Design and Refurbishment of Big Lottery Fund’s Offices at Apex House

Pre-construction Information

May 2016

1. **The Project**

The Big Lottery Fund (BLF) currently occupies the whole of Apex House under a full repair and maintenance lease. As of the 8th September 2016 the Fund will enter into a new lease with the Landlord under a multiple tenancy agreement.

The new lease will see the communal areas, including basement, reception, lifts, stairwells, toilets, roof, plant rooms and external areas return to Landlord control. BLF will then occupy floors 2 3 and 4 with the westerly half of floor 2 being sub-let to another government organisation

The project is to refurbish the 2nd, 3rd and 4th floors of Apex house to make them compliant with Government Property Unit guidelines on office accommodation which includes greater density of occupation and the need to achieve circa 9 desks for every 10 employees.

Further the office layouts are no longer efficient and the spaces need to be modernised. The project will include:-

* Replacement of the existing Fan Coil Units on the 3 floors on a like for like basis with upgraded controls (ceilings to be replaced as necessary)
* Re-working of the existing kitchens
* General re-decoration
* Re-working existing meeting rooms
* Furniture

The project works will be undertaken with the building in occupation, there is sufficient capacity to accommodate all staff in two and a half floors of the building and it is proposed that the works are undertaken on a half floor at a time basis.

1. **Key Dates**

The Landlord will be undertaking key repair and upgrade works to the communal areas, including basement, reception, lifts, stairwells, toilets, roof, plant rooms and external areas under a 16 week programme. It is anticipated that this will commence in June 2016 and run until late September – early October 2016.

BLF anticipate that the Apex House refurbishment works will commence late September and the works will be co-ordinated to minimise cross-over

The Lease renewal date for Apex House is 8th September 2016

There are no longstop dates for completion of the BLF works.

1. **Contact Details**

The Project Manager is:-

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The Employer / Client is Big Lottery fund represented by the following, who are located at Apex House, 3 Embassy Drive, Edgbaston, Birmingham, B15 1TR:-

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1. **Extent and Location of Existing Information**
2. **Project Arrangements**
* Planning the construction work – The project will be procured using design and build arrangements. Because of the need to undertake the works with staff in-situ; BLF are keen to appoint a contractor with appropriate skills, knowledge and experience as early in the design process as possible. Some indicative design work has been undertaken to allow the procurement process to commence, however the successful contractor will take on the role of Principal Designer and Principal Contractor. The contractor will be responsible for the designs going forward and will be required to revise any existing information, where necessary, to ensure that design risks are appropriately managed.
* Managing the Construction Work – The construction work will be managed by the Project Manager who will act as the Employer’s Agent under the JCT 2011 Design and Build form of contract. The Project Manager will be responsible for all primary communication with the Contractor. It should be noted that the Employer employs their own in house team of construction experts and the Project Manager may, from time to time, be supported by the members of this team. All requests for information, variations and communications will be made through the PM.
1. **Project Structure**
2. **Security**

Up until the 7th September, BLF will be responsible for general security at Apex House, except where areas have been released to the Landlord for the completion of the Landlord repair and upgrade works.

As of the 8th September, the responsibility for building security will revert to the Landlord; BLF will retain security for access to the IT comms rooms and HR Stores on the 4th Floor.

The security system is an electronic pass card arrangement that releases mag locks on the 2 main doors from the lift lobby on each floor. Additionally the two fire escape stairs at each end of the building have similar controls. Egress is via a switch to release the mag locks.

It should be noted that persons who find themselves in the basement or emergency exists without a pass can leave the building either through the fire escapes or the basement shutters which can be manually operated (internally) from the control panel adjacent to them.

CCTV is present in the basement, this is relayed to a screen on the main reception desk

BLF employs 24 hour on site security protection, a guard mans the reception desk and undertakes routine inspections inside of the building.

The contractor will be responsible for maintaining security on the areas of the building in which construction work is ongoing, to mitigate the risk to the security personal.

1. **Site Hoardings**

There will be no requirement for site hoardings around the working areas. The contractor will be responsible for ensuring that staff and visitors using the building cannot inadvertently or intentionally access the working areas.

The Contractor will be afforded space to temporarily store materials at the front of the building and in the basement car park. Where this is the case, these areas should be kept safe and secure in accordance with all best practice which may include hoardings, signage and lighting.

1. **Site Transport**

The site is fairly compact and includes a front car-park with 13 spaces and a basement with in excess of 75.

It should be noted that during the course of the works, both areas will be used by staff and visitors on a regular basis on foot and in vehicles. The contractor should ensure that construction traffic and pedestrians are separated as is appropriate and best practice. Where construction vehicles are reversing appropriate banking will be required.

Vehicular access to the basement is via Calthorpe Road only. Access to the front car park is via Calthorpe or Harborne Roads. On both routes the estate roads are fairly narrow and include speed humps.

It should be noted that, whilst Apex House is in a commercial district, the roads and gardens surrounding the building are used as access routes by children of all ages, especially on weekdays.

There is a height restriction of 1.8m for access into the basement

1. **Permits to work**

The contractor will be required to plan the works to ensure that construction works in occupied office and communal areas is kept to a minimum and is only undertaken when it is not reasonably practicable to undertake this out of hours. In such cases the contractor will be required to consult with the Fund’s Facilities Manager or the Landlord’s representatives to agree a plan of work and method statement before commencement.

The contractor will be required to implement, enforce and record a permit to work system within areas which they have full possession, to include but not be limited to confined spaces and hot works.

The contractor will be required to seek a permit to work BLF or the Landlord, as relevant, before undertaking works on the fire alarm, security or data systems.

1. **Fire Precautions**

The building is protected by a fire and smoke alarm system which is connected into the door access security system. Upon activation of the fire alarms all security doors including basement entrance shutter are released.

The fire alarm control panel is located in the main building reception area.

The basement is protected by a sprinkler system which is linked into the main fire panel.

The comms room on the fourth floor (which will remain live throughout the works) is protected by a FM 200 fire suppression system using HFC-227ea gas. There is a fire control panel outside of the comms room which must not be purposefully or inadvertently disturbed unless previously agreed with the IT team.

In the case of a fire the main alarm sounds continuously. All staff will leave the building via the three main staircases and through the emergency exits towards the gardens at the front of Apex House. The facilities team currently liaise with the Fire Brigade and grant permission to re-occupy the building.

A fire alarm test is carried out every Wednesday at 10am

As of the 8th September, the fire procedures may change as these will be prescribed by the Landlord.

1. **Emergency procedures**

**In the case of any emergency the first action should be to call the emergency services on 999. From telephones within BLF’s offices the caller will be required to use a prefix 9 to get an outside line.**

**There are two local emergency medical facilities.**

**Queen Elizabeth Hospital**

Mendelsohn Way

Birmingham

B15 2TH

0121 627 2000

**The alternative (2.7 miles) is City Hospital located at:-**

Dudley Road

Birmingham

West Midlands

B18 7QH

0121 554 3801

**The Environment Agency can be contacted on their incident Hotline:**

0800 80 70 60

1. **Smoking**

In accordance with UK Health and Safety legislation, Apex House is a non-smoking building, which includes electronic cigarettes or vaping. Smoking is only permitted on the designated rostrum to the east of the main reception. As of the 8th September, the Landlord may choose to move this location.

1. **Parking restriction**

Up to the 7th September the visitor’s parking at the front of Apex House will be fully controlled by BLF and all deliveries and visitors should be co-ordinated through the BLF facilities team.

As of the 8th September the parking will be reduced and co-ordinated by the landlord. It is anticipated that a temporary license will be granted to the contractor for use as storage or parking.

1. **Boundaries and Access**

There are no formal boundaries to the building, however there are roads and footpaths on all sides of the building.

As of the 8th September access to the building will be shared with the Landlord and other tenants. The demise of BLFs lease will be as per Appendix 2. Access will be possible via the 3 main stair cases and the lifts, however this will need to be co-ordinated to ensure that access and emergency escape are not compromised.

The Fund currently employs staff with disabilities which should be considered when creating temporary access arrangements:-

* Limited sight – navigation with the use of a cane only
* Breathing difficulties - reduced walking / stair climbing capacity
* Loss of arms – reduced ability to open heavy doors
* Wheelchair user – wheelchair and helping dog access required
1. **Restrictions on deliveries and storage**

The site is quite restricted in its nature and a method statement for the management of deliveries and storage will be required for both sole tenancy and multiple tenancy arrangements. Deliveries can only be made through the front reception area.

The building has 3 designated passenger lifts only so consideration will be needed to make sure only one lift is used at a time for the transportation of equipment to floors.

1. **Adjacent land Use**

The building is located in a commercial area of Birmingham and adjacent land use is primarily commercial offices. Other uses are:-

* Marriott Hotel opposite Apex House on the Harborne Road
* Morrison’s Supermarket opposite Apex House on the Harborne Road
* Shops and restaurants to the east of Apex House and on the traffic island between Apex House and Five Ways round-about
* Works are currently underway to convert low rise office accommodation to the west of Apex House (on Harborne Road) into a leisure complex of shops, restaurants and bars.
1. **Existing Services**

Apex House currently benefits from the provision of the following services, as per Appendix 3:-

* Gas main from the north of the building which enters into a Gas Meter room in the basement and rises through the building to the main plant room
* Electricity which enters the basement from the main substation on the most westerly corner of the building and which is terminated in a basement switchroom.
* Main water tank is located on the easterly side of basement and is fed to tanks in the plant room by two motorised pumps.
* The basement also includes an emergency generator (located adjacent to the switch rooms) which automatically provides power to our comms room in the event of an electrical outage.
* Telephone and data services are provided also. It should be noted that the BLF comms room on the 4th floor is the main hub for all of the BLF data requirements across the UK and this is to remain live throughout the works. There are two fibre optic cables that run through the building which should not in any way be disturbed.
1. **Ground conditions**

The ground conditions are not currently know, however there are no external or structural works anticipated as part of this project

1. **Existing Structures**

The building is 25 years old and is constructed of in situ concrete with a full underground car park and five office floors above.

The roof of the building includes a main plant area across the central section. The westerly end externally houses the condensers for the main chiller plant.

The main visitor car-park at the front of the building, and some other external areas, are formed on a podium slab above the basement.

The building is not believed to use pre or post stressing methods but this cannot be ruled out.

The building is clad in brickwork which is supported at 2nd and 4th floor levels. Fenestration is a curtain walling system which is believed to be bolted to the main structure at floor levels, this is yet to be verified.

The current structure is prone to leaking, especially around the curtain walling system and in the main reception areas.

1. **Plant**

The building is currently heated and cooled by a series of fan coil units above the ceilings on each floor. Typically there are 50 – 55 units per floor and these are fed from boilers and chillers on the main roof level.

The chillers are known to use R410A refrigerant as per the BOC Gases Safety Data Sheet attached in Appendix 4

Air handling is provided by two main AHUs located in the plant room. One provides air to the ground, half of 1st all of 2nd& 3rd and the main floor plate of 4th floors and the other to the Eastern side of 1st floor and the central area of 4th floor where the meeting rooms are currently located.

There are three main boilers independently providing hot water to the stairwell heating system, hot water and FCUs.

Electricity is distributed through the building from the basement switch rooms. The risers include separate distribution boards for tenant and landlord, the former being metered. The risers are located on the north, east and west side of the building. Small power distribution is via a bus bar system beneath the raised access flooring. Lighting is powered from the tenant boards. Distribution boards are also located in the basement areas of the main stair well and the two fire escape stairwells on the east and west of the building.

1. **Health and Safety Information**

The following health and safety manuals are in place and available for inspection on request:-

1. **Asbestos**

A full Asbestos survey was carried out on behalf of BLF on 27th June 2008. The report is available as Appendix 5. The report identified no apparent Asbestos within the building on the basement to 4th Floors. We are however aware of an Asbestos monitoring point in the main plant room between the cladding system and the structure adjacent to the external doors to the roof of the eastern wing of the building.

We are aware of one Asbestos monitoring point in the 5th floor plant room between the underside of the mansard roof and the partition adjacent to the door that leads out to the eastern roof. This area does not form part of the project works and will be in Landlord control once the works commence.

The contractor will be required to carry out a fully obtrusive R&D survey before commencing the works.

1. **Contaminated Land**

The scope of the project includes no external works**.**

1. **Client Activity**

The Big Lottery Fund are a government organisation that distribute money to good causes. There are no on site uses of the building which abnormally increase the risks to those involved in the refurbishment works.

1. **Storage of Hazardous Materials**

The materials stored on site are those commonly associated with the operation and maintenance of a large office building; such as general cleaning and maintenance materials.

Additionally the main bulk storage of materials is;-

* Refrigerant R410 A within the chiller and fan coil systems
* Fire suppression gas within the 4th floor comms room
1. **The following hazards have been identified as part of the planning of the works to date;-**
* Health and safety of staff requiring access to the comms room and 4th floor secure storage during construction works on that floor
* The transportation of materials through the building whilst in occupation
* Maintenance of emergency escape routes
* The building will become multitenant as of the 8th September 2016 under the control of the Landlord
* The building will be occupied during the works
* The needs of those with disabilities using the building. We have one member of staff with almost full loss of vision, a member of staff without arms and a frequent visitor who requires wheelchair and assistance dog access
* The possibility of the works overlapping with the Landlord’s repair and upgrade programme of works. Landlords works to commence June 2016 for 16 weeks
* Replacement of Fan Coil Units whilst the landlord’s plant is functional
* Refrigerant within the Fan Coil / Chiller system
* Restricted site access / segregation of staff from site plant and materials
* Segregation of construction wing from the occupied wing
* Accidental fire evacuations if the correct isolation of detectors is not undertaken during dust / heat related works
* The fire suppression system on the 4th floor comms room.
1. **Assumptions**

The project team have assumed that the works will be undertaken on a half floor basis, vacating half a floor at a time.

The project team is in possession of an Asbestos report undertaken in 2007 which it believes to satisfy the requirements of the Control of Asbestos Regulations 2012 to undertake a Refurbishment and Demolition Survey. The contractor must review this document and identify in their cost plan and programme, any additional asbestos related surveys that they believe are necessary.

1. **Co-ordination of design moving forward**

The project team has not undertaken any formal design work, only preliminary investigations to ascertain the number of staff that could be located within the building and to allow for consistency in procurement.

The works will be procured under a JCT 2011 Design and Build Contract with the Contractor undertaking the Principal Designer and Principal Contractor roles as required by the Construction (Design & Management) Regulations 2015. Tendering contractors will need to demonstrate that they have the appropriate skills, knowledge and experience to perform these.

The drawings provided as part of the tender documents are indicative only to enable procurement. The successful designer will be required to appraise the health and safety risks associated with these plans or performance specifications before including any element within their final contractor’s proposals.