

Enhancements and improvements to Grenfell Tower

5th December 2013

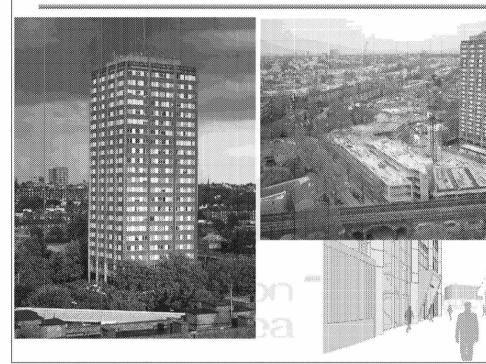
Agenda



- · Why is this project of importance?
- · Introductions and Protocol of the meeting
- · Background to the services required
- Key client requirements:
 - Working in occupied homes
 - The Properties
 - Technical standards
 - Data management
- · The structure of the documentation
- Reminder of the Key Dates
- Documentation to return
- Questions

Why are we improving Grenfell Tower?





A few words from Peter Maddison before a quick exit...

- Why is this project so important?

Perhaps a mention of the co-ordination with KALC as this will probably be a question that will come up later Something along the lines of "We, at KCTMO, manage x'000 properties across the borough and are looking forward to starting a fruitful relationship with a contractor"

Introductions



Peter Maddison

Claire Williams

Jenny Jackson

Philip Booth

Director, KCTMO

Project Manager, KCTMO

Procurement Advisor, KCTMO

Project Manager, Artelia

Design Team

Bruce Sounes

Tom Ashton

Matt Smith

Architect, Studio E

Structural Consultant, Curtins

M&E, Max Fordham

Brief introductions with Jenny as Chair

Protocol



- Slides will be emailed to all contractors.
- Notes will be taken of all questions and responses.
 These will be circulated, along with the questions and answers from the site visit, following the meeting.
- We will aim to respond to any questions that we are unable to answer this morning, via email, as soon as possible.

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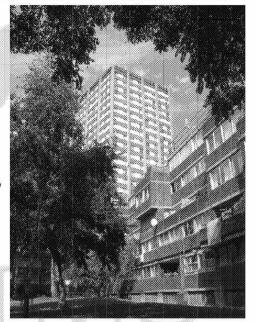
Jenny to talk through the protocol of the meeting

Background



- · What services are required?
 - ✓ Cyclical decoration
 - ✓ New heating system
 - ✓ Exterior cladding
 - ✓ Works to the roof
 - ✓ Nursery and boxing club
- Who lives in Grenfell Tower?
- Available funding for the project

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Claire to talk about the background to the project

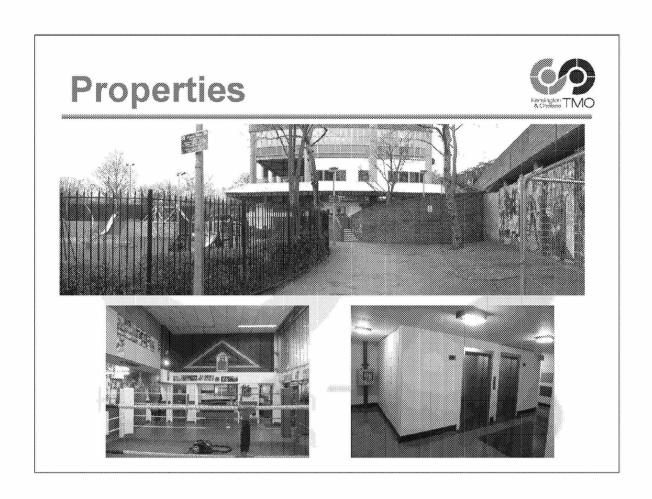
Brief description of the different services

Mention leaseholders, shift workers etc.

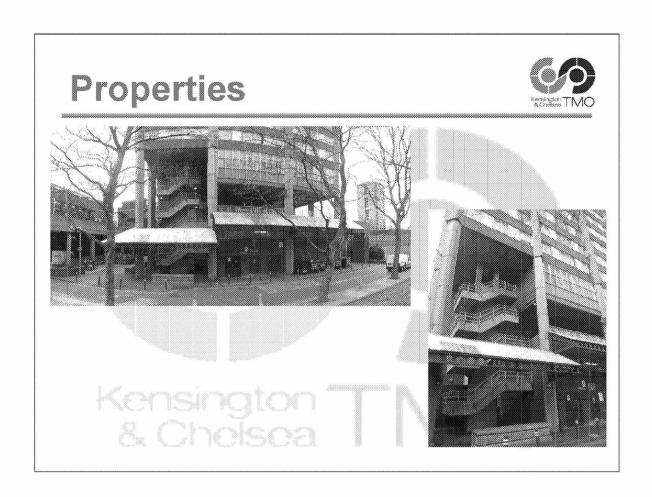
Is it worth bringing funding to the attention of the contractor's? It is key to the project that they manage to achieve funding and so may be worth mentioning. Should Jenny explain this and, if so, when?

