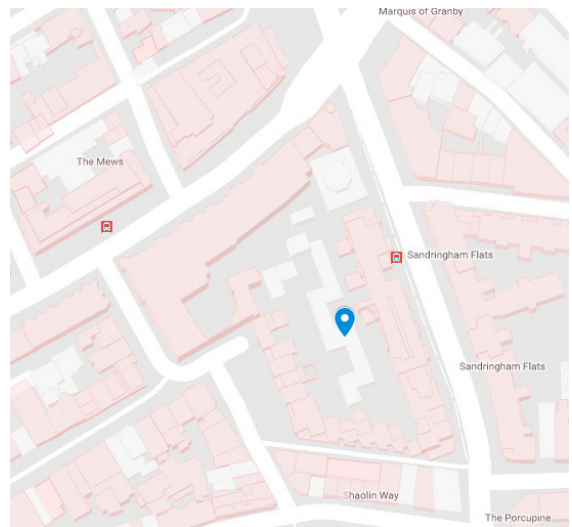


Project Execution Plan

X107 – Vale Royal House



UL Contract number: 02634 – X107

Version control

Revision	Date	Prepared by	Authorised by	Director Approval	Details
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Contents

1.0 Introduction

2.0 Scope of Work and observations

3.0 Design Strategy

4.0 Programme

5.0 Resource Plan and Preliminaries

6.0 Cost Plan

7.0 Information Required

8.0 Communication Plan

Appendix A – Programme

Appendix B – Budget

Appendix C - Request for Information Schedule

1.0 Introduction

1.1 Scheme Background

This Project Execution Plan (PEP) document is based on the Client Brief X107 – Vale Royal House and supporting documentation issued to United Living on 10th April 2018.

1.2 Purpose

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

1.3 Property Addresses/ Location

The project comprises 1 block with the following unit numbers

Block		No. Units
1	1 – 117 Vale Royal House, 36 Newport Court, WC2H 7PS	117

Vale Royal House:

The site comprises one 6 storey block of dwellings and a mix of two storey mews and dwellings in the Podium (courtyard) of the estate. Underneath the block is a car park and a number of retail units which are not part of this project. The Estate was built in 1985 and is constructed of red facing brick on a concrete and steel structure with a combination of pitched profiled sheet metal, simulated slate and asphalt covered roofs. Windows are mainly single glazed timber centre pivot, with some infill panels.

There are 117 dwellings in total, of which 87 are in the main block, 2 maisonette flats in the main block, 10 terraced maisonettes in external Podium area and 18 dwellings in a variety of terraced buildings in the external Podium area.

There are seven centralised toilet and bathroom extract ventilation systems serving the main block. There are eleven centralised kitchen extract ventilation systems that extract from manually operated grilles/dampers in each kitchen. Kitchen extract fans are fitted in 17 of the 19 dwellings in the Podium area. The Podium area maisonettes were not designed with extract fans, they rely on openable windows and airbricks for ventilation.

2.0 Scope of Works

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

Element	Condition Survey
Work Required	<p><u>Surveys necessary to establish scope of works</u> CWH have commissioned Condition Surveys in order to inform the scope of works identified within this Client Brief – this information is contained within the Appendix 2. The Service Provider is to review this information and commission all and any further surveys as they believe appropriate to establish the full scope of works necessary to meet this Client Brief during the Pre-commencement Stage. The Service Providers PEP must identify the full extent of additional surveys necessary together with costs for providing same.</p> <p><u>Pre-Construction Survey</u> Prior to commencing works on site a condition survey is to be carried out within all areas likely to be affected by the working areas by the Service Provider which shall contain written and photographic evidence of the existing conditions. The Service Provider is to identify any areas of concern that may result in additional works being necessary, together with proposed remedial recommendations, within the scope of works. The condition survey is to be agreed with CWH and upon conclusion of the works the Service Provider is to ensure the condition of any areas affected by the works are handed over to CWH in no worse a condition than at pre-commencement stage.</p>
UL Comments	<p><u>Additional Surveys</u> Surveys necessary in order to provide a complete service providers proposal (SPP), are detailed in section 6. The need for these surveys are mentioned under the relevant sections</p> <p><u>Pre-Construction Survey</u> A full photographic pre-construction survey will be produced once a pre-commencement order has been issued and included within the SPP.</p>
Element	Access Required
Work Required	<p>Scaffold access required for window renewal works and external brickwork/pointing repairs. Contractor's proposal to provide detail on full proposed method of access.</p> <p>Generally, current maintenance access is via existing plantroom doors, hatches and the like. The Service Provider will need to acquaint themselves with the access arrangements available and provide block-specific proposals to facilitate the works necessary. It is anticipated that these proposals will be optimised to provide the best value-for-money project-wide access proposals.</p> <p>Access will also be required into the residents' properties to undertake a number of the works elements described.</p>

