London Borough of Brent Council (LBBC)

Technical Consultancy Framework

Lot 2 Multi-Disciplinary Consultancy - Minor Works Specification
502309

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1. Introduction Lot 2 Multi-Disciplinary Consultancy Services for Minor Works

1.1. The Employer

The Council is The Mayor and Burgesses of the London Borough of Brent (the Council) who are responsible through Brent Property Services for approximately 8,500 tenant's properties and 4,000 leasehold properties.

1.2. Background

The Council is delivering an ongoing Minor Works programme covering Building Works for Projects up to £500K, repairs and maintenance including disrepair rectification works, re-roofing to single and several properties, ad-hoc building works, small upgrading works to properties, fire damage rectification works and works in connection with purchased and transferred properties. Some ECO / Retrofit projects are also planned.

The Council is procuring as one of their Works Frameworks for Minor Works covering the above stated scope of works. Projects will be procured via the Works Framework through either mini-competition or direct selection call-offs following the procedure set by the Council in the Works Framework Agreement for Lot 2 Minor Works.

1.3. Types of properties

An indication of the range of properties to be covered by this Lot are individual dwellings – houses and flats within the following:

- Houses in multiple occupation (HMO).
- Residential blocks – low, medium and high rise (Tower/Tall Blocks).
- Residential housing including those for vulnerable persons (i.e. temporary homeless accommodation).
- Commercial properties linked with residential properties.
- Garages.

It should be noted that this Lot does not cover other Council properties or schools.

1.4. Professional disciplines to be covered by this Lot 2

- Contract Administrator
- Architect
- Project Manager
- Employer's Agent
- Quantity Surveyor / Cost Consultant
- Building Surveyor
- Principal Designer
- Structural Engineer
- M&E Engineer (Building Services Consultant)
- Clerk of Works
- Sustainability Consultant / ECO Consultant / Retrofit Co-ordinator
- Lift Engineer
- Fire Safety Management Consultant

1.5. Information on this Framework Lot

The Consultants will be required to provide any of the professional or specific services covered by the Call-off Contracts from the Framework. The Consultants must therefore have fully qualified

and experienced personnel to be able to undertake and deliver the services for this Lot 2 directly or with assistance provided by named sub-consultants proposed by the Consultant. The professional services are to be provided and delivered at various locations within the Contract Area on a Call-off basis.

Contracts will be called off this Framework Lot 2 as and when required and it should be noted that not all specialisms will be used during the term of this Framework. It should be also noted that there is no guarantee of any or a volume of work from this Framework.

The Consultant who will provide the Multi-Disciplinary Services under this Framework Lot 2 shall include for the appropriate level of resources for all the management and other duties specified in the contract documents to provide the most the effective, efficient and high-quality delivery of the services under this Framework and also works to be carried out by Works Contractors. The Consultant shall ensure that all staff and sub-consultants have a proven high level of competency and comply with the skills requirements of the various professional bodies and also with legislation and guidance in such legislation.

The successful Consultants may be responsible for the management and procurement of Works Contractors for specific Projects and must be able to support the Council to meet the requirements of the Call-off procedure covering both direct selection and mini-competition procedure from the Works Framework.

The successful Consultants are to provide the quality of and continuity of services required by the Council and should manage the Framework when allocated work. The Consultant is to arrange for skilled, experienced and fully qualified professional to provide the required services.

The successful Consultants are to appoint a Lead Consultant to work with the Council in establishing the project programmes, advising on project consultants and to liaise with and issue instructions on behalf of the Council in relation to allocated work from this Framework and reporting to the Council.

The Consultants should note that all Call-offs from this Framework for Lot 2 will include the requirements of services of a Principal Designer and a Clerk of Works.

It should be noted that the Council reserves the right to not award any work via this Framework and this is subject to budget availability and other relevant factors.

It should be noted that the use of this Framework Lot may be restricted to the Council.

2. The Contract Areas

The Contract Area comprises the housing stock of the Council.

The Contract Area may also include residential properties and buildings owned or managed by the Council.

3. General Requirements

3.1. Quality Management

The Consultant shall employ all the principals of quality based on ISO 9001 and other related ISO documents to cover management/engagement of people, customer focus, leadership, a process approach, improvement, evidence-based decision making and relationship management.

The Consultant shall specifically employ full Quality Assurance and Quality Control systems to ensure that all aspects of the service to be provided and delivered are carried out to achieve a high level of performance and compliance with the Council's requirements.

The Consultant shall prepare a Quality Management Plan for each individual Project to include the main components for Quality Planning, Quality Assurance, Quality Control and continuous improvement to deliver compliance, customer satisfaction and value. The setting and meeting of quality objectives requires good robust processes, knowledge of procedures, the works and services, legislation and compliance requirements.

3.2. Health and Safety and The Building Safety Act 2022

The Consultant shall fully comply with all Health and Safety legislation including the Building Safety Act 2022.

The Consultant shall work with the Council and the 'Accountable Person' as defined in The Building Safety Act 2022 to prepare Building Safety Cases to cover information known as the 'Golden Thread' identification of building safety risks specifically relating to the spread of fire and structure failure, the demonstration of how the building is to be kept safe, the demonstration of how measures adopted are adequate together with the approach taken for managing safety i.e. a Safety Management System (SMS) and the production of a Building Safety Case Report. All the information relating to the Building Safety Case must be Council shared electronically and will not replace any existing legal requirements.

In addition, the Consultant shall work with and provide information to the 'Accountable Person' to enable them to apply to the Building Safety Regulator for Building Assurance Certificates.

The Consultant shall further provide general advice to the Council on Health and Safety to comply with the requirements of current legislation including the Building Safety Act 2022 and all current and pending changes in legislation.

The Consultant shall prepare a Pre-Construction Health and Safety Plan and a Risk Register for each Project and ensure full and continuous compliance with the Plan. The Consultant shall provide a copy of the Health and Safety Plan to the Council. It should be noted that when buildings are designed, constructed or refurbished, the duty holders responsible for uploading all information as required by the Building Safety Act 2022 will be in addition to the Council, the Principal Designer and all Designers.

The Consultant shall understand and comply with all the requirements of The Construction (Design and Management) Regulations 2015 (CDM 2015).

3.3. Environmental and Sustainability

The Consultant shall comply with all Environmental and Sustainability legislation including the Environmental Act 2021.

The Consultant shall comply with all the principles of sustainability in the design, selection and specification of materials and components.

The Consultant shall ensure that all works are undertaken to meet the requirements of all legislation including the Environmental Act 2021.

3.4. Performance Management

The Consultant is required to monitor and measure its own performance including the performance of sub-consultants and prepare monthly reports for the Council. In addition, performance will be measured and monitored against Key Performance Indicators (KPIs) as set out in Appendix B.

Monthly Review Meetings will be held with the Consultant to cover general performance and also for individual projects. Specific requirements and actions are also set out in Appendix C.

Additional KPIs may be added to the list and action to be taken where there has been a failure to meet individual or a number of KPIs as described in Appendix B.

3.5. Asbestos

The Council has a separate asbestos management contract for all asbestos management duties. The Consultant shall work with the asbestos consultant on all issues relating to asbestos. The asbestos consultant will provide advice on any issues pertaining to asbestos within any Works or Projects where the Consultant is involved.

It is to be noted that the Council's objectives for asbestos management are:

- To safeguard employees, tenants, children, Works Contractors, Consultants, visitors and third parties.
- To ensure that all the Consultant's employees who are involved with asbestos in the course of their work are adequately informed, instructed, trained and supervised regarding their particular job and any other relevant work, which they are expected to perform.
- The Consultant's responsibilities are:
  - At all times to act in accordance with current regulations and guidelines and to avoid prosecution by the enforcing authority (HSE).
  - Manage the process in accordance with the Council's relevant guidelines and regulations and in collaboration with the asbestos consultants appointed by the Council.
  - Ensure that all relevant employees and sub-consultants are trained as appropriate.
  - Liaise with the asbestos consultant and the Council's nominated representative in Health and Safety to regularly improve systems and policies in order to achieve the Council's objectives.
  - Liaise with the asbestos consultant regarding all properties requiring surveying or pre-inspections.
  - Attend meetings and training sessions as required with the asbestos consultant or his nominated representatives in order to review performance in asbestos identification.
  - Utilise the Council's asbestos database to check for known asbestos in properties.

3.6. Liaison and working with Residents / Leaseholders

The Consultant will be required to have all its staff fully trained in working with Residents, respect for people and also working in occupied properties especially people's homes.

The Consultant will be required to arrange, attend and take the lead at Tenant / Leaseholder meetings, some of which may be held outside normal working hours.

3.7. Safeguarding

Consultants should give full consideration to and inform their staff and sub-consultants of the Council's Safeguarding Policy and Procedures which cover:

- Safeguarding adults with care and support needs following the principles established in the Care Act 2014.
- Safeguarding children and young people.
- Safeguarding employees and colleagues.

- Responding to suspected abuse or neglect.

Consultants should also follow their own Safeguarding Policies which set out guidance and instructions and ensure that all personnel shall comply with the guidelines set in both the Council's Safeguarding Policy and the provisions in the Consultant's own Safeguarding Policy. Consultants are to further ensure that all those involved in the Contracts including sub-consultants, agree to the provisions which are set out in procedures and are also involved in the monitoring and management of the policies and procedures.