Properties Control of the control of

Mention travel to the site (tube and road) and any other local points of interest.



Mention the playground and the fact that it is not all residential



There are x properties on y floors. They are very sought after properties and (insert statistic regarding how rare it is to have a void flat)

Key Project Particulars



- Phasing
 - Three floors at a time
- Asbestos
 - Please tender on the assumption that what is included is representative
- Site Plan

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Claire: mention potential issues so that the contractor's know that we have thought about the project

Asbestos – need to demonstrate that we are aware that this is a key issue
Site plan – as per Peter Maddison's introduction. Mention that the plan will be resolved with KALC



Working in occupied homes

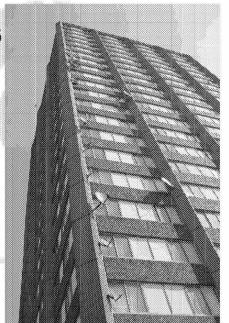
- Refer to the Code of Conduct for Working in occupied homes (Appendix A)
- It is your responsibility to manage language issues
- Identity cards name / logo/ expiry date/photo PRODUCE WITHOUT REQUEST
- Parking
- Clothing

Claire to run through the requirements for working in occupied homes



Technical Standards

- Mechanical and Electrical
- Architectural
- Structural



Design Team to talk through their key requirements from the specification



IT Requirements

- UPRN on all PIR tests / certificates
- Spread sheet with an index (again using UPRN numbers)

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Claire/Jenny to advise on the IT requirements.



IT Requirements

Standard file names take the format: - Check with John P

Block Name] - [Dwelling ID] - [Service/Certificate code] - [Date] - [UPRN] [File Extension]"

PIR-AnnLane-15-EDOM-YYYYMMDD-B217000120009.pdf

Claire/Jenny to advise on the IT requirements.

Document Structure



Part 1 In	structions to Tenderers
Part 2 Er	mployer's requirements
Part 3 Re	equirements for Contractor's Proposals
Part 4 Er	mployer's Provisional Sums
Part 5 C	ontract Sum Analysis
Part 6 Q	uality Criteria and Tender Scoring
Appendix A	Tender Drawings and Specifications
Appendix E	B Draft Planning Conditions
Appendix C	PCI and Risk Schedule
Appendix E	TMO Terms of Novation
Appendix E	Model Forms
Appendix F	Daywork Schedule
Appendix (BREEAM Information
Appendix H	Land Ownership Plan
	RISCH I W I N. /

Philip

Explain the use of SharePoint. Contact Lucie with any problems.

Mention that any additional material that needs to be circulated will be uploaded onto SharePoint and an email will be sent to notify all of the contractor's including where to find the additional documentation

Reminder of Key Dates



Tender Return Date (before midday)	31/01/2014
Interview Date	w/c 10/02/2014
Contract Award	07/03/2014
Start on site	24/03/2014
Start of Cladding instalation	10/07/2014
Works in Tenant Flats Start	19/09/2014
Cladding installation complete	13/03/2015
External Works Start	16/03/2015
External Works Complete	29/05/2015
Works in Tenant Flats Complete	29/05/2015
KALC project public realm works to North and West of Grenfell and Academy complete	08/08/2014
KALC project public realm works to East of Grenfell complete	19/12/2014
KALC project Leisure Centre and surrounding public realm works complet	e 25/11/2014
Project Completion	29/05/2015



Tender return 31st January 2014

- Envelope provided
- To Kensington High Street
- · One hard copy and one electronic

Philip
Hand out the label?



- Form of Tender
- Certificate of Non-Collusion
- · Freedom of Information Certificate
- Responses to tender questions
- Price Framework
- · Outline Pre Construction Health and Safety Plan
- Outline Programme

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· Preferred central compound details

Philip



- RTQ / ATQ
- State the obvious
- Evidence, evidence, evidence
- No images unless needed to convey message
- Numbering
- Make it easy the answer to each question is distinct

Philip



- Our commitment:
 - Team already set up to evaluate tenders
 - Evaluation will be done within 2 weeks of tender return
 - Full debrief (successful and unsuccessful)

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Jenny to take over from this slide as chair.

Questions



Thank you for listening.

Please ask any questions that you may have regarding the project.

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Future Queries



Queries to:

BusinessSupportSevenoaks@arteliagroup.com stating "Grenfell Tower" in the subject line of the email

Queries will be answered as soon as possible and the answers will be issued to all contractor's.

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This is to ensure that everyone is pricing for the same works. State if it is a sensitive query.....

