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 (EICR) and all appropriate certification associated with The Works undertaken.</p> <p>Replace existing containment systems for both power and lighting wiring.</p> <p>Provide supplementary earth bonding to external metallic containment.</p>
UL Comments	Proposed locations of outlets to be provided at Project Proposal for the agreement of City West.

Element	Walkways/access
Work Required	<p>Survey/ review all existing walkway/ access route provisions and where deemed necessary provide proposals, with estimated costs, for the design, supply, install and/ or replace, repair, renovate or renew:</p> <p>Designated walkways to provide access for the future safe and efficient maintenance and/ or plant replacement of all CWST's and associated components;</p> <p>Protective covers/ step-overs to any associated components that may cross over/ under the designated routes where deemed to be susceptible to future degradation in the absence of any such protective measures;</p>
UL Comments	<p>Most of the plant rooms will benefit from some form of steps/walkways to assist with the safe access. Options to be sourced and recommendations proposed at Project Proposal stage.</p>
Element	Builders Work
Work Required	<p>Carry out all builders work in connection with The Works including subsequent making good of all disturbed finishes to a standard acceptable by CWH. Provide recommendations and for any builders-work style items felt necessary (such as any minor building-fabric style repairs or decorative items associated with The Works areas), for review and further instruction by CWH – 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>
UL Comments	<p>A provisional sum has been included within the client briefs estimated budget and appears to be reasonable.</p>
Element	Associated FRA Works
Work Required	<p>Carry out all fire stopping associated with the works. All fire stopping works must be undertaken by an accredited party of an appropriate 'industry-recognised' body.</p> <p>Review all FRA's and investigate/ establish Fire Strategies for the properties in relation to the areas affected by The Works. Identify all works deemed necessary and associated with The Works to ensure all Fire Strategy requirements are complied with. Provide recommendations, with estimated costs, for the execution of these works.</p> <p>Report findings with respect to recommendations to CWH for any further works that may be deemed appropriate in regard to Fire Protection matters for CWH consideration and further direction/ instruction.</p> <p>Ensure The Works are fully compliant with current Fire Regulatory requirements.</p>
UL Comments	<p>It has been noted that there are various projects identified that will tackle FRA works and there is no allowance within the budget costs for surveys or rectification works. Therefore it is assumed that Fire Risk assessment works on this project are limited to works associated with the ventilation system.</p>

Element	Asbestos Survey
Work Required	<p>Comply with all statutory and regulatory requirements with respect to Asbestos. Ensure an asbestos R&D survey is carried out prior to any works being undertaken.</p> <p>Existing Asbestos registers have been provided as part of the Client Brief package of information where they exist. The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for assessing the information available and then for completing all necessary surveys/ works to identify and manage/ remove Asbestos hazards associated with The Works.</p>
UL Comments	Further asbestos surveys will be carried out at during pre-commencement where required.
Element	Other Potentially Hazardous Circumstances
Work Required	<p>In addition to Asbestos management (as noted above) there may be other potentially hazardous circumstances that the Service Provider will need to address.</p> <p>Undertake all surveys as necessary to establish the existence of all potentially hazardous materials, substances and/ or environmental conditions. Procure and execute all works necessary to clear away any such hazards to the extent necessary in order to facilitate future surveys and execution of The Works.</p> <p>Provide recommendations for any additional measures that may be deemed necessary to prevent re-contamination.</p>
UL Comments	Further clarification required from CWH as to any known items or locations of potentially hazardous materials/substances in order for a relevant survey to be carried out hat pre-commencement.
Element	O&M Manual
Work Required	<p>Provide Health and Safety File and Operating & Maintenance manuals for all systems associated with The Works, to include (but not limited to);</p> <ul style="list-style-type: none"> • A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works; • Future Plant Replacement Strategies, with estimated costs, for each property for further review/ consideration/ instruction as appropriate, by CWH; • As-built drawings, specifications, schematics, schedules, valves charts, etc • Manufacturers details and warranties (as applicable)
Element	Asset Tagging
Work Required	<p>Appoint an asset tagging company (Stics AMS or approved equivalent) to supply, install and carry out the installation, programming and commissioning of asset tags to new items upon completion of works.</p> <p>All main plant & equipment components associated with The is 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 CWH.</p>
UL Comments	An asset Tagging company, list of plant and equipment requiring tagging and a register will be proposed in the Project Proposal.

Element	FRA Works
Work Required	Carry out all relevant works identified in the FRAs and compartmentation reports provided. All fire stopping works are to be undertaken by an accredited party of an appropriate 'industry-recognised' body. A full report should be provided on completion of the compartmentation works, to include photos of pre and post condition.
UL Comments	It has been noted that there are various projects identified that will tackle FRA works and there is no allowance within the budget costs for surveys or rectification works. Therefore it is assumed that Fire Risk assessment works on this project are limited to works associated with the ventilation system.
Element	Fire Door Works
Work Required	Arrange for a survey and report on the condition of flat entrance doors (FEDs), to be undertaken by an accredited party of an appropriate 'industry-recognised' body.
UL Comments	<p>Clarification as to whether the survey is required at;</p> <ol style="list-style-type: none"> 1) pre-commencement, so that any replacement doors required can be replaced within this project, or; 2) During the works so that replacement works can be completed as part of a further project. <p>No current allowance within the Client brief budget for any replacement fire doors.</p>

3.0 Design Strategy

We set out below our design strategy for the particular tasks and services required to fulfil the description of works detailed in the Client Brief. We have identified the services required to develop the detailed design, prepare documentation to demonstrate competitive pricing, submit applications to obtain statutory consents all as required to develop our Project Proposals Document following receipt of a Pre-commencement Order.