	<p>All access proposals are to be identified and fully costed by the Service Provider within their PEP. Should there be any reason that specific access arrangements cannot be fully evaluated and costed for then the Service Provider should identify these together with a defined Provisional allowance within their PEP for each specific item/ area.</p>
UL Comments	<p><u>Site Access (Generally)</u></p> <p>Access to the site along with the logistics of safely delivering material into, and removing waste materials out of site is going to be the main challenge of the project.</p> <p>The Site is set on a podium above commercial units and a car park. The commercial units have been recently refurbished and are beginning to be occupied by businesses. It is envisaged that by the time the construction phase commences all units will be occupied.</p> <p>One of the elevations is parallel to Charing Cross road, which has a fairly narrow pavement, includes several small trees, bins and a bus stop. There is a secondary entrance for residence that leads to the main block via stairs and a lift. It is likely that the bus stop will need to be suspended and the scaffolding gantry fully hoarded with appropriate lighting, viewing panels and temporary shop signage.</p> <p>The Newport Court Elevation is a narrow pedestrian access street only and is where the Main residence entrance is located. There are commercial units on either side of the street and those directly under Vale Royal have had canopies recently fitted which will need to be bridged in order to access any necessary brickwork repairs.</p> <p>The Newport Place Elevation consists of a newly pedestrianised area and also includes the entrance to a car park. As with Newport Court the commercial units have canopies fitted above commercial units. In the corner next to the carpark is a fire exit that leads to the podium level via some stairs.</p> <p>Soho Fire Station is located on the corner of Gerrard Place and Shaftsbury Avenue. Part of Vale Royal House backs onto the fire stations yard which would need to be accessed in order to carry out any brickwork repairs deemed necessary and to replace 3nr windows. For the purpose of the PEP it is assumed that access with a cherry picker would be permitted to carry out these works.</p> <p>The final elevation can be accessed from an entrance on Shaftsbury Avenue. A roller shutter gate opens up onto the yard that is used by the retail units for goods deliveries and by the Westminster Street Cleaning. The electrical income is located in the corner of this area underneath the podium. This area does not have direct access to the Vale Royal House and would require scaffold access to reach to podium level if permitted. Given the level of vehicular traffic it does not provide an adequate access point for deliveries or waste removal. For the purpose of this PEP it is assumed that access will be permitted for works relating to the electrical installations only.</p> <p>The main roof to the flats can be accessed from various stair and ladders located above the internal stairwells/lifts. External access will be required in order to carry out replacement/repair works to the main roof.</p>

	<p>Access will be required to all flats and podium properties on multiple occupation in order for the various trades to carry out works.</p> <p><u>Access Strategy</u></p> <p>For the purpose of this PEP it has been assumed that full scaffold access to all elevations will be required and there will be limited restrictions imposed by the highways agency. Attempts have been made to meet with highways and discuss the issues in advance of the PEP submission however no meeting have been held to date.</p> <p>Access to the roof in order for new ventilation equipment to be installed will be via the scaffolding and hoists.</p>
Element	Roofs/ Walkways
Work Required	<p>Repair and localised replacement of mastic asphalt on balconies, Identify areas of replacement required to podium walkway areas, podium areas, high level roofs (flat not pitched) and external stairs Clean off of roof coverings including moss etc.</p> <p>Repair lead flashing and details in communal spaces and to areas of roof. Repair and replacement of broken and slipped tiles and lead flashings.</p> <p>To podium level identify, and provide a roofing consultant report, the extent of works required to existing tiled covering including existing layers and membrane. Note only broken tiles to podium to be replacement otherwise existing to be re-laid</p>
UL Comments	<p><u>Asphalt Balconies</u></p> <p>The specific location of asphalt repairs to balconies will require gaining access to all private balconies which will take place at pre-commencement. An allowance for asphalt repairs to balconies has been added to the budget.</p> <p><u>Plant Room Roofs</u></p> <p>The 4nr plantroom asphalt roofs are in poor condition and require some significant repairs/replacement. An allowance for replacing the roof covering has been included within the budget, all options will be considered at pre-commencement.</p> <p><u>Main block Roof</u></p> <p>The main roof consists of a mixture of flat roofing, metal sheeting and some pitched slates. There are isolated areas in all roofing types that require repairs, split/loose metal sheeting, broken slates, blocked gullies etc.</p> <p><u>Podium Level Communal Space</u></p>

