

## MINUTES - CONFIDENTIAL

Issue Date: 4<sup>th</sup> April 2014

**Project:** Grenfell Tower  
**Meeting Title:** Contractor Introduction Meeting  
**Objective:** Introduce the successful Contractor to the Client  
**Venue:** KCTMO Offices, Network Hub, 300 Kensal Road  
**Date & Time:** 1st April 2014 12:00 – 14:15pm  
**Project No.:** 11833  
**Version:** 1.0  
**Issue:** Draft  
**Location:** [https://sevintranet.appleyards.co.uk/bu/PPM/projects/grenfell/Meetings/Introduction Meeting Minutes 1 April 14.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>
Peter Maddison	(PM)	RBKC TMO	Client	(TMO)
David Gibson	(DG)	RBKC TMO	Client	(TMO)
Claire Williams	(CW)	RBKC TMO	Client	(TMO)
Philip Booth	(PB)	Artelia	Project Manager	(ART)
Peter Blythe	(PHB)	Artelia	Assistant Project Manager	(ART)
Alan Sharrocks	(AS)	Rydon	Contracts Manager	(RYD)
Simon Lawrence	(SL)	Rydon	Contractor's Project Manager	(RYD)
Zak Maynard	(ZM)	Rydon	Managing Surveyor	(RYD)
Christina Stephanou	(CS)	Rydon	Resident Liaison Officer	(RYD)

### For information:

Stephen Blake	(SB)	Rydon	Refurbishment Director	(RYD)
Chweecheen Lim	(CL)	Artelia	Quantity Surveyor	(ART)
Keith Bushell	(KB)	Artelia	CDMC	(ART)

<b>1</b>	<b><u>Introductions</u></b>		
1.1	PB confirmed the client on the scheme as TMO. CW will be the main point of contact for RYD throughout the project.	Note	
1.2	ART, represented by PB, will perform the role of Employer's Agent on the project.	Note	
1.3	CL, of ART, is the Quantity Surveyor and will work closely with ZM during the project.	Note	

	NOTES/NEXT STEPS	😊	🕒
1.4	The role of CDMC will be performed by KB of ART.	Note	
1.5	The Contractor's team was introduced and it was agreed that SL will be the main point of contact in the period before entering into contract.	Note	
1.6	PHB to update the project directory and share it with the team.	PHB	04/04/14
<b>2</b>	<b><u>Proposed savings referenced in tender submission</u></b>		
2.1	<p>There is a potential saving of up to £376,175 that could be realised through changes to the proposed cladding. Savings can be achieved by changing the material and the method of fixing. Changing from zinc to aluminium and using a face fixing, rather than cassette, would save the most money.</p> <p>All changes would have to be approved by the planners. SL noted that the only noticeable difference in appearance is that you would be able to see some of the fixings if the cladding is fitted using a face fix.</p> <p>PB to organise an introduction between Marc Watterson, TMO's planning consultant, and SL to discuss the potential changes.</p>	PB	
2.2	CW wants to show the residents the preferred products once we are in a position to do so.	Note	
2.3	There is a potential saving of £35,004 if no work is required to the crown design. However, it was noted that this is a potential planning risk. SL to suggest the option to planners, with the back-up of simplifying the design to save money if some work is required.	SL	
2.4	It was discussed that there are a few different options on the windows. It was agreed that tilt & turn is the best solution in terms of cleaning, but SL to review the formats of windows.	Note	
2.5	There is a potential saving of £60,074 to omit the window louvres to each flat. It was agreed that the window louvres would not solve the issue of residents throwing things out of the windows and so TMO were happy with this potential change.	Note	
2.6	SL explained that the Birchwood finish by the windows is very high spec and it would be hard to achieve a good finish. A pre-finished board is likely to look better and save £116,608. RYD to provide samples of the different options, along with the prices, for TMO approval.	SL	
2.7	It was discussed that there is the potential for saving in the M&E, but not much as Max Fordham specified the works very thoroughly. SL confirmed that having a full ceiling to box in the pipes in the lobby rather than a partial ceiling would have no cost impact. It was agreed to keep the full ceiling as this will look better.	Note	
2.7.1	SL to check potential savings regarding the under floor heating in the ground floor lobby.	SL	
2.7.2	SL to inform PB of the proposed alternative flue manufacturer that would offer a saving of £20,650 so that Max Fordham can approve the change.	SL	
2.7.3	SL advised that carbon steel could be used for the distribution pipework rather than stainless steel. This would bring a potential saving of £20,870. SL to provide details to PB to be taken onward to Max Fordham.	SL	

	NOTES/NEXT STEPS	😊	🕒
2.7.4	SL advised that removing heat meters may save money. SL to speak to his supply chain to find an answer to this.	SL	
2.8	The potential for savings related to landscaping depends on what work Bouygues are contracted to complete. PHB to circulate a drawing showing the Public Realm element of Bouygues' contract.  Once it is clear exactly what Bouygues will be doing, all elements of this work can be removed from the Grenfell Tower Contract.	PHB  Note	
2.9	PB to organise a meeting with BS and Matthew Wiggins to look at the contract boundary and landscaping scope of works.  CW to then organise a coordination meeting to discuss the external areas with RBKC and Bouygues.  <u>Post Meeting Note:</u> Simon Britton of ART is working with Bouygues on the Academy project and would like to be invited to this coordination meeting.	PB  CW	
2.10	To this point SL has assumed a figure of £100,000 for grant funding. SL to begin discussions with Energy Brokers to look into the potential funding in more detail.  It was noted that the GLA have a project called RE:NEW which SL will look into.	SL	
2.11	SL to provide a timetable for how to get all of the potential changes approved and get a presence on site as soon as possible.  SL to also circulate the updated programme based on some of the changes. It was noted that the only potential change that would affect the programme is the external works.	SL  SL	
2.12	SL to circulate a list of the potential savings that RYD proposed.	SL	
3	<b><u>Site Required to deliver the works</u></b>		
3.1	RYD have planned the works on the assumption that Bouygues will not move their current site boundary hoarding.	Note	
3.2	RYD may have to move their site welfare if the area to the West of the Tower is not included in this project. SL confirmed that the 3 No. garages cannot be used for welfare facilities as he had assumed that they would be used for storage. CW to check whether these garages can be used for storage.	CW	
3.3	CW to organise a walk around the site with SL to explore options for moving the site welfare.  SL to propose alternative locations for welfare facilities. PB suggested considering the large walkway area.	CW  SL	
4	<b><u>Pre Contract Agreement</u></b>		
4.1	TMO presented a pre-contract agreement which is attached to these notes. RYD were happy with the agreement which was to be capped at a value of £350k as approved by TMO board.  CW to add resident profiling to the pre-construction activities appendices and circulate the agreement.	CW	
4.2	PM confirmed that the TMO board have agreed an initial pre-contract value of £350,000 to allow RYD to carry out all of the necessary tasks	Note	

	NOTES/NEXT STEPS	😊	🕒
	outlined in the pre-contract agreement before entering into contract.		
4.3	SL to add figures to the various pre-construction tasks for agreement with TMO and ART.	SL	
4.4	It was confirmed that the TMO board have approved an overall budget, including all professional and planning fees, of £9.7 million. We want to be in a position to enter into a contract within this budget, or go back to the board within 6 weeks. The next TMO board meeting is 2 <sup>nd</sup> June.	Note	
4.5	It was agreed that we want a firm price by the middle of May to allow for start on site early June. This would result in completion 6 <sup>th</sup> June 2015.	Note	
<b>5</b>	<b><u>Novation of Designers</u></b>		
5.1	It was confirmed that Studio E and Curtins have been novated to RYD. Bruce Sounes and Stefano Strazzullo are the main contacts respectively.	Note	
5.2	SL advised that he will meet with BS to confirm the schedule of services that Studio E will provide.	SL	
5.3	Exova completed the fire strategy at tender stage. They have not been novated, but SL will contact them with the view of using them going forward.	SL	
<b>6</b>	<b><u>Resident Liaison</u></b>		
6.1	It was agreed that CS can begin resident profiling.	CS	
6.2	CW to organise a meeting with CS to look at the communication plan for the scheme and meet the TMO resident liaison team.	CW	
6.3	It was agreed that low key, informal drop-in sessions would be the best way to conduct resident liaison throughout the project.	Note	
6.4	It was agreed that it would be a good idea for RYD to identify themselves by wearing a different colour hi-vis to that which Bouygues wear.	Note	
<b>7</b>	<b><u>Any Other Business</u></b>		
7.1	CW is going to send a newsletter out on Friday 04/04/14. It was agreed that CW would send a draft to SL before it is published.	CW	
7.2	SL to provide media details to CW for her to include in any press releases.	SL	
7.3	ZM to send detailed breakdown of cost schedule to CL.	ZM	ASAP
<b>8</b>	<b><u>Next Meeting</u></b>		
8.1	PB to organise the next meeting.	PB	