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SERVICE PROVIDERS PROPOSAL

REVISION: 3

Y107 John Aird Court



Westminster City Council Lot 2 Major Works Partnership

Axis Europe PLC
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Version Control

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1.0 Introduction

1.1 Purpose

This Service Provider Proposal (SPP) document has been prepared following the approval of our Project Execution Plan and the issues of a Pre-Commencement Order by Westminster City Council (WCC) on 22nd September 2023.

The purpose of this SPP is to develop the preliminary proposals set out in our Project Execution Plan (PEP) document into a detailed working document for the following tasks:

- Window renewal
- Roof renewal to 10 no. blocks
- PV panel installation and associated electrical works to all blocks
- Fire Risk Assessment works
- Installation of new fire rated FEDs to tenanted properties with leaseholder opt-in
- Communal internal and external decorations
- Brick and concrete repairs
- Relocation & replacement of extractor fans currently through windows and associated electrical works
- Landscaping works

This proposals document is intended to be an overview of the design, specification and methodology for carrying out the works. The document is supported by the attached appendices which contain full details of the proposals.

1.2 Background

John Aird Court is located just north west of Paddington in the Little Venice ward and comprises 15 blocks consisting of eight 8-storey blocks, four 4-storey blocks and three 5-storey blocks. The estate is spread out over two larger 'blocks' in an angular stepped C-shaped design. The 1950's residential buildings are not listed under planning but are subject to listing.

Construction is of yellow brick walls in Flemish bond. The roof is flat and covered with asphalt with a perimeter parapet wall with precast concrete coping stones. Windows are single glazed painted Crittall units made from steel. Rainwater pipes are a mix of cast iron and plastic. The flats are accessed via communal stairs, lifts and corridors. The main middle blocks also have a full height staircase window which is of significance for the building but will not be replaced during this project.

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

1.3 Legislative Constraints

Planning permission

Planning permission will be required for the installation of the new windows within the scheme. John Aird Court is neither listed or within a conservation area, however it is adjacent to Bayswater and Paddington Green conservation areas. John Aird Court is located on Park Place Villas, St Mary's Terrace and Porteus Road. Therefore, the planning department will take into account the site neighbouring these conservation areas. A similar process was conducted previously on John Aird Court for tenant balcony door replacement in 2017.

A planning application was submitted and validated on 25 March 2024 for PVC-u windows in the existing design. The application was approved with some minor conditions on 31 July 2024. The window ballot has now concluded with the result of PVC-u windows and alternative design. Due to the original application being for the existing design, a new non-material amendment will be submitted for the change of design of the windows. This design will also include slimmer profiles on the windows to meet one of those minor conditions.

The reasons for submitting an early application for PVC-u are because of initial pre-planning advice that PVC-u is less likely to be accepted. Further information regarding this is detailed with the resident communications plan in appendix 5.

Building Control

Building Control Approval will be required for the following elements of work:

- Window renewal
- Roof renewal to 10 no. blocks
- PV panel installation and associated electrical works to all blocks
- Fire doors
- Relocation and replacement of extractor fans currently through windows and associated electrical works

Higher Risk Building (HRB) Gateway 2 Building Control approval.

Due to the introduction of the Building Safety Act 2022 and subsequently the introduction of the 'Building (Higher-Risk Buildings Procedures) (England) Regulations 2023', a new building control application route is required for buildings classified as HRBs. The criteria for determining if a building is a HRB is as set out in Section 65 of the Building Safety Act and is as follows:

'A building which is at least 18 metres in height or has at least 7 storeys and contains at least 2 residential units'.

The items requiring Building Control approval noted above therefore cannot be made under a building control application to the local authority for any HRBs in this scheme. They will instead need to be made to the Building Safety Regulator (BSR).

Based on this classification, the following blocks within this scheme are HRBs:

1. 18-40
2. 41-55
3. 56-70
4. 71-93
5. 127-149
6. 150-165
7. 177-192
8. 193-215

Important Notes relating to HRBs (taken from GOV.uk information)

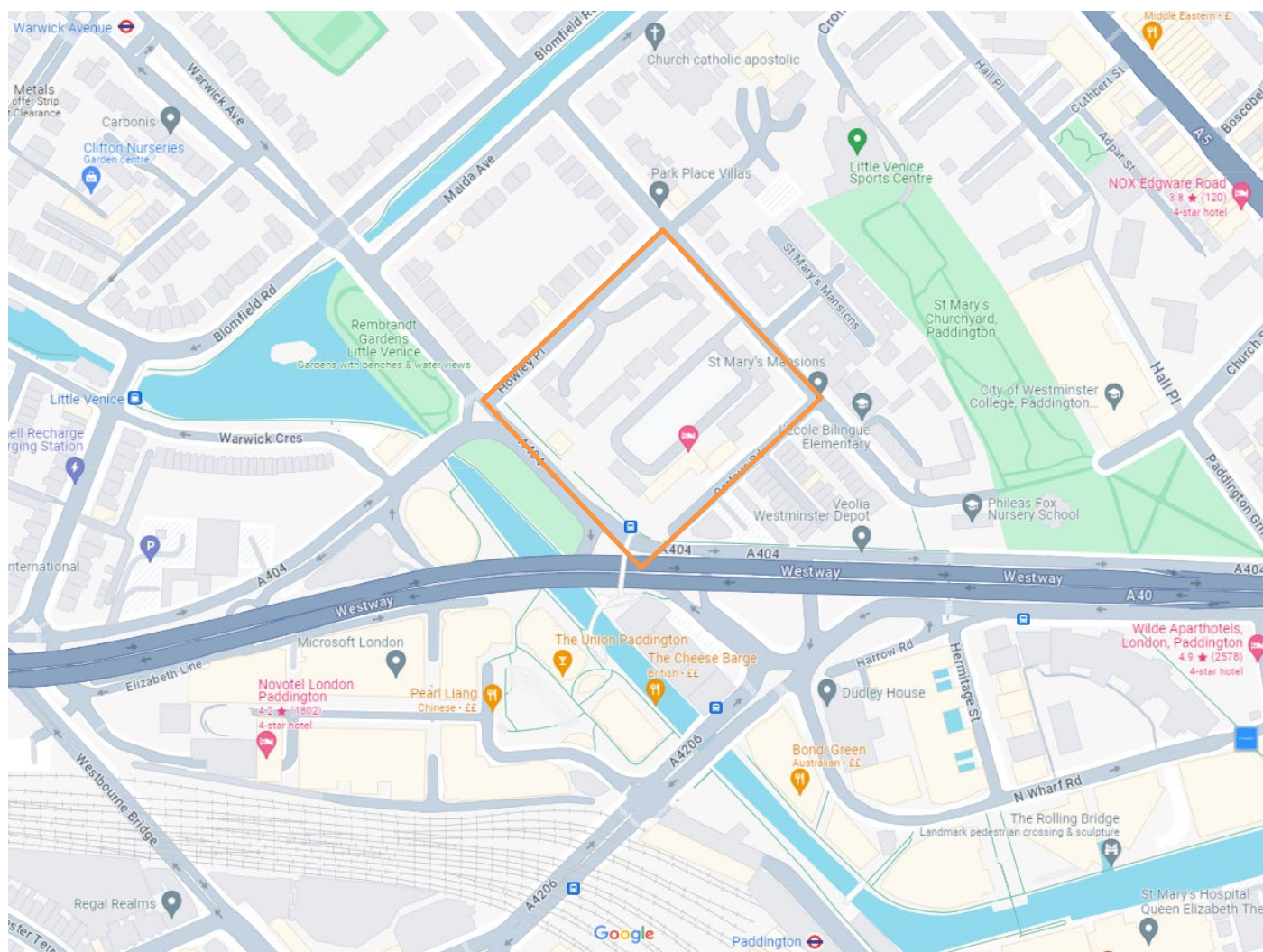
- Floor levels below ground floor (basement etc.) are not included within the total storeys
- Floor levels used exclusively for plant/machinery rooms are also not included
- For determining the height of a building, measurement is taken from ground floor level to the floor level of the top floor (excluding plant rooms etc. as mentioned above)
- Measurement is therefore not taken to the ceiling/roof level of the top residential floor
- Although it is recognised that these blocks will require the HRB application route, it is not possible to provide an accurate cost for the associated fees as this is an unknown
- The BSR have provided firm costs for the cost of the application(s), however they have also provided an hourly rate per person for how many people and how long they will spend working on the case. This is not just for assessing the application but also for throughout the building works as and when inspections by the BSR are determined
- There is therefore no estimation of these costs available, as these will be applied retrospectively by the BSR based on time spent
- **It is therefore recommended that BSR & HRB related fees are included as part of WCC's contingency figure as these are an unknown, and at this time no costs associated with this have been carried forward to the cost plan**