3.1 Statutory Approvals

We have identified a number of consultants to support the development of the Project Proposals Document:

- **Brodie Plant Goddard**
- **Frankham Consultancy Group Limited**
- **Martin Arnold**
- **Potter Raper Partnership**
- **Keegans**
- **Pinnacle ESP**

Consultant Selection

We have excellent long term working relationships with each of these consultants. They have all been selected from our approved panel of consultants and as such are subject to our rigorous assessment process in areas including: competence, accreditations, insurances, experience, financial stability, and project references. Each consultant provides multi-disciplinary services for the social housing sector and has extensive experience and expertise in undertaking the design services required for planned improvement works of the type required on this CityWest Major Works Contract, and in particular for the properties and scope of works required in this Client Brief.

United Living will undertake the duty of Principal Designer and in accordance with our Group policy we will appoint a specialist to support us in this Duty.

3.2 Statutory Approvals

Approval under the Building Regulations will be required for works that come within their jurisdiction this will mainly be fire upgrading works, electrical work and any structural repairs.

3.3 Design Strategy for Each Element

We set out below our design strategy for each element for discussion and agreement with the Client team

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

Design Requirements – General Works			
Element	Design Requirements	Desired Manufacturers	Guarantee / Warranty Requirement
Extract Fans	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Nuaire As per standard/agreed schedules & Specifications 	Minimum 2 Years manufacturers warranty
Silencers	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"> J C Acoustics Caice As per standard/agreed schedules & Specifications 	2 year manufacturer's warranty
Grilles	To be white steel powder coated and include integrated fire damper.	<ul style="list-style-type: none"> FlaktWoods As per standard/agreed schedules & Specifications 	2 year manufacturer's warranty
Flow Regulator/Damper	To fit existing ductwork and with full site specific proposals. Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, valve charts, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Trox UK Ltd As per standard/agreed schedules & Specifications 	2 year manufacturer's warranty
Controls	To connect to the existing Trend system where possible and as noted in the specification. As specification where a Trend system is not present.	<ul style="list-style-type: none"> Trend As per standard/agreed schedules & Specifications 	Standard manufacturer's warranty
Ductwork	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, valve charts, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> To DW144 As per standard/agreed schedules & Specifications 	Standard manufacturer's warranty

Light Installation	Full site specific proposals to current standards, British Standards, CIBSE guidance and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage. Minimum of IP65 rating. Key switch provided for testing.	<ul style="list-style-type: none"> Fittings = Fitzgerald or Whitecroft Lighting As per CWH standard/agreed schedules & Specifications 	5-year manufacturer's warranty
Electrical Fittings Generally	Full site specific proposals to current standards and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Fittings = Crabtree and/ or MK As per CWH standard/agreed schedules & Specifications 	Standard manufacturer's warranty
Walkways/ Access Routes	Full site specific proposals to current standards and regulations. Layout drawings, construction details (sections and plans), specifications and technical submittals to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Walkways = Quantum Aluminium (Min 600mm wide) or alternative specification (as deemed appropriate) As per CWH standard/agreed schedules & Specifications 	2-year manufacturer's warranty
Access Doors/ Hatches/ Ladders	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. 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.	<ul style="list-style-type: none"> Hatches = Surespan As per CWH standard/agreed schedules & Specifications 	Minimum 10 years manufactures warranty
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

<p>FRA works (associated with the vent works)</p>	<p>Full site specific proposals to current standards and regulations. Fire Strategy Report & Drawings (if required), Layout Drawings and Details, Specifications and Technical Submittals to be provided and agreed at pre-commencement stage.</p>	<p>As per CWH standard/agreed schedules & Specifications</p>	<p>Standard manufacturer's warranty</p>
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3.4 Design Process including Quality Checking and Monitoring Arrangements

United Living will appoint our Design Co-ordinator to oversee and coordinate design information between the parties.

Our Design Team will comprise United Living’s technical team, Design Coordinator and the specialist consultant & subcontractors identified for each Task. Our focus will be to:

- Develop realistic design programme linked to Task procurement & construction requirements;
- Understand CWH requirements and brief and the key issues for stakeholders;
- Promote Value Engineering considering all issues that will directly benefit the Task, client & residents;
- Promote a team ethos along with excellent communication and knowledge sharing, designing out risk to ensure design proposals are cost effective and practical.

Contracts Manager will implement regular meetings & workshops using the “United Way”; a structured framework of procedures to provide consistency of delivery. Progress of design Tasks will be monitored against our Design Management Tracker. We will check design solutions for:

- Compliance with Client Brief; CWH requirements and any statutory controls
- Value Engineering Opportunities; adding value; streamlining processes; repair/ maintenance costs;
- Life cycle cost economies e.g. product selection, guarantees material durability;
- Sustainability: product longevity, social sustainability; social value initiatives etc.
- Design co-ordination and Risk mitigation (development of Risk Register)

Contracts Manager and commercial team will ensure cost controls and site activities are considered so that the right solution is adopted with safe systems of work. Key to design development will be to ensure the Client Team is fully engaged. CWH will be invited to all design workshops, review meetings and formal Design Team Meetings to ensure that CWH requirements are met.