	It has been mentioned that repairs/replacement works to the podium level deck may be required, however we have not received any reports or carried out any surveys to substantiate this claim. From carrying out a visual inspection many of the areas underneath the paving slabs appears to be in fairly good condition. This PEP allows for a full survey to be carried out and assumes that works will be required. Taking into consideration the logistical restrictions of the areas and in order to reduce costs, this PEP includes a provision to install a liquid overlay system to the entire podium level. An asphalt replacement has been considered however this is likely to be double the price. A survey will be carried out at Pre-commencement in order to verify any existing issues.
Element	Rainwater Goods
Work Required	Testing of rainwater goods – including repair where identified Replacement of broken and leaking gaskets and gutter joints. Repairs and localised replacement of corroded and failing rainwater goods
UL Comments	An allowance for testing rainwater good and associated repairs has been added to the budget. The survey will be completed once pre-commencement order has been received.
Element	Drainage Works
Work Required	CCTV drainage survey required with which an agreement will be made between contractor and CWH 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
UL Comments	An allowance for CCTV survey and associated repairs has been added to the budget. The survey will be completed once pre-commencement order has been received.
Element	External Repair works
Work Required	<p>Extensive brickwork facing and pointing repairs where necessary on all external areas. The extent of the pointing at high level and across the block is extensive and may require phasing of works.</p> <p>Provide a plan for potential phasing of pointing and external repairs work and align against scaffold access requirements and proposal.</p> <p>Levelling and localised relaying of uneven paving in the external communal space.</p> <p>Cleaning of external facades including grilles and the like Masonry repairs.</p>

UL Comments	<p><u>Brickwork</u></p> <p>The mortar in many areas of the site is in poor condition, it is recommended that several samples are taken at pre-commencement and tested by Sandburg or equivalent. The PEP includes a provision to re-point the majority of the brickwork.</p>
Element	External Decorations
Work Required	Decoration of all previously painted surfaces – Includes blocks and all areas to boundary
UL Comments	A full re-measure has been carried out at PEP stage and an allowance has been included to re-decorate all previously decorated areas.
Element	Windows
Work Required	Full window and balcony door replacement – Aluminium framing with self-cleaning double glazing is to be considered for these installations. Ensure that trickle ventilation is included in the window design and acoustic vents for the elevation adjacent to Charing Cross Road.
UL Comments	This PEP includes for all windows and balcony doors to be replaced. Although not specifically mentioned within the client brief we have also included for the replacement of the existing curtain walling that is located on the podium elevation of the main block.
Element	Internal Areas
Work Required	<p>Localised internal decoration and repairs to required areas (including Class 0 paint) – Contractor to provide schedule of areas required</p> <p>Renew all floor matwells.</p> <p>Repairs to floor surface including stair nosings.</p> <p>Thorough clean of concrete and tiled floor surfaces.</p> <p>Replacement of ceiling tiles where required.</p>
UL Comments	<p>This PEP budget includes an allowance to redecorate all previously painted areas as many of which appear to be in poor condition. Should only isolated areas be required a joint site walk can be carried out at pre-commencement.</p> <p>Works to flooring appear to be minimal from our initial site visits therefore a small budget allowance has been included, works will be fully scoped at pre-commencement.</p>

Element	Access Hatches/Door(s)
Work Required	<p>Survey/ review all current access doors/ hatch provisions, including any ladder access requirements.</p> <p>Optimised access solutions are to be proposed by the Service Provider giving due consideration to the size, positioning and specification of any new access doors/ hatches/ ladders required in order to facilitate future access requirements for plant maintenance/ replacement in a safe and efficient manner.</p> <p>Recommendations and proposals, with estimated costs, are to be provided by the Service Provider within their Project Execution Plan.</p>
UL Comments	<p>The majority of access routes to plant areas appear to be adequate. It has been noted that nearly all of the rooftop doors are in poor condition and therefore would benefit from replacement. Also one of the metal access doors above one of the stairwells is damaging the ceiling when it is opened and is in need of some adaptations.</p>
Element	Ductwork Cleaning
Work Required	<p>Specialist ductwork cleaning company to clean the existing ductwork system and in accordance with CIBSE/BSRIA and HVAC TR19 publications. All ductwork to be cleaned including the branch ductwork from inside each flat. Post clean report to be provided to include photos of pre and post condition.</p>
UL Comments	<p>A condition report has previously been commissioned by CWH and the report has been included as part of the client brief which was produced by Nifes. For the purpose of this PEP the recommendations proposed as part of the report and the budgets included have been utilised. Upon Pre-commencement the system will be designed by United Living.</p>
Element	Extract Fans - Communal
Work Required	<p>Replace existing extract fans, silencers, local ductwork, dampers and controls within the plantroom.</p> <p>The contractor is to ensure that there will be minimum down time and shall always be provided with extract ventilation.</p> <p>Works to comply with the current regulations.</p>
UL Comments	<p>A condition report has previously been commissioned by CWH for the ventilation systems at Vale Royal and the report has been included as part of the client brief which was produced by Nifes. For the purpose of this PEP the recommendations proposed as part of the report and the budgets included have been utilised. Upon Pre-commencement the system will be designed by United Living.</p>