1.4 Properties

The residents are a mix of WCC tenants and leaseholders.

Block Name	No of Units	No of Leaseholders	No of Tenants
1-6 John Aird Court, W2 1UY	6	3	3
7-17 John Aird Court, W2 1UY	11	4	7
18-40 John Aird Court, W2 1UY	23	16	7
41-55, John Aird Court W2 1UY	15	9	6
56-70, John Aird Court, W2 1UZ	15	14	1
71-93, John Aird Court, W2 1UZ	23	9	14
94-106, John Aird Court, W2 1UZ	13	5	8
107-115, John Aird Court, W2 1UZ	9	3	6
116-126, John Aird Court, W2 1UU	11	4	7
127-149, John Aird Court, W2 1UU	23	16	7
150-165, John Aird Court, W2 1UU	16	11	5
166-176, John Aird Court, W2 1UX	11	7	4
177-192, John Aird Court, W2 1UX	16	10	6
193-215, John Aird Court, W2 1UX	23	16	7
216-228, John Aird Court, W2 1UX	13	10	3
TOTAL	228	137	91

1.5 John Aird Court – Street Location Plan



1.6 Key Resident Issues

A resident introductory meeting to present the project took place on 20th September 2022. Meetings are ongoing and now also involve input from Axis as the Service Provider. The key issues are listed below:

- Residents aired concerns about some of the blocks at JAC being affected by large trees overshadowing the flats that block out the light. WCC have a separate programme to lop / prune the trees in conjunction with recommendation from WCC's Arboriculturist.
- The residents want to be a part of the decision-making process and have an input in the type and design of windows installed. To facilitate this WCC has formed a Window Working Group (WWG) made up of tenants and leaseholders to represent the residents. Axis will work closely with WCC and the WWG in the decision-making process for the new windows.
- Residents enquired why Front Entrance Doors (FED's) to the flats are being renewed as these were replaced in 2006-08. WCC external consultants carried out a full survey of the doors, the consultant

report concluded that the doors do not appear to be fire rated or secure by design and recommend that the FED's are replaced.

- Residents enquired why the balcony doors were being replaced as these were replaced on a previous programme in 2006-08. It was not possible for the consultant to gain access to every flat to establish the condition of the balcony doors or whether these had been replaced. Axis will carry out individual surveys to each flat, where the balcony doors need replacement, these should be logged, confirmed, and agreed with WCC.
- Residents enquired, if the balcony drains are blocked and cannot be unblocked, could the drains be run externally through the wall? Provision has been made in the budget summary for the balcony drains to be rodded through, however in some cases the balcony drainage may have collapsed or is sufficiently blocked and cannot be unblocked. Where drains cannot be unblocked Axis will notify WCC and make recommendations of an alternative method to discharge the surface water. Axis will review the balconies on a flat-by-flat bases, log, and report to WCC for approval prior to works being carried out.
- Residents informed that there are several cracks in the concrete soffit above some walkways and water is seen to drip through the cracks. The cracks to the concrete soffit are because of the defective asphalt covering to the concrete deck / walkway directly above. Provisions have been included in the programme of works to install the Bauder system to the walkways and carry out associated repairs to the concrete soffit beneath and leave ready for decorations.
- Leaseholders raised concerns about the large bill that they will have to pay on completion of the works and the short period in which they are expected to pay. The leaseholders also enquired whether they could have a longer period to pay the bill and whether there are any extended payment plans i.e., 10 years. WCC offer a range of payment plans for leaseholders depending on their circumstances. WCC payment plans were reviewed in January 2022 and offer the most generous repayment plan of any London borough. Details of payment plans available can be found in WCC 'major works service charge booklet', which can be downloaded from WCC website.
- Some elements of these works will be intrusive to residents and require the specialist contractors to work in tandem with Axis to ensure minimal disruption. This will be achieved by running the programme of works parallel to reduce the number of occasions we are required to enter a property. Survey visits will be scheduled, where possible, as a single AM/PM visit. Further visits will be needed when installing the windows, again one occasion and one day. Any further making good works will be conducted on the same day as installation, where possible, or on a last visit.
- We will communicate extensively with WCC and residents to fully understand all expectations and requirements in advance, and ensure we deliver against these. Frequent and detailed updates will be provided to WCC and residents in a variety of formats as detailed in appendix 5 Resident communication plan.

2.0 Scope of Works

2.1 John Aird Court

Works to be undertaken to the 15 residential blocks on John Aird Court are detailed in the table below.

Element	Work Required	Applicable blocks
Condition Survey	<p>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>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/WCC's Client Representative and upon conclusion of the works Axis is to ensure the condition of any areas affected by the works are handed over to WCC in no worse a condition than at pre-commencement stage.</p>	All
Access Required	<p>Full height scaffold to each elevation will be required to provide access to every area requiring external repairs and other works. We will be using system scaffold as opposed to a traditional tube and fittings scaffold. The benefits of system scaffold are the speed at which the system can be erected and dismantled, befitting the overall duration of the works. The downside is that the hire cost of the system is usually more expensive, however tenders returned by the scaffold contractors have all offered to match the system scaffold to their tube and fitting price. Therefore, system scaffold has been chosen for this scheme.</p> <p>Combined goods and passenger hoists will also be used as the contractors will be prohibited from using the residents' lifts.</p>	All
Roof Replacement	<p>Strip back to the concrete deck and renew roof covering in line with and in accordance with the Roof Report Survey and the performance specification located within Appendix 3. An insurance backed guarantee for a 30-year duration is to be provided for the installation of the roof system. Signage will be installed at roof level stating installation date, contractor name, length of guarantee, guarantee end date, and contact details for WCC if any future works are proposed to be carried out to the roof.</p> <p>Renewal works will include all associated works to roof falls, alteration and creation of compliant upstands, roofing details and junctions, termination bars, flashings, outlets, grilles, and associated decoration.</p> <p>Works will include all main and secondary roofs and ancillary parapet walls and details. An approved contractor will be used to provide all</p>	All Blocks except, 116 – 126, 166 – 176, 177 – 192, 193 - 215 and 216 – 228.

