# INTRODUCTION

The works comprise of the refurbishment of the Clubroom located on the second floor at Trellick Tower to improve the quality and functionality of the space for the residents.

Trellick Tower is a grade 2\* building located at the northern end of Golborne Road, on the Cheltenham Estate in Kensal Town, within a short walk of Westbourne Park Underground station (Hammersmith & City and Circle lines).

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

* Internal refurbishment and subsequent redecoration to all listed internal areas.
* Demolition of existing kitchen within the Clubroom and relocation to existing Men’s Bathroom
* Replacement of existing UPVC windows with Crittal Windows
* Replacement of existing heating system and replacement with new energy-efficient radiators
* Demolition of exiting ceiling in the clubroom to expose original Coffer Ceilings

**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 RBKC 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 the works.
* The effective adaptation and necessary alteration of the existing M&E systems, in consistent co-ordination with RBKC Specification and supporting documents.
* Restricted access to the site and Contractor shall seek approval from Royal Borough of Kensington and Chelsea Council for all access and egress requirements.

**1.2 PROGRAMME**

The Contractor is to take possession of the site in February 2025 (date to be confirmed). The anticipated programme is a maximum of twelve weeks with a Contract Completion date targeted for May 2025. The Contractor is to use all endeavours to achieve and if possible, better the proposed timescales.

The project program 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**

Planning permission has been approved.

**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 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 What experience does your organisation have of working on Listed buildings?

*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.*