Element	In flat Ventilation works (where on communal system)
Work Required	Clean local ductwork. Replace the grille and control damper. Install new/replace existing fire dampers. Improvements to make-up air/trickle vents.
UL Comments	A condition report has previously been commissioned by CWH for the ventilation systems at Vale Royal and the report has been included as part of the client brief which was produced by Nifes. For the purpose of this PEP the recommendations proposed as part of the report and the budgets included have been utilised. Upon Pre-commencement the system will be designed by United Living.
Element	Extract Fans - Local (where not connected to ventilation system)
Work Required	Provide proposal for installation of mechanical ventilation to the properties located on the podium level.
UL Comments	A condition report has previously been commissioned by CWH for the ventilation systems at Vale Royal and the report has been included as part of the client brief which was produced by Nifes. For the purpose of this PEP the recommendations proposed as part of the report and the budgets included have been utilised. Upon Pre-commencement the system will be designed by United Living.
Element	Electrical – Lighting (Plantroom only)
Work Required	Survey / review existing lighting systems associated with The Works and, where necessary, replace existing/ install new systems to comply with current regulatory requirements and CIBSE recommended levels (minimum illumination of 200lux in all plant room spaces required). The Lighting installation is to include emergency lighting provisions in accordance with BS 5266 Emergency Lighting requirements. Provide Electrical Installation Condition Report (EICR) and all appropriate certification associated with The Works undertaken.
UL Comments	A condition report has previously been commissioned by CWH for the ventilation systems at Vale Royal and the report has been included as part of the client brief which was produced by Nifes. For the purpose of this PEP the recommendations proposed as part of the report and the budgets included have been utilised. Upon Pre-commencement the system will be designed by United Living.

Element	Electrical – Power
Work Required	<p>Survey/ review existing electrical power supply installations associated with The Works and where necessary replace existing/ install new systems in compliance with current regulatory requirements.</p> <p>Small Power (240V) provision (minimum 1no double switched socket outlet) is to be provided in reasonably 'close proximity', and ideally 'within', all plant room spaces for future maintenance and essential repair operations.</p> <p>Provide a complete system of earthing and supplementary bonding installation to all items associated with The Works to meet the current edition of the IEE wiring regulations.</p> <p>Provide Electrical Installation Condition Report (EICR) and all appropriate certification associated with The Works undertaken.</p> <p>Replace existing containment systems for both power and lighting wiring.</p> <p>Provide supplementary earth bonding to external metallic containment.</p>
UL Comments	<p>A condition report has previously been commissioned by CWH for the ventilation systems at Vale Royal and the report has been included as part of the client brief which was produced by Nifes. For the purpose of this PEP the recommendations proposed as part of the report and the budgets included have been utilised. Upon Pre-commencement the system will be designed by United Living.</p>
Element	Lateral Mains
Work Required	<p>Survey/review existing lateral mains installation across the block and to all dwellings and landlords supplies. The components shall be replaced in strict compliance with BS 7671 17th edition and amendments and in accordance with IEE regulations and all relevant legislation.</p> <p>Provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 and shall be suitably earthed.</p> <p>All new main cabling installed will be connected back to the incoming utility company's earth bar.</p> <p>All labels and notices to be in conjunction with BS 7671 and BS EN 60073. Switchgear, sub main cables complete with BS 7671 17th edition and amendments indication of danger notices.</p> <p>All final outgoing cables to be a minimum of 2.5mm² copper stranded, table 6491B, LSF sheathed with the CPC with the same CSA as the phase conductor. The circuits are to have the cables in the distribution board numbered using Critchly cable markers, white with black numbers to identify the circuit.</p>

UL Comments	The system will be fully designed at pre-commencement however budget estimates have been included at this stage.
Element	Door Entry Containment
Work Required	<p>Provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 and shall be suitably earthed.</p> <p>Note – containment to be sized as such that all existing cabling (not just door entry) can be relocated from old plastic conduit and mounted within new powder coated containment</p>
UL Comments	The system will be fully designed at pre-commencement however budget estimates have been included at this stage.
Element	Walkways/access
Work Required	<p>Survey/ review all existing walkway/ access route provisions and where deemed necessary provide proposals, with estimated costs, for the design, supply, install and/ or replace, repair, renovate or renew:</p> <p>Designated walkways to provide access for the future safe and efficient maintenance and/ or plant replacement of all CWST's and associated components;</p> <p>Protective covers/ step-overs to any associated components that may cross over/ under the designated routes where deemed to be susceptible to future degradation in the absence of any such protective measures;</p>
UL Comments	See Access Hatches/Doors(s) section above
Element	Builders Work
Work Required	<p>Carry out all builders work in connection with The Works including subsequent making good of all disturbed finishes to a standard acceptable by CWH.</p> <p>Provide recommendations and for any builders-work style items felt necessary (such as any minor building-fabric style repairs or decorative items associated with The Works areas), for review and further instruction by CWH – a Provisional Sum in relation to any such works should be included at PEP stage;</p> <p>Replace/ make good/ repair existing water tank bunds if required;</p>
UL Comments	