	<p>associated works including all leadwork, new chases into brickwork, rendered and concrete upstands, counter-flashing, welted drip to external gutters, drip battens, promenade tile removal, parapet wall fixings, waterproofing works, new insulation, edge protection, temporary lifting and reinstatement of cables and services, etc.</p> <p>All cables and services are to be maintained throughout the project. Cables are to be fixed in cable runs and reinstated on completion of works.</p>	
<p>Secondary means of escape staircase</p>	<p>The secondary means of escape - cast iron staircase leading from flat 34 on the fourth floor at roof level - is fixed to the concrete deck and will compromise the new roof covering installation. The bottom two treads of the staircase will be unbolted and removed to allow installation of the new built-up warm deck roof insulation and finishing. Treads will be removed as necessary and strengthening of stairs will be carried out if deemed applicable.</p>	<p>Block 18 – 40</p>
<p>Balcony Works</p>	<p>Blocks: Private balconies Install Bauder system to tenanted properties only in accordance with the Bauder specification at appendix 3.</p> <p>All properties, Tenanted and Leasehold Rod through and clear blockages to all balcony drains; where the drainage has collapsed or is sufficiently blocked and cannot be unblocked, we will notify WCC and make recommendations of an alternative method to discharge the surface water i.e., creation of new outlet. We will review each balcony on a flat-by-flat basis once scaffold is erected and log and report to WCC for approval prior to any works being carried out.</p>	<p>See applicable items within works scope</p>
<p>Rainwater Goods</p>	<p>Test and undertake repairs and full cleaning of rainwater goods including replacements of elements which are beyond repair. Test upon completion to ensure all rainwater goods systems are free of leaks and are discharging correctly.</p> <p>Where pipework, hopper heads, swan necks etc are cracked / fractured, these should be replaced on a like for like basis. A provisional sum has been included for replacement parts if required.</p>	<p>All</p>
<p>Below Ground Drainage</p>	<p>CCTV drainage surveys will be carried out by a competent drainage contractor and reports produced following the surveys with recommendations for follow on works. It is not advisable to conduct the surveys prior to the full scheme being underway, as during the time-lapse additional deterioration may occur and surveys will have to be re-done. Therefore, Axis will conduct these surveys once start date is agreed and have included provisional sum for the potential follow on works within the cost-plan.</p>	<p>All</p>

<p>Movement Joints</p>	<p>Movement joints and mastic sealant works – rake out and replace with new where required.</p>	<p>All</p>
<p>Windows & Balcony Doors</p>	<p>We have worked with our approved window contractor in regard to installing windows for this project and have jointly agreed the below points to ensure smooth installation:</p> <ol style="list-style-type: none"> 1. Window survey to be conducted to measure each window 2. Agreed level of standards and quality including: <ul style="list-style-type: none"> • Windows have been tested • Guarantee to be issued following installation • Adequate quality inspections to be agreed • Design to be approved – in this case, the ballot result 3. Efficient and synchronised installation of windows, one full flat in the same day <p>This process will be engrained in our project specific quality management plan.</p> <p>The requirement for new replacement windows are listed below:</p> <ul style="list-style-type: none"> - Improvement to thermal performance - Reduction of noise intrusion - High durability of materials - Improved ease of maintenance <p>The construction of these blocks is cavity wall. Therefore, when the windows are installed, the cavity will be closed for fire safety purposes to meet current building regulations. Rockwall will be used due to the irregular sizes of the cavities in relation to each window. The Rockwall will be tightly compacted to a depth of approx. 50mm into the cavity.</p> <p>Note – Windows decision is still to be made as to whether PVC or Aluminium will be installed. Specifications have been produced for both and prices obtained for both.</p>	<p>All</p>
<p>External Decoration</p>	<p>External decorations to all previously decorated surfaces. Including rainwater goods, bin storage rooms, storage sheds, railings, boundary railings, boundary walls and general woodworks.</p>	<p>All</p>
<p>External Repairs</p>	<p>Brickwork facing and pointing repairs where necessary on all external areas. The extent of the pointing at high level and across the block is extensive and may require phasing of works.</p> <p>Numerous areas of hairline cracking to the concrete balcony soffits. Service provider to review and detail all necessary concrete repairs.</p> <p>Clean external facades including grilles and areas of masonry.</p>	<p>All</p>

	<p>Axis have included a provisional allowance of repairs within the cost plan based on ground floor surveys. Once scaffold is erected, a full In-depth survey will be undertaken in conjunction with WCC to determine the full extent of all repairs required. The provisional allowances will be omitted and actual evidenced repairs will be added back.</p>	
<p>Timber Repairs</p>	<p>Joinery and resin repairs to all defective timber elements (including items such as panels, and doors). Painting all previously painted timber surfaces, including strip and preparation where required.</p> <p>Axis have included a provisional allowance of repairs within the cost plan based on ground floor surveys. Once scaffold is erected, a full In-depth survey will be undertaken in conjunction with WCC to determine the full extent of all repairs required. The provisional allowances will be omitted and actual evidenced repairs will be added back.</p> <p>Tank room and storage shed repairs to include wholesale carpentry repairs where necessary. Where these are beyond economical repair the doors should be replaced with new.</p> <p>Axis have included a provisional allowance of repairs within the cost plan based on ground floor surveys. Once scaffold is erected, a full In-depth survey will be undertaken in conjunction with WCC to determine the full extent of all repairs required. The provisional allowances will be omitted and actual evidenced repairs will be added back.</p> <p>If any of the doors are agreed as beyond economical repair, these will be replaced only under further instruction from WCC.</p>	<p>All</p>
<p>Metal Work Repairs</p>	<p>A provisional allowance has been made within the cost plan for repairs/replacements to metal works elements. These are to be determined during a joint survey with Axis and WCC.</p> <p>Bin chute hatches – these have been determined for replacement and replacement costs has been included within the cost-plan.</p>	<p>All</p>
<p>Internal Decoration (communal areas)</p>	<p>Redecoration of all previously decorated internal surfaces. Class 0 performance required to walls, ceilings, strings and soffits including necessary preparations, in accordance with Fire Safety: Approved Document B requirements.</p>	<p>All</p>

