**JUBILEE COURT COMMUNAL ROOM CONVERSION**

**BRIEFING PAPER**

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## Introduction

* 1. The Jubilee Court development, situated on a brownfield site at the junction of Jubilee Road and Kenton Lane in Fawdon, was developed by Frank Haslam Milan (FHM) and designed by Newcastle-based architects Jane Darbyshire & David Kendall (JDDK).
  2. The development houses a mix of apartments and houses for three and four-person groups of young families.
  3. This tender is for the conversion of the family lounge in to a 1 bedroom dwelling. It is located on the ground floor of Jubilee Court, NE3 3BW.
  4. The communal lounge is no longer used and can be converted to increase the housing stock.

## Key issues

* To create a 1 bedroom, level access bathroom dwelling.

## Aim of Scheme

* 1. The primary objective of this project is to create a finished building of the highest quality possible. Enhanced quality targets to be delivered include:
* Procurement of the highest quality materials, finishes and fixtures within the budgetary constraints
* Adopting best practice housing design and principles
* Achieve Secured by Design certification
* All areas to be accessible.
* Create accommodation that has strong visual character and a sense of place
* Create aspirational accommodation that is desirable to the current generation of 21st century residents
* Provide flexible and adaptable accommodation to suit a range of users.

## Objectives

* 1. The project objectives are as follows:
* Provide a safe and enabling environment for residents.
* Ensure residents privacy and provide their own personal space under their own control
* Be domestic in style.
* Provide value for money.
  1. The Developer’s Tender is to allow for all works necessary to deliver the project in its entirety either as indicated in the Project Brief or reasonably foreseeable from the information given. The Developer should visit the site and make all relevant enquiries to obtain all of the information they require, and to satisfy themselves as to the accuracy of the information supplied as no claim due to the accuracy of the information provided or any other matter will be allowed.
  2. Tenderers are advised to engage with the Development Management Section at Newcastle City Council at the earliest opportunity to discuss the scheme.
  3. YHN’s Specification of Materials and Workmanship contains the specification of materials and workmanship (This specification is provided with the tender documents).
  4. The re-modelling of the existing floor layouts to achieve the maximum amount of accommodation comprising a one bedroom dwelling. Emphasis should be given to the provision of, fully adapted, level access bathroom.
  5. Tenderers are required to provide options for the following:
* Tenderers are asked to provide additional alternative proposals, together with detailed costs, that would enhance the current aspirations of Leazes Homes/YHN’s proposals.

## General Requirements

The general requirements are detailed below.

* 1. The proposal is to provide high standard accommodation for a residents requiring a level access bathroom. The target completion date for the accommodation is **December 2018.**
  2. The project should provide the following core elements:

* A 1 bedroom dwelling to be designed to accommodate flexible layouts.
* The dwelling should be fully refurbished to support independent living, having its own kitchen, bathroom, WC and own utility meters. Utility meters should be accessible with sympathetic positioning. All elements are to be new.
* The kitchen should have space for a free standing cooker,washing machine, fridge freezer together with all services and wastes. All service pipework shall be concealed with appropriate access for maintenance. Flooring shall be non-slip.
* All water installations are to be installed with due regard for HSE ACOP L8. No dead legs shall be installed to reduce the risk of contamination by legionella bacteria.
* Domestic hot and cold water pipework is to consist of a fixed copper installation. Central heating pipes can be installed using WRAS approved non-metallic materials.
* The bathroom should comprise a toilet and wash hand basin. An appropriate drainage solution shall be installed in the shower. Non slip vinyl floor covering to be provided.
* Appropriate fire/smoke detection system.
* Provide a complete BT phone line in the dwelling with a socket in the living room and main bedroom.
* TV aerial, cabling and boosters to give the residents full digital TV and radio.
* Full central heating system fitted with combination, condensing boiler. Connection to gas supply required.
  1. The building should be designed in full accordance with:
* Secured by design
  1. Consideration must be given to level access of the dwelling.
  2. The successful Developer will be required to build all the units within the terms of the Partnering Contract.

## 

## Detailed Requirements

* 1. **Dwelling Specification**

Kitchen

* Space, services and wastes for free standing cooker, washing machine and fridge freezer.
* 2.5mm thick non-slip Polyflor PUR 2000 sheet vinyl flooring.
* Externally vented extractor fan – manufactured by Environvent.
* Washing machines – space for future connection of washing machine to be allowed with drain connection, complete with connection valves. Connection valves are to be fitted without supply pipe dead legs and must be in full compliance with HSE ACOP L8. Washing machines are to be located next to the kitchen sink.
* Worktops to be have mason mitred joints and be fitted with a matching upstand or tiles (To be decided by Leazes Homes).

Bathroom

* Level access shower with appropriate drainage connections, W.C. and wash hand basin. Tiling as a minimum, full height to walls behind shower and returned 1.2m, W.C. and wash hand basin.
* Non-slip flooring. 2.5mm thick Polysafe Hydro sheet vinyl.
* Walls that are able to take a Doc M if required
* Externally vented extractor fan – manufactured by Envirovent?

IT

* Separate phone line with a socket in the living room and a socket in the main bedroom

Heating

* Combination boiler.
* Top entry radiator TRV’s

Windows and doors

* As per Specification

Security

* PAS 23/24 and new front door sets to have anti-bump cylinders.
  1. **Communal Specification**

General

* New low energy external lighting.

Environmentals

* The Developer is to allow for all hard and soft landscaping, drainage, and all road construction and alteration work required, including paying all costs associated with applying for and obtaining necessary permissions where necessary.

External Façade

* Door and window designs TBC.

Sustainable Energy Solutions

* EPCs to be provided.

Heating and Electrical

* New boiler and all associated control equipment for heating system and hot water system.
* Fit radiators in all areas of the dwelling where required.
* New independent electric installation throughout where required – rewire of dwelling in accordance with the current edition of BS7671.
* New fire and smoke detection.

Decorating/ Finishing

* All areas to be fully decorated. Colours TBC by Leazes Homes.

Fire safety

All penetrations through fire compartments are to be appropriately sealed by an accredited third party specialist. All works must be provided with written certification. Tenderers are to include for identifying and sealing all fire compartment penetrations regardless of whether they were formed by the refurbishment works detailed in this brief. Penetrations are to be fire stopped on both sides of a fire compartment. **This must not be omitted through Contractors CP’s.**

## Development affecting a public space

Tenderers should ensure that their proposals are contained within the site boundaries as detailed in the enclosed plans.

* 1. Sites will only be accepted following satisfactory inspection of all dwellings on that site by the Client Representative.

## Defects Procedures

* 1. The Defects Liability period shall as set out in clause 21.4 of the Partnering Contract shall be calculated from the date of Practical Completion.
  2. Action required by Developer upon notification of defects:

Upon notification by the Client Representative that a defect has arisen within the terms of the Partnering Contract, such defects shall be remedied within the period stated hereunder or within such period as may be agreed with the Client Representative.

Other defects are as follows:

1. Defects to be made good within a period ending twenty-four (24) hours after notification by the Client Representative.

* Defects which in the opinion of the Client Representative impose immediate risk to the health and safety of any person.
* Defects rendering a property insecure against unauthorised entry or access.

1. Defects to be made good within a period ending three (3) Working Days after notification by the Client Representative.

* Service Defects
* Defects to which in the opinion of the Client Representative are likely to cause discomfort to residents

1. Defects to be made good within a period ending 20 working days after notification by the Client Representative.

* All defects nor described in (a) and (b) above.

* 1. Repairs and Maintenance
* Developers will be required to provide a 24 hour, 7 day a week responsive repairs service to cover any defects arising during the Defects Liability period as set out in clause 21.4 of the Partnering Contract.

## Specialist Warranties

* 1. Developers will be expected to advise on the maximum available warranties from key suppliers and other specialist, and to put forward proposals as to guaranteed availability of spare parts and other support mechanisms.

## Planning Permission and Building Regulation Approval

* 1. Tenderers are reminded that they should establish contact at an early stage with the Planning Authority.
  2. The Developer is to apply for, and allow for all costs associated with obtaining planning approval, building regulation approval including submission of applications and any supporting information required.
  3. The Developer is to apply for, and allow for all costs associated with, obtaining any stopping up notices required for footpaths, roads, rights of way etc. The Developer is to make all necessary enquiries to determine the stopping up orders required. Any consequent diversion of services e.g. street lighting, telecommunications, utility supplies and the like will be at the sole cost of the Developer as will any wayleaves required.
  4. The Developer is to apply for, and allow for any associated highway costs including footpath crossovers where required.
  5. The Developer is to allow for all costs of achieving compliance with the standard including the appointment of an assessor and initial and final assessments and certifications.

## Secured by Design

* 1. The developments should meet appropriate Secured by Design recommendations. The design guides can be obtained from Secured by Design, [www.securedbydesign.com.uk](http://www.securedbydesign.com.uk) . The successful Developer will be required to achieve a Secured by Design Award. The client must be provided with all certification relating to the installation of Secured By Design products.

## External Works

* 1. Where required, the Developer is to allow for all hard and soft landscaping, drainage, and all road construction and alteration work required including paying for all costs associated with applying for and obtaining necessary permissions. No site or ground investigations have been carried out.

## Utilities

* 1. The Developer is to allow for the upgrading or new provision of services to the developments including gas, water, electric and telecommunications.
  2. The property should have its own water and electricity supply to allow for direct billing by utility companies.
  3. Utility supplies are to be installed to allow meter readings to be taken for hot and cold water usage and heating usage. The meter readings must be capable of being easily interrogated by YHN staff, residents and representatives from the utility supply companies as required.
  4. Kitchen white goods will be provided by tenants. Space for these is to be allowed in the kitchen layouts. Non-slip sheet vinyl flooring is to be provided.
  5. Bathroom WC to have lever handle flush mechanism and heavy duty seat hinges. Taps should be lever handle taps. Suitable anti-scald arrangements should be included. Supply and fit a mixer shower.
  6. Property to be fully decorated internally. Kitchen and bathroom to be decorated with moisture and mould resistant paint.
  7. A TV aerial point is to be put in the living area and bedroom.

## Mechanical Installations

* 1. To be fitted with new individual combination boiler.
  2. Individual heating controls are to be installed, complete with new mild steel panel radiators, where required.
  3. Dwelling to have appropriate programmable and temperature control zones together with thermostatic radiator valves fitted to all radiators, except in the room where the space thermostat is located.
  4. Bathrooms to comprise level access shower, basin and W.C. Thermostatic mixing valves are required on shower and wash basin.
  5. Operating and maintenance instructions should be appropriate for use by the tenants of the property.
  6. The boiler manufacturers log book is to be completed and forwarded to the Client Representative for recording in the YHN database.
  7. Gas installations are to comply in every respect with The Gas Act 1972, The Gas Safety (Installation and Use) Regulations 1998 and any subsequent amendments, all relevant current codes of practice and manufacturers written instructions.
  8. Wiring to comply in every respect with the latest edition of the IET Wiring Regulations, BS 7671 as amended.
  9. The heating installations shall comprise radiators, pipework and controls, distribution pipework, balancing valves, flushing points, sized in accordance with design calculations, 15mm and 22mm copper pipework, and appropriate controls to comply with Building Regulations Part L1 etc.

Water supply

* 1. Domestic hot and cold water supplies are to be installed using fixed copper piping. Heating pipework can be fitted using WRAS approved non-metallic materials.
  2. Flexible pipework should not be installed in any location.
  3. All hot and cold water installations are to be designed and installed in full compliance with HSE ACOP L8. Particular attention on the elimination of dead legs is required. No part of the hot and cold water installation should have dead legs containing stagnant water.

## Electrical Requirements (Section Y of Materials and Workmanship)

General

* 1. The accommodation is to be rewired where required in accordance with the latest amendment of all applicable regulations.
  2. Electric oven and hob, smoke/fire, and central heating circuits are to be installed.
  3. Indicators only are to be used on cooker units and switch fused connection units controlling outlets below work benches within kitchens.
  4. Ventilation to be in accordance with Part L of the building regulations.
  5. Power Points

The minimum amount of socket outlets to be installed in each room in each dwelling is detailed in Part Y:

Supply Companies

* The Developer must allow for all costs in providing the following including all ancillary works involved including all enquiries and placing of orders and attendances with the relevant company.

1. A new electricity supply, meter located to be accessible by both Utility company and tenant. A 100 amp isolator. Include cost within this contract.
2. A suitable earthing terminal and meter to be installed by Northern Electric Distribution (Metering Services) Limited. Include cost within this contract
3. New telecommunication points to the following;
4. A new gas meter to be installed, accessible by the Utility Company. Include all costs within this contract.

## External Works

* Designed to achieve secure by design accreditation.

1. **Note to Tendering Contractors.**

**Tendering contractors must attend the site prior to tender submission to carry out surveying to allow for accurate pricing. Please request a site visit via the e-tendering portal. Site visits will be logged.**