# INTRODUCTION

The works comprise of the refurbishment and change of use of the existing storage space in Marley House for RBKC to provide a new community space for residents.

The storage space is currently occupied however the storage units will be cleared prior to commencement of the refurbishment works.

The property is located in a residential area surrounded by buildings of a similar nature.

The proposed programme of works is envisaged to include the following:

* Internal refurbishment and subsequent redecoration to all listed internal areas.
* Installation of a new automatic power assisted main entrance door.
* Renewal and refurbishment of the existing electrical, mechanical and IT systems.
* Installation of air conditioning to provide heating and cooling.

**1.1 BRIEF**

The key factors considered in the proposed works, which the Contractor will need to fully assess from the outset and achieve, are as follows:

* Efficient use of the site.
* Building Regulations, framework and policy approvals. The contractor is to primarily comply with all Building Regulation requirements in relation to the project.
* The following documents are to be referred to:
	+ London Housing Design Guide
	+ All Local and National Planning Policy including but not limited to:
		- National Planning Policy Framework
		- Local Planning Authority
		- Planning Practice Guidance
		- Supplementary Planning Guidance 2017 or later
		- Building Regulations
		- NHBC/LABC
		- Homes and Communities Agency (HCA) and Greater London Authority (GLA)
		- Secured by Design
		- Relevant and applicable Legislation and Regulation
* Effective liaison with RLB on progress and Practical Completion to ensure smooth running of the programme of works.
* Sympathetic approach to the ongoing use of the building by neighbouring residents, ensuring the safety and enjoyment of the building is maintained throughout works.
* The effective adaptation and necessary alteration of the existing M&E systems, in consistent co-ordination with RLB Specification and supporting documents.
* Restricted access to the site and Contractor shall seek approval from Royal Borough of Kensington and Chelsea Council – Highways and Transport for London for all access and egress requirements.

**1.2 PROGRAMME**

The Contractor is to take possession of the site in July 2024 (date to be confirmed).

The anticipated programme is a maximum of ten weeks with a Contract Completion date targeted for September 2024. The Contractor is to use all endeavours to achieve and if possible, better the proposed timescales.

The project programme is to be agreed with the Employer and Contract Administrator prior to signing of the Building Contract.

**1.3 PROCUREMENT**

The project will be executed under a JCT Minor Works Building Contract with Contractors Design Portion 2016. The contract will be with the owner of the premises; Royal Borough of Kensington and Chelsea.

**1.4 PLANNING CONSENTS**

A Full Planning Permission application has been submitted to the Local Planning Authority in relation to the proposed works. A decision is currently pending, and the Contractor will be kept fully informed of the progress of this application.

**1.5 TENDER QUESTIONAIRE**

All tenderers are required to complete the Tender Questions listed below. Non-receipt or in-complete Tender Questions may mean the entire tender submission is rejected.

1.51 Provide confirmation and evidence that you have sufficient resources within your organisation to undertake and complete this project in line with the Specified requirements.

 *NB: Your response should include details of the project team structure and all CV’s.*

1.52 Please provide a method statement describing how you intend to undertake the project if your tender is successful including:

1. Project set-up
2. Services validation
3. Design development
4. Procurement (including management of your supply chain and sub-contractors)
5. Supply and delivery
6. Installation
7. Testing & commissioning
8. Builders work
9. Clean up
10. Training and hand-over to client including noting resources, specific/critical tasks, information & documentation delivered and communications.

*NB: Your response should explain your general approach to works of this nature, describe your use of Method Statements and Risk Assessments and provide examples that you have produced in the past for similar projects.*

1.53 What experience does your organisation have of projects involving the JCT Minor Works Building Contract with Contractors Design Portion?

*NB: It is the client's intention that the successful tenderer will have a proven track record in delivering similar construction projects to cost, to quality and to programme. To that end, your response should provide evidence of your experience in the form of examples of at least three projects that you have completed within the last five years and which are similar in nature to that required by the Client.*

1.54 Provide a statement on how you will Manage resident expectations including noise control, waste management and site safety.

1.55 Provide a statement on your Social Value approach

1.56 Provide a statement on your Social Value obligation matrix