Internal Repairs (communal areas)	Repairs to internal fabric finishes ensuring they are sound, consistent, and ready to receive redecoration.	All
BT Cables	Engage with BT to tidy and provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 or any later amendments and shall be suitably earthed. Install metal clips to wiring and remove redundant cabling where necessary.	All
Water Treatment	Water treatment, cleansing, power flushing and re-treatment of pipework systems throughout the whole system in accordance with CIBSE and BSRIA publications.	All
Trace Heating	Survey / review existing water service installations and where applicable, install / replace trace heating to the cold-water systems.	All
Builders Work in Connection with the M&E Installations	Carry out all builders work in connection with the works including subsequent making good of all disturbed finishes to a standard acceptable by WCC.	All
Maintaining the Existing Building Services	Maintain the building services systems during the duration of the contract. Where services may not be functioning or operational for a period of time prior notice and resident notification shall take place. Service provider is to maintain the system fully (PPMs checks and remedials) under this scheme budget during the Defects Liability Period (DLP) and not via the term contracts PPM inclusive regime. It is essential that all newly installed or worked on services under this scheme are maintained through the scheme and the DLP.	All
Fire Safety Works	<p>Review the fire risk assessment report to ensure familiarisation with the properties in relation to all areas affected by the works. Identify all works deemed necessary and associated with the works to ensure all fire safety requirements are met.</p> <p>Further FRA surveys will be required by the appointed fire stopping contractor; in order to be satisfied that all areas are adequately fire stopped and compartmented where required, a competent accredited fireproofing company would not be willing to accept responsibility from surveys conducted by another.</p> <p>The further surveys will be conducted once Axis are on site and have full unimpeded access to all locked and high-level areas. Once conducted, we will report any additional findings to WCC for approval. A provisional sum has been included for additional areas which may be required.</p>	All

	<p>All passive fire protection and door installation works must be undertaken by a Competent Person. The term competent person shall mean a person or business who has demonstrated to a Third Party that they have the expertise, skills and commitment in the identification and installation of passive fire protection and fire door installation. The term Third Party shall mean a Certification body accredited by the United Kingdom Accreditation Service (UKAS).</p> <p>All fire safety materials, door sets, and doors shall be Third Party certificated fire stopping products where Third Party shall mean a Certification body accredited by the United Kingdom Accreditation Service (UKAS). All products used shall be delivered with the relevant certification for inspection.</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>	
<p>Fire Door Works (FED)</p>	<p>Axis has carried out a further fire door inspection to every private flat entrance door that opens onto the communal area and escape route. These were done by a competent person suitably qualified to do so under BM TRADA Q-Mark Installer Certificate. This has determined that the FEDs need to be replaced.</p> <p>All fire doors set replacement are to be undertaken by an accredited third-party installation company of an appropriate 'industry-recognised' body in accordance with the manufacturer's instruction, industry recognised best practice and BS 8214:2016. Gaps between the frame and aperture should be adequately filled with intumescent materials suitable for the task. A full report should be provided on completion of the works, to include photos of the installation process to each property. Leaseholders will be given the option to replace their front entrance door at an additional cost.</p> <p>Door sets will comply fully with the WCC Fire Door Performance All fire door sets, and doors shall have FSC chain of custody or PERF COC certification.</p>	<p>All</p>

<p>Secondary means of escape fire doors – roof level</p>	<p>Secondary means of escape fire doors located on the roofs will impede the construction of the new raised insulation and warm deck finish. Axis have allowed to repair these within the cost-plan, however where this is found not feasible Axis will log these and confirm replacement with WCC. Full surveys of these doors will be conducted once safe access is erected.</p>	<p>Blocks Linking: (Block 7-14 & 18-40), (Block 71-93 & 94-106), (Block 116-126 & 127-149), (Block 193-215 & 216-228).</p>
<p>Environmental Works – Extractor Fans</p>	<p>Each tenanted scheduled property (to be agreed with WCC) is to have a Vent-Axia PIV and Lo-Carbon Response fan to kitchen and bathroom (Not to be located in glazing, where possible) and a Vent-Axia PIV in the hallway in accordance with the specification noted below.</p> <p>From Axis’ surveys and design, it has been determined that in some locations the only option will be for fans to be located in windows. These are included in the proposed elevation drawings.</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. The existing fans should be relocated through the wall rather than through the window (wherever possible).</p>	<p>All (Tenanted Properties ONLY)</p>
<p>PV Panels – New Roofs</p>	<p>The BauderSOLAR F photovoltaic (PV) solution for flat roofs features the integrated system in which the solar PV module and the substructure are combined to form a single unit, which is secured to the roof without any penetration of the waterproofing or roof deck. This ensures that the integrity of the roof is upheld throughout the installation of the PV array. The system is designed to be used in conjunction with Bauder single ply or bituminous membranes and is extremely lightweight at 9-12.5 Kg/m², depending on module selected.</p> <p>Axis have allowed for the following:</p> <ul style="list-style-type: none"> • AC supply cabling and isolator. • DNO G99 Application. • G99 Relay Panel (if required). • Scaffold/edge protection. • Lift access equipment for materials. <p>Budget/Funding Note: Costs have been allocated to the project budget but have been funded separately by the sustainability budget/team.</p>	<p>Properties: Block - 1-6, 7-17, 18-40, 41-55, 56-70, 71-93, 94-106, 107-115, 127-149,</p>

<p>PV Panels – Existing Roofs</p>	<p>Budget/Funding Note: Costs have not been allocated in this project as they will be funded by the sustainability budget/team.</p> <p>Axis have allowed to retrofit Bauder PV panels to ALL previously fitted Bauder roof system in accordance with Bauder Roofing Systems complete with extended 5-year roof Guarantee. Liaise with WCC and Bauder.</p>	<p>Properties: Block - 116-126, 150-165, 176-177-192, 193-215, (216-228</p>
<p>Asbestos Management</p>	<p>Axis have reviewed the existing asbestos information recorded on Shine (Westminster City Council intranet portal) and have made allowances for any further R&D surveys required. Any subsequent removal works required will be undertaken by competently trained subcontractors.</p>	<p>All</p>
<p>Planned Preventative Maintenance (PPM) of M&E Systems</p>	<p>Axis will be responsible for the maintenance of all mechanical and electrical systems for the duration of the contract. Axis have made a budget allowance as requested by WCC based on the annual M&E PPM items and associated prices listed 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>	<p>All</p>
<p>H&S File & O&M Manual</p>	<p>These buildings do not currently have a Health & Safety File, Axis will; create/provide a new Health and Safety File and Operating & Maintenance manuals for the building and for all systems associated with The Works. The file shall be in accordance with and as detailed within the Term Partnering Contract. This can include but is not limited to:</p> <ul style="list-style-type: none"> • 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 	<p>All</p>

Method Statement

3.1 Site Set Up



- Estate Community Hall (resident meetings/ coffee mornings)
- Four 20x8ft (approx. 6mx2.5m) Storage Containers
- Welfare: Four 20x8ft (approx. 6mx2.5m) units including; Meeting Room, Drying Room Canteen and Site Office (Two double stacked units)
- Welfare: Two W/C Units (Three single cubicles in each)

The main site compound located between the blocks, as noted above, has 6 meter long storage containers placed in multiple locations to allow access of material from various corners of the site. Windows and roof material will use a large proportion of the storage, while we will have dedicated specialist storage for gaseous substances, electrical supplies and any COSHH items.

