



CLIENT BRIEF

for

Y100 Blandford Estate Externals

Revision 2 – May 2024



Project Details

Block(s) Included in scope	Farnham House, Lascelles House, Mordern House and Wimbourne House		
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Area / Ward Location	Central	Regents Park	
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Recommended Service Provider	United Living		
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Works Value	£ 903,718.90		
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Total Works Value	£ 1,215,694.64		
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Delivery Year	2024/25		
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Project Lead	Gaurav Nayyar – Client Surveyor		
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Brief description of project:	Concrete and brick repairs, external repairs, re-decoration works, M&E works and landscaping works.		
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Lessee Implications	High	Average	Low
Farnham House	£ 14,568.47	£ 10,373.77	£ 4,855.75
Lascelles House	£ 13,774.45	£ 9,412.54	£ 4,591.48
Mordern House	£ 14,881.72	£ 10,704.40	£ 4,960.57
Wimborne House	£ 15,566.42	£ 10,635.96	£ 5,187.86

Key Issues / Project risks	<ul style="list-style-type: none"> – Access to individual flats – Fluctuating cost of building materials – Extended lead in time for delivery of materials – Keeping the car park area clear of cars to enable tarmac repairs – Resident dissatisfaction due to works delays – Communication with Residents’ Association is a key component to project success. – Suitable site set up location – Estate Works have not been included against individual blocks as the cost model did not facilitate this. (£155,397.17) 		
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Programme Board Date	1 st Submission – Monday, 15 th April 2024.
Executive Summary	
Y100 is a programme of planned maintenance works to the four blocks on Blandford Estate. The intention of the works is to maintain the fabric of the main buildings, outbuildings and external communal areas within the estate. The works will predominantly focus on brick and concrete repairs, brick repointing, redecoration works to the external areas and landscaping works.	

Component to be Cleared	Title of Officer (Delegate)	Sign Off Method / Date
Asset Strategy	Gavin Ridgewell (James Long)	By e-mail dated: 27/05/2022
Property Maintenance	John Hayden (Sheila Allen)	By e-mail dated: 26/05/2022
Finance	Kate Swanton	By e-mail dated: 30/05/2022
Lessee Services	Andrew Pye (Jayne Stretton)	By e-mail dated: 24/06/2022
Cap Programme Team	Kevin Regan (Daniel Witt)	By e-mail dated: 07/06/2022
M&E Engineering	Jason Killeen (Georgina Wingham)	By e-mail dated: 30/05/2022
Communications	Ian Merriman (Ayesha Begum)	By e-mail dated: 06/06/2022
Health & Safety	Matthew Curran	By e-mail dated: 01/07/2022
Asbestos	Matthew Curran	By e-mail dated: 01/07/2022
Fire Safety	David Edney	By e-mail dated: 30/05/2022
Sustainability	Anthony Jones	By e-mail dated: 09/06/2022



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

- **Appendix 1 – Initial Pre-construction Information (IPCI)**
 - Client site specific requirements
 - Site set up
- **Appendix 2 – Condition Surveys / Repairs History / Project justification**
- **Appendix 3 – Budget Summary**
- **Appendix 4 – Risk Register**
- **Appendix 5 – Property List**
- **Appendix 6 – Stakeholder Consultation**
- **Appendix 7 – Lessee Liabilities**
- **Appendix 8 – Specification / Drawings / Product & Planning Information**
- **Appendix 9 – Major Works History**
- **Appendix 10 – Total Project Cost (inc WCC costs)**



Note: The appendices are not published with this document as they are too large. If you would like details of the appendices, please contact housing.enquiries@westminster.gov.uk and quote reference Y100.

1.0 INTRODUCTION

This project involves a programme of planned maintenance to all four blocks on Blandford Estate. The intention of these works is to maintain the internal and external fabric and infrastructure of the buildings to ensure homes are in a good state of repair, safe and free of building and services related defects.

