

## MINUTES

Issue Date: 19<sup>th</sup> June 2014

<b>Project:</b>	<b>Grenfell Tower</b>			
<b>Meeting Title:</b>	<b>Pre-Start Meeting</b>			
<b>Objective:</b>	<b>Pre-start meeting and review of contract costs</b>			
<b>Venue:</b>	<b>Artelia Offices, High Holborn House, 52-54 High Holborn</b>			
<b>Date &amp; Time:</b>	<b>13<sup>th</sup> June 2014</b>	<b>10:00 – 13:00pm</b>		
<b>Project No.:</b>	<b>11833</b>			
<b>Version</b>	<b>1.0</b>			
<b>Issue:</b>	<b>Draft</b>			
<b>Location:</b>	<i>[PubEnq_00002495.DOCX]</i>			
<b>Quality:</b>				
<u>Author</u>	<u>Checked</u>			
Peter Blythe	Philip Booth			
<b>Present:</b>				
<u>Name</u>	<u>Initials</u>	<u>Company</u>	<u>Function</u>	<u>Acronym</u>
Claire Williams	(CW)	RBKC TMO	Client	(TMO)
Philip Booth	(PB)	Artelia	Project Manager	(ART)
Peter Blythe	(PHB)	Artelia	Assistant Project Manager	(ART)
Chweechen Lim	(CL)	Artelia	Quantity Surveyor	(ART)
Simon Lawrence	(SL)	Rydon	Contractor's Project Manager	(RYD)
Zak Maynard	(ZM)	Rydon	Managing Surveyor	(RYD)
Jason Bethal	(JB)	Rydon	Surveyor	(RYD)
<b>For information:</b>				
David Gibson	(DG)	RBKC TMO	Client	(TMO)
Simon O'Connor	(SOC)	Rydon	Site Manager	(RYD)

1	<u>Roles and Responsibilities</u>		
1.1	It was confirmed that the client is the TMO represented by Claire Williams.	Note	
1.2	The contract administrator is Philip Booth of ART	Note	
1.3	The quantity surveyor is Chweechen Lim of ART. CL to work with ZM to produce valuations to run in tandem with the monthly progress meetings.	Note	
1.4	CW confirmed that there will be a clerk of works and a client M&E adviser. CW to send the appointments and scopes to PB.	Note CW	

	NOTES/NEXT STEPS	😊	🕒
1.5	The CDMC is Keith Bushell of ART.	Note	
1.6	The Contractor is RYD and Simon Lawrence is the main point of contact. It was noted that Simon O'Connor is the site manager.	Note	
1.7	Studio E and Curtins were both novated to RYD.	Note	
<b>2</b>	<b><u>Contract Details</u></b>		
2.1	The scope of works is currently as per the pre-contract agreement.	Note	
2.2	It is proposed to enter into the contract at the tendered sum but the exact scope of works is to be agreed depending on the VE exercise.	Note	
2.3	It was noted that the works to the new office or to make a new flat will not happen at the start of the programme. However CW confirmed that the change of use application has gone in to planners.  CW to share the fees that she agreed with Bruce Sounes and Marc Watterson.	Note  CW	
2.4	RYD stated that the flat would cost an extra £12k. However, ZM to finalise the costs for the add/omit.  SL to inform of the deadline for the decision of use.  CW to look into BREEAM requirements for the flats and commercial areas as there currently aren't any. The requirement was confirmed as "Good" for the refurbishment areas.	ZM  SL	
2.5	The works started as per the PCA on the 2 <sup>nd</sup> June 2014.	Note	
2.6	PB to complete the OJEU Notice.	PB	
2.7	RYD to separate their costs for the boxing club in their valuation.  CW to organise the TMO to pay for the works and be reimbursed by RBKC.	ZM  CW	
2.8	CW put a hold on design on the ground floor as the housing management team are reviewing the need for the concierge as they may buy CCTV from the borough.  The contract will be made with the works to the concierge in with a post contract variation if required.  SL to provide decision deadline.	Note  SL	
2.9	It was confirmed that the original contract sum is £9,249,294.	Note	
2.10	CW to finalise the joint names insurance policy.	CW	
<b>3</b>	<b><u>Statutory and Third Party Consents</u></b>		
3.1	RYD received positive comments from the planners after seeing the Kilburn example, however they want to see a bronze finish.  RYD to complete a mock-up in early July which will be on the wall by the social housing office. The key is to finalise the material as SL confirmed that the method of fixing can be decided later.  SL stated that the order for the material needs to be placed by 1 <sup>st</sup> September.	Note  SL  Note	

	NOTES/NEXT STEPS	😊	🕒
3.2	SL stated that BS is putting in the discharge W/C 22 <sup>nd</sup> June.	SL	
3.3	It was assumed that the material will not be signed off prior to entering into the contract. Therefore cassette fixed aluminium will be assumed which has a saving of £293,368 from the original design.	Note	
3.4	RYD are in the process of appointing their building control regulator through the borough. SL to confirm when finalised.	SL	
3.5	SL to appoint other consultants (to include fire, DDA, acoustic, etc) after the main sub-contractors are on board.	SL	
3.6	SL to produce a planning tracker.	SL	
<b>4</b>	<b><u>Site Set Up, Access and Welfare</u></b>		
4.1	RYD to produce a record of existing condition. PB confirmed that there is no set format but it should include photographic evidence.	SL	
4.2	The site definition is still being confirmed due to the ongoing discussions with RBKC and Bouygues.	ART	
4.3	SL to update the site set up. The new plan is for the welfare to move inside the building once the boxing club has been moved.	SL	
4.4	RYD are not going to provide any new service supplies for their welfare but will put check meters in.	SL	
4.5	There is to be 1 TMO sign on the scaffold. CW to find the exact sign requirements. There will also be 1 sign for the consultants. CW to finalise where this should go.	CW CW	
<b>5</b>	<b><u>Health &amp; Safety</u></b>		
5.1	It was confirmed that ART have received RYD's pre-construction information.	Note	
5.2	KB to update the F10 and resend to CW as the previous issue contained a couple of errors.	KB	Complete
<b>6</b>	<b><u>Progress Meetings</u></b>		
6.1	Progress meetings to take place monthly on site. PHB to send meeting invites out. Occurs the third Tuesday of every month from 10 to 11.30 and will be followed by a site visit.	PHB	Complete
6.2	RYD to complete a monthly report by the end of the previous week. SL to send over a template to ART who will advise if anything else needs to be included.	SL	
6.3	Minutes of the progress meetings are to be accepted as direction for action and they will be followed up with a written instruction.	Note	
<b>7</b>	<b><u>Finance and Valuations</u></b>		
7.1	Valuations to take place monthly and run in conjunction with the progress meetings.	ZM & CL	

	NOTES/NEXT STEPS	😊	🕒												
7.2	All invoiced to go through CW.	Note													
7.3	It was noted that RYD's change control system will be used.	Note													
7.4	ZM to update the cash flow.	ZM													
<b>8</b>	<b><u>Review of Contract Costs</u></b>														
8.1	<p>Original tender sum is £9,249,924. The savings that RYD have confirmed are as below.</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Saving (£)</th> </tr> </thead> <tbody> <tr> <td>Cladding</td> <td>293,368</td> </tr> <tr> <td>Louvres</td> <td>60,074</td> </tr> <tr> <td>Flue alterations</td> <td>44,094</td> </tr> <tr> <td>Remove birch surrounding the windows</td> <td>116,608</td> </tr> <tr> <td>External saving</td> <td>81,977</td> </tr> </tbody> </table> <p>There is an additional £30,000 associated with the PCA works.</p> <p>The adjusted contract sum is therefore currently £8,683,172.78. CW stated that it needs to be £8.4 million in order to enter into contract.</p> <p>CL to send CW an email to set out the savings in writing.</p>	Area	Saving (£)	Cladding	293,368	Louvres	60,074	Flue alterations	44,094	Remove birch surrounding the windows	116,608	External saving	81,977	Note	
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Louvres	60,074														
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External saving	81,977														
		CL	Complete												
8.2	SL stated that the amount of ECO funding available has reduced and there is likely to only be between a £20k and £30k saving.	Note													
8.3	CW to look into whether the TMO have received state aid as this impacts on the level of grant available.	CW													
8.4	It was noted that there is no longer a need for the new staircase to the SE of the tower. ZM to advise of cost saving.	ZM													
<b>9</b>	<b><u>Landscaping Boundaries</u></b>														
9.1	<p>Bouygues need to confirm when they will finish the curb to the east and the retaining wall to the north of the tower.</p> <p>ART informed Bouygues that this needs to be done by 14<sup>th</sup> July in order for our scaffold to go up. But Simon Britton noted that the contract date is 8<sup>th</sup> August.</p>	PHB													
9.2	RYD are due to take the ramp down w/c 30 <sup>th</sup> June unless CW says otherwise due to planning concerns.	Note													
<b>10</b>	<b><u>Works Programme</u></b>														
10.1	<p>The works started on 2<sup>nd</sup> June 2014. SL to look at the programme and add the externals on the end before submitting.</p> <p>It was noted that the park will be open one year later than the residents were told.</p>	SL													
		Note													
10.2	SL to look at the programme and come up with suggestions for sections in the contract. ART will review.	SL													



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	It was noted that the boxing club and nursery should be sections.		
<b>11</b>	<b><u>Soft Programme</u></b>		
11.1	SL confirmed that Christina will be on site next week and Nicky is managing exactly what will happen.	RYD	
11.2	RYD to organise a coffee morning for the end of June.	RYD	
<b>12</b>	<b><u>Review of Landscaping Scope</u></b>		
12.1	SL confirmed that RYD planned the work on the assumption that Bouygues would not move.	Note	
12.2	RYD have assumed that the red line will extend right up to the curb to the East of the tower.  <u>Area for discussion with RBKC and Bouygues (BGS) – who does the work to the existing curb edge? It was noted that this is in BGS' contract, but outside of their current hoarding. Our best solution would be for BGS to complete the work to the curb edge prior to RYD's hoarding being erected.</u>	Note	
12.3	To the North of the tower, there is a coordination issue in providing space for RYD's scaffold. It was noted that BGS are due to finish work in this area on 8 <sup>th</sup> August which would allow RYD the required space to erect their scaffold.	Note	
12.4	The red line at Grenfell Road was discussed and it was agreed that it would be sensible to keep the boundary as it is. It was noted that it makes sense for BGS to not complete work to the road as it will be ruined as RYD require it for access. This needs to be agreed with RBKC and BGS.	Note	
12.5	It was decided that it would make sense for the contract boundary to be the fence line of the playground, with BYG doing the work to the playground and fence.	Note	
12.6	BS to produce a drawing showing the proposed site boundaries for discussion with RBKC and BYG.	BS	
12.7	CW to organise a meeting with RBKC and BYG to discuss coordination and the scope of works. Simon Britton of Artelia, the Project Manager for the KALC project, should be in attendance. We are aiming for a meeting w/c 21/04/14.	CW	
<b>13</b>	<b><u>Site Set Up</u></b>		
13.1	SL to look into the possibility of moving the site cabins. The options discussed were for the cabins to overhang, or to use the garages.  SL and CW to walk around the site and propose a solution.	SL & CW	
<b>14</b>	<b><u>Any other business</u></b>		
14.1	SL confirmed that he will apply for the considerate contractors scheme after he has updated the programme.	SL	