Welfare will be as described above and will allow sufficient space for meetings, site office working, changing and drying of construction force. In addition, there will be a canteen and 6 total toilets for the use of all personnel on site.

3.2 Material Delivery and Storage

There is ample room for storage facilities available at John Aird Court, however the siting may need to be on some of the green areas to not obstruct parking for John Aird Court residents. Axis will allow to reinstate any grass areas underneath the containers damaged by the siting of the containers.

All orders issued to Axis' supply chain will include details of the delivery/collection address and contact details of the Axis Manager responsible for coordinating delivery/collection arrangements to ensure deliveries/collections can be managed with minimum impact upon residents and any other third parties. All materials will be stored in defined, secure locations and in accordance with manufacturers/suppliers' recommendations.

Please refer to Appendix 1, Site Plan and Appendix 6, the Construction Phase Plan for details of storage locations identified for this Task. Contractors will be required to collect materials from these storage areas on the day of works and return any surplus back to these stores at the end of the working day.

During our pre-contract meetings with contractors and suppliers, we will establish delivery schedules for the larger items which have manufacture or supply lead in times attached to them. Once this schedule is established and when start date appointments are made by the RLO team, a property delivery schedule will be established.

Storage facilities will be required for, but not limited to the following:

- Windows
- Front entrance doors
- Paint
- Flammable liquids – these will be securely stored separately
- Wood
- Cabling and conduit

3.3 Waste Management

All waste removed from site will be done so under the relevant legislation, by an authorised waste carrier, who will provide waste transfer notes to the Site Manager. These notes will be kept in the site file until the end of the project. After this they will be stored electronically for 2 years as per the legislative requirements.

Waste collection skips for office and compound waste will be located as closely as possible to our office and welfare compound set-up. These skips will also be used for depositing other general waste from the works where appropriate and will have a lockable cover to prevent any unwanted items being thrown into them by unauthorised persons or antisocial behaviour.

Attached at Appendix 2 is a copy of the Axis Waste Management Plan for these works.

3.4 Methodology of the works

Some methods adopted may create a disturbance to the residents and these will be explained to all affected parties by our RLO in advance of the works taking place, including appropriate advice to mitigate the impact of any disturbance.

Battery powered tools will be used wherever possible.

The works have been sequenced in a logical manner and planned in order to optimise efficiencies and outputs. It is anticipated that works will start at Block 1-6 and then finishing at Block 71-93 – full programme can be found in Appendix 8.

Works have been sequenced in this order to ensure continuity of works.

The works can be identified in a number of stages, as explained below. Although the works are set out in stages some of them will be carried out at the same time. For specific information regarding the detailed programme of works and sequencing please refer to the programme in Appendix 8.

Stage 1 – Pre-works Surveys and Scaffolding

Pre-scaffold Survey Works

Pre-scaffold investigation and preparations for each block will include:

- CCTV Surveys to all balcony drainage runs to inspect for any blockages and required repairs
- Targeted R&D asbestos surveys to communal areas
- Photographic Pre-condition surveys of communal and circulation areas
- Pre-condition survey of site compound area

Pre-commencement Survey of Properties:

Axis RLO to arrange for a pre-commencement survey to be undertaken in each property of each block circa 4 weeks in advance of the anticipated date for works to any property/block.

This will establish any property, resident or neighbourly issues that the Axis team may need to be aware of that will need to be addressed prior to commencement of works.

The survey will also include:

- Establish all internal work requirements within the property – to be identified within the property-specific Internal Survey
- Explain the works in detail, including handover of a works information pack to the resident
- Taking measurements for manufacture of replacement window and doors
- Routes of internal pipework recorded for works to locate fans
- To carry out targeted R&D asbestos survey to work areas within resident's properties

Scaffold and Access Equipment

Scaffold will be erected to each block in accordance with the programme included at Appendix 8. The programme has been sequenced to allow for works to non HRB properties to commence first. The properties identified as High Rise Buildings (HRBs) (identified above) will then follow on. The reason for this is that the gateway 2 application process required for the HRBs is significantly longer than normal building control approval. This will allow ample time for the gateway 2 process to complete whilst works starts on the other properties.

Scaffold erection is likely to take between 3 and 5 weeks dependant on block size. Scaffold will fully wrap the external envelope – Scaffold will be designed to ensure access/egress routes for pedestrians and vehicles are not obstructed. Resident balconies will need to be cleared of any stored items and residents will be discouraged from using their balconies whilst the works are on-going.

Each block will also be supplied with a platform hoist to allow for heavy materials (such as roof material, PV panels and windows) to be transported safely to the works locations. The hoist will be sectioned off with temporary Heras fencing to prevent unwanted access. The hoist will require electrical connections to operate, for which a temporary supply will be taken from the most appropriate local landlords supply.

Scaffold Security

An intruder alarm will be fitted to each scaffold and secure fencing will be erected on the scaffold adjacent to the communal walkways to prevent unauthorised access to the scaffold. Should the alarm be activated, an emergency contact is provided via a signboard attached to the scaffolding, to contact and attend.

Protection fans will be erected over and adjacent to door entrances. All scaffolds will be fitted with white fire rated debris netting as appropriate.

Once erected, the scaffolds will be inspected weekly by a competently trained scaffold inspector and reports issued to Axis H&S team.

Pre-works surveys from Scaffold

Following scaffold erection, the Axis team will need to carry out an external survey in conjunction with the WCC Client Representative and Quality Manager. External surveys will be required to identify all external essential repairs and maintenance works necessary – to be identified on the sub-block specific external survey. This survey will be undertaken from the external scaffold. The following specialist surveys/inspections will also be required once scaffold is erected:

- Survey and testing to above ground drainage
- Targeted R&D asbestos surveys
- Testing cables to determine if redundant
- Joint survey with WCC to re-measure all provisional quantities of repairs
- Generation of agreed schedule of external repairs to be commenced

Stage 2 – Communal Areas

Axis will commence with the communal areas works once the communal surveys described in phase 1 are complete. These works will be ongoing whilst the scaffold is erected. The Communal works will include the following:

FRA Works (Fire stopping & compartmentation) to Communal Areas

Once full access is provided to all locked cupboards and areas within the communal parts, Axis will conduct a full FRA survey to determine if there are any fire stopping or compartmentation issues which could affect fire spread from the communal areas to the flats.

A detailed schedule of remedial repairs required will be produced alongside the FRA report and issued to WCC for approval. Only once instructed to proceed by WCC will Axis continue to conduct the repairs.

The competent fire stopping contractor will provide photographic evidence of all fire stopping carried out and will clearly label these areas on site.

Replacement of Fire Rated Door Sets to Communal Areas

The fire door survey conducted have determined that the landlords' doors within the communal parts require replacement with FD30s door sets. These include electrical intake cupboard doors and store cupboards.

The existing door sets (door and frame) will be removed by the BM Trada approved fire door contractor and placed in the skips provided. The new door sets manufactured off-site will then be installed and all disturbed areas made good.

Once all doors are installed, a third party approved fire inspector will review the doors and either sign them off as compliant or request changes are made.