3.8. Customer Care and working in premises

In discharging their duties The Council hereby brings to the attention of the Consultant particular considerations of which it is aware and which may be encountered whilst carrying out the Services and which the Consultant may not otherwise be readily aware of:-

- Works and Services will be carried out in premises where consideration will be expected by the Council in respect of:
  - children
  - disabled people
  - elderly people
  - visitors to the premises who may be unaware that work is being carried out
  - violent, abusive or aggressive tenants or visitors
  - persons with limited understanding of the English language
  - persons with particular requirements because of their ethnic, religions or other backgrounds
  - domestic pets
  - motor vehicles and the like
- Other Consultants and Contractors / Service Providers may be working in or on any premises contemporaneously with the Consultant.
- The Consultant should further note that in some premises the Tenderer could possibly encounter limited amounts of materials containing substances which could be harmful to health:-
  - Asbestos, which may be in the form of linings and insulation and may be encapsulated or painted.
  - Asbestos, which may be present as a component in certain materials such as sheeting, textured decorative coatings, floor tiles, adhesives etc.
  - Some of the heating boilers and appliances may contain substances such as alumino silicone fibre used in combustion chamber linings.
- Any of the properties of The Council may contain hazards resulting from the following:-
  - Vandalism,
  - Public utilities may be disconnected and artificial light not available. Natural light may also be excluded due to the premises being boarded up,
  - Premises may be the subject of unsanitary and generally unhygienic conditions including particularly unpleasant smells, infestation, the presence of needles, human faeces, bodies, animal carcases etc.,
  - Premises which have damp, poorly ventilated or similar conditions may present risks to health, particularly sufferers of asthma, hay fever, other allergies etc, through the presence of mycotoxin releasing moulds and fungi.
  - Risks associated with working at and falls from height or access equipment.
  - Electrical hazards.

- Risks associated with possible open gas supplies or toxic emissions from un-serviced or faulty gas appliances.

In undertaking the services, the Consultant should give full regard to the above list of hazards and employ proper safe working practices. The Consultant should inform its staff of such hazards and provide all training to its staff.

3.9. Data Protection

The Consultant shall (and shall procure that any of its personnel and sub-consultants involved in the provision of the services) comply with any notification requirements under the Data Protection Act 2018 (DPA) and the Parties shall duly observe all their obligations under the DPA which arise in connection in connection with the services to be provided.

Notwithstanding the general obligations in the above Clause, where the Consultant is processing Personal Data as a Data Processor for the Council, the Consultant shall ensure that it has in place appropriate technical and contractual measures to ensure the security of the Personal Data (and to guard against unauthorised or unlawful processing of the Personal Data and against accidental loss or destruction of, or damage to, the Personal Data), as required under the Seventh Data Protection Principle in Schedule 1 to the DPA; and

- provide the council with such information as the Council may reasonably require to satisfy itself that the Consultant is complying with its obligations under the DPA.
- promptly notify the Council of any breach of the security measures required to be put in place pursuant to this Clause and ensure it does not knowingly or negligently do or omit to do anything which places the Council in breach of the Council's obligations under the DPA.

3.10. Reporting Requirements

Project information and reporting

Monitor and report in writing to the Council of any delay to a programme or project within 5 days and set out actions taken to bring the programme or project back on time.

Upon a monthly basis the Consultant shall prepare and distribute to the Council reports and details of any action taken which include the following but not restricted to:

- Executive project summary for each Project.
- Project specific progress reports for each Project.
- Project specific financial reports for each Project.
- Cash Flow Forecast for each Project.
- Contractors Works Programme for each Project.
- Strategic Issue and Risk Log for each Project.
- Status of all variation orders issued / declined with costs for each Project.
- Details of all the Required Works orders issued for each Project.
- Section 20 information as required by the Council.
- Monthly cumulative spend in the form required by the Council.
- Minutes of all meetings held with Works Contractors and other Specialists.
- Customer satisfaction survey findings for each Project.
- H&S issues that are reportable under RIDDOR for each Project.
- KPI report and action taken.
- Updated Contract monitoring sheets provided by the Council.
- Copies of day sheets and handover forms for each property in the Project.
- Revision to Project Directories and other Project information.

The Consultant shall produce annual reports in a format approved by the Council to cover activities during the previous year.

The Consultant shall provide to Officers of the Council, Works Contractors and all other relevant parties, the minutes of weekly and monthly contract meetings, these to be provided within 5 working days of the relevant meeting.

It is envisaged that the experience of operating this Contract could identify further reporting requirements. Each review meeting will identify and consider any changes that could simplify the reporting process.

The Consultant shall provide the Leasehold Management Unit of the Council, and other relevant parties, with cost information, per property, for leasehold consultation and billing purposes, in the required format and timescales at pre-contract stage, final account stage and any other stage as required. The majority of properties included within this contract are mixed tenure buildings therefore leaseholders have been consulted about the proposed works and their proportion of the cost. The Council has made a commitment to leaseholders that should their proportion of the cost increase above 25% for any reason then they will be notified.

The Council further requires the Consultant to specifically monitor anything that may impact in higher final bills for leaseholders. This includes variations, increased quantities, increased prelims as a result of delays, etc. Should any leaseholders' bills increase above 25% then the Consultant must inform the Council of this as soon as possible. In the case of variations for additional works, which increase the cost 25% above the amount leaseholders were originally consulted on, the Consultant must immediately inform the Council of this situation in writing before agreeing to the work or the work commencing or committing any monies.

The Consultant shall, 5 working days in advance of the monthly progress meeting, provide the Council in writing a monthly interim progress and financial report for each Project in a format agreed with the Council.

The Consultant shall ensure the Health and Safety Files, including all handover forms, warranties, certificates and Collateral Warranties are collated and delivered to the Council at the end of each project within 4 weeks (20 working days) of Practical Completion of a Project unless an alternative period is set out in the Call-off documentation.

The Consultant is to provide all records and information in an electronic format to the portal designated by the Council.

Other reporting

- All other reports and information for Building Safety Cases and other Reports referred to within the relevant section of the Professional Services Specification are to be provided in an electronic format agreed with and designated by the Council. Where Reports are to be shared, this information will be provided by the Council.

4. Service Requirements

4.1. Value for Money

The Consultant will actively seek out opportunities for improving value for money in the provision of the Services and Works for example:

- Review service levels on a regular basis and amend (with approval of the Council) to best meet user needs.

- Propose new technologies, products and services etc. to improve the service and procurement if necessary.
- Carry out value management and value engineering techniques and exercises and further carry out specific value for money exercises if requested by the Council.

4.2. Procurement of Works Contractors

As required and instructed, the Consultant shall advise the Council on clarifying the Works needed and/or throughout the entire tender process. In addition, the Consultant is to work with the Council's procurement and Minor works teams to deliver the procurement processes.

This includes:

- Liaise with the Council's procurement team.
- Prepare any specific procurement documents.
- Preparation of a procurement programme that takes account of the demands imposed by the Public Contracts Regulations 2015 (PCR 2015) and the Council's Standing Orders. This includes for the use of appropriate forms of contract.
- Preparation of all necessary tender and contract documentation to enable approved strategies to be implemented. Contract documents will include all specifications, drawings, and invitations to tender and tender documents using the Council's template documents to meet the structure set out in the Framework documents for the Works Procurement.
- Reviewing the programme and carrying out the above as appropriate, or as requested by the Council during the term of this Framework.

To procure Works Contractors from Lot 2 of the Works Framework Agreement the Consultant shall:

- Review the timetable and the requirements for the Works and prepare detailed specifications to include:
    - All necessary surveys, inspections, tests etc.
    - Full compliance with all Health and Safety legislation.
    - Full quality assurance and control procedures.
    - Full performance measurement and management system
    - Compliance with British Standard and other appropriate standards including Codes of Practice.
- Discuss each proposed specification with the Council and the Contractors and agree the final version.
- When necessary, prepare planning applications, including all drawings. Application to be submitted in full to the Council at least 2 weeks prior to agreed Tender issue date.
- Adhere to the requirements of PCR 2015, any changes in legislation and the Council's Standing Orders the procedures set out in the Framework Agreement for the Works Contractor and use the Council's standard documentation.
- Provide the Council with electronic copies of all contract documentation in Word or Excel format (not pdf)
- Following the processes set out in the Works Framework Agreement, invite tenders using the methodology set out in the Works Framework Agreement and manage any queries or clarifications.
- Arrange any site visits, roof and other access etc. required.
- All tenders will be returned to the Council's Director of Finance using the stated procurement portal.
- The Consultant will analyse the tenders and make recommendations to the Council in a prescribed format.

- Provide a contract award report to the Council in a prescribed format as required by the Works Framework
- Notify the successful Tenderer as required by the Council and provide feedback on the tender process to unsuccessful contractors if requested.
- Manage the start of each project with a pre-commencement meeting with the Contractor and the Council.
- Manage the Works Contractor during the term of the contract on behalf of the Council.

4.3. Management of the Works Contractors

This is a general service which is to be read with the duties included in an individual Professional Service Specification.

The Consultant shall fully familiarise themselves with the Works Contactors' contract and all the requirements and needs of the Council in order to fulfil and discharge its administrative and management responsibilities under the Contract.

The Consultant shall ensure the following:

- Contract Administration / Employer's Agent as appropriate for the Contract.
- That Works Contractors carry out Works to the standards specified within their contracts.
- That Works Contractors comply with all the relevant laws, statutory instruments, regulations and Council's Codes of Practice (relating to safe working).
- That Works Contractors provide all information including Quality Plans, Health and Safety Plans, and sustainability / Environmental Plans and reports as contained within their contracts.
- That all invoices and monies due for non-compliance in the Works Contractors contracts are administered.
- That all customer complaints are investigated, and a response sent to the Council within 5 days by the Consultant in strict accordance with the Council's Complaints Policy.
- Information is to be provided to the Council as required for Stage 1 and Stage 2 of the Council's complaints process and for Local Government Ombudsman and Members/MPs enquiries, by the Consultant, if requested, within the stated timescales in the Council's Complaints Policy.

The Consultant shall abide by the Freedom of Information Act (FOIA) and the Environmental Regulations (EIRs). Should the Council become subject to the Act and the Regulations, the Consultant will assist and co-operate with the Council to comply with disclosure requirements under the various Codes. The Consultant will ensure that its sub-consultants comply with the Council's requests for information under the Codes.

The Consultant shall make provision for the monitoring of Works Contractors' non-performance, within the contracts and provision for action plans.