	Allowances have been made within each individual works item for builder's works and making good. Specific details will be provided at pre-commencement once systems have been fully designed.
Element	Maintaining
Work Required	Maintain the building services system during the duration of the contract.
UL Comments	United Living will liaise with CWH at pre-commencement to identify any planned preventative maintenance activities that are due to be completed during the construction phase and ensure access is available for this to be carried out.
Element	Associated FRA Works
Work Required	<p>Carry out all fire stopping associated with the works. All fire stopping works must be undertaken by an accredited party of an appropriate 'industry-recognised' body.</p> <p>Review all FRA's and investigate/ establish Fire Strategies for the properties in relation to the areas affected by The Works. Identify all works deemed necessary and associated with The Works to ensure all Fire Strategy requirements are complied with. Provide recommendations, with estimated costs, for the execution of these works.</p> <p>Report findings with respect to recommendations to CWH for any further works that may be deemed appropriate in regard to Fire Protection matters for CWH consideration and further direction/ instruction.</p> <p>Ensure The Works are fully compliant with current Fire Regulatory requirements.</p>
UL Comments	A compartmentation survey will be carried out at pre-commencement which will identify any existing issues. Any works that construction phase that penetrate compartmentations will be fire stopped accordingly.
Element	FRA Works
Work Required	<p>Compartmentation: Install intumescent grilles to air transfer system in corridors and provide option for mid corridor fire doors due to the length of communal walkways.</p> <p>Fire Stopping: Landlord areas/riser and service rooms.</p> <p>Fire doors: Replacement of damaged riser fire doors</p> <p>Meter cupboards - upgrade meter doors with ironmongery and signage.</p> <p>Seal Open vents leading on to communal corridor areas.</p>

	<p>Fire Seals: Staircase enclosures require combined smoke and intumescent seals.</p> <p>Fire Signage: New directional signage to podium.</p> <p>Plastic trunking to be clipped with metal clips at 1m intervals or replaced with metal trunking</p> <p>Note – All items above to be cross-checked against the fire risk assessment appendix – final proposals to be submitted to Client for agreement</p>
UL Comments	Allowances have been made for fire risk assessment works and this will be developed further at pre-commencement.
Element	Asbestos Management
Work Required	<p>Provide a full Refurbishment and Demolition Survey.</p> <p>Comply with all statutory and regulatory requirements with respect to Asbestos. Ensure an asbestos R&D survey is carried out prior to any works being undertaken.</p> <p>Existing Asbestos registers have been provided as part of the Client Brief package of information where they exist. The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for assessing the information available and then for completing all necessary surveys/ works to identify and manage/ remove Asbestos hazards associated with The Works.</p>
UL Comments	The full R&D survey has been added to the budget along with a provisional sum for the removal/management of any asbestos.
Element	Other Potentially Hazardous Circumstances
Work Required	<p>In addition to Asbestos management (as noted above) there may be other potentially hazardous circumstances that the Service Provider will need to address.</p> <p>Undertake all surveys as necessary to establish the existence of all potentially hazardous materials, substances and/ or environmental conditions. Procure and execute all works necessary to clear away any such hazards to the extent necessary in order to facilitate future surveys and execution of The Works. Provide recommendations for any additional measures that may be deemed necessary to prevent re-contamination.</p>
UL Comments	An allowance has been made for any other unforeseen hazardous circumstances which we are not yet aware of.

Element	O&M Manual
Work Required	<p>Provide Health and Safety File and Operating & Maintenance manuals for all systems associated with The Works, to include (but not limited to);</p> <ul style="list-style-type: none"> • A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works; • Future Plant Replacement Strategies, with estimated costs, for each property for further review/ consideration/ instruction as appropriate, by CWH; • As-built drawings, specifications, schematics, schedules, valves charts, etc • Manufacturers details and warranties (as applicable)
UL Comments	To be provided at completion.
Element	Asset Tagging
Work Required	<p>Appoint an asset tagging company (Stics AMS or approved equivalent) to supply, install and carry out the installation, programming and commissioning of asset tags to new items upon completion of works.</p> <p>All main plant & equipment components associated with There is to be scheduled by the Service Provider within their PEP. The Service Provider is to provide a proposed Asset Tagging Register of all components for review and approval by CWH.</p>
UL Comments	UL to discuss asset tagging strategy with CWH at pre-commencement to understand the level of asset tagging requirements

3.0 Design Strategy

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

3.1 Statutory Approvals

We have identified a number of consultants to support the development of the Project Proposals Document one of which will be chosen to assist with the production of documentation and design elements.

Consultant Selection

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

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

3.2 Statutory Approvals

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

The block is located in a conservation area. As the client brief mentions Planning permission has already been undertaken by CWH and granted for the replacement of windows.

Highways will need to be contacted and the relevant licenses applied for in order for scaffolding to be erected.

3.3 Design Strategy for Each Element

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

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

1. Drawings and schematics in advance of commencement agreement;
2. Materials & Workmanship specifications in advance of commencement agreement;

3. Calculations and equipment selection rational (including relevant Technical Submittals) must be provided and agreed at pre-commencement stage.