Some elements included within this project are coming to the end of their useable life. However, following on from further site investigations by the Asset Strategy Team and the Environmental Visual Audit (EVA) Police report, some elements originally programmed to be completed under the Y100 project have been taken out from the project and passed on to the Repairs Team and Mechanical & Electrical Team for urgent works. These elements were deemed to be urgent for health & safety and security reasons and could not wait until Y100 gets to site.

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	Y100 Blandford Estate
Listed Building or Conservation Area	(Tick as appropriate) LB <input type="checkbox"/> CA <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Legislative constraints	Section 20. considerations and building control approval
Existing planning consents	N/A
Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes



3.0 ASSET SUMMARY / CONSTRUCTION TYPE

Blandford Estate is a gated residential estate situated on Harewood Avenue. The estate shares a boundary wall with London Marylebone Station. The communal paths are predominantly paved; however, some paths are tarmacked and there are raised brick planters scattered around the estate. The estate has two pram stores, three vehicular access gates and some pedestrian gates. There are four blocks on the estate with one hundred and ten residential properties. All the blocks were built in 1967. Each block has two adjoining structures of three and four floors. Both structures have flat roofs and at the rear elevation of each block, the topmost floors have vertical hanging tiles. All four blocks are of solid brick construction.

3.1 BLOCKS IN SCHEME

Block Name	No of Units	No of Leaseholders
Farnham House	28	22
Lascelles House	28	20
Mordern House	28	19
Wimborne House	26	20
TOTAL	110	81

3.2 INDIVIDUAL BLOCK DESCRIPTIONS

It is important that the Service Provider makes 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.

Farnham House

Farnham House was constructed in 1967 and consists of two adjoined blocks. The larger block has four floors, and the smaller block has three floors. The larger block consists of all maisonettes. There is a total of twenty-eight properties in the block. The ground floor properties open onto the car park area and the top floor properties opens onto an open communal balcony.



Lascelles House

Lascelles House was constructed in 1967 and consists of two adjoined blocks. The larger block has four floors, and the smaller block has three floors. The larger block consists of all maisonettes. There is a total of twenty-eight properties in the block. The ground floor properties open onto the car park area and the top floor properties opens onto an open communal balcony.

Mordern House

Mordern House was constructed in 1967 and consists of two adjoined blocks. The larger block has four floors, and the smaller block has three floors. The larger block consists of all maisonettes. There is a total of twenty-eight properties in the block. The ground floor properties open onto the car park area and the top floor properties opens onto an open communal balcony. The vehicle and pedestrian entrance is shared with the Westminster Council depot.

Wimborne House

Wimborne House was constructed in 1967 and consists of two adjoined blocks. The larger block has four floors, and the smaller block has three floors. The larger block consists of all maisonettes. There is a total of twenty-six properties in the block. The ground floor properties open onto the car park area and the top floor properties opens onto an open communal balcony.

4.0 PROJECT JUSTIFICATION

The intention for this project is to maintain various elements of the buildings within the estate. The blocks are in reasonable conditions. However, some elements are reaching the end of their working life. The report attached in Appendix 2 identifies several areas that are failing.

Other works identified in the condition report within Appendix 2 include: Brick repair/repainting/replacement, repair/replace concrete coping stones, asphalt repairs on communal balconies, concrete repairs on communal stairways, renew bin store roofs, external redecoration works to all previously decorated surfaces. Tarmac repairs, foot path repairs/resurfacing, re-bedding/replacing paving slabs.

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



5.0 DESCRIPTION OF KEY WORKS REQUIRED

Note: This section covers in general the works required.