Design Compliance/ Quality Checking and monitoring procedures will include:

- Only appointing consultants/ specialist subcontractors competent for their role with subcontract agreements fully aligned to CWH Partnering contract with clear scope of services agreements;
- Collateral Warranty agreements and insurances at required levels;

- Design Review Checklist - used to identify any design conflicts / gaps; used to inform risk register
- Design start up meeting to review design tasks, agree key stage client sign off for design development
- Establish Design Responsibility Matrix
- Identify immediate key deliverables e.g. preparing planning application; investigative surveys;
- Agree meeting review dates and reporting
- Design Coordinator will use a Design Management Tracker to coordinate consultant and subcontractor design input and to provide key dates for issue of information;
- Regular Design Team meetings to: monitor progress against programme / Design Management Tracker e.g. planning application submission; surveys; preparing specifications for business case tendering ; review headline issues & agree action; Review compliance with Client requirements; review risk register; consider value engineering opportunities;
- Aconex document management system used to manage and coordinate all design information; fully auditable and will track version control; manage procurement and business case tender returns;

4.0 Programme

Milestone Dates - comparison between Client Brief and Project Execution Plan (PEP) programme.

Milestone	Client Brief		United Living	
	Start Date	End Date	Start Date	End Date
Client Brief Issue Stage				
Issue Client Brief to SP	1-Mar-18	1-Mar-18	14-Feb-18	14-Feb-18
Project Execution Plan Stage				
PEP production by SP & Issue to Client	1-Mar-18	29-Mar-18	14-Feb-18	4-Apr-18
PEP Review & VE period	29-Mar-18	12-Apr-18	4-Apr-18	17-Apr-18
Prepare & Issue NOE's	12-Apr-18	26-Apr-18	18-Apr-18	1-May-18
NOE Consultation period	26-Apr-18	2-Jun-18	1-May-18	5-Jun-18
Leaseholder Surgery	31-May-18	31-May-18	4-Jun-18	4-Jun-18
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	31-May-18	31-May-18	4-Jun-18	4-Jun-18
Prepare & Issue Pre-commencement Order to SP	24-May-18	14-Jun-18	29-May-18	18-Jun-18
SP prepares & Issues Proposals document to Client	14-Jun-18	9-Aug-18	19-Jun-18	11-Sep-18
Proposals Review & VE period	9-Aug-18	6-Sep-18	12-Sep-18	9-Oct-18
Commencement Order & Mobilisation Stage				
Prepare & Issue Commencement Order to SP	30-Aug-18	20-Sep-18	1-Oct-18	19-Oct-18
Issue 2-wk notice to SP ahead of Commencement Order	6-Sep-18	6-Sep-18	8-Oct-18	8-Oct-18
CWH Project Team Handover to SP	13-Sep-18	13-Sep-18	9-Oct-18	15-Oct-18
Meet the Contractor Letter issued	14-Sep-18	14-Sep-18	16-Oct-18	16-Oct-18
Contractor Mobilisation period	13-Sep-18	11-Oct-18	22-Oct-18	16-Nov-18
Start on Site	11-Oct-18	11-Oct-18	19-Nov-18	19-Nov-18
Contract Period	11-Oct-18	4-Apr-19	19-Nov-18	28-May-19

The above comparison identifies some slippage in the programme timeline between the client brief and the PEP. The overall slippage to completion of works is 38 days. There is a few reasons for this, as identified below:

1. The partnership is still early in its mobilisation period which has caused a delay in the timely submission of our PEP. We will endeavour to recover this period within the SPP period.

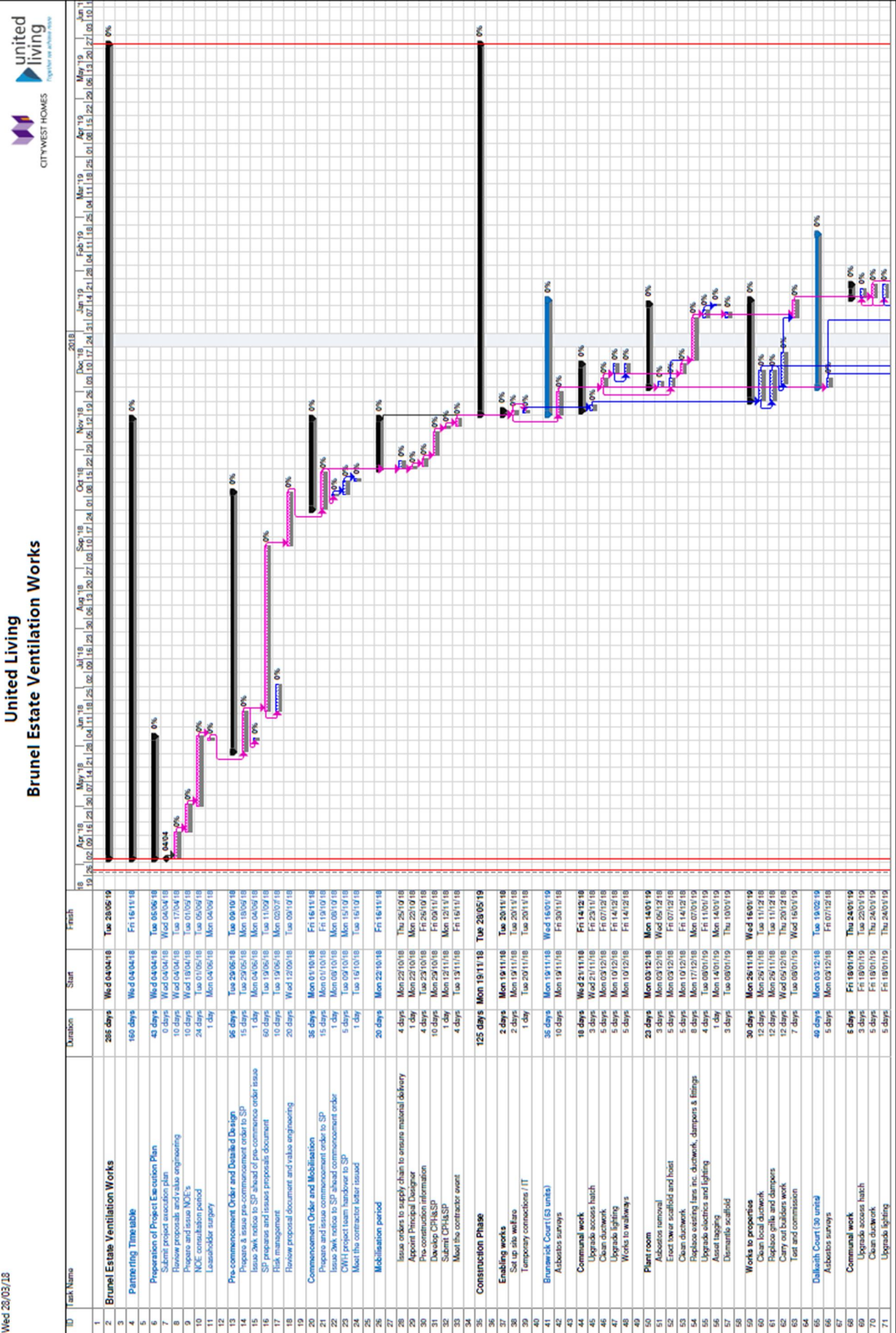
2. Only 8 weeks has been allowed within the client brief for preparing and submitting the SP Proposals Document. Within the partnering timetable issued within the ITT, the time issued to the SP to prepare and submit their proposals document is 12 weeks, and this is reflective of our programme.
3. The client brief indicates that the contractor mobilisation period will begin one week before receiving a commencement order. The programme identifies that mobilisation period will begin upon receipt of a commencement order.