Communal Decorations

Once the doors are installed and FRA works carried out, decorations will be carried out to all previously painted surfaces to all communal areas of the building. General internal areas will be redecorated in accordance with the specification at appendix 3.

Communal walls and ceilings will be redecorated in accordance with the TOR specification at appendix 3 to ensure compliance with the Approved document B of the Building Regulations.

WCC Quality Manager will be invited to inspect all pre-decoration repairs prior to decorations being completed. All colours and finishes will be as per the benchmark samples agreed with WCC.

Once the WCC Quality Manager agrees that the quality of works has been achieved to an appropriate standard they will issue confirmation to Axis via email. This email confirmation may include a snagging list for some minor items requiring attention that the WCC Quality Manager has issued to Axis; we will ensure any such snagging items are attended to.

Stage 3 – External Areas

Once scaffold is erected and pre-works surveys have been conducted, the next stage will be to carry out the external works detailed below. This stage will overlap with the Communal Stage (stage 2 above). The roofing works will run alongside the repairs to the elevations.

Roof Renewal Where possible the lightning conductor will be repositioned to the scaffold to ensure continued protection. If the lightning protection is deemed to be inadequate or unable to be retained, it may require replacement. This will be determined once surveys have been undertaken from the scaffold.

The existing roof covering will then be removed in bays down to the roof deck level with all materials removed disposed of in the skips provided. The exposed roof deck will then receive a coat of primer and a new vapour control barrier before BauderPIR FA tapered insulation is installed. A BauderTEC KSA DUO underlayer is then applied before the BauderK5K capping sheet. Each of these stages will be inspected by a Bauder representative to ensure the issue of the 30-year guarantee.

Where necessary a sacrificial layer will be placed in readiness for the any new freestanding handrail systems required and underneath the new PV installation to ensure the integrity of the new roof membrane. This process will be repeated on all main roofs.

Tank room roofs due for replacement will follow a similar process, however they will not require insulation and will be overlaid unless there are any issues with the roof deck.

PV Panel Installation & Associated Electrical Works

On completion of the roofing above, the PV system will be installed. The framework, solar panels, and fixings will all be mechanically raised to the installation location and set out as required.

The PV framework mounts will be fitted by the Bauder approved roofing contractor by way of welding to the existing roof level without puncturing the covering in anyway. This will ensure that the integrity of the roof water proofing is not compromised.

The solar panels will then be fixed on to the PV mounts and wired back to the landlord's distribution. All DC cables will be marked "DANGER Live DC." The DC cables will be run from the panels' backs along the cable trays and routed down the elevation of the block and brought back into the building to the landlords Electrical Intake Cupboard. All electrical parts and warning signals will be labelled. AC cables will be affixed to the equipment's terminal boxes for the isolator, meter, batteries and inverter.

All non-live testing will be done before the system is restarted. The operation of the new circuit will be checked after energising the power supply.

As part of the PV installation, it has been determined that the landlord's distribution boards will need to be replaced and upgraded to be suitable for the new PV system.

On completion off all testing, the system will be fully commissioned.

Asphalt Repairs/Replacement to Balconies and Walkways

Visual inspection surveys have been carried out to the balconies and walkways of each block. The surveys established that all balcony coverings are required to be replaced. As the leaseholder balcony coverings are the responsibility of the leaseholders, only the tenant balconies have been included within the cost-plan.

The joint/shared walkways will not be able to fully be replaced without agreement with the leaseholders and further instruction from WCC. As such, only a budget has been included in the cost-plan at this stage.

Prior to works commencing, pre-works photos will be taken and a pre-works survey carried out with a WCC Quality Manger to ensure that all works necessary have been identified to provide an accurate repair schedule being compiled in terms of areas and extent of repairs.

External M&E

In addition to the lighting protection mentioned above under the roofing section, further external M&E items are due to be carried out which include the following:

- Removal of all identified redundant cabling
- Tidying up of any cables (including BT) which are to remain
- Labelling of existing gas pipework to BS:210 standards

Concrete Repairs

Visual inspection surveys have been carried out and a specification has been developed by Sika as attached in appendix 3.

The visual inspections have highlighted a number of patch and crack repairs, some of which require reinforcement corrosion to be addressed. Repair works will be carried out as per the Sika specification by an approved contractor. Prior to any works commencing, a pre-repair survey will be carried out with a WCC Quality Manager. This will allow hammer tests to be carried out confirming the locations and depths of the repairs proposed by Axis.

The basic steps common to all forms of reinstatement repairs is as follows:

- Break out
- Clean any exposed reinforcement and substrate
- Application of protective coating to any exposed reinforcement where applicable
- Application of bonding aid
- Reinstatement
- Curing

Adhesion tests to be carried out to ensure that the materials selected are compatible with the existing construction. A benchmark sample repair will be carried out so that a WCC Quality Manager can inspect and agree the repair finish and quality before all other works are started.

Brickwork & Masonry Repairs

Following the joint external repair survey, only agreed repairs will be undertaken as per the approved schedule of works. The brickwork repairs will include the following works:

- Brickwork cleaning
- Brickwork refacing
- Brickwork replacements
- Helibar repairs to structural cracking
- Rebuilding sections boundary/garden walls which cannot be repaired
- Repointing areas of brickwork which are defective
- Raking out and repointing defective expansion joints in brickwork
- Replacing coping stones on parapet walls

A visual survey has been carried out to identify as many of the repairs as is possible without the use of access equipment. These surveys have not identified any areas of significant concern to the structure of the building. There are repairs, re-facings and some crack repairs which will need to have helibar repairs.

As part of the window replacement works, some bricks around the windows may be unavoidably damaged and these too will have to be repaired/replaced once the new windows are installed.

Efforts will be made to match existing finishes and consideration of this has been made when selecting materials. A benchmark sample repair will be carried out so that a WCC Quality Manager can inspect and agree the repair finish and quality before all other works are started.

Metal and Timber Repairs

Once the paint has been rubbed back (or removed in some cases) to metal railings and other general metal areas, further inspections will be carried out to determine if any repairs/replacements are required prior to repainting. Timber areas not due for replacement will also be inspected for rot/damage.

Prior to works commencing, pre-works photos will be taken along with a pre-works survey being carried out with a WCC Quality Manger to ensure that all works necessary have been identified to provide an accurate repair schedule being compiled in terms of areas and extent of repairs.

Any items deemed to be beyond economical repair will be put forward for replacement and if agreed by WCC will be replaced and not repaired.

External Decorations

On completion of all external repair works the external areas will be decorated where previously painted.

Decorations will be carried out to all previously painted surfaces to all external features of the buildings and boundary treatments. External areas and general internal areas will be redecorated in accordance with the specification at appendix 3.

Communal walls and ceilings will be redecorated in accordance with the TOR specification at Appendix 3 to ensure compliance with the Approved document B of the Building Regulations.

WCC Quality Manager will be invited to inspect all pre-decoration repairs prior to decorations being completed. All colours and finishes will be as per the benchmark samples agreed with WCC.