Works

Element	Work Required
Condition Survey	<p>Blocks: All</p> <p>Information regarding the existing condition of the building and associated ancillary areas has been provided in Appendix 2.</p> <p>The PD where appointed (or PC where no PD duty holder is in place) is to inform the Client, where additional survey or inspections are required to develop the PCI and inform the design process.</p> <p>The PC is required to complete a pre-commencement condition survey within all areas likely to be affected by the works, which shall contain written and photographic evidence of the existing conditions.</p> <p>The PC is to identify any areas of concern that may result in additional works being necessary, together with proposed remedial recommendations, within the scope of works. The condition survey is to be agreed with WCC/WCCs Client Representative and upon conclusion of the works the PC is to ensure the condition of any areas affected by the works are handed over to WCC/WCC in no worse a condition than at pre-commencement stage.</p>
Access Required	<p>Blocks: All</p> <p>Work at height will be required to complete external brickwork/pointing repairs, concrete and coping stone repairs/replacement. The PC is to ensure that all work at height activities are risk assessed and that the proposed method of access to facilitate the works is detailed in the PEP and fully costed in the SPP.</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 and SPP for each specific item/ area.</p>



	<p>Access will also be required into the residents' properties to undertake inspections/repairs to the individual tenanted balconies, installation of Nuair humidistat Cyfan fan in the kitchen & bathroom and Nuair Flatmaster2000 PIV in the hallway.</p>
Vertical Hung Slate Tiles	<p>Blocks: All</p> <p>The service provider (SP) should inspect the conditions of the existing hanging tiles. Repair and replace damaged/missing hanging tiles where necessary. The SP should ensure that all tile replacement should be like for like.</p> <p>If further extensive works are required, the SP shall inform the WCC representative and advise of any additional works before commencing with the works.</p>
Roof Access	<p>Blocks: All</p> <p>The service provider should consider replacing the existing roof access gates with suitable full access security steel doors & frames. The replacement access doors must be approved by WCC before installation.</p>
Communal Walkways/Stairs	<p>Blocks: All</p> <ul style="list-style-type: none">• Renew mastic asphalt on balconies & stair landings where necessary.• Replace handrail grip where necessary.• Supply & install new stair nosing strips.• Seal gaps between concrete stairs and brickwork.• Flush through gullies.
Private Balcony Works	<p>Blocks: All</p> <p>The Service Provider is to inspect the condition of the private balconies excluding the asphalt and advise what works are required. All works are subject to WCC representative approval.</p> <p>There will be a provisional sum for these works.</p>



Private Balcony Works	<p>Blocks: All (Tenanted Properties only)</p> <p>The Service Provider is to inspect the condition of the private balconies including the asphalt and advise what works are required. All works are subject to WCC representative approval.</p> <p>There will be a provisional sum for these works.</p>
Concrete/Brick Repairs	<p>Blocks: All</p> <p>Extensive brickwork facing and pointing repairs where necessary on all external areas Inc. Main building/Raised planters/Boundary walls.</p> <ul style="list-style-type: none">• Repair/Replace damaged coping stones.• Extensive brickwork facing and pointing repairs where necessary on all external areas. Rebuild where necessary.• Re-align brick steps to rear garden gates.• Remove vegetation from brickwork.• Clean brickwork.• Concrete repairs to all elevations Inc walkways & stairwells.
Glazing & Windows	<p>Blocks: All</p> <p>Repairs and overhauls to all individual property windows and glazing. All new glazing elements to comply with relevant Approved Documents.</p> <p>Extent of work to be agreed pre-commencement. Replacement of damaged/missing window mechanisms where required</p>
Rainwater Goods	<p>Blocks: All</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>
Timber Repairs	<p>Blocks: All</p>