There will be significant surveys at SPP stage to identify the best method of removing and installing the new plant within the plant room; identifying scaffold designs where required.

Programme assumptions

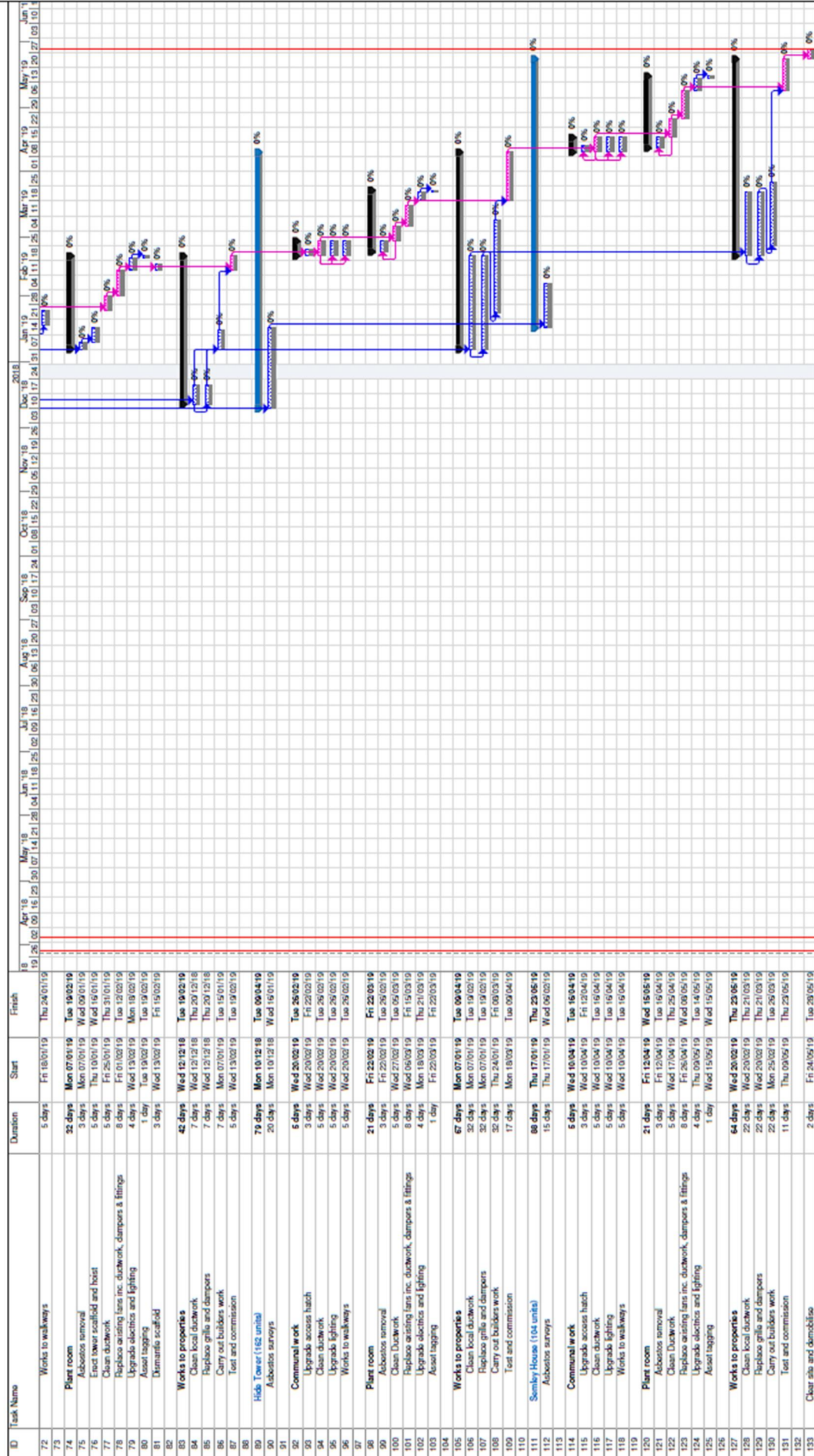
1. It has been noted that there are various projects identified that will tackle FRA works and there is no allowance within the budget costs for type 4 FRA surveys or rectification works. Therefore it is assumed that fire risk assessment works on this project are limited to works associated with the ventilation system only.
2. It is assumed that there will be no significant asbestos removal across the project.

