1. **Introduction**

This Scope of Work will be issued under RBGKEW150 – Residential development at 35, Kew Green, TW9 3A and forms part of the first Phase of the implementation of the RBGK’s 2020 vision for Kew – the Estates 2020 programme.

As part of Estates 2020, there are four residential properties on Kew’s estate with substantial outstanding maintenance liabilities. These include Hannover House, 55 Kew Green, **35 Kew Green** and Lion Gate Lodge. It has been agreed that all four buildings could be more usefully employed generating unrestricted income for Kew’s benefit.

With regards the project at 35 Kew Green, the purpose of the Estates 2020 Programme is to bring about the following outcomes:

* Reduce the forward liabilities associated with the Estate
* Realise the potential of the Estate to generate income

The 2020 Programme has consider all available options for utilisation of the estate and has drawn together a single plan and approach for achieving the preferred option. Ultimately the programme will seek to:

* Rationalise and reduce Kew’s use of buildings.
* Reduce running costs, future liabilities and CO2 emissions, eg by existing buildings
* Repurpose buildings to generate income / capital to help to reduce Kew’s maintenance backlog.
  1. **Background**

The purpose of this Scope of Work is to detail the tasks and responsibilities and provide an overall understanding of the service to be provided for the realization of the refurbishment of 35 Kew Green

Investment in 35 Kew Green is required for the following reasons:

* It is currently vacant and in need of substantial repair. The most appropriate way of maintaining any property is to have it “in-use”.
* If the situation is not rectified it will continue to deteriorate leading to a further increase to Kew’s maintenance backlog.
* 35 Kew Green could be generating unrestricted income for Kew.
* Having other parties leasing the property removes Kew’s basic running costs for the property such as utilities and council tax.
* At a time of a perceived housing crisis it could harm Kew’s reputation to be sitting on a vacant residential property in a very attractive area.

35 Kew Green will ultimately be leased on a short-hold tenancy through a private letting agency with associated management company.

* 1. **Scope of Work**

The work at 35 Kew Green is to comprise the redevelopment of the existing vacant house to a high-end residential unit for the private residential lettings market. 35 Kew Green and another residential unit, Liongate Lodge comprise Phase 1 of the Estates 2020 vision for the Royal Botanic Gardens, Kew.

This Scope of Work is to be read in conjunction with the attached schedules and drawings for the refurbishment at 35 Kew Green. Written information regarding the materials and workmanship is not to appear on but will refer to the appropriate clauses in the NBS specification.

This outline specification is a brief description of the main components to be used in construction.

**Generally, the works are to comprise the following**

**External Areas:**

Pre-commencement

* Interrogation of the survey of all existing services to the house and access laneway and their location.

This should include but not be limited to the following: Electricity / Water / Gas / IT / Telephone

* The asbestos register is to be checked and any asbestos is to be removed in accordance with Kew Policy and Procedure by a certified specialist.
* All CDM information is to be completed prior to commencement.
* The contractor will be responsible for the relocation of the small dwarf wall, approximately 600mm high and associated removal of the earth at the rear of the site, as per the landscape drawing attached in this document. This is in order to encapsulate the MH at the rear of the site into the curtilage of the site. The level of the MH is to be reduced to be in line with finished external levels. The new manhole cover is to be capable of taking the external finish (brick).
* The contractor will be responsible for the construction of a new 1.8m feather edged timber fence (treated) with kickplate around this new boundary. At the rear of the site, where visible from Cambridge Cottage, this 1.8m high fence is to be increased to 3.6m and to be satisfactorily supported and tethered, so as to screen the construction activities off from Cambridge Cottage for the duration of the external works.
* It has been agreed between Constabulary, Horticulture, Events and Estates Departments that the contractor can avail of access at the rear of the site leading to the adjoining Melon Yard (in the Jodrell laboratory) for construction activities. Therefore the contractor must adhere to RBGK rules and security procedures as set out in the main body of this ITT. Parking will be provided to the contractor in the adjoining Jodrell laboratory. The Jodrell Laboratory is directly accessed off Kew Road.

Entrance Pathway

* Overhanging branch to the front entrance to be held back (Horticulture to advise).
* Sand down existing paint finish to the front entrance gateway and repaint to selected colour (TBC).
* New access control system to the front entrance.
* New high quality external rated wall lighting to the front gate (also to be on a PIR system).
* Any old / cracking flagstones to be taken up and laid straight. Any flagstones that have been damaged beyond repair are to be replaced like for like.
* Existing external ironmongery to be sanded down / repainted.

External landscaping

* Horticulture are to advise on the pruning / clearing away of the existing overgrowth and will be responsible for the design of the new soft landscaping works to the external areas.
* New brick pathway is to be incorporated at the front of the house to serve the house and is to extend the entire length of the house to serve as patio space.
* The external ground level is to be reduced and a new French drain system is to be introduced around the site, providing a height differential of at least 150mm between finished external level and structural level inside the house.
* Refurbishment, cleaning and repair of the external hard landscaping generally.
* New glazed front entrance door painted to selected colour (TBC)
* Remove all existing incongruous services at the front porch area and make good.
* Integration of new high quality external rated wall lighting at the front entrance (also to be on a PIR system).
* New external water tap to the side of the house
* Existing shed to be removed and replaced with a new timber garden shed.
* The boundary around 35 Kew Green is to be reconfigured to accommodate new external patio areas around the new double doors to the bedrooms.
* Roof slates and lead flashings and rainwater goods to be inspected and repaired / replaced where necessary.

**The works to the Residential Unit are to comprise the following:**

Decorative features such as wall panelling / furniture etc. will not be included as part of this contract but where possible, provision will be made so as to facilitate future incorporation

Internal Works

* The house is to be refurbished to a standard that will be suitable for the high-end residential London lettings market.
* Refer to Proposed General Arrangement drawings for information of the new layout.
* The general arrangement of the house is to be reconfigured to accommodate 3 No. double bedrooms, (with one master bedroom with en-suite bathroom.) a new living / dining area and new bathroom.
* This proposal will involve the breaking through of structural walls and their propping.
* The proposal will, where practicable, retain any historical fabric and original features that will add value to the refurbished property.
* The existing services at the rear of the house are to be investigated and isolated temporarily for the duration of the build.
* Existing services are to be investigated.
* Any redundant services are to be capped off and removed.
* New energy efficient boiler / hot water cylinder and new heating system to be installed
* Installation of mechanical ventilation and heat recovery ventilation systems. (OPTIONAL)
* The single-storey lightweight glazed roof at the rear of the house is to be demolished and the walls are to be strengthened and made good.
* A new single storeyed pitched roof is to be constructed in its place and be fully lined and insulated to accommodate new master bedroom area.
* The existing pitched roof at the rear of the building is to be extended over the new extension
* Overgrowth is to be removed from the boundary walls along the building boundary line and boundary walls are to be made good.
* New French door sets to the front of the house and to the side as per general arrangement drawings.
* Alterations to internal plan form to accommodate new master bedroom with en-suite bathroom and new main bathroom, relocation of the kitchen / dining room and living room to the front of the house.
* Refurbishment of existing reception rooms / bedroom and hallway.
* New kitchen and bathroom fittings throughout.
* New feature pendant light fittings to hallways/ living rooms / dining rooms
* New LED downlighting throughout
* New heritage radiators throughout
* New engineered timber floor finish throughout except for bathrooms / wet areas which will have a porcelain tiled floor finish
* New electrical wiring and electrical socket points throughout
* Making good existing plastered finish where possible and construction of new plasterboard ceilings / walls where necessary.
* Refurbishment of the existing internal joinery to include doors and frames / skirtings / architraves / window cills etc.
* Construction of new internal doors and frames / skirtings / architraves and window cills etc. where damage / damp has been incurred. All profiles to match existing.
* New wall and ceiling finishes throughout.
* Fireplaces to be opened up and reused where possible. Flues to be swept.
  1. **Requirements**

**Statutory Requirements**

While the house is not individually listed, it does form part of the Estate at Kew, a UNESCO World Heritage Site, A Grade 1 Listed Park and Garden and sit near the curtilages of Grade 2 listed structures. Dialogue has been entered into with the Planning Department of the London Borough of Richmond upon Thames (LBRT) from the outset to ensure that the Council have a full understanding of the Estates 2020 Vision for Kew and an understanding of how the refurbishment of the residential units will fit in this vision document. Planning permission will not be required for this development but Building Control is required. RGBK will send a full plans application to LBRT for Building Control Approval.

**Access from adjoining buildings**

The external walls of 35 Kew Green lie along the boundary line with Cambridge Cottage Gardens (also in the ownership of RBGK). Cambridge Cottage Gardens is open to members of the public and events regularly take place in the grounds throughout the year. To facilitate construction, refurbishment of the external building fabric and installation of new patio doors in the external walls, access will be required periodically from Cambridge Cottage Gardens. Estates are to liaise with Horticulture, Constabulary and Events to confirm requirements prior to commencement of the works. Events and Public Programmes are to be updated regularly throughout the construction period to ensure that they are kept informed of when access will be required along the boundary and to ensure that the boundary wall is kept in a suitable condition for events at Cambridge Cottage.

**Boundary line with Cambridge Cottage**

As part of the development some rearrangement of low walls and boundary fences will be required along the boundary line with Cambridge Cottage as it is intended to provide some additional amenity space to the tenant at 35 Kew Green. Estates are to liaise with Horticulture / Constabulary and Events and Public Programmes to ensure that all interfaces are fully informed of the extent of construction works that are to take place to the external walls and that works are carried out in accordance with best practice guidelines in Kew.

**Landscaping**

The internal horticultural team at Kew will be responsible for basic external clear-out works to the gardens and will be responsible for the design of the new external landscaping arrangements. Kew will not be responsible for day to day maintenance or general maintenance of the gardens once the houses are let. This will become the responsibility of the management company and letting agent. Kew are to liaise with Procurement the strategy for the management of the residence once the property is let.

**Site Access**

The adjoining buildings at Earls Lodge and Kings Lodge are in private ownership and access to the site along this entrance route is restricted. For the duration of construction, site access is provided via the Melon Yard. A strategy has been discussed with Constabulary and Horticulture for their approval and agreed.

The contractor will use the rear of the Melon Yard to park vehicles and the pedestrian route between the Melon yard and the garden of 35 Kew Green.

1. **Compliance**

The successful contractor is to comply with RBGK’s Terms and Conditions as attached in the ITT documentation, issued at Tender Stage

The contract to be used for this proposal will be the New Engineering Contract (NEC) D+B

The design and construction programme will follow the RIBA Plan of Work 2013.

A pre-commencement meeting will take place following the appointment of the successful contractor and prior to the commencement of construction works.

There will be a weekly on-site meeting once construction works commence

Minutes of these meetings will be circulated to the main stakeholders and interested parties at Kew (listed below)

All interested parties are invited to attend the site meetings at the first site meeting of the month to discuss the contraction programme and progress on site.

1. **Project Deliverables**

**Kew (Internal)**

Toby Farmer (Estates 2020 Programme Director) as Senior Responsible Officer for Estates 2020

David Holroyd (Head of Estates) via Senior Management

Niamh Kiernan (Project Manager) - Architect, responsible for local planning issues as well as lead consultant on design and project management matters

Chris Bowers (CAD and Asset Manager) – additional project management support

Amy Barber (Procurement Manager) – in charge of procurement for the delivery of the residences

David Johnston (Operations Manager) – Authorising Manager for project, main interface for Estates Department at Kew.

Brett Moss (Cofely) – Cofeley GDF Suez Managed Services (C-GDF)  
Hard services facilities management provider responsible for isolations, reconnections and interfaces with existing infrastructure.

Tony Kirkham (Head of Arboretum Garden) – landscaping advice / Boundary permissions

Richard Wilford (Manager of Garden Design and Collections) – landscape design advice / Advice on deliveries / parking facilities / welfare for the contractor

John Deer (Constabulary) Security Manager – Security Advice

Ruth Denton (Events) In charge of Operations at Cambridge Cottage – Liaison regarding

Bill Shearer (Estates) H+S Representative for Estates. Responsible for providing high-level advice for CDM and Health and Safety matters

**External Consultants**

An external Structural Engineer has been for structural advice and an external Quantity Surveyor for cost consultancy advice.

The selected main contractor will be responsible for the general design, M+E design and installation and for final signoff and testing

Building Control Department (London Borough of Richmond upon Thames)

The management company will have the same responsibilities as any private management company. This project will allocate a percentage of money for management fees and the prvate company They will be responsible for the maintenance of the property, internally and externally

CBRE Agency Advice regarding the letting and management of the residences

1. **Project Timeline**

Please see attached programme for details

1. **Project Budget**

The estimated costs for the development at 35 Kew Green is £200,000

1. **Attachments: (number and identify)**