	<p>Joinery and resin repairs to all defective timber elements. Painting all previously painted timber surfaces, including strip and preparation where required.</p> <p>Bin store and pram shed repairs to include wholesale carpentry repairs where necessary.</p>
Metal Work Repairs	<p>Blocks: All</p> <p>Decorate all previously painted metalwork surfaces. Treat corrosion before re-decorating and strip where necessary.</p>
External Decoration	<p>Blocks: All</p> <p>Prepare & decorate all previously decorated surfaces (rendered/timber/metal surfaces). Including Main building/stairwells/walkways. Outbuildings and boundary walls.</p>
Electrical Lighting	<p>Blocks: All</p> <p>Emergency light testing.</p> <p>Provide Electrical Installation Certificate (EICR's) and all appropriate certification associated with The Works undertaken.</p>
Cables	<p>Blocks: All</p> <p>Tidy up loose hanging cables 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>
Bin Stores	<p>Blocks: All</p> <ul style="list-style-type: none">• Strip off existing roofs and replace with a felt roofing system.• Repair timber surfaces.• Prepare & redecorate all previously decorated surfaces.
Pram Stores	<p>Blocks: All</p>



	<ul style="list-style-type: none">• Remove all vegetation on pram stores.• Strip off existing roof and replace with a felt roofing system.• Repair/Replace RWG where necessary.• Repair facia boards, doors & frames.• Install metal kick plates to the bottom of all shed doors.• Brick Pointing/Repairs/Replace where necessary.• Prepare & decorate all previously decorated surfaces - Timber/Metal surfaces.• Repair DPC.
Landscaping Works	<p>Blocks: All</p> <ul style="list-style-type: none">• Take out and re-bed loose and un-even paving slabs. Replace where necessary.• Re-align manhole covers & Inspection chambers + Re-launching where necessary.• Car Parks - Patch repair areas with defects & repaint faded line markings.• Repair/resurface foot paths where necessary.• Cut back tree branches encroaching the buildings. <p>The service provider (SP) should check if a Tree Preservation Order (TPO) is required before cutting back any tree branches.</p> <p>The SP should ensure residents need to be given adequate notice to move their cars to enable the car park repairs and should liaise with WCC to plan/sequence the tarmac works to avoid delays.</p>
Below Ground Drainage	<p>Blocks: All</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>
Builders Work in Connection with	<p>Blocks: All</p>



the M&E Installations	<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>Blocks: All</p> <p>Maintain the building services systems during the duration of the contract. Where services may not be functioning or operational for a period of time prior notice and resident notification shall take place.</p> <p>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>
Electrical Lighting (Emergency Lighting)	<p>Blocks: All</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>
Fire Safety	<p>Service Provider to note that all live fire risk assessment information can be found on the Westminster City Council portal - Shine. Review the fire risk assessment report to ensure familiarisation with the properties in relation to all areas affected by the works. Identify all works deemed necessary and associated with the works to ensure all fire safety requirements are met</p> <p>Report findings with respect to recommendations to WCC for any additional work that may be deemed appropriate with regard to fire</p>



	<p>protection matters for consideration and further direction/instruction.</p> <ul style="list-style-type: none">• Redecorate electric meter enclosure boxes on ground floor flats numbers 7-14 on all 4 blocks. <p>Ensure the works are fully compliant with all current regulatory requirements.</p> <p>All passive fire protection must be undertaken by a Competent Person. The term competent person shall mean a person or business who has demonstrated to a Third Party that they have the expertise, skills and commitment in the identification and installation of passive fire protection. The term Third Party shall mean a Certification body accredited by the United Kingdom Accreditation Service (UKAS).</p> <p>All fire safety materials shall be Third Party certificated fire stopping products where Third Party shall mean a Certification body accredited by the United Kingdom Accreditation Service (UKAS). All products used shall be delivered with the relevant certification for inspection.</p> <p>A full report should be provided on completion of the works, to include photos of pre and post condition as part of the 'Condition Survey' element of works. Upon completion of the works Regulation 38 shall be complied with and this is a requirement under the Building Regulations for England and Wales to provide fire safety information to the 'responsible person' at the completion of a project, or where the building or extension is first occupied.</p> <p>Note – All fire safety works are to be undertaken by an accredited third party of an appropriate 'industry recognised' body. A full report should be provided on completion of the works, to include photos of pre and post condition as part of the 'Condition Survey' element of works.</p>
Asbestos Management	<p>Blocks: All</p> <p>Contractor to note that all live asbestos information can be found on the Westminster City Council asbestos portal, Shine. The PD/PC is required to inform the client regarding the need to instruct any further R&D surveys as the design develops and the areas where intrusive works will be required are confirmed. The R&D survey will be instructed by the client through the asbestos management system and provided to the PD/PC as part of the PCI, to allow the CPP to be developed. The Service Providers Project Execution Plan needs to identify any further works, with</p>