Included below is our delivery programme highlighting the critical path and key milestones.

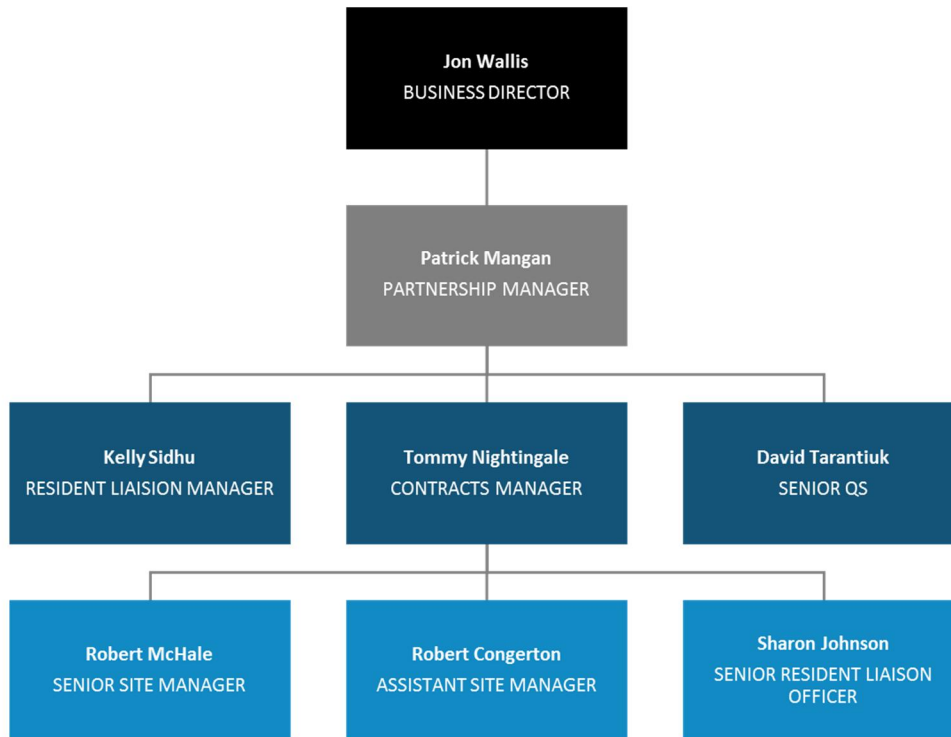


United Living
Brunel Estate Ventilation Works

Wed 29/03/18



5.0 Resource Plan and Preliminaries



5.1 Project Management Structure

Our defined structure identifies the UL Strategic Senior Management Team (Off-Site Indirect Support), UL Support Team (Off-Site Direct Support), UL Management Team (On-Site Direct), UL Site Delivery Team Incl. Supply Chain.

Subcontractor Supply Chain will include:

1. Scaffolding
2. General Builders
3. Mechanical and Electrical Engineers
4. Asbestos Surveyors
5. Asbestos Removal
6. Asset Tagging
7. IT

5.2 Resource Schedule

We include below our indicative resource schedule for the project over the programme period.

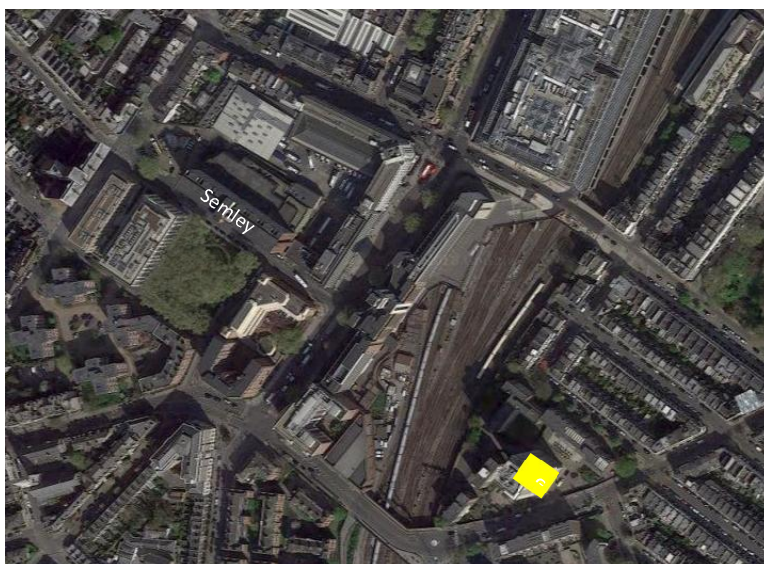
Contract Title:		Brunel Estate Ventilation Project										Contract No:		X251																	
Resource Schedule		Construction period - 25 weeks																													
Senior Management Team		-4	-3	-2	-1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
Partnership Manager		5% time																													
Contracts Manager		20% time																													
Senior QS		20% time																													
Resident Liaison Manager		20% time																													
SHEQ Advisor		10% time																													
Site Management Resources																															
Senior site Manager						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Assistant Site Manager						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Resident Liaison Officer						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Trade/ Survey Resources																															
Scaffolding								4				4																			
General Builder						2	4	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
Mechanical and Electrical								4	8	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	12	12	12	8	8	4	
Asbestos Surveyor						2	2	2	2	2	2	2	2	2	2	2	2														
Asbestos Removal								2				2						2	2					2	2						
Asset Tagging													2				2				2							2			
IT						1																							1		
Indicative site resources		0	0	0	0	8	9	21	19	25	25	31	25	27	25	25	25	27	25	23	23	25	23	23	23	23	21	11	13	8	
Indicative Programme		Construction period - 35 weeks																													
		-4	-3	-2	-1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
Brunswick Court						█	█	█	█	█	█	█	█	█																	
Dalkieth Court								█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Hide Tower									█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Semley House													█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█

5.3 Site Setup Proposal

We include below our proposed welfare and accommodation.