Once the WCC Quality Manager agrees that the quality of works has been achieved to an appropriate standard the WCC Quality Manager will issue confirmation to Axis via email. This email confirmation may include a snagging list for some minor items requiring attention that the WCC Quality Manager has issued to Axis; we will ensure any such snagging items are attended to.

Stage 4 – In-flat Works

The in-flat works will overlap with external stage (Stage 3 above). Although some items below will be carried out externally, they require access / appointments with the residents so have been included below. Please also note that balconies (described above in stage 3) will also require appointments with the residents. In order to minimise disruption, these works will also be conducted during the same timeframe as the items described below.

We will arrange access for in-flat works via the three-letter process. All residents will be contacted by letter to arrange convenient appointments for works inside their home. Any properties that fail to respond following the three-letter process will be forwarded to WCC for assistance in gaining access.

Installation of New Windows

Once all external messy works (concrete repairs etc.) are finished externally windows will be installed as per the agreed window type (PVC-u and alternative design) and approved by the Planning department.

Installation of Extract Fans to Tenanted Kitchen and Bathrooms (Lessee Opt-in Available)

Whilst we are in the flats, Nuaire cyfan extraction units will be installed to the kitchen and bathrooms. These are continuously running fans with a built-in detector which monitor humidity levels. The fans are designed with a setting which allows for intermittent boosts of extraction (up to a pre-determined and pre-set maximum in line with Building regulations) when humidity levels detected are too high.

Where possible extraction fans will be fitted through the wall, however in some flats this will not be possible. In these circumstances fans will be fitted through the windows.

Installation of Positive Input Ventilation (PIV) to Tenanted Flats (Lessee Opt-in Available)

In addition to the extraction units being installed, PIVs will be installed within the hallways of the flats. The PIV draws in air from the outside and pushes this around the flat to help with circulation and reduce build-up of condensation within the flats.

Note Regarding Ventilation Described Above

Although condensation mould may not be a big concern to all flats currently, with the introduction of new thermally efficient windows these will make the flats more air-tight, which will reduce the natural ventilation from the old single pane windows.

Installation of New Flat Entrance Door Sets (FEDS) to Tenanted Flats (Lessee Opt-in Available)

The existing door sets (door and frame) will be removed by the BM Trada approved fire door contractor and placed in the skips provided. The new door sets manufactured off-site will then be installed and all disturbed areas made good.

Once all doors are installed, a third party approved fire inspector will review the doors and either sign them off as compliant or request changes are made.

Builders Work in Connection (BWIC)

The following BWIC will be required with the items described above:

- Laying of temporary protection to all works areas
- Removal of internal reveals where necessary to facilitate window & door installation
- Builders work for fan installation – drilling of core holes
- Making good to reveals and associated areas after window and door installation is complete. This will include repairing any damaged plaster which will not be covered by the decorative cover trims and repairing affected areas to the nearest break point.
- Replacing any tiles in the kitchen and bathroom damaged by the extractor fan installation.
- All disturbed areas will be re-instated on a like for like basis where possible, however, should we be unable to match the existing tiles, three alternatives will be offered. The cost plan includes for standard square ceramic tiles in up to 4 colours as mentioned. Anything over and above this is not included and additional costs would need to be sought and agreed with WCC as an extra before proceeding.
- Installation of timber boxing to cover extractor fan and PIV ductwork if required
- Decorations to any new timber boxing
- Removal of all temporary protection and builders clean of property
- Axis quality control inspection
- WCC quality inspection

Stage 6 – Post Scaffold Works and Demobilisation

Once all external works are complete and handed over, the scaffold will be struck to each block. The final stages of works below will then be undertaken as noted below.

External Landscaping

External landscaping repairs will be conducted in sub-stages 1-3 as noted in the programme at Appendix 8. Once the scaffold is removed to the blocks in each phase, the following landscaping repairs will be undertaken where required:

- Tarmac repairs to estate road
- Paving slab repairs/replacement around the blocks.

De-mobilisation of Site

Once all works are complete, snagged, de-snagged and handed over to WCC as complete, Axis will remove the site compound establishment and reinstate all areas damaged by the site compound. We envisage this will include laying new grass seed to green areas and possible repairs to any hardstanding areas which are damaged.

4.0 Design Proposals

4.1 Material Choices, Warranties and Guarantees

The choices made below are in-line with the client brief and all current legislation.

Element	Design Requirements	Supplier/Manufacturer	Guarantee / Warranty Requirement
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.	Dulux	Manufacturer's warranty
Decoration (Class 0)	Crosscut 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.	Tor-Coatings	Certification of Class 0, 10-year manufacturer's warranty
Windows (PVC-u)	Detailed drawings and windows schedules and site specific specification will be provided and made available to the Axis.	Rehau Total 70	As per business case to be provided
Windows (aluminium)	Detailed drawings and windows schedules and site specific specification will be provided and made available to the Axis.	Sapa	Frame – 10 Years Glazing – 10 Years FENSA Certificate
Fire Doors / Front Entrance doors (FEDs)	All Door sets to be third party certified and where FED secure by design (SBD) and to meet requirements of WCC Fire Door Performance Specification. Door schedule to be provided and included within FRA plan. Axis must note planning restrictions when installing doors in conservation areas or to listed buildings.	Heron Joinery	Manufacturer's Warranty 20 Years (10 years for ironmongery)
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	Bauder	30-year manufactures warranty

	proposed e.g. screed replacement required). Full site specific drawings and specification to be produced.		
PV Panels	Full site specific proposals to current standards and Regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage.	Bauder	Manufacturer's Warranty (increased roofing warranty by a further 5 years)
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.	Specialist choice	N/A to repairs
Asphalt Works Generally	Existing asphalt to be completely stripped where areas to be replaced – no overlays required unless instructed by WCC. All repairs to be logged individually (location, size and cost).	Bauder	N/A to repairs
Balcony/walkway full replacement	Where required, full replacement of balcony and walkway coverings	Bauder	15-year manufactures warranty
Concrete Repairs	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by WCC representative.	Sika	Manufacturer's Warranty – 5 years
Timber Repairs (resin)	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by WCC representative.	Repair Care	Manufacturer's Warranty
Extract Fans	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage.	Vent-axia	Minimum 2 Years manufacturer's 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.	Specialist choice	N/A to repairs
FRA works	Full site specific proposals to current standards and regulations. Fire Strategy Report & Drawings (if required), Layout Drawings and Details, Specifications and Technical Submittals	As per WCC standard/agreed schedules & Specifications	Standard manufacturer's warranty

	to be provided and agreed at pre-commencement stage.		
Fire rated Bin Chutes and cut-off plates	Hopper doors that have been independently fire tested and certified to 1.5 hours adhering to BS476 part 22, section 6, self-closing and self-sealing, smoke sealed to meet BS476 Section 31.1 and BS5588. Automatic Fire Door cut-off plates to be 2hr fire rates, high-tensile spring loaded, 70c fusible link triggered product. In the event of a fire the fusible link will break releasing the shutter plate omitting any updraft of flames	Hardall	Standard manufacturer's warranty

4.2 Specifications

All specifications have been produced by our external consultant Martin Arnold, alongside specialist manufacturers as noted in the above table.

Copies of the task specifications are located in Appendix 3.