	<p>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> <p>The SP is to ensure that any subcontractor undertaking asbestos removal works as part of The Works, fulfils the clients licence requirements and are deemed competent to undertake the required works.</p>
Environmental Works	<p>Blocks: All</p> <p>Each tenanted scheduled property (to be agreed with WCC) is to have a Nuaire humidistat Cyfan fan installed in to both the kitchen and the bathroom (usually located in glazing) and a Nuaire Flatmaster2000 PIV in the hallway in accordance with the specification noted below.</p> <p>In the event that a property has a suitable existing fan in either kitchen or bathroom or both then there is no need to replace the existing fan/fans. The contractor's approved ventilation installer is required to undertake a survey in each property ahead of installing ventilation equipment to confirm suitability of property and any existing extract fans.</p>
Sustainability	<p>Properties: All</p> <p>Service provider to consider all possible measures to reduce carbon emissions from all properties:</p> <ul style="list-style-type: none">• Floor & wall insulation where possible. <p>PV panels are already installed on one of the two roofs of each block. However, the service provider should carry out a feasibility survey to install more panels on the second roofs on each block.</p> <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>Other Potentially Hazardous Circumstances</p>	<p>Blocks: All</p> <p>Where held the Client has provided relevant information regarding the existing structure(s) and materials in the IPCI.</p> <p>The PD/PC is to inform the client if during the design stage, it becomes evident that there is the potential for other deleterious materials or hazards to be present and further inspection or testing is required.</p> <p>Other materials that may be present or that need considering include but are not limited to:</p> <ul style="list-style-type: none">• Lead Paint• HAC• Horse hair plaster• Clay pot floors• Calcium silicate brickwork• RAAC planks• 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
<p>Planned Preventative Maintenance (PPM) of M&E Systems</p>	<p>The Service Provider is to be responsible for the maintenance of all mechanical and electrical systems for the duration of the contract. The Service Provider is to make a budget allowance based on the annual M&E PPM items and associated prices listed below. Please Note: Examples below are not an exhaustive list and are for example purposes only. Service Provider to notify WCC of any additional systems not allowed for below.</p> <p>Any agreed PPM to be undertaken by the Service Provider must be removed from the Estate's incumbent maintenance contractor's PPM schedule until the element is commissioned / the contract is completed.</p>



	<table border="1"><thead><tr><th>Element</th><th>Price/Annum</th></tr></thead><tbody><tr><td>Door entry / Gates</td><td>£ 600.00</td></tr><tr><td>CCTV</td><td>£ 125.00</td></tr><tr><td>Emergency Lighting</td><td>£ 350.00</td></tr><tr><td>Fire Alarms</td><td>£ 800.00</td></tr><tr><td>Fire Extinguishers</td><td>£ 25.00</td></tr><tr><td>AOVs</td><td>£ 125.00</td></tr></tbody></table>	Element	Price/Annum	Door entry / Gates	£ 600.00	CCTV	£ 125.00	Emergency Lighting	£ 350.00	Fire Alarms	£ 800.00	Fire Extinguishers	£ 25.00	AOVs	£ 125.00
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	AOVs	£ 125.00													
H&S File & O&M Manual	<p>Blocks: All</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 design safety management is effectively managed throughout all stages of the project. The Client does not require numerical risk assessment of issues, although the PD must ensure that design options are suitably assessed for their respective risk and the outcomes clearly understood by the Design team and CR if appropriate.
- Complete “design safety reviews” (DSRs) this exercise may be completed at the end of DTMs during the design process, but should be continued throughout the project at key stages of design development. The PD is to determine the format and regularity of the DSRs, with due consideration to the Clients Requirements agreed within the Project CDM Plan. *
- Produce a “Project Access Safety Strategy” in accordance with BS8560 for inclusion in the H&S file, to demonstrate that the Designer(s) have given sufficient consideration to access for cleaning and maintenance of the completed structure or installed plant and equipment. A model document is available from the Client.
- Monitor and report the safety of the construction site, to assist the Client in fulfilling the duty to make reasonable efforts to establish appropriate H&S arrangements