As identified within schedule 11 of the client brief a number of car parking bays within Hide Towers car park could be suspended throughout the works to create a space for a site set up.

The location would be an ideal location to facilitate works at Hide Tower, Dalkeith and Brunswick Court.



Semley House is located approx. 1 mile from the proposed site set up. It is also 0.3 mile from Glastonbury House, United Livings proposed central City West. Therefore, although separated from the other blocks within the project, facilities are readily available for subcontractors and management staff.

6.0 Cost Plan

For the purpose of this PEP United Living have liaised with a ventilation subcontractor in order to verify the budget provided within the client brief. Early feedback is that the budget estimate for ventilation works is reasonable. The allowance for builders work and provisional sums appear sufficient enough to provide confidence that unforeseen works would not dramatically affect the overall budget.

An error had occurred whilst proportioning the United Living variable weekly prelim, this has been amended in the below figures;

Summary

Summary	Budget
Brunswick Court	
Ventilation Works	119,800.00
Prelim Proportion	12,609.90
Design	1,797.00
Overheads	6,039.31
Profit	2,804.92
Provisional Sum	17,500.00
Total Brunswick Court	160,551.13
Dalkeith Court	
Ventilation Works	92,810.00
Prelim Proportion	7,137.68
Design	1,392.15
Overheads	4,560.29
Profit	2,118.00
Provisional Sum	17,500.00
Total Brunswick Court	125,518.12
Hide Tower	
Ventilation Works	154,800.00
Prelim Proportion	38,543.47
Design	2,322.00
Overheads	8,804.95
Profit	4,089.41
Provisional Sum	52,750.00
Total Brunswick Court	261,309.82
Semley House	
Ventilation Works	183,180.00
Prelim Proportion	24,743.95
Design	2,747.70
Overheads	9,480.22
Profit	4,403.04
Provisional Sum	36,000.00
Total Brunswick Court	260,554.92
Total	807,934.00

Brunswick Court

Ref	Component	Quantity	Unit	Rate	Budget
1.00	Ductwork Cleaning	1.00	nr	6,000.00	6,000.00
2.00	Check of existing system	1.00	nr	5,000.00	5,000.00
3.00	Extract Fans	1.00	nr	17,000.00	17,000.00
4.00	Silencers	1.00	nr	23,000.00	23,000.00
5.00	Controls	1.00	nr	29,000.00	29,000.00
6.00	Lighting	1.00	nr	5,000.00	5,000.00
7.00	Small Power	1.00	nr	3,000.00	3,000.00
8.00	Containment	1.00	nr	5,000.00	5,000.00
9.00	Dwelling Grilles	1.00	nr	7,000.00	7,000.00
10.00	Dwelling opposed blade dampers	1.00	nr	-	-
11.00	Dwelling flow regulators	1.00	nr	7,800.00	7,800.00
12.00	Dwelling Intumescent fire block	1.00	nr	3,000.00	3,000.00
13.00	Bespoke powder coated box for intumescent fire block	1.00	nr	3,000.00	3,000.00
14.00	Builders work	1.00	nr	3,000.00	3,000.00
15.00	Testing & commissioning	1.00	nr	3,000.00	3,000.00
	Sub Total				119,800.00
16.00	Site Overheads (Prelims) Fixed		Item	867.13	867.13
17.00	Site Overheads (Prelims) Variable	1	Item	11,742.77	11,742.77
18.00	Design (without Service Provider)			0.00%	-
19.00	Design (with Service Provider)			1.50%	1,797.00
	Sub Total				134,206.90
20.00	Central Office Overhead			4.50%	6,039.31
	Sub Total				140,246.21
21.00	Profit (Fixed)			0.00%	-
22.00	Profit (Variable)			2.00%	2,804.92
	Total				143,051.13
23.00	Provisional sum for dwelling works				7,500.00
24.00	Provisional sum for plant access				10,000.00
	Grand Total				160,551.13

Dalkeith Court

Ref	Component	Quantity	Unit	Rate	Budget
1.00	Ductwork Cleaning	1.00	nr	16,000.00	16,000.00
2.00	Check of existing system	1.00	nr	2,000.00	2,000.00
3.00	Extract Fans	1.00	nr	14,000.00	14,000.00
4.00	Silencers	1.00	nr	4,000.00	4,000.00
5.00	Controls	1.00	nr	10,000.00	10,000.00
6.00	Lighting	1.00	nr	3,000.00	3,000.00
7.00	Small Power	1.00	nr	2,000.00	2,000.00
8.00	Containment	1.00	nr	1,000.00	1,000.00
9.00	Dwelling Grilles	1.00	nr	7,950.00	7,950.00
10.00	Dwelling opposed blade dampers	1.00	nr	-	-
11.00	Dwelling flow regulators	1.00	nr	13,780.00	13,780.00
12.00	Dwelling Intumescent fire block	1.00	nr	4,240.00	4,240.00
13.00	Bespoke powder coated box for intumescent fire block	1.00	nr	4,240.00	4,240.00
14.00	Builders work	1.00	nr	5,300.00	5,300.00
15.00	Testing & commissioing	1.00	nr	5,300.00	5,300.00
Sub Total					92,810.00
16.00	Site Overheads (Prelims) Fixed		Item	490.83	490.83
17.00	Site Overheads (Prelims) Variable	1	Item	6,646.85	6,646.85
18.00	Design (without Service Provider)			0.00%	-
19.00	Design (with Service Provider)			1.50%	1,392.15
Sub Total					101,339.83
20.00	Central Office Overhead			4.50%	4,560.29
Sub Total					105,900.12
21.00	Profit (Fixed)			0.00%	-
22.00	Profit (Variable)			2.00%	2,118.00
Total					108,018.12
23.00	Provisional sum for dwelling works	13,250			7,500.00
24.00	Provisional sum for plant access	10,000.00			10,000.00
Grand Total					125,518.12