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

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

Table A – Material Design Requirements – General Works

Element	Design Requirements	Desired Manufacturers	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	<ul style="list-style-type: none"> Dulux Crown 	10 Years
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) 	10 Years
Windows (Aluminium)	Detailed drawings and windows schedules and site specific specification will be provided and made available to the Contractor.	<ul style="list-style-type: none"> Smart 	Frame – 25 Years Glazing (DG) – 10 Years
Fire Doors / Front Entrance doors (FEDs)	All Doorsets to be third party certified and where FED secure by design (SBD) and to meet requirements of CWH Fire Door Performance Specification. Door schedule to be provided and included within FRA plan. Contractor must note planning restrictions where installing doors in conservation areas or to listed buildings.	<ul style="list-style-type: none"> Gerda 	20 Years (10 years for ironmongery)
Roofing Generally	Roof structure and any related substrate to be inspected to ensure sufficient for replacement proposed. Full site specific drawings and specification to be produced.	<ul style="list-style-type: none"> Bauder Langley IKO 	25 Years

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
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 	20 Years
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 	20 Years
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
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"> Repaircare 	10 Years
Extract Fans	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Nuaire As per standard/agreed schedules & Specifications 	Minimum 2 Years manufacturers warranty
Silencers	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided	<ul style="list-style-type: none"> J C Acoustics Caice As per standard/agreed 	2 year manufacturer's warranty

	and agreed at pre-commencement stage.	schedules & Specifications	
Grilles	To be white steel powder coated and include integrated fire damper.	<ul style="list-style-type: none"> FlaktWoods As per standard/agreed schedules & Specifications 	2 year manufacturer's warranty
Flow Regulator/Damper	To fit existing ductwork and with full site specific proposals. Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, valve charts, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Trox UK Ltd As per standard/agreed schedules & Specifications 	2 year manufacturer's warranty
Controls	<p>To connect to the existing Trend system where possible and as noted in the specification.</p> <p>As specification where a Trend system is not present.</p>	<ul style="list-style-type: none"> Trend As per standard/agreed schedules & Specifications 	Standard manufacturer's warranty
Ductwork	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, valve charts, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> To DW144 As per standard/agreed schedules & Specifications 	Standard manufacturer's warranty
Light Installation	Full site specific proposals to current standards, British Standards, CIBSE guidance and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement	<ul style="list-style-type: none"> Fittings = Fitzgerald or Whitecroft Lighting As per CWH standard/agreed schedules & Specifications 	5-year manufacturer's warranty

	stage. Minimum of IP65 rating. Key switch provided for testing.		
Electrical Fittings Generally	Full site specific proposals to current standards and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Fittings = Crabtree and/ or MK As per CWH standard/agreed schedules & Specifications 	Standard manufacturer's warranty
Lateral Main Cabling	<p>All sub main cabling will be Zero Halogen, Low smoke (OHLS) cable complete with Stranded copper conductors and a protective armour layer, SWA/LSF unless otherwise indicated.</p> <p>Final circuit cabling is to be a minimum of 2.5mm² copper stranded, table 6491B, LSF sheathed with the CPC with the same CSA as the phase conductor.</p> <p>The circuits are to have the cables in the distribution board numbered using Critchly cable markers, white with black numbers to identify the circuit.</p>	<ul style="list-style-type: none"> All sub main cabling will be manufactured by Draka UK or approved equivalent. ALL sub main cabling will be tested and approved by LPCB and BASEC. All final outgoing cables will be manufactured by Draka UK or approved equivalent. 	Standard manufacturer's warranty
Lateral Main & Door Entry Containment	Steel Powder coated trunking complete security screws	<ul style="list-style-type: none"> Flytec systems Ltd 	Standard manufacturer's warranty

Walkways/ Access Routes	Full site specific proposals to current standards and regulations. Layout drawings, construction details (sections and plans), specifications and technical submittals to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Walkways = Quantum Aluminium (Min 600mm wide) or alternative specification (as deemed appropriate) As per CWH standard/agreed schedules & Specifications 	2-year manufacturer's warranty
Access Doors/ Hatches/ Ladders	Full site specific proposals to current standards and regulations. Layout drawings, construction details (sections and plans), Door/ Hatch schedules, Ironmongery schedules (including signage details), specifications and technical submittals to be provided and agreed at pre-commencement stage. Hatches and doors to be manufactured in aluminium with polyester powder coated finish. Hatches to comprise gas spring assisted opening lid supported by heavy-duty stainless steel hinges. Hatch to be fully insulated.	<ul style="list-style-type: none"> Hatches = Surespan As per CWH standard/agreed schedules & Specifications 	Minimum 10 years manufactures warranty
Builders work in connection (BWIC) including decorative works and fabric repairs	Full site specific proposals to current standards and regulations. BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.	N/A	N/A
FRA works	Full site specific proposals to current standards and regulations. Fire Strategy Report & Drawings (if required), Layout Drawings and Details, Specifications and Technical Submittals to be provided and agreed at pre-commencement stage.	As per CWH standard/agreed schedules & Specifications	Standard manufacturer's warranty

3.4 Design Process including Quality Checking and Monitoring Arrangements

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

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

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

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

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

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

Design Compliance/ Quality Checking and monitoring procedures will include:

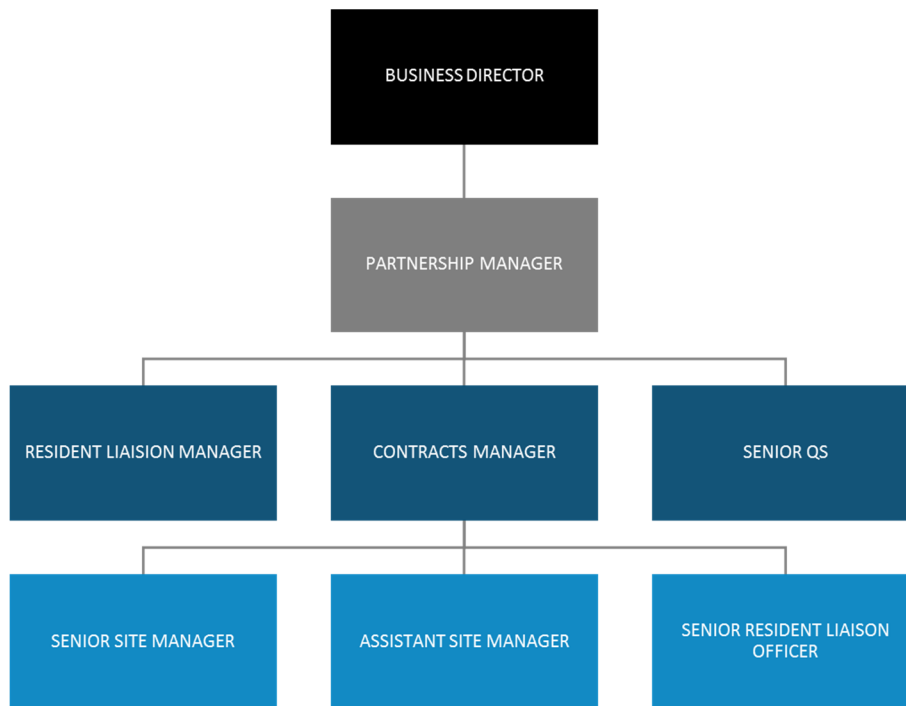
- Only appointing consultants/ specialist subcontractors competent for their role with subcontract agreements fully aligned to CWH Partnering contract with clear scope of services agreements;
- Collateral Warranty agreements and insurances at required levels;
- Design Review Checklist - used to identify any design conflicts / gaps; used to inform risk register
- Design start up meeting to review design tasks, agree key stage client sign off for design development
- Establish Design Responsibility Matrix
- Identify immediate key deliverables e.g. preparing planning application; investigative surveys;
- Agree meeting review dates and reporting

- Design Coordinator will use a Design Management Tracker to coordinate consultant and subcontractor design input and to provide key dates for issue of information;
- Regular Design Team meetings to: monitor progress against programme / Design Management Tracker e.g. planning application submission; surveys; preparing specifications for business case tendering ; review headline issues & agree action; Review compliance with Client requirements; review risk register; consider value engineering opportunities;
- Aconex document management system used to manage and coordinate all design information; fully auditable and will track version control; manage procurement and business case tender returns;

4.0 Programme

An initial programme PEP programme has been produced and included with Appendix A. The programme is a draft and subject to revision following further surveys, designs and consultation with highways etc.

4.1 Resource Plan and Preliminaries



4.2 Project Management Structure

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

Subcontractor Supply Chain will include:

1. Scaffolding
2. General Builders
3. Mechanical and Electrical Engineers
4. Asbestos Surveyors
5. Asbestos Removal
6. Painting and Decoration
7. Window and Door Manufacturers
8. CCTV Drainage surveys and repairs
9. Fire Protection
10. Brickwork and concrete repairs
11. Roofers

- 12. Asset Tagging
- 13. IT

4.3 Site Setup Proposal

The site location for this project is likely to cause some issues as there is no clear and obvious available area.

The area identified within the client brief is within the good yard access from Shaftsbury Avenue, as per the picture to the right. It offers no direct access to the site and with the large amount of vehicular traffic from the commercial units deliveries and street cleaners it poses some health and safety risks.

We do not feel that this proposed site is a viable option.



Our preferred option would be utilised the newly pedestrianised area at Newport Place (Marked yellow on the image to the right). Materials can be stored at street level in containers, a gantry will be constructed above the shop canopies and the car park entrance (Marked red on image). The metal railings can be removed in the corner of Newport Place which leads directly onto the podium level. A goods hoist will be installed in order to get the materials onto the gantry.



This option does have its issues, the paved area has been recently finished and is therefore we would need to liaise this stakeholder to confirm this is acceptable. Secondly the commercial units will soon be occupied and we have heard that the pedestrian area is to be utilised for outdoor seating. Lastly the corner of Newport Place where the railings would be removed is currently an emergency exit. Alternative emergency routes would need to be agreed whilst this area is occupied.

For the purpose of this PEP we have assumed that this would be acceptable. Consultation with the appropriate stakeholders will need to take place during pre-commencement and the final site location formally agreed.

5.0 Cost Plan

The budget included within the client brief was for £3.198m, however there is an error within the central overhead calculation that is corrected would increase the budget to £3.333m.

Based on the scope of works identified within the client brief United Living has produced a revised budget after liaising with sub-contractors for some of the major works elements and carrying out visual site surveys. A summary of the PEP budget is shown below, with a more detailed breakdown included within appendix B.

As you can see the below budget is £3.864m which is £666k higher than the client brief budget or £530k higher than the amended client brief budget. A large proportion of this difference can be attributed to the access scaffolding and associated works and to the level of repointing works.

Surveys and consultation with stakeholders will take place during the pre-commencement phase and any options to make savings will be highlighted for discussion and agreement.

Ref	Component	Quantity	Unit	Rate	Budget
1.00	Internal Decorations				133,930.00
2.00	External Decorations				8,617.50
3.00	Concrete and Brickwork Repairs				383,000.00
4.00	Floor Repairs				9,700.00
5.00	Drainage Works				54,000.00
6.00	Roofing and Balcony Works				330,878.00
7.00	Window and Door Replacements				705,931.11
8.00	M&E				718,175.00
9.00	FRA				109,250.00
10.00	Asbestos				44,465.00
11.00	Access				833,950.00
	Sub Total				3,331,896.61
47.00	Site Overheads (Prelims) Fixed	1	Item	6,453.66	6,453.66
48.00	Site Overheads (Prelims) Variable	64	wks	3,828.15	245,001.37
49.00	Design (without Service Provider)			-	
50.00	Design (with Service Provider)	1.25	%	3,331,896.61	41,648.71
	Sub Total				3,625,000.34
51.00	Central Office Overhead	4.5	%	3,625,000.34	163,125.02
	Sub Total				3,788,125.36
52.00	Profit (Fixed)			-	-
53.00	Profit (Variable)	2	%	3,788,125.36	75,762.51
	Sub Total				3,863,887.86
	Grand Total				3,863,887.86

6.0 Information Required

Appendix C is the Request for Information Schedule that will be utilised throughout the project, both in pre-construction and through the construction phase.

7.0 Communications Plan

Community Engagement

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

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

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

Resident Liaison Team

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

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

Consultation Strategy

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

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

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

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

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

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

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

Consultation Plan

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

Prior to Works		
	Proposal	When
1.	Joint introduction letter to tenants & leaseholders from CWH and UL	asap after award
2.	Publicise award in local media; Industry publications, Website, City Voice; Twitter;	
3.	Resident Liaison Team on-site pre-works with phone, mobile, email contact options;	
4.	Workshop with key stakeholders (CWH, resident representatives, Councillors, etc)	Mobilisation
5.	Letters, Resident Welcome Pack, Newsletters agreed for issue	Pre-start
6.	'S20' Obligations agreed with CWH to ensure we meet all statutory consultations	Pre-start
7.	Meet the Contractor events to introduce the team and the work	Pre-start
8.	Resident Reps invited to scrutinise Pilot properties to help communicate standards	Pre-start
9.	Suite of letters issued to each Resident to inform them of survey appointments, scaffold erection, works commencement etc.	4-6 weeks before start

10.	Appointments made for RLO to visit every home	4 weeks prior to start
11.	Initial visit coordinated with surveys to minimise disruption. RLO to conduct any colour/choice ballots, discuss the works and issue Resident Welcome packs. Resident Profile will identify special requirements that may affect the way we communicate; translations, vulnerable residents, work, disabilities, carers, holidays.	
12.	Appointments made for works with written notice, text reminders and door knock	14/7/1 days
13.	Communication of Safe Key Process for residents unable to provide access	On going
During Works		
	Proposal	When
14.	RLO/Site Manager makes contact every day to ensure 2-way communication	ongoing
15.	Estate walkabouts with resident representatives and key stakeholders	ongoing
16.	Comments form left for resident to note issues or concerns. Site team will check, respond & sign every day, communicating all actions and recording in issues log	Daily
17.	Newsletters issued at regular intervals by phase and by block	Monthly
18.	KPI Performance information published in newsletters, website, and local media;	Monthly
19.	Monthly Resident meetings, Weekly coffee mornings, Site Manager/RLO attend meetings as required.	Monthly/ongoing
20.	Resident Representatives involved in progress meetings & performance reviews	ongoing
21.	Community Investment Initiatives and events used to support engagement activities	ongoing
On Completion		
	Proposal	When
22.	Aftercare booklet issued to residents with instructions on maintenance, care and defects procedure – explained and demonstrated to resident	on completion
23.	Satisfaction forms issued by RLO and used to measure Resident Satisfaction.	on completion
24.	Feedback sought from Resident Inspectors, Residents invited to Contract review	on completion
25.	6 week call back to resident to check continued satisfaction with the works	defects period