are in place. The purpose of this regime is to verify that the CPP is being implemented not to duplicate the PCs own safety managements arrangements. Any actions resulting from the PDs monitoring, will be actioned by the CR.

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

6.5 THE CONSTRUCTION PHASE PLAN (CPP)

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

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

6.6 HEALTH AND SAFETY FILE (HSF)

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

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

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

7.0 CARBON NEUTRAL 2030 CHALLENGE

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

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

- **The quoted works**

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

Prior to any product being purchased that will influence the carbon emissions of a building, (whether it be homes, communal parts or boiler/tank rooms), the service provider is required to prove Building Regulation compliance, (eg the insulation used in reroofing a flat roof), furthermore you are required to prove that you have mitigated



such issues as cold bridging, thermal breaks. This proof can be as simple as U-Value calculations before and after, ideally some sample EPCs can be produced.

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

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

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

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

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

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

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



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

- Floor and wall insulation
- Secondary glazing and additional draught proofing measures

PV panels are already installed on one of the two roofs of each block. However, the service provider should carry out a feasibility survey to install more panels on the second roofs on each block.

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

8.0 MAJOR WORKS HISTORY & LESSONS LEARNT

Major Works to note.

Year	Project Number	Works Carried Out
2013	T266	Installation of new door entry system.
2006	J121	External works to Blandford Estate

Please refer to Appendix 9 for full Major Works History.

Lessons Learnt From Previous Projects

1. Early engagement with the residents of the block to ensure they are aware of the works and any works that may affect them.
2. Clear process on who residents call if there is an issue relating to the works – both within working hours and out of hours.
3. Any restrictions to access in and around the building to be communicated well in advance.
4. Quality of works will be monitored through quality management processes for all elements of work to ensure that works are carried out in accordance with the relevant guidelines and workmanship standards.



S155 – Churchill Gardens Phase 5

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



9.0 WARRANTIES / GUARANTEES & MINIMUM DESIGN REQUIREMENTS

General Design Requirements

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

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

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

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

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

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

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

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

Table A – Material Design Requirements – General Works				
Element	Design Requirements	Desired Manufacturers	Guarantee / Warranty Requirement	Pricing Methodology
Decoration	All substrates to be tested for damp and other contaminants such as lead, asbestos etc to ensure suitable for application of paint. Site specific specification to be provided.	<ul style="list-style-type: none"> • Dulux • Crown 	Manufacturer's warranty	Schedule of Rates



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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) 	Class 0 certification	Schedule of Rates
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 	Manufacturer's warranty	As per business case to be provided
Asphalt Works Generally	Existing asphalt to be completely stripped where areas to be replaced – no overlays required unless instructed by Client. All repairs to be logged individually (location, size and cost).	<ul style="list-style-type: none"> • n/a 	TBC	Schedule of rates
Concrete Repairs	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none"> • Mapei • 	10 Years	Schedule of rates
Timber Repairs (resin)	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none"> • Repair Care 	10 Years	Schedule of rates
Builders work in connection (BWIC) including decorative works and fabric repairs	Full site specific proposals to current standards and regulations. BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.	N/A	N/A	Schedule of Rates
Wiring Containment	Powder coated, steel and complete with security screws <ul style="list-style-type: none"> • Conduit • Trunking • Tray • Basket 	<ul style="list-style-type: none"> • Flytec systems Ltd • Legrand 	Standard manufacturer's warranty	Business Case to be provided where Schedule of