Hide Tower

Ref	Component	Quantity	Unit	Rate	Budget
1.00	Ductwork Cleaning	1.00	nr	20,000.00	20,000.00
2.00	Check of existing system	1.00	nr	2,500.00	2,500.00
3.00	CCTV of supply duct	1.00	nr	11,000.00	11,000.00
4.00	Extract Fans	1.00	nr	11,000.00	11,000.00
5.00	Silencers	1.00	nr	7,000.00	7,000.00
6.00	Controls	1.00	nr	10,000.00	10,000.00
7.00	Lighting	1.00	nr	3,500.00	3,500.00
8.00	Small Power	1.00	nr	2,500.00	2,500.00
9.00	Containment	1.00	nr	2,000.00	2,000.00
10.00	Dwelling Grilles	1.00	nr	18,000.00	18,000.00
11.00	Dwelling opposed blade dampers	1.00	nr	-	-
12.00	Dwelling flow regulators	1.00	nr	29,000.00	29,000.00
13.00	Dwelling Intumescent fire block	1.00	nr	9,000.00	9,000.00
14.00	Ductwork Adaptors				
15.00	Bespoke powder coated box for intumescent fire block	1.00	nr	9,200.00	9,200.00
15.00	Builders work	1.00	nr	11,000.00	11,000.00
16.00	Testing & commissioing	1.00	nr	9,100.00	9,100.00
	Sub Total				154,800.00
17.00	Site Overheads (Prelims) Fixed		Item	2,650.49	2,650.49
18.00	Site Overheads (Prelims) Variable	1	Item	35,892.98	35,892.98
19.00	Design (without Service Provider)			0.00%	-
20.00	Design (with Service Provider)			1.50%	2,322.00
	Sub Total				195,665.47
21.00	Central Office Overhead			4.50%	8,804.95
	Sub Total				204,470.41
22.00	Profit (Fixed)			0.00%	-
23.00	Profit (Variable)			2.00%	4,089.41
	Total				208,559.82
24.00	Provisional sum for dwelling works	22,750.00			22,750.00
25.00	Provisional sum for top floor fire stopping and ceiling works	20,000.00			20,000.00
26.00	Provisional sum for plant access	10,000.00			10,000.00
	Grand Total				261,309.82

Semley House

Ref	Component	Quantity	Unit	Rate	Budget
1.00	Ductwork Cleaning	1.00	nr	18,000.00	18,000.00
2.00	Check of existing system	1.00	nr	1,500.00	1,500.00
3.00	CCTV of supply duct	1.00	nr	9,000.00	9,000.00
4.00	Extract Fans	1.00	nr	22,000.00	22,000.00
5.00	Silencers	1.00	nr	8,000.00	8,000.00
6.00	Controls	1.00	nr	2,500.00	2,500.00
7.00	Lighting	1.00	nr	2,000.00	2,000.00
8.00	Small Power	1.00	nr	1,500.00	1,500.00
9.00	Containment	1.00	nr	15,600.00	15,600.00
10.00	Dwelling Grilles	1.00	nr	-	-
11.00	Dwelling opposed blade dampers	1.00	nr	27,040.00	27,040.00
12.00	Dwelling flow regulators	1.00	nr	8,320.00	8,320.00
13.00	Dwelling Intumescent fire block	1.00	nr	8,320.00	8,320.00
14.00	Bespoke powder coated box for intumescent fire block	1.00	nr	36,000.00	36,000.00
15.00	Builders work	1.00	nr	13,000.00	13,000.00
16.00	Testing & commissioning	1.00	nr	10,400.00	10,400.00
	Sub Total				183,180.00
17.00	Site Overheads (Prelims) Fixed		Item	1,701.55	1,701.55
18.00	Site Overheads (Prelims) Variable	1	Item	23,042.41	23,042.41
19.00	Design (without Service Provider)			0.00%	-
20.00	Design (with Service Provider)			1.50%	2,747.70
	Sub Total				210,671.65
21.00	Central Office Overhead			4.50%	9,480.22
	Sub Total				220,151.88
22.00	Profit (Fixed)			0.00%	-
23.00	Profit (Variable)			2.00%	4,403.04
	Total				224,554.92
24.00	Provisional sum for dwelling works	26,000.00			26,000.00
25.00	Provisional sum for plant access	10,000.00			10,000.00
	Grand Total				260,554.92

7.0 Information Required

Below is a request for information schedule that will be continually updated and shared throughout both pre-commencement and the project. The project has been populated with a couple of items noted during preparation of this Project Execution Plan.

No.	Information Required/ Programmed Activity	Date Requested	Date Required	Confirmed on Contract Instruction	Remarks/ Comments
1	Keys required for all riser cupboard doors				
2	Any existing Cad drawings available				
3	Landlord gas safety records				
4	Confirmation that parking bays at Hide Tower can be suspended for site set up				
5					
6					
7					
8					
9					

8.0 Communications Plan

Community Engagement

Effective Community Engagement and Liaison with residents and the local community will be key to the successful delivery of the Regency Estate. We understand the works will have an impact on a residents and leaseholders.