4.3 Drawings

All elevation drawings, communal drawings and sample flat drawings have been produced by our external consultant Martin Arnold.

Roof Drawings, PV layouts and Wind-load calculations for the PV system have been produced by Bauder, our specialist flat roofing manufacturer.

All relevant drawings are located in Appendix 4.

5.0 Resident Engagement and Communication

Resident engagement for this project is a key element to ensure that the programmed works are achieved on programme and to high levels of resident satisfaction.

Access into the properties at survey stage is critical to ensure that window and front door measurements are accurately taken prior to manufacture. This survey will also allow window and other surveys required for works to be scheduled accurately.

Communication with tenants and leaseholders during the in flat programme of works is crucial to ensure that all works are completed smoothly and to enable any issues to be resolved quickly. Daily visits and contact will ensure that residents are kept up to date and feel included in the process of works taking place in their home.

Our procedures and correspondence together with plans to minimise the number of visits from contractors to each property are intended to mitigate the risk of delays caused by lack of access.

One of the 8 key company values upheld by Axis is 'A community we contribute to will welcome and value us.' The Communication team will also be working within the community, including engaging with the estate school and the local police to allow us to integrate with them.

5.1 Proposed communications schedule

A full Communication Plan can be found at Appendix 5.

6.0 Construction Phase Plan (CPP)

Appendix 6 contains a copy of the CPP for this project.

7.0 Risk Register and associated information

In addition to the risk register supplied by WCC, Axis has identified further project specific risks.

The full risk register is attached at Appendix 7.

8.0 Programme

The full programme can be found attached at Appendix 8. The dates for this programme will be revised once the section 20 notice period has expired and a commencement order is issued by WCC.

Appropriate allowances have been included for reduced outputs when labour reduces during holiday periods. Similarly, an appropriate allowance has been made for inclement weather, but not exceptionally inclement weather.

The overall works programme is anticipated to be 78 weeks with a 4 week mobilisation period.

The general sequencing of the works is as described above in section 3.4 ‘Methodology of the works’ and time period for each section of works is as per the programme.

9.0 Resource Plan

A Site Manager, Site Supervisor and RLO have been allocated to this project full time from 8am – 5pm. A part-time assistant RLO has also been allocated. There will be a Project Manager, Contracts Manager and Senior RLO allocated to these works to oversee the onsite team who will also make visits as required. When not on site, the allocated site team will be fully contactable by phone during the hours of 8am – 5pm. Contact details will be provided prior to works commencing on site.

9.1 Management structure



9.2 Labour Resources

A full resource plan detailing trade labour resources can be found at Appendix 9. Costs Plan and Cash Forecast

10.0 Business Case Proposals

Specialist packages will be procured based on business cases. The basis of a business case is a competitive tender, whereby, invitations to tender are sent to Specialist Contractors with the aim of receiving a minimum of three compliant bids.

Invitation to Tender

The first stage of preparing a business case is to prepare an individual invitation to tender (ITT) for each Specialist package. The ITT includes the following information:

- Project Particulars of the main works and the Specialist works
- Details of the form of contract being used
- Whether the Specialist has a design responsibility and what levels of design insurance is required
- The pricing basis of the tender – lump sum or re-measurement
- Fixed price period of the tender
- Defects liability period
- A list of tender documents attached to the ITT
- Tendering instructions and General Requirements
- A pricing schedule

Bidders are given a tender period which reflects the complexity of the Specialist Package and whether site visits are required.

During the tender process, bidders are contacted regularly to check on the progress of the bids and to address any pertinent queries that may arise and relevant answers to queries are shared with all bidders. In the event that any bidder elects not to provide a tender, every effort is made to find an alternative bidder to achieve the minimum of three compliant prices.

Bidders Selection

Suitable bidders are selected based on their expertise and experience of similar projects and their available resources to produce a bid and deliver the work in accordance with the programme. Bidders are put forward by the Service Provider for approval by WCC. Bidders proposed by WCC are also invited to tender subject to them being able to deliver the project.

Normally, Bidders will be selected from our established supply chain and will have undergone vetting by our procurement team before they can be added to the tender list. The vetting procedure reviews the following:

- Health and Safety Management
- Managerial Resources
- Quality and Environmental Management Procedures
- Financial Standing
- Elements to be sub-contracted
- Training programmes and competences of employed and sub-contracted operatives

- Levels of insurance held by the Specialist
- Examples of previous work and references from previous clients

Tender Appraisal

The bids are reviewed upon receipt and the following is considered:

- Evidence of any obvious pricing or calculation errors within the submitted tenders
- Compliance with the scope of works, specification and pricing document requirements
- Programme and lead in period required
- Any onerous qualifications or conditions included in the tenders
- Where the tender is for a product such as a door, a comparison of the respective specification being put forward
- Suggestions put forward by the bidders to reduce cost
- Attendances required by the bidder that may increase the cost of the Specialist package

The aim of the tender appraisal is to get to a position of having three comparable prices to carry out the specialist works in accordance with the specification and programme. The criteria for recommending a particular Specialist is normally best value. Given that the bidders have been vetted and are capable of delivering the works, the lowest price is recommended in the business case report. There are occasionally exceptions to this approach; issues such as terms and conditions, qualifications, particular specifications proposed, or other concerns may mean that the lowest price does not offer the best value. In such cases, the reasons for our recommendation will be detailed in the business case report.

Business Case Report

Following appraisal of the tenders, we prepare a business case report setting out the basis of our recommendation. This sets out our approach to appraising the tenders and provides the following details:

- Description of the Specialist works
- Names of Specialists invited to tender
- A copy of the invitation to tender
- Bids received and their values
- Observations on tender pricing
- Agreement to programme
- Post tender correspondence and clarifications between Axis and the Specialists
- Agreement to the Specialist Term Contract Conditions
- Risks
- Recommendation of the most economically advantageous tender
- Copies of all quotations, forms of tender and correspondence

The business case reports, including the revised bids from 202, can be found in Appendix 10.

11.0 Cost Plan

A breakdown of our price is attached in Appendix 10. Axis have submitted a cost plan for Aluminium and UPVC windows to help outline the cost difference overall for the project.

Note: We have allowed provisional sums for works which cannot be quantified at this stage, but we are aware may be required on some properties. We have not allowed any further contingency for work over and above our current assessment and we assume allowance will be made by Westminster City Council for an appropriate project contingency.

12.0 Cashflow Forecast

A cashflow forecast, based on the planned programme, will be completed following the agreement of the cost plan. Once the cost plan has been agreed it will be attached at Appendix 12. This will be reviewed regularly to suit any revisions to the sequence or progress of the task.

13.0 Appendices

Appendix 1 – Site Set up Plan

Appendix 2 – Waste Management Plan

Appendix 3 – Specifications

Appendix 4 – Surveys and Drawings

Appendix 5 – Resident Communication Plan

Appendix 6 – Construction Phase Plan

Appendix 7 – Risk Register

Appendix 8 - Programme

Appendix 9 – Resource Plan

Appendix 10 – Business Case Proposals

Appendix 11 – Cost Plan

Appendix 12 – Cashflow