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				Rates cannot be applied
Flat Roofing (Felt)	Core samples to be taken at various intervals across each roof. Sample to go down to substrate to be inspected to ensure sufficient for replacement proposed e.g. screed replacement required). Full site specific drawings and specification to be produced.	<ul style="list-style-type: none">• Bauder• Langley• IKO	25 Years	As per business case to be provided
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 manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
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 WCC standard/agreed schedules & Specifications	2-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



10.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	24-Jun-24	24-Jun-24	1	AS
Project Launch	24-Jun-24	12-Jul-24	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	27-Jun-24	27-Jun-24	1	CT
Client Brief Issue Stage				
Issue Client Brief CDM Brief and initial PCI to SP	28-Jun-24	28-Jun-24	1	CT
Project Execution Plan (PEP) Stage				
PEP production by SP & Issue to Client	28-Jun-24	9-Aug-24	30	SP
PEP Review & Value Engineering (VE) period	9-Aug-24	20-Sep-24	30	CT
F10 submitted by SP to HSE (where applicable) - Copy to client	20-Sep-24	20-Sep-24	1	SP
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	20-Sep-24	23-Sep-24	1	CT
Prepare & Issue Pre-commencement Order to SP	23-Sep-24	11-Oct-24	7	CT
SP (acting as PD) reviews the initial PCI info and informs the client where additional PCI is required.	11-Oct-24	31-Oct-24	7	SP
Outstanding PCI is attained by the client and passed to the SP	31-Oct-24	11-Nov-24	7	CT
SP prepares & issues proposals document to client	11-Nov-24	20-Mar-25	90	SP
Proposals Review & VE period	20-Mar-25	21-Apr-25	21	CT
Section 20 Cabinet Member Approval Process	21-Apr-25	13-May-25	15	CT
Prepare & Issue Notice of Estimates (NOE's)	13-May-25	22-May-25	7	CT
NOE Consultation period	22-May-25	22-Jul-25	42	CT
Commencement Order & Mobilisation Stage				
Issue 2-wk notice to SP ahead of Commencement Order	22-Jul-25	23-Jul-25	1	CT
Prepare & Issue Commencement Order to SP	23-Jul-25	12-Aug-25	7	CT
WCC Project Team Handover to SP	12-Aug-25	21-Aug-25	7	CT
Meet the Contractor Letter issued	21-Aug-25	22-Aug-25	1	SP
Contractor Mobilisation period	22-Aug-25	1-Oct-25	28	SP
Construction phase plan (CPP) is approved	1-Oct-25	7-Oct-25	4	CT
Start on Site	7-Oct-25	8-Oct-25	1	SP
Contract Period	8-Oct-25	11-Jan-27	365	SP



11.0 RESIDENT CONSULTATION

Consultation with the Blandford Estate Resident Association (BERA) has already started on this project.

BERA has raised concerns about the potential cost for leaseholders and queried if any warranties (roof especially) are still relevant. As the project proceeds, we need to make sure that we can demonstrate that we are monitoring costs and share information on scope of works with the residents.

BERA has a major works working party and we will liaise closely with them, with the first meeting taking place in April 2024.

In addition to the above, Westminster City Council and United Living will write to residents, and the BERA, to keep them updated throughout the development of the project. This will include the formal section 20 consultation for leaseholders.

Before work starts onsite United Living 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.

Ward councillors are interested in this project and have raised queries on behalf of the residents. They will need to be invited to meetings and receive updates.

Key resident issues / concerns to note:

General - The estate is experiencing ASB issues, groups of youths entering the estate and causing anti-social behaviour, dealing and using drugs on the estate.

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.



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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

The location of the site set up must be reviewed with residents. Space on the estate is limited and the Service Provider will need to consider suspending parking spaces to ensure adequate space.

Other project(s) of note:

None.