The Consultant will ensure that the Works Contractor provides the information required to complete the Council's contract monitoring sheets and data requirements.

The Consultant is required to maintain the contract monitoring sheet for Projects which is designed to monitor overall contract progress and provide an up-to-date record for each individual property stating what work are carried, the progress and cost of the work. The monitoring sheet is also designed to highlight any variations/cost increases which may increase final bills to leaseholders above specified levels (see contractors responsibility for increases in leaseholder bills).

The monitoring sheet is a live document and will need to be kept up to date throughout the contract. The Consultant is required to maintain the monitoring sheet and issue it to the Council at least 2 days before each progress meeting. The Consultant shall ensure the monitoring sheet issued is accurate up to the end of the week preceding the progress meeting.

The monitoring sheet is subject to change and the Council reserves the right to modify the monitoring sheet in any way. In the event of changes the Consultant will be required to provide information as directed by the Authorised Officer who will give 10 days notice of the changes.

4.4. Monitoring and Measurement of the Works Contractors

The Consultant shall measure, monitor and report on a monthly basis to the Council on the Works Contractors' performance and Key Performance Indicators against the targets.

The Consultant shall ensure continued supervision of the Works on site in conjunction with the Clerk of Works appointed by the Consultant. The Consultant shall further ensure that there is daily attendance by the Clerk of Works on all Projects in excess of £1million.

4.5. Meetings between the Council and the Consultant

Formal meetings between the Council and the Consultant shall be held as follows:

- Project specific meetings as agreed with the Council.
- Monthly Review Meetings - These will be held between the Council and the lead Consultant to discuss the Works Contractors' and the Consultant's Performance.
- Monthly project progress meetings between the Council, the Consultant and the Works Contractor.
- Ad hoc meetings as requested by the Council.

The Consultant shall organise, chair and administer (including producing minutes) the above meetings which will be held at an office selected by the Council.

The Consultant shall be available together with any sub-consultant to attend resident consultation meetings as required by the Council (these may be held in the evening).

The Consultant shall organise, chair and administer (including preparing minutes) pre-commencement meeting(s) to agree scope of Works, including timetable / programme and other appropriate matters (which may include tenants and leaseholders and other service users).

In addition, the Consultant will be required to hold weekly monitoring meetings with Works Contractors that are not performing within the Contract to discuss action plans and providing a performance review report.

As instructed, the Consultant will be required to fulfil the functions of the Contract Administrator under a JCT Form of Contract for Major Works, Planned Programmes of Work and ECO Projects.

5. Professional Services Specifications

5.1. General information

The following service requirements outline the Services which will be requested on Projects by the Council. The Consultant shall seek authority from the Council to carry out the Services at each stage of a Project. If a Project only proceeds to a certain stage then the % fee up to that stage as described in the fees section of the Pricing Document will be paid. If the Consultant is of the opinion that a particular aspect of the service is not required on an individual Project then the agreement of the Council shall be sought and the appropriate instruction will be given.

5.2. Services required for Minor Works

Services required for Minor Works are defined in this Framework Lot Scope document and are to be read with the requirements for individual professional disciplines set out in 5.2 of this Section 5.

An outline of the duties is:

5.2.1. Pre-Commencement Activities

- Obtain Council's brief including range of services required.
- Advise on current CDM Regulations with the Principal Designer.
- Prepare programme.
- Carry out 100% Site inspections - all properties to be surveyed Attend progress meetings as required.
- Collate all information re contract area.
- Prepare report on building condition, necessary works, priorities, options appraisal and costs.
- Prepare report on potential risks and set up Risk Register.

5.2.2. Project Start Up

Act as or provide competent Principal Designer who will perform the duties required under the Construction (Design and Management) Regulations 2015 including:

- Provide technical surveys to the Council.
- Provide sketch scheme and costs / Draft specification, drawings etc for consultation (as applicable).
- Prepare full planning application where necessary.
- Review timetable and costs.
- Prepare full working drawings.
- Prepare Specifications and draft Schedules of Works.
- Establish detailed programme and monitor/manage project progress against programme.
- If necessary provide information for serving statutory notices on leaseholders.
- Agree specifications with the Council.
- Carry out value management and value engineering exercises.
- Arrange, chair and minute meeting(s) to agree or confirm the scope of Works.

5.2.3. Tender Action and Project Planning

- Ensure all necessary statutory approvals are in place.
- Arrange , chair and minute tender consultation meetings with residents (as required).
- Carry out pricing analysis of schemes including Section 20 information within 14 days of receipt of pricing.
- Seek approval of programme from the Council.
- Arrange and attend pre-commencement meetings with the Council and Contractor. Agree commencement date.
- Arrange and attend pre-start meeting with residents and Contractor.
- Ensure that the Contractor adequately develops the H&S Plan and Method Statements to enable works to commence on site.
- Provide all necessary documentation to the Council for approval, within agreed timescales and in a format for tender submissions.
- Carry out value management and value engineering review if required.

- Receive site information, visit site and appraise constraints and identify any surveys required.
- If instructed carry out or arrange and supervise agreed surveys.
- Review design co-ordination and development with other parties, carry out risk assessments and provide information to the Principal Designer for the draft Health and Safety Plan.
- Confirm Performance Management controls.
- Facilitate a programme of Continuous Improvement, including monthly review meetings, regular reviews of specification and procedures. Make recommendations for value for money, manage costs and improve efficiencies.

5.2.4. Project on Site

- Formally administer the contract as per the specific contract terms.
- Clerk of Works to be on site daily for projects over £1m.
- Ensure appropriate quality of work.
- Monitor Contractors performance / non-performance.
- Regularly inspect and record progress and quality of the works and take appropriate action.
- Maintain detailed cost records.
- Monitor progress and review programme as necessary and provide continued supervision and ensure work is on programme.
- Monitor and control budget, authorise payments to contractors. Ensure correct Applications and invoicing from Contractors. Ensure on budget, provide cash flow reports, ensure Valuations on a monthly basis shall reflect actual works done and not on account payment. Then issue 'Certificate for Payment'.
- Ensure all necessary instructions are issued clearly and in good time.
- Obtain variation cost approval from the Council.
- Produce standard monthly reports on progress and costs.
- Arrange, chair and minute customer consultation meetings (as required).
- Respond to complaints within 5 days.
- Manage and monitor H&S policy.
- Manage and monitor Quality Plan and Assurance processes.
- Issue Contract Certificates when necessary.
- Monitor defective work and ensure defective work is remedied.
- Establish and manage handover programme/procedure.
- Arrange and attend handover meeting and check that all work has been completed to the required standard.
- Issue of Certificate of Practical Completion

5.2.5. Project Completion

- Monitor notification of defects and ensure that urgent defects are rectified within stipulated time.
- Prepare and agree Final Account (within 6 months of completion), error free and in correct format for billing leaseholders.
- Work with the Principal Designer to prepare and ensure that the Health and Safety file is submitted within 4 weeks of Practical Completion.
- Prepare appropriate and accurate Section 20 cost breakdown for charging leaseholders, error free.
- Arrange and undertake defect inspection at the end of defect period, issue defects schedule and ensure access is provided as necessary and that all defects are rectified to the satisfaction of the Consultant.

- Undertake Inspection(s) of Making Good Defects and issue certificate.
- Obtain and submit COW reports together with As-Built Photographs (within 4 weeks of Practical Completion).
- Organise and hold 'Handover Event' with Residents/Tenants (within 6 weeks of Practical Completion) if requested.
- Where applicable calculate Liquidated Damages and notify the Council within 14 days of Contractor's penultimate valuation application. Prepare and issue any Payless Notices as required.
- Arrange Customer Satisfaction Survey / obtain minimum 20% response and report within 4 weeks of Practical Completion.
- Arrange, chair and minute 'Final Review' meeting.
- Carry out SAP survey to each completed dwelling/type and provide rating. All information and data to be passed to the Council in electronic format.
- Ensure that all Collateral Warranties, other warranties and guarantees have been fully completed and returned to the Council.
- Where required ensure that all Operating and Maintenance Manuals have been completed and submitted to the Council. Where the Manuals are not completed these should be reviewed and then finished and then provided to the Council.

Further details of the duties of the Consultants are contained within the individual disciplines set out later in this Section 5 including compliance with The Building Safety Act 2022 at the various stages of a Project including Reporting requirements and provision of information for Building Safety Cases and other reports.

5.3. Building Information Modelling (BIM)

Where the Council requires BIM Co-ordinator or BIM Manager services as part of the main professional services requirements, unless otherwise instructed in writing by the Council, the services are as follows:

5.3.1. The BIM Coordinator duties include:

- Attend regular meetings, consult and liaise with the Lead Designer in preparation of project roles table, design responsibility matrix, technology strategy and design programme as necessary to progress the design.
- Responsibility for the required activities in accordance with the project roles table, design responsibility matrix, technology strategy and design programme.
- Develop, implement and maintain the BIM protocol for the project and establish and implement robust quality control and collaboration procedures to ensure that all models and datasets are accurate and that the level of information is fit for purpose.
- Establish procedures to monitor that the production of design information is in accordance with the technology strategy in order that any shortcomings and/or queries are immediately highlighted and rectified in accordance with the project roles table, design responsibility matrix, technology strategy, design programme and project programme.
- Ensure that all stakeholders understand the BIM process and their role within the process including BIM development, standards, data requirements, etc.
- Identify, document and resolve any clashes.
- Coordinate the data modelling and management process including liaison with all project team members and the Council.
- Ensure that the services provided by the BIM Coordinator are fully coordinated with the professional team and in accordance with the Schedule of Services for each, the project roles, the design responsibility matrix and the technology strategy.

- Assist the project lead to resolve any duplication between the services provided by the BIM Coordinator and the services provided by another supplier(s) by agreement with the supplier(s) concerned. The BIM Coordinator shall implement the actions confirmed in writing by the project lead.
- Participate in the operation of an early warning system.
- Cooperate at all times with the Principal Designer in respect of the provision of risk assessments.
- Attend meetings with the Council, project lead, professional team and the Contractor as necessary.
- Co-operate with the professional team to carry out value engineering and value management exercises, environmental performance improvement initiatives and risk management. Contribute to recommendations to deliver the best value for money for the Council's approval.
- Comply with the project management procedures, hierarchy of responsibility, the communication strategy and the exchange of information both informally and formally at information exchanges.
- Participate in the change control procedures.
- Work closely with the Council, professional team and all stakeholders with the aim of delivering a successful project to the project brief, budget and programme.

5.3.2. The BIM Manager is required to;

- Attend regular meetings in respect of design, consult and liaise with the lead designer in the preparation of the project roles table, design responsibilities matrix, technology strategy and design programme.
- Responsibility for the activities in accordance with the project roles table, design responsibility matrix, technology strategy and design programme. Undertake and take responsibility for actions to be undertaken by the BIM Information Manager.
- Review, develop and update the Technology Strategy.
- Monitor that design is in accordance with the Technology Strategy.
- Establish rigorous procedures to monitor the production of design information is in accordance with the technology strategy in order that any shortcomings and/or queries are immediately highlighted and rectified in accordance with the project roles table, design responsibility matrix, technology strategy, design programme and project programme.
- Establish a common data environment including processes and procedures to enable reliable information exchange between project team members, the Council, and other parties.
- Manage common data environment processes and procedures, validate compliance with them and advise on non-compliance.
- Establish, agree and implement the information structure and maintenance standards for the information model.
- Receive information into the information model in compliance with agreed processes and procedures. Validate compliance with information requirements and advise on non-compliance.
- Maintain the Information Model to meet integrity and security standards in compliance with the Council's information requirements.
- Initiate, agree and implement the project information plan and asset information plan covering:
    - information structure across roles e.g. software platforms (all levels of supply chain) appropriate to meet the Council's requirements and project team resources.
    - responsibility for provision of information at each RIBA stage.

  - level of detail of information required for specific project outputs e.g. planning, procurement, facilities management procurement.
  - process for incorporating 'as constructed' testing, validation and commissioning information to enable integration of information within the project team and coordination of information by the lead designer.

- Agree the formats for project outputs.
- Support the implementation of the Project BIM protocol and the Appendices.
- Assist the project team members to establish information exchange processes, including the definition and agreement of procedures for convening, chairing, attendance and responsibility for recording information exchange process meetings.
- Establish and implement record keeping, archiving and audit trail for the information model.
- Consult and liaise with other suppliers on the project team to ensure that the services provided by the BIM Information Manager are fully coordinated with the services provided by those suppliers and in accordance with the schedule of services for each, the project roles table, the design responsibility matrix and the technology strategy.
- Assist the project lead to resolve any duplication between the services provided by the BIM Information Manager and the services provided by another supplier(s) by agreement with the supplier(s) concerned. The BIM Information Manager shall implement the actions confirmed in writing by the project lead.
- Participate in the operation of an early warning system.
- Cooperate at all times with the Principal Designer in respect of the provision of risk assessments.
- Attend meetings with the Council, project lead, professional team and the Contractor as necessary.
- Cooperate with the professional team to carry out value engineering and value management exercises, environmental performance improvement initiatives and risk management. Contribute to recommendations, to deliver the best value for money, for the Council's approval.
- Comply with the project management procedures, hierarchy of responsibility, the communication strategy and the exchange of information both informally and formally at information exchanges.
- Participate in the change control procedures.
- Work closely with the Council, professional team and all stakeholders with the aim of delivering a successful project to the project brief, budget and programme.
- Transfer data into the Council's BIM IT data system or other system as required and directed.

The BIM Information Manager may also be required to host the common data environment.

5.4. Contract Administrator

The Contract Administrator will be appointed by the Council and is responsible for administrating and closing the Construction Contract.

This role of Contract Administrator can be undertaken by any of the following disciplines or project roles who must be fully qualified and experienced to carry out the role.

- Architect
- Lead consultant
- Building Surveyor

- A Specialist Consultant

The Contract Administrator's role in relation to the Minor Works Projects will generally include the following which relates to each individual Contract and not the management of the Framework:

- Inviting and processing tenders including working with the Principal Designer and Consultant Specialist
- Preparing contract documents for execution
- Administrating change control procedures
- Seeking instructions from the Council in relation to the contract
- Issuing instructions such as variations or relating to prime cost sums or making good defects
- Considering claims from the Contractor
- Chairing construction progress meetings
- Preparing and issuing construction progress reports
- Co-ordinating and instructing site inspectors
- Agreeing commissioning and testing procedures
- Agreeing defects reporting procedures
- Ensuring that project documentation is issued to the Council
- Issuing certificates of practical completion and interim certificates
- Collating and issuing schedules of defects
- Issuing the certificate of making good defects
- Issuing the final certificate

In addition, a Contract Administrator may be appointed by the Council for works covered by purchased or transferred properties either individual or schemes.

The service is likely to include the following:

- Preparation of a building survey
- Produce a priced schedule of works to meet agreed standards
- Produce a Housing Quality Indicator (HQI) assessment
- Provide value for money statement/confirmation that the works meet the agreed schedule of rates
- Prepare contract documentation as required including liaising with the Principal Designer
- Monitoring of contract
- Raise and issue Instructions
- Carry out defect inspections
- Attend handover
- Carry out other inspections and confirm completion of defects
- Obtain Guarantees and Certificates as appropriate from the Contractor
- Agree final account
- Provide a Practical Completion Certificate
- Provide a regular updated record of the progress of the Sustainable Homes Indicator (SHI) programme

5.5. Architect

Architectural services may include services covering all the RIBA work stages as defined in the RIBA Plan of Work 2020 (As amended). Architects may also be required to offer those services as defined in the section covering Project Managers and Principal Designer’s services.

5.5.1. RIBA stage 0 – Strategic Definition

- Business case
- Strategic Brief
- Initial Project Brief

5.5.2. RIBA Stage 1 – Preparation and Brief

- Feasibility Study
- Site information
- Project objectives
- Quality Objectives
- Project Outcomes
- Sustainability Aspirations
- Project Budget

5.5.3. RIBA Stage 2 – Concept Design

- Architectural Concept incorporating Strategic Engineering Design
- Cost Information
- Project Strategies
- Design Programme
- Final Project Brief
- Construction Strategy
- Maintenance and operational Strategy
- Project execution Plan

5.5.4. RIBA Stage 3 – Spatial Co-ordination (Develop Design)

- Develop Design
- Sustainability
- Building regulations checks
- Outline Specification
- Change Control

5.5.5. RIBA Stage 4 – Technical Design

- Architectural and Engineering Technical Design
- Design Programme

5.5.6. RIBA Stage 5 – Construction and Manufacturing

- ‘As-constructed’ Information
- Design Queries
- Site Inspections
- Quality reports

5.5.7. RIBA Stage 6 – Handover and Close-out

- Updated ‘As-constructed’ Information
- Updated Project Information
- Feedback workshop

5.5.8. RIBA stage 7 – In Use

- Post occupancy evaluation
- Review of project performance

- Review of project outcomes

The Architect has to comply with the requirements of The Building Safety Act 2022 following the regulatory regime. The three stage 'gateway' system for planning and the 'golden thread' of information relating to fire safety competence.

The Council will require the Consultant to work with them and the 'Accountable Person' to prepare Building Safety Cases and to provide all required information under The Building Safety Act 2022 as described elsewhere in this Scope and Specification document.

5.6. Quantity Surveyor / Cost Consultant

Structure of Services

- Core Quantity Surveying Services in connection with Projects.
- Cost Analysis and Cost Control services in relation to Projects where the full service is not being operated.
- Preparation of Bills of Quantities or pricing Specifications / Bills of Quantities.
- Providing Financial Services – cost implications, life cycle costing, annual running costs and value management and value engineering services.
- Providing contractual advice including analysis of claims both financial and extension of time submitted and liaison with Council's legal advisors.
- Undertaking Cost Audits including sample check analysis and preparation of reports.
- Forensic analysis and auditing and preparation of reports.
- Expert Witness Services.

5.6.1. Outline of Services of a Quantity Surveyor

- Pre-contract involvement - review contract conditions
- Feasibility reports for sites
- Site investigations
- Party Wall matters (see Appendix A)
- Liaise and work closely with the Councils, Project/Contracts Managers and Site Supervisors
- Assisting in claims and dispute resolution
- Monitor and update monthly cost / sales / cash flow forecast
- Timely and accurate applications for payment compliant with the contract
- Ensure proper and timely notification of funding events
- Preparing accurate and prudent cost /value analysis
- Approving interim and final account measurements
- Approving pricing and rating variations
- Management, interim and final account agreement
- Assessment of capital costs, life cycle costs, maintenance costs, energy costs and general building performance and durability
- Undertaking Value for Money studies

5.7. Core Quantity Surveying Service in connection with Projects

The core duties of the Quantity Surveyor are based on those set out within the document 'Quantity Surveyor Services' published by The Royal Institution of Chartered Surveyors and amended by and with additional provisions as set out below.

Preparation and Design Stage

- In discussion with the Council, provide such cost advice as is necessary in order to assist the Council in establishing a brief for the project and financial limits.

- Provide a preliminary cost plan for the project in sufficient detail to assist the other members of the project team to develop their design within the overall cost limit approved by the Council.
- Inspection of buildings and the identification of works.
- Undertake Project Risk Assessments.
- Undertake simple value management exercises.
- Advise on the method of procurement best suited to the project and, following discussion with other consultants who may be appointed, make recommendations to the Council and obtain instructions.
- Advise on overall programme viability.
- With other design team members prepare project programmes to meet the Council requirements.
- Prepare elemental based budget estimates for Outline Proposal reports.
- In liaison with the other members of the project team, undertake such further cost studies as may be necessary in order to submit proposals and options to the Council including an anticipated programme and costs, giving full consideration to alternative design solutions and construction techniques and, in co-operation with the other members of the project team, undertake all work necessary to obtain the Councils approval to proceed on the basis of the agreed proposals.

5.7.1. Pre-Construction

- Prepare and develop preliminary indicative cost plan based on BCIS elemental format.
- Monitor cost implications during detailed design stage and continue that monitoring up to tender stage.
- Maintain and develop cost plan and prepare periodic reports and update cash flow forecasts based on agreed programme.
- Advise on variances in cost and on action to maintain agreed estimated costs within budget.
- Advise on form of contract best suited to the work and consider the need for warranties and / or bonds.
- Confirm programme viability or prepare, maintain and update revised programmes in conjunction with other members of the design team.
- Prepare a final cost plan for the project based on the approved cost and the anticipated start and completion dates and, thereafter, monitor the development of the scheme design against that cost plan up to tender stage and report any anticipated difficulty to the Council including proposals for overcoming that difficulty and obtain the Councils instruction in sufficient time to allow corrective action to be taken.
- Where the Council has indicated the possibility of change to the ‘Agreed Brief during the design phase, inform the Council of the cost and programme implications and obtain the Councils instruction.
- Ensure that simple life cycle costings and simple environmental assessment techniques etc are applied to the design for the project and adopt solutions giving the best overall value for money and, where this may result in the cost limit for the project being exceeded, make recommendations to the Employer and obtain instructions.
- Monitor cost implications during detailed design stage and continue that monitoring up to tender stage.
- Maintain and develop cost plan and prepare periodic reports and update cash flow forecasts based on agreed programme.
- Confirm programme viability or prepare, maintain and update revised programmes in conjunction with other members of the design team.

- Provide cost advice and review the programmes or revise previously agreed programmes in conjunction with design team if necessary.
- Monitor the development of the scheme design against that cost plan up to tender stage and report any anticipated difficulty to the Council including proposals for overcoming that difficulty and obtain the Councils instruction in sufficient time to allow corrective action to be taken.
- Where the Council has indicated the possibility of change to the 'Agreed Brief during the design phase, inform the Council of the cost and programme implications and obtain the Councils instruction.
- Review Project Risk Assessments.
- Consider and advise the Council on the provision of a performance guarantee bond.
- Consider and advise the Council on the provision of a parent company guarantee.
- Consider and advise the Council on alternative forms of security.
- Carry out and co-ordinate cost checks as necessary and monitor variances from the agreed budget.
- Advise on the expenditure of capital revenue allocation, cash-flow, the phasing and sectional completion of any project.
- Consult with Council on any contractual restrictions, operational or otherwise.
- Ensure Council is fully aware of any contractual obligations.
- Review progress, briefs and any Council instructions. In conjunction with the design team agree and confirm detailed programmes including the establishment of key target dates, giving full consideration to the Council's requirements, cash payments, nature of the works, phasing and sectional completion.
- Carry out final cost check.
- Prepare where applicable in conjunction with other members of the design team sub-contract tender documentation for specialist works.
- Advise on the details of the contract appendices including the assessment of sum or sums of Liquidated Damages.
- Agree contract particulars with Council for preliminaries and establish main contract terms and conditions including insurance obligations.
- Re-examine on consultation with the Council and the design team the overall programme and determine the time available for the construction works giving full consideration to the Council's requirements, cash payments, nature of the works, phasing and sectional completion.
- Prepare detailed reports to the Council should any unforeseen items of over-expenditure arise. Obtain approval from Council to extra cost.
- Confirm readiness to proceed to tender.
- In liaison with other members of the project team, ensure that all schedules, i.e. Bills of Quantities or other documents necessary for placing of contracts are completed and fully coordinated, are in accordance with the brief approved by the Council and are available on the programmed date.
- Secure Council approval to proceed with the Invitation to Tender.
- Provide general and particular advice on procedures for the Tender.
- Prepare pre-tender estimate based on tender documentation and inform the Council of the result of that check.
- Appraise short list provided by Council. Where required submit list of tenderers for specialist works.
- In liaison with the other members of the project team, make recommendations to the Council on the suitability of firms who may be invited to submit tenders for the works and any specialist works and obtain instructions.
- Advise Council on prospective tenderers previous performance, obtain references prior to submitting to the Council.

- In liaison with the other members of the project team, invite tenders from contractors included on the list approved by the Council and arrange for tenders to be returned direct to the Council in accordance with the Councils tendering procedures.
- Submit all correspondence regarding the obtaining of tenders direct to the Council.
- Obtain a fully priced preliminary section of the tender from those tenderers being considered for the contract, and carefully check the details.
- Prepare a tender return form for the initial report on tenders.
- Prepare a tender analysis for the report on tenders.
- Prepare and submit a tender report with recommendations on the acceptance on the acceptance of the contractors tender and request instructions.
- Should the tender exceed the budget, seek approval from the Council to any excess expenditure.
- Obtain the Councils decision regarding acceptance of a tender.
- If the lowest acceptable tender exceeds the approved budget, then together with other design team members to undertake value engineering exercises to identify and evaluate possible savings, preparation of bills of reduction and negotiating revised tenders. Together with the other members of the design team, report the results to the Council.
- Assemble contract documents, prepare and issue to the Council for processing, signing and sealing (if required) by the council and the contractor prior to the commencement of the works.
- Check contractor's insurance cover.
- Notify the Council of contract insurance obligations.
- Attend pre-contract meeting.
- Issue copies of all necessary bills of quantities or schedules to contractors as required by the main contract and to other design team members as required.
- Advise on site procedures and financial controls including the issuing and pricing of site instructions, variations and dayworks.
- Agree procedures and dates for valuations.
- Agree tax requirements concerning VAT and "Contractor status"

5.7.2. Construction

- In collaboration with the project team members, assist the Contract Administrator / Employers Agent in administering the works contract during operations on site and relating to the completion of the project.
- In liaison with the other members of the project team, ensure that rigorous post contract cost control procedures are established in order to ensure financial control covering the issue of instructions which vary the works and the issue of cost reports to the lead consultant and ensure that the instructions are fully in accordance with the Conditions for the Appointment of Consultants.
- Visit the site at such intervals as are necessary in order to be fully aware of all matters which could affect the cost of the works.
- Prepare recommendations for interim payments to contractors in accordance with contract requirements including verifying previous payments, checking materials on and off site. Issue interim payments to the contract administrator for certification. As required, prepare and advise the Council and other Consultants of 'Payless Notices'.
- As requested by the Council, or by other members of the project teams, provide estimates of cost of proposed variations to the project, including monitoring of provisional sums and prime cost sums.
- Where valuations have been prepared by building services engineers, incorporate these into the main contract valuation.

- Confer with design team and contractor on such measures as are necessary to contain the overall cost within the approved budgetary provisions.
- Advise Council in good time of any possible over expenditure and the reason for it. Make recommendations in regard to possible savings in consultation with other design teams members to offset potential over-expenditure.
- Attend regular site meetings with the contractor and other members of the project team and provide advice on the cost position of the project relative to the overall cost of the works approved by the Council and recommend any corrective action which may be necessary and provide advice on financial and contractual matters when appropriate.
- Advise on matters which might give rise to contractual claims.
- Receive any claims for loss and expense submitted by main contractors or nominated subcontractors. Assess such claims. Notify and make recommendations to Council in regard to the validity and amount of such claims.
- Prepare cost reports in an agreed format with each valuation including a forecast of total costs. Compare cash flow projections with progress by valuation and update the forecast of cashflow. Copy report to the Council and the other consultants on the project team.
- Ensure that any over-run on the contract is sanctioned by a formal extension of time issued by the Contract Administrator. Failing which, recommended to the Council the deductions of Liquidated Damages for the unexpected period.
- Submit reports to Council and distribute to other members of the Project Team.

5.7.3. Use

- Advise the Council on resolving contractual disputes and provide any necessary reports.
- Provide a detailed statement of final cost to the Council and the Lead Consultant.
- Prepare and agree final accounts with contractor. Obtain contractors written approval to the account before preparing final valuation.
- In the event of adjudication resulting from the project prepare any necessary documentation / reports, and if required attend any hearings to act as a witness.
- Participate in the gathering of “Key Performance Indicator” data.
- Participate in a “Post Project Review” workshop to gather information on what worked well and what did not, so that future projects can benefit from that learning.

The Quantity Surveyor is required to have full knowledge and understanding of the requirements of the Construction, Design and Management Regulations 2015 and The Building Safety Act 2022.

5.8. Principal Designer

Under this Service the Council is the Client in compliance with the CDM Regulations.

5.8.1. Overview of the requirements and services of the Principal Designer

- Undertake duties as Principal Designer as set out in the Construction (Design and Management) Regulations 2015.
- To share technical knowledge of the construction industry and have experience in managing and co-ordinating the pre-construction phase and any design work after construction commences.
- Plan, manage, monitor and co-ordinate health and safety during the pre-construction phase including any preparatory work for the Project.
- Set processes to ensure the team work to reduce risks, co-ordinate information and generate solutions for construction, maintenance and cleaning that are as risk free and obvious as possible. Work with team and Council to manage this process.

- Generate and organise information for the health and safety file and hand this over at the end of their commission.
- Organise and ensure circulation of all pre-existing information on the project.
- Ensure that coherent pre-construction information regarding the project both prior to the current work and as generated by the team is handed over to the principal contractor.
- Assist the Council in identifying, obtaining and collating the pre-construction information, provide pre-construction information to designers, principal contractor and contractors.
- Ensure that designers comply with their duties and co-operate with each other, liaise with the principal contractor for the duration of your appointment, prepare the health and safety file.
- Duties as the principal designer apply regardless of the contractual arrangements for the appointment of other designers on the project.
- The Principal Designer must ensure that all designers comply with their duties as set out in Regulation 9.
- The Principal Designer must have the skills, knowledge and experience and if they are an organisation, the organisation must have the capacity necessary to fulfil the role that they have been appointed to undertake in a manner that secures and maintains the health and safety of any person affected by the Project.
- The Principal Designer must be a 'designer' and must not commence work in relation to the Project unless satisfied that the Council is aware of the duties which are owed by the Council under the CDM Regulations.
- The Principal Designer must also have the understanding of and the skills to apply the principles of Design Risk Management as well as the CDM Regulations 2015.

5.8.2. Knowledge and skills

The Principal Designer shall have full knowledge and understanding of all the requirements of The Building Safety Act 2022 and work with the 'Accountable Person'. The Principal Designer shall have all the skills required to meet the changes in legislation and fully understand PAS 8671:22 which addresses thresholds that individuals are expected to meet when managing the duty holder facilities of the Principal Designer.

The Principal Designer shall have full knowledge and understanding of the Building Regulations.

5.8.3. Specific Services

An indication of a proposed brief for the discipline of Principal Designer for a large Project

5.8.3.1. Phase 1 – Inception of the Project

- Ensure that the Council is aware of the duties owed by it under the Construction (Design and Management) Regulations 2015 ("CDM 2015").
- Advise the Council on the competence of all designers in respect of health and safety matters.
- Ensure that designers comply with their statutory duties under CDM 2015.
- Ensure that suitable arrangements are made and implemented for the co-ordination of Health and Safety measures during planning and preparation at all times prior to the Construction and Operations on Site Phase. In addition, undertake procedures and controls to ensure:
    - Co-operation and co-ordination between duty holders under CDM 2015 on the Project;
    - The application of the general principles of prevention and in particular:
        - avoiding risks,
        - evaluating the risks which cannot be avoided,

  - combating the risks at source,
  - developing a coherent overall prevention policy,
  - giving collective protective measures priority over individual protective measures.

- Obtain initial brief from the Council which will provide the scope and background of the Services to be provided to meet the specific needs of any particular commission especially in relation to Health and Safety matters.
- Arrange for the carrying out of any Site investigation authorised by the Council, interpret the result and, if necessary, make recommendations to the Council.
- Undertake an inspection of the Site including adjoining areas or sites that may be impacted upon by the proposed Works and subsequently consult as necessary with any local or other authority on matters relating to the proposed Works.

5.8.3.2. Phase 2 – Development of the Project Design

- Assist the Council with the identification of pre-construction information and distribute the relevant parts of it promptly to every designer who may be or has been appointed by the Council.
- Work with designers to ensure full co-operation.
- Undertake reviews and monitoring procedures to ensure designers continue to comply with their statutory duties under CDM 2015.
- Carry out reviews to ensure that the pre-tender health and safety file is prepared and the preparation of the Health and Safety File is commenced.
- Undertake reviews and monitoring procedures to ensure that all necessary safety measures have been taken.
- Provide advice and assistance to the design team and management to ensure that the design of any element has been given to:
  - Health and safety, and fire safety regulations and relevant health and safety standards the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992 which relate to the design of, and materials used in, any structure designed for use as a workplace.
  - The action to avoid foreseeable risks to the health and safety of any person who might be affected by the Works.
  - The need to combat risks to some categories of people at source, and risk assessment methods and the need to give priority to measures affecting all persons in these categories rather than measures affecting each individual.
  - Ensuring that the Construction Phase Plan has been properly prepared before allowing contractors to do any work on Site, including the site set up or initial demolition, and to demonstrate the allocation of adequate resources for this element.
- Undertake full review processes to ensure that the arrangements set in place are maintained and revisited with further review processes throughout all Phases of the Project and report on findings.

5.8.3.3. Phase 3 – Tender Documents preparation

- Undertake reviews and monitoring processes to ensure all designers continue to cooperate.
- As far as reasonably practicable, ensure that designers continue to comply with their statutory duties under CDM 2015.

- Undertake action to ensure the continued preparation of the Health and Safety File takes place.
- Ensure that the Pre-Construction Information Pack and all other health and safety related documents as are necessary for full and valid tenders to be obtained for the Works are completed and are fully co-ordinated, are in accordance with the brief approved by the Council and are available on the programmed date.

5.8.3.4. Phase 4 – Tender Stage

Assist the Council in notifying the Health and Safety Executive of the Project by means of Form F10 (where the Project is notifiable in accordance with CDM 2015).

5.8.3.5. Phase 5 – Construction and Operations on Site

- Ensure that construction work does not commence unless the Principal Contractor has prepared an adequate Construction Phase Plan and satisfied that appropriate welfare will be provided during this Phase 5 – Construction and Operations on Site.
- Undertake action to ensure designers continue to cooperate at all times.
- Undertake action to ensure, as far as reasonably practicable, that all designers continue to comply with their statutory duties under CDM 2015.
- Undertake action to ensure the continued preparation of the Health and Safety File takes place.
- Liaise with the Principal Contractor to the extent necessary in connection with:
  - the information and details which the Principal Contractor needs for the preparation of the Construction Phase Plan.
  - any design development which may affect and impact on the planning and management of the construction work; and
  - the contents, updating and the modification of the Health and Safety Plan during the execution of the Project.
- Take all reasonable steps to ensure co-operation between designers and the Principal Contractor during the construction phase in relation to any design or change / modification to a design.

5.8.3.6. Phase 6 – Completion

Ensure that the Health and Safety File is fully completed at the end of the Building Contract and is handed to the Council.

5.8.3.7. CDM 2015 Council Support Services

The Council may require the following services from the Principal Designer:

- Council CDM project strategy development
- CDM due diligence reviews
- CDM Design reviews and workshops
- Designer CDM competency assessment
- Principal Contractor competency assessments
- CDM compliance audits and inspections
- Support the Council's Building Safety Officer and the Building Safety Team as instructed

5.8.4. Structural Engineer

Overview of professional services

The Structural Engineer shall provide advice, investigatory and reporting services on the condition of housing stock and also technical expert advice in the planning and design of building works/projects. In addition, services may include the management of the Council's project to agreed completion and where required to include co-ordinating the appointment of contractors, drawing up of contract documentation, administration of contracts on a day-to-day basis, co-ordinating assessments for the Council and Contractor support to ensure site quality checks are maintained to the requirements of the services agreed, overseeing quality control and accepting handover of the completed building project on the Council's behalf.

In respect of each project the Council may require structural engineering services which would include but not be limited to the following services:

- Site surveys
- Feasibility reports
- Structural Design
- Monitoring cracks and rectification of damage to properties
- Site inspections of works
- Site supervision of works
- Party Wall works (see Appendix A)

5.8.4.1. Specific Services for Projects

- Advise the Council on resolving contractual disputes and provide any necessary reports.
- Provide a detailed statement of final cost to the Council and the Lead Consultant.
- Prepare and agree final accounts with contractor. Obtain contractors written approval to the account before preparing final valuation.
- In the event of adjudication resulting from the project prepare any necessary documentation / reports, and if required attend any hearings to act as a witness.
- Participate in the gathering of "Key Performance Indicator" data.
- Participate in a "Post Project Review" workshop to gather information on what worked well and what did not, so that future projects can benefit from that learning.

The Quantity Surveyor is required to have full knowledge and understanding of the requirements of the Construction, Design and Management Regulations 2015 and The Building Safety Act 2022.

5.9. Structural Engineer

5.9.1. Overview of professional services

The Structural Engineer shall provide advice, investigatory and reporting services on the condition of housing stock and also technical expert advice in the planning and design of building works/projects. In addition, services may include the management of the Council's project to agreed completion and where required to include co-ordinating the appointment of contractors, drawing up of contract documentation, administration of contracts on a day to day basis, co-ordinating assessments for the Council and Contractor support to ensure site quality checks are maintained to the requirements of the services agreed, overseeing quality control and accepting handover of the completed building project on the Council's behalf.

In respect of each project the Council may require structural engineering services which would include but not be limited to the following services:

- Site surveys
- Feasibility reports
- Structural Design
- Monitoring cracks and rectification of damage to properties

- Site inspections of works
- Site supervision of works
- Party Wall works (see Appendix A)

5.9.2. Specific Services for Projects

5.9.2.1. Stage 1 – Project Definition and Approval

- Working with other Consultants and the Principal Designer
- Obtain brief and attend briefing meeting
- Prepare feasibility study/survey
- Each feasibility study is to be regarded as a 'self contained' project as there will be no guarantee that any of the projects will progress beyond feasibility stage.
- This study may include:
  - Receiving site information, visit site and appraise constraints and carrying out survey/inspection including taking photographs as appropriate.
  - Advise on the need for geotechnical investigations, special surveys, testing etc.
  - Carrying out a comprehensive analysis of the options available.
  - Providing estimated costs of all proposals with comparative costs of options.
  - Advising on phasing of the work and indication of possible work packages with budget costs.
  - Provide outline timetable, a bar chart, identifying design period, procurement period including setting of target costs, assessment period and site works period leaseholder and tenant consultation and the Council's approval procedures.
  - Results and recommendations to be provided, two hard copies and one in electronic format
  - Include recommendations for improving noise insulation where appropriate.
  - Advising on the potential for any party wall or rights of light issues that may arise as a consequence of carrying out the proposed works.
  - Advising on the possible presence of asbestos or other suspect materials that could affect the proposed works.
  - Advise on structural aspects of design studies and how they might affect the programme
  - Provide all necessary structural calculations for all design requirements.

5.9.2.2. Outline Planning / Design Stage

- Work with other Consultants including the Principal Designer
- Attend resident consultation meetings which may require some graphic display material and where appropriate samples.
- Attend project team meetings.
- Reviewing the feasibility study proposals and costs and developing outline proposals.
- Providing details of life expectancy, future maintenance liability, ease of repair or obtaining replacement parts, advising on appropriate maintenance requirements and where appropriate providing an analysis of capital and running costs, for each option/alternative.
- Providing details of available warranties, guarantees and the like.
- Taking part in informal consultation and discussion with the Council's staff, other Consultants, Planners, Building Control, Crime Prevention Officer and other stakeholders.

5.9.2.3. Stage 2 – Detailed design phase (pre-contract)

The Consultant shall not proceed with a scheme design until the written approval of the Council has been received. The scheme design shall be based on the accepted feasibility proposals.

The Consultant must have access to the relevant National Building Specification (NBS) service and other Specification services as instructed which may be required for writing specifications.

- Attending the Council's briefing meeting with other Consultants.
- Developing the scheme design from the approved outline proposals.
- Complete sizing of all structural elements and provide for integration of services and Minor builders work for service installations.
- Carrying out regular cost checks to ensure the design is still within cost limits. Advising on the measures to be taken to bring the project back within the approved budget.
- Attending project team meetings and reporting to the Council and other Consultants on progress and programme
- Consulting with stakeholders such as environmental licensing authorities and all statutory undertakings as necessary.
- Working with the Council and other Consultants and attending a meeting to consider and agree the procurement options.
- Developing the detailed design, plans, structural calculations, sections, elevations, specification of materials and workmanship for Contract documentation. The documentation shall reflect the full extent and scope of the works.
- Preparing an estimate based on the contract documentation. The contract documentation shall be presented in such a way as to enable easy breakdown of elements and costs and to suit leasehold notification purposes.
- Ensuring that all final information has been passed to the Principal Designer for the pre-tender Health and Safety Plan.
- Submitting the draft Contract to the Council.
- Submitting copies of drawings on CAD and specifications, etc in electronic format for the use of the Council.

Additional services that may be required.

- Carrying out any remaining and/or necessary additional surveys.
- Attending consultation meetings with residents including leaseholders.
- Liaising where necessary with adjoining owners (landlords and tenants) of properties adjacent to the site and ascertaining any possible effect on them from noise, dust, vibration and the like.
- Notifying the Council where proposed works may affect the boundary/party wall with an adjoining property or cause a right to light issue.
- Preparing drawings, structural calculations, and documents for and submission of a full Planning Application (if required) including carrying out any negotiations and revisions. Liaison with the Principal Designer.
- Preparing and making submissions under the Building Regulations for other statutory requirements and obtaining necessary approvals.
- Evaluating the environmental impact of their design and advising the Council.
- Providing design documents in accordance with the attached certificate of completion of design.

5.9.2.4. Stage 3 – Construction Phase

Work may not start on site until the Council has given permission for the work to start on site, in accordance with their contract regulations or standing orders

- Attending a pre-contract meeting of the Project Team and the Principal Designer.

- Administering the terms of the building contract. Details of the Council's standard procedures that must be complied with and standard pro forma, certificates, etc. that must be completed will be provided.
- Monitoring the programme including holding regular progress meetings with the Contractor.
- Monitoring the works on site. The frequency and duration of site visits is to be agreed between the Consultant and the Council on the basis of what is considered necessary to ensure the proper management of the contract
- Monitoring the works on site. The frequency and duration of site visits is to be agreed between the Consultant and the Council on the basis of what is considered necessary to ensure the proper management of the contract.
- Attending all site meetings and attending all project team meetings including taking and distributing minutes.
- Attending residents' meetings as required with the Council and other Consultants in the Project Team.
- Advising if the programme of work cannot be maintained and the reasons for delay, recording action taken, and advise Project Team.
- The Consultant shall be satisfied that the works are complete and suitable for the use for which they were intended
- During the defects period, the Consultant shall record, filter and monitor reported defects and arrange for defects inspections to be carried out. On expiry of the defects period provide statistics relating to the defects. A detailed log must be kept to track all defects.
- Carrying out an inspection at the end of the defects date, scheduling any defects and making all necessary visits to site to ensure that rectification of defects is carried out or the defects are accepted by the Council or the Project Team.
- Providing any necessary as-built drawings, including building services installations, not provided by the Contractor.
- Ensuring that all information required for the maintenance and operation manuals are provided to the Principal Designer for the health and safety file to be compiled.
- Ensuring that any required guarantees, warranties and the like, safeguarding the Council have been obtained and are in place prior to handover
- Assessing and working with other Consultants in the settlement of any claims by the Contractor.
- If there is not separate appointment of a quantity surveyor, assessing the amounts due to the contractor at the end of each agreed assessment interval, including any application for payment the Contractor has submitted, and certifying payment within one week of each assessment date.
- If there is not separate appointment of a quantity surveyor, preparing a cash flow analysis, updating on a regular basis and submitting in accordance with the programme agreed with the Council.
- If there is not separate appointment of a quantity surveyor, preparing monthly cost reports and submitting in an agreed format to the Council with the payment assessment. Occasionally additional cost reports may be required.
- If there is not separate appointment of a quantity surveyor, reporting monthly in writing to the Council on progress, quality of work, effect of variations and other matters affecting the performance of the contract.
- If there is no separate appointment for a quantity surveyor, the Consultant is to prepare a report at completion which will enable the Council to recharge leaseholders, the format to be agreed with the Council.
- Enabling the updating of the Council's housing stock condition database by providing data in a format to be agreed.

- The Consultant may be required to attend KPI and Partnering Workshops with other Consultants and the Contractor.

5.9.2.5. The Building Safety Act 2022

The Structural Engineer has to comply with all the requirements of The Building Safety Act 2022 following the obligations and the regulatory regime including the three stage 'Gateway' system for planning and the 'Golden Thread' of information relating to fire safety competence.

The Council will require the Consultant to work with them and the 'Accountable Person' to prepare Building Safety Cases and Reports and to provide all information under The Building Safety Act 2022 and as described elsewhere in this Scope and Specification document.

The Structural Engineer is to provide all building safety information at the various stage commencing with the Planning Stage.

5.10. Mechanical and Electrical Engineer (Building Services Consultant)

5.10.1. General Scope of Services for Mechanical and Electrical Engineering Consultancy

- Reviewing proposals or completed installations designed by others and preparing reports and advice.
- Providing technical advice and provision of detailed reports to support the Council's technical and non-technical staff.
- Undertaking specialist Mechanical and Electrical inspections in order to satisfy current regulations and determine effective strategies.
- Ensuring that all statutory and legal requirements are satisfied and further that the Council remains compliant at all times with current legislation. Providing qualified personnel to ensure that all inspection targets are achieved.
- Advising on emergency works, repairs and safety matters under the appointment.
- Undertaking inspections of mechanical and electrical installations or elements of installations and reporting on findings including the provision of recommendations to the Council.
- Providing advice on energy and environmental / sustainability compliance and preparing reports and design proposals and services as required.
- Working with the Council's team and other Consultants.
- Undertaking Expert Witness services.
- Prepare design and/or specification of new or replacement services and installations including for ECO and Retrofit schemes.
- Working with other Consultants in the Design Team and the Council's team for new and refurbishment projects.

5.10.2. Specific Services for Projects

General

- Keep within contractual fee budgets and notify the Council monthly on spends.
- Conform to the Council's Standing Orders and laid down procedures.
- Work with the Council's appointed Principal Designer.
- Provide monthly interim progress and financial reports (format and content to be agreed).
- Prepare appropriate project plans for each scheme, identifying each of the stages involved, their anticipated timing and the forecast expenditure (by quarter). This is to include a recommended procurement method appropriate for each particular scheme, so as to minimise time delays to programme.

- Monitor progress on the delivery of all projects for which you are responsible – both physical and financial, and actual and projected - and report this to the Council in an agreed format and at agreed intervals. In particular, reports must highlight revised forecast expenditure; where information or action is required from the Council to progress a scheme; where delivery and / or spend is either slipping behind or is running ahead of budget and why; what action is required to get the programme back on track; which projects can be accelerated or slowed down.

Inception and Feasibility

- Receive and develop the brief from the Council and assist in identifying possible options and expenditure limits based on unit volume, unit area or similar available statistics.
- Carry out an inspection of the site and subsequently consult as necessary with the Council and other Consultants including the Principal Designer on matters relating to the proposed Works.
- Consult with authorities on matters in connection with the Works including availability of public or other utilities.
- Carry out appraisal of options and any value management and cost benefit studies.
- Submit a report on the feasibility of the scheme including any recommendations for further investigations on matters related to the Works.
- Receive site information, visit site and appraise constraints and identify any surveys required. If instructed carry out or arrange and supervise agreed surveys.
- Advise on the Project Programme and implement work stage and design management procedures.
- Advise on services aspects of design studies.
- Prepare draft plans in accordance with instructions issued by the Council and other Consultants. Take instructions and prepare technical and cost appraisals with illustrative drawings as necessary including locations and approximate sizes of plant rooms, Minor plant, ducts and service runs.
- Review health and safety risk assessments with the Principal Designer.
- Undertake schedules of power, heating and cooling loads as applicable and carry out energy design value and consumption calculations. For new build Education projects, carry out calculations.

Detailed Proposals

- Evaluate outline proposals, complete and agree studies to establish compliance with the project brief and participate in completion of the brief.
- Work with Principal Designer and other Consultants.
- Prepare detailed proposals and outline specification.
- Consult and negotiate as necessary to establish compliance in principle with statutory and other requirements.
- Review design co-ordination and development with other parties, carry out risk assessments and provide information to the Principal Designer for the draft Health and Safety Plan.
- Update design proposals and procurement advice and negotiate the provision of incoming services.

Final Proposals

- Complete final layouts and sizing and arrange adequate provision for service integration and agree positions for services, ceiling layouts and other service installation implications.
- Provide information for cost checks.

- Complete final proposals.
- Review design co-ordination and development with other parties, carry out risk assessments and provide information to the Principal Designer for the review of the Health and Safety Plan.
- Review design, cost plan, procurement methods and contingency plans with other Consultants.
- Provide information for and make submissions for statutory and other approvals.

Production Information

- Prepare co-ordinated production information including schematic drawings, detailed design drawings, co-ordinated drawings, builders work and fixings, schedules, specifications, design criteria and calculations.
- Provide information for cost checks
- Complete all statutory and other submissions.
- Complete outstanding production information in accordance with agreed programme.
- Complete outstanding production information in accordance with agreed programme.

Tender Documentation

- Provide final information for the pre-tender Health and Safety Plan to be prepared and finalise all matters arising from statutory and other submissions.
- Advise on contract conditions, to include preliminaries, contingencies, access and sequence.
- Issue production information for preparation of tender pricing document and pre-tender estimate and edit as necessary.
- Review completed production information, pre-tender estimate and contingency plans.

Tender Action

- Assist with pre-tender enquiries and advertisements. Assist carrying out checks on potential Works Contractors.
- In liaison with relevant parties, supply information to enable the short-listing process to be completed and compile a shortlist of qualifying tenders.
- Assist in pre-qualification procedures if necessary to finalise the list of tenderers.
- Provide tender document, receive, collate and despatch tender documents for any sub-contract and assist in answering queries.
- Assist in appraisal and agreed negotiations with tenderers.
- Undertake assessment of tenders and produce tender report and recommendations
- In conjunction with other Consultants and the Council, agree the date and agree award of tender with relevant parties.
- Liaise with all relevant parties in preparation of bill of reductions if necessary.
- Arrange and participate in pre-contract meetings with relevant parties (if necessary).
- Agree the contract start date in liaison with relevant parties.

Post Contract Control

- Undertake sites surveys / pre-inspections.
- Attend and participate in regular progress meetings with the Works Contractors (as necessary).
- Attend pre-inspection handover with relevant parties (if required).
- Inspect all works carried out within 5 working days of completion.
- Attend final inspection of handover with relevant parties in attendance (if required).
- Copies of all paperwork related to the works post inspected within 5 working days of receipt to be sent to relevant parties.

- Make such visits to the site as considered necessary to be satisfied that the Works are executed generally according to the designs and specifications and otherwise in accordance with good engineering practice.
- Supervise any specified tests, review results and report.
- Supply service installation layout drawings, arrange for plant and equipment maintenance manuals to be prepared for the Health and Safety File.
- CDM Requirements and work with Principal Designer.
- When required to do so by the Council, the Consultant shall undertake the role of Designer under this appointment and if so shall discharge the duties of a Designer under the CDM Regulations 2015.

The Building Safety Act 2022

The Mechanical and Electrical Engineer has to comply with all the requirements of The Building Safety Act 2022 following the obligations and the regulatory regime including the three stage 'Gateway' system for planning and the 'Golden Thread' of information relating to fire safety competence.

The Council will require the Consultant to work with them and the 'Accountable Person' to prepare Building Safety Cases and Reports and to provide all information under The Building Safety Act 2022 and as described elsewhere in this Scope and Specification document.

The Mechanical and Electrical Engineer is to provide all building safety information at the various stage commencing with the Planning Stage.

5.11. Clerk of Works

The provision of a Clerk of Works to make regular visits to sites (visit time and regularity agreed at individual call-off contract) to make sure that work is carried out properly to the Council's standards, specification and schedule and that health and safety rules are being followed. To report back promptly as agreed with the Council.

The Clerk of Works is required to have full knowledge and understanding of the requirements of the Construction, Design and Management Regulations 2015 and The Building Safety Act 2022.

The Clerk of Works will be required to provide all building safety information under The Building Safety Act 2022 and assist in the preparation of Building Safety Cases.

The role shall include but not be limited to the following tasks:

- Studying building plans and drawings to use as a reference when inspecting the work
- Regularly inspecting and measuring the work to ensure it meets the project plans, drawings and specifications
- Measuring and sampling the building materials to make sure they meet specification and quality standards
- Ensuring compliance with legal requirements, building regulations and health and safety
- Identifying defects and advising on how to correct them
- Liaising with the project team, including the Principal Designer together with construction manager, architect, engineer, quantity surveyor and consultants
- Recording results and writing reports for the Council
- Monitoring and reporting progress on projects in construction to managers, architects and the Council
- Health and safety
- Inspecting property, planning and monitoring maintenance in construction.

5.11.1. General Duties

The Clerk of Works is required to ensure that the works are provided to the standard and performance required in the Works information

The Clerk of Works must reply to a communication from the Contractor within the period required by the contract.

For Projects over £1 m the Clerk of Works will be required to be on site daily. For Projects under £1 m they will be expected to visit the site on at least 3 days per week.

Fully liaise with Building Control and all parties to ensure that all necessary certifications and sign-offs are achieved, checked and recorded.

5.11.2. Specific Duties

5.11.2.1. Stage 1 Construction Phase

- It is generally anticipated that the Clerk of Works duties will normally commence after the Contractor has been appointed.
- Attend meetings and liaise with the Consultant/the Council/Contractor with respect to the results thereof and any decisions, actions, instructions or information required.
- Comply with any necessary consents to agree to any variation, omission, alteration or modification of the Works Information.
- Assist in providing any necessary information to others for cost planning and control.
- As appropriate advise on materials, construction details and samples and the achievement of appropriate quality levels on site.
- Obtain copies of the following, become familiar with and keep available at all times for reference: contract documents and drawings, the Council's health and safety policy requirements and the approved health and safety plan, quality management plan, Contractor's method statements, and quality control checklists.
- Obtain copies of the following, become familiar with and keep available at all times for reference: contract documents and drawings, the Council's health and safety policy requirements and the approved health and safety plan, quality management plan, Contractor's method statements, and quality control checklists.
- Liaise with other Consultants and the Principal Designer especially in relation to changes to the works.
- Notify the Consultant and the Council of any differences between the contract documents and contract drawings.
- Visit the site and record the following:
    - Comment on any differences identified by the Contractor between the conditions and features as found on-site and those recorded in the contract documents
    - Any difficulties in respect of access to the site not recorded in the contract documents
    - Comment on the possible effects of work on adjoining and/or adjacent properties on the site.
- Agree the format and use of site records. It is essential that a daily site diary is maintained for each geographical area of the contract.
- The site diary is to comprise a format that can be used in establishing the events that took place on any particular day, particularly to establish the causes of and responsibility for delays and/or disruption.
- Only 'pertinent information' is to be recorded and noted in a concise and dispassionate manner. The Clerk of Works is to agree with the Council and the relevant Consultant

what information is pertinent. Listed below is the type of information that it will be necessary to record; the list is by no means exhaustive

  - Weather conditions,
  - Site conditions,
  - The principal locations where work was being undertaken together with principal resources being utilised and if possible an indication of output achieved,
  - Any delays noted (for whatever reason), for example weather, plant breakdown, late instructions, damage to third party property, existing services discovered, inefficiencies,
  - Any verbal instruction given,
  - Any complaints by third parties,
  - Any work by others at the site, for example other package contractors

- Become familiar with the standards of materials and workmanship with designers and have a thorough knowledge of relevant British Standards (and ISOs) and Codes of Practice.
- Agree procedures and limits of authority for: hours of working, the recording of overtime, daily labour returns, and recording delays/time lost on site.
- Provide weekly and monthly (for the monthly progress meetings) reports monitoring the performance of the Contractor including compliance with quality standards and actions to be taken if the quality standard fails to meet the required criteria.
- Report immediately on the following: performance of the Contractor where this is likely to affect the design, quality and cost of execution, and programme for the works; actions or incidents likely to affect safety, or security works liable to be covered which require checking or measuring by others.
- Independent of the contractor, maintain an up to date set of all design and production information on site. Monitor the contractor's preparation of as built records and drawings and without accepting any liability for the drawings, carry out spot checks on the accuracy of the drawings and report these.
- Set up and maintain appropriate samples of products, finishes and workmanship as appropriate to establish and agree quality levels for site work.
- Comment on any errors or discrepancies identified by the Contractor.
- Mark as required by the Council equipment, plant and materials which are outside the working area if:-

  - the contract identifies them for payment and
  - the Contractor has prepared them for marking as the Works information in the Contract requires

- Attend site as appropriate to inspect the progress and quality of the works. Report any issues which require the project manager to issue an Instruction immediately to the project manager.
- Attend all site progress meetings with the contractor and participate in reviewing progress and identifying information requirements.
- Maintain a record of drawings and instructions received together with relevant notes and observations.
- Establish procedures for regular spot checks on health and safety and fire safety matters.
- The Contractor and the Clerk of Works are to notify the other, and all other parties, of each of his tests and inspections before it starts and afterwards notify each other, and all other parties, of the results. The Contractor notifies the Clerk of Works in time for a

test or inspection to be arranged and done before doing any work that would obstruct the test or inspection. The Clerk of Works may watch any test done by the Contractor.

- Verify testing requirements with all parties and witness sample taking and the carrying out of tests of materials, components, techniques and workmanship and obtain records and maintain for the Consultant and the Council.
- Witness the opening up of completed work to determine that it is in accordance with the contract documents.
- Make inspections of and report on sites of the extraction, fabrication and assembly of materials and components
- Record and report on any work that is not in accordance with the requirements of the contract, including setting out and levels, materials and workmanship, etc
- Check the content of and satisfactory completion of day work sheets.
- Monitor the progress of the works against the Contractor's programme and prepare regular reports.
- Liaise with the Contractor regarding the identification of benchmarks and other setting out points. Monitor the site set out by the Contractor. Notify the Consultant of any discrepancies or errors identified by the Contractor and comment on same.
- Until the defects date the Clerk of Works may instruct the Contractor to search for a Defect. The instruction is to include the reason for the search. Searching may include:-
    - uncovering, dismantling, re-covering and re-erecting work,
    - providing facilities, materials and samples for tests and inspections done by the Clerk of Works
    - doing tests and inspections which the Works information does not require
- Until the defects date, the Clerk of Works will notify the Contractor of each defect as soon as he finds it and the Contractor notifies the Clerk of Works as soon as he finds it.
- Inspection and issue of defects list and re-inspection and subsequent defects list.
- Unless agreed by the Council the Clerk of Works handover inspections to be completed within 2 working days of being offered by the Works Contractor.
- