

MINUTES

Issue Date: 19th November 2013

Project: Grenfell Tower Regeneration Project
Meeting Title: TMO meeting
Objective: Review tender process
Venue: Artelia UK, High Holborn House
Date & Time: 12th November 2013 09:00 – 11:30 pm
Project No.: 11833
Version: 1.0
Issue: Draft
Location: [https://sevintranet.appleyards.co.uk/bu/PPM/projects/grenfell/Meetings/130606 TMO meeting - MINUTES.docx]

Quality:

<u>Author</u>	<u>Checked</u>
Peter Blythe	Philip Booth

Present:

<u>Name</u>	<u>Initials</u>	<u>Company</u>	<u>Function</u>	<u>Acronym</u>
Jenny Jackson	(JJ)	RBKC TMO	Procurement Adviser	(TMO)
David Gibson	(DG)	RBKC TMO	Client	(TMO)
Claire Williams	(CW)	RBKC TMO	Client	(TMO)
Simon Cash	(SC)	Artelia	Project Director	(ART)
Philip Booth	(PB)	Artelia	Project Manager	(ART)
Chweecheen Lim	(CL)	Artelia	Quantity Surveyor	(ART)
Keith Bushell	(PB)	Artelia	CDM	(ART)
Peter Blythe	(PHB)	Artelia	Assistant Project Manager	(ART)

Apologies:

1	<u>Tender Date</u>		
1.1	Decided that the current date to put works out to tender (18 th November) is unrealistic. It was agreed that the deadline will be pushed 2-3 weeks back.	Note	
1.2	It was decided to keep the bidder's conference on Thursday 5 th December. ART to email contractors with instructions for the day and confirm attendance. It was agreed that CW and PB would lead the site visit in the morning and that all questions and answers need to be recorded.	PHB	Complete
2	<u>REVIEW OF DRAFT TENDER DOCUMENTS</u>		
3.1	It was confirmed that the design team have uploaded nearly all of the 'draft' documents and will have time to prepare outstanding documents now that the deadline has been extended.	Note	

	NOTES/NEXT STEPS	😊	🕒
3.2	It was agreed that the documents will be reviewed at a later date. TMO will review the documents in Artelia's Holborn office on 26 th November.	Note	
3	<u>CONTRACT QUERIES</u>		
3.1	<u>Sections</u> – it was decided that sections would be included and they will all have the same end date but allow for them to be brought forward if sections are completed earlier. This would allow for contractor's to decide on their own method of delivering the works. Agreed that the contract would state one completion date with sections to be agreed with the contractor at a later date. JJ to complete the LADs.	Note JJ	
3.2	<u>Prelims</u> – it was noted that the questions within the preliminary documents are not assessed with the tender but will be reviewed by KB. ART to coordinate the preliminary questions with the tender questions to ensure that they are the same (where possible) to reduce the amount to work for the contractors.	PB/CL	
3.3	<u>Contract</u> – A finder's fee of 5% has been included to incentivise securing funding for the project. This needs to be explained at the Bidder's Conference. An extra retention of £50k has been included to ensure that the building achieves BREEAM Good.	Note	
4	<u>TEMPORARY RESPITE PLAN</u>		
4.1	Agreed to use the terminology 'temporary respite' rather than 'decant'. Responsibility for providing temporary respite was retained by TMO.	Note	
4.2	TMO agreed on two potential areas for the temporary respite facility. TMO to mark up two drawings and state in the tender that these are identifiable options, but other suggestions would be welcomed. The options discussed were the first floor office or the ground floor reception. Things to be included are: 2 showers (1 male, 1 female), wifi, sofas and a coffee table. Post meeting note: Providing such a facility will be very expensive but could be provided cheaper and easier within a void flat.	CW	
4.3	Noted that a contingency plan is required in case asbestos is found during the day and residents cannot come back at night. CW to talk to housing management to find a contingency (possibly hotel accommodation).	CW	
4.4	TMO agreed to offer safe storage of valuable items in case asbestos is discovered and everything within the flat needs to be destroyed. CW to look into the options.	CW	
4.5	TMO to do a survey of the residents to be included in the tender documentation. This will include the number of shift workers, housebound, pets as well as holiday dates so that the contractor can plan the works. This is also a chance for asbestos implications to be explained.	CW	
4.6	KB explained that contractor's cannot do any works with people in the flats.	Note	
5	<u>SITE PLAN</u>		

	NOTES/NEXT STEPS	😊	🕒
5.1	CW and BS are meeting Laura Johnson on 14/11/13 with the aim of finalising a site plan. It is likely that any changes will require a change to Bouygue's contract.	CW	
6	<u>PROGRAMME RESTRICTIONS</u>		
6.1	Contractors can work on three floors at one time and if they have problems gaining access they are to move on and report the issue. ART to check that this is clear within the documentation.	PB	
6.2	Noted that emergency access and refuse collection must be retained during the works. ART to check that this is clear within the documentation.	PB	
6.3	Noisy works are to be restricted. ART to check that this is clear within the documentation.	PB	
7	<u>CONSTRUCTION PERIOD</u>		
7.1	The construction period is to be extended to 14 months with 4-8 weeks allowed for mobilisation.	Note	
7.2	ART to include a schedule of key dates within the tender documentation and include the key dates from the KALC project.	PB	
8	<u>ECO FUNDING</u>		
8.1	It was noted that ECO funding will not be secured at contract signing. Should tender prices exceed TMO budget without ECO funding then the scope of project will need to be reviewed to be afforded within the TMO budget. Upon securing ECO funding, additions or previous omissions could be added to the contract.	CW/CL	
8.2	TMO to decide which items are to be included as options. Tenders will be evaluated against the tender sum and the options values separately. ART to adjust the scoring criteria. PB to request value engineering options from the design team for future consideration.	CW PB	
8.3	Given the importance of grant funding, it was agreed that the incentivisation of grant funding needs to appear somewhere else in the tender documentation (as well as in the contract) to make it clear to the contractor's.	PB	
9	<u>CDM ISSUES; INCLUDING ASBESTOS</u>		
9.1	KB is reviewing asbestos surveys conducted to date.	KB	
9.2	CW to arrange a survey of service risers and refuge chute.	CW	
9.3	KB advised that the pipework in flats could be secured to the asbestos coated ceiling if specialist contractors are used to carry out these works. However it is preferable to avoid disturbing the ceiling at all perhaps by securing to the wall. KB advised that if asbestos was disturbed and fibers released then works would need to stop and the entire contents of the area destroyed by a specialist contractor. The resident would also not be able to return until a test proved the area was safe again.	Note	
10	<u>A.O.B</u>		
10.1	CW to provide land legal documentation confirming the land ownership.	CW	

	NOTES/NEXT STEPS	😊	🕒
10.2	Fire stopping will be included in Studio E's specification.	BS	
10.3	TMO confirmed that they will provide residents with a decorators voucher for residents to use to match in the decoration finish of their flat. The contractor will only be required to fill holes made, plaster and level finish and to decorate in white. This will reduce contractor's risk for this element.	Note	
10.4	JJ to provide KPIs.	JJ	
11	<u>NEXT MEETING</u>		
11.1	TMO will review the tender documents from ART's Holborn office all day on the 26 November. ART to provide support if necessary.	ALL	