Our aim will be to ensure each stakeholder has been consulted on and fully understands what is proposed and when. We need to make it easy for residents to get involved so that they can help develop our communication and works methodology proposals with us. By clearly explaining what will be happening; and demonstrating that we are listening and are flexible, adapting processes where possible, our aim will be to manage expectations and help engender support for what we are doing.

Leaseholder engagement will be critical to the success of the scheme. We set out below our core commitments and the activities and procedures we will implement subject to discussion and development with the City West team and local stakeholders.

Resident Liaison Team

Our Resident Liaison Manager (RLM), **Kelly Sidhu** will allocate a trained and experienced Resident Liaison Team to engage and supporting residents through the pre-commencement, works delivery and post completion stages.

The RLO will be dedicated to engaging with Leaseholders and Residents over the programme.

Consultation Strategy

Kelly will facilitate a communication workshop with the City West teams and other key stakeholder. Key areas that will need to be discussed and developed include:

Resident Involvement - It will be important to involve residents in all aspects of the scheme including developing our consultation strategy and working methodologies. Drawing on residents' local knowledge will help engender their support and ensure we take on board local needs we may not otherwise have realised.

We will promote the formation of a Focus Group made up from Block champions from each block. In particular it will be important to involve tenants and leaseholders to ensure a focus on each of the differing tenures and priorities. We will also work with City West's Customer Engagement Team to encourage resident involvement over the contract via Mystery Shoppers, Energy Efficiency Community Champions and Resident Inspectors.

Resident & Community Diversity Plan: we will work with the City West team and local stakeholders to understand resident and community diversity across the estate so that our consultation plan and initiatives can be tailored to the needs of the community.

We subscribe to Community Insight which is an online community mapping and reporting tool which draws on a wide range of the most up to date data sets and indicators including Census information, indices of deprivation, economic deprivation and child wellbeing; data on unemployment and benefits, education attainment, health and crime;

- For example lone parent families and dependent children can make it hard for those households to attend consultation events. We will consider and implement strategies such as providing crèche facilities or family entertainment e.g. face painting, bouncy castle, games, colouring competitions etc. which will allow parents to attend consultation events and bring their children with them. We will also tailor appointments to avoid school pick up and drop off times.
- For vulnerable and elderly residents our Tailored Service procedure will identify a package of additional support and any changes to methodology required to meet individual needs;
- Understanding residents religious & cultural beliefs will enable us to tailor our services e.g. for households observing Ramadan we will avoid carrying out works at that time, or start later and finish earlier to allow for meal preparation. We will develop a cultural & religious events calendar which our resident liaison team will use to considerately plan appointments and works; and our community investment team will use to organise events e.g. Ramadan, Eid, Diwali, Easter, Christmas etc.

Liaison Procedures and Information. City West will already have detailed consultation/ engagement procedures and protocols in place however we will work with the team to discuss our shared experiences and best practice to develop a suite of procedures that are tailored to the City West objectives, but still retain flexibility to suit the diversity of residents and their individual needs. We will bring along example literature and procedures that we have developed through our experiences on previous schemes to support this process.

Consultation Plan

We include below our draft Consultation Plan for discussion and agreement with the City West team. This sets out our commitments for resident involvement and engagement over the pre-commencement, works delivery and post completion phases of the project - for each phase.

Prior to Works		
	Proposal	When
1.	Joint introduction letter to tenants & leaseholders from CWH and UL	asap after award
2.	Publicise award in local media; Industry publications, Website, City Voice; Twitter;	
3.	Resident Liaison Team on-site pre-works with phone, mobile, email contact options;	
4.	Workshop with key stakeholders (CWH, resident representatives, Councillors, etc)	Mobilisation
5.	Letters, Resident Welcome Pack, Newsletters agreed for issue	Pre-start
6.	'S20' Obligations agreed with CWH to ensure we meet all statutory consultations	Pre-start
7.	Meet the Contractor events to introduce the team and the work	Pre-start
8.	Resident Reps invited to scrutinise Pilot properties to help communicate standards	Pre-start
9.	Suite of letters issued to each Resident to inform them of survey appointments, scaffold erection, works commencement etc.	4-6 weeks before start
10.	Appointments made for RLO to visit every home	4 weeks prior to start
11.	Initial visit coordinated with surveys to minimise disruption. RLO to conduct any colour/choice ballots, discuss the works and issue Resident Welcome packs. Resident Profile will identify special requirements that may affect the way we communicate; translations, vulnerable residents, work, disabilities, carers, holidays.	
12.	Appointments made for works with written notice, text reminders and door knock	14/7/1 days
13.	Communication of Safe Key Process for residents unable to provide access	On going
During Works		
	Proposal	When
14.	RLO/Site Manager makes contact every day to ensure 2-way communication	ongoing
15.	Estate walkabouts with resident representatives and key stakeholders	ongoing
16.	Comments form left for resident to note issues or concerns. Site team will check, respond & sign every day, communicating all actions and recording in issues log	Daily
17.	Newsletters issued at regular intervals by phase and by block	Monthly
18.	KPI Performance information published in newsletters, website, and local media;	Monthly
19.	Monthly Resident meetings, Weekly coffee mornings, Site Manager/RLO attend meetings as required.	Monthly/ongoing
20.	Resident Representatives involved in progress meetings & performance reviews	ongoing
21.	Community Investment Initiatives and events used to support engagement activities	ongoing
On Completion		
	Proposal	When
22.	Aftercare booklet issued to residents with instructions on maintenance, care and defects procedure – explained and demonstrated to resident	on completion

23.	Satisfaction forms issued by RLO and used to measure Resident Satisfaction.	on completion
24.	Feedback sought from Resident Inspectors, Residents invited to Contract review	on completion
25.	6 week call back to resident to check continued satisfaction with the works	defects period