

Our ref: HCA/AB/WYG01

22 April 2015

WYG Group
100 St John Street
London
EC1M 4EH

St Catherine's Court
Berkeley Place
Bristol
BS8 1BQ
T: +44 (0)8449 02 03 04
F: +44 (0)1179 88 53 44

gva.co.uk

Dear [REDACTED]

Direct Dial: [REDACTED]
Email: [REDACTED]

Asbestos Re-Inspection Surveys and Update of Management Plan and On-site Register - Daedalus, Broom Way, Lea-On-Solent, PO13 9YA

The Homes and Communities Agency wish to appoint a single consultant to monitor and record the condition of previously identified asbestos products and update the existing management plan and register within the 'Waterfront' area of the former HMS Daedalus, Lea-On-Solent, Gosport, Hampshire.

Scope of Services

To re-inspect previously surveyed property to update information held on the asbestos register as part of HCA's regular management programme in order that asbestos can be managed in accordance with HCA's responsibilities as Landlord under Regulation 4 of the Control of Asbestos Regulations 2012.

The works will be undertaken in accordance with the survey methodology as specified in the HSE's document HS(G) 264 Asbestos: the survey guide and will include:

- Re-inspection of all properties within the 'Waterfront Area' shown on the attached 'Existing Building Layout – Waterfront' drawing and schedule. The buildings to be demolished are to be excluded from the scope of works (highlighted in red within the schedule of Waterfront Buildings).
- There are 10 buildings where a **new Management Asbestos Survey** may be required (highlighted in yellow within the schedule of Waterfront Buildings). Please cost for a new Management Asbestos Survey for these buildings.
- Update of existing Asbestos Management Plan – prepared by WSP in 2013.
- Update of existing on-site Asbestos Register – prepared by WSP in 2013.
- Prepare drawing showing updated restriction status of buildings (No restrictions, Some rooms restricted and No entry to Building).

Copies of the re-inspection reports should be provided electronically in PDF format and include new photographs of those materials together with a new recommendation on how to safely manage those materials.

Due to the specialist nature of the work and the legal framework surrounding asbestos, the HCA adopt strict core criteria for companies wishing to undertake this work on its behalf. The criteria is as follows:

- The management survey must be carried out in accordance with survey methodology as specified in the HSE's document HS(G) 264 Asbestos: the survey guide
- Consultants bidding for the work must be UKAS accredited to ISO/IEC 17020
- The laboratory appointed for the analysis of bulk sample must be UKAS accredited to IEC/ISO 17025. The laboratory undertaking the analysis must also participate in AIMS and maintain a standard of 'satisfactory'
- Analysts and surveyors must be experienced and qualified to BEBOH P. Cert 13 or BIOH Specialist Module S301, or hold the appropriate proficiency module (P401 – 406) for the element of work they are required to undertake
- Consultants bidding for the service must meet the above criteria and provide evidence otherwise the bid will be rejected. UKAS accreditations will also be verified online

Further to your confirmation of interest in the above project, on behalf of our client, Homes & Community Agency, we enclose the tender documents on which you are invited to provide a lump sum quotation:

- Existing Building Layout – Waterfront drawing
- Schedule of Waterfront Buildings – Commercial and Conservation
- Form of Tender
- Restricted Status of Buildings drawing

Please note: access to the majority of buildings is via a suited padlock system, however some of the re-inspection surveys will be required within empty buildings which may require break-in and subsequent repairs. The break-in and repair works will be undertaken by HCA's term contractor but you will be required to liaise with them directly giving at least 1 days notice.

Please return the **Form of Tender and costed Schedule of Waterfront Buildings** in a plain envelope addressed to [REDACTED], GVA, St Catherine's Court, Bristol, BS8 1BQ, to be received no later than **12:00pm on 8th May 2015**. Failure to comply with these procurement procedures will render your quotation invalid. Should you have any queries regarding the above and enclosed, please contact [REDACTED].

Yours sincerely

[REDACTED]
Associate

For and on behalf of GVA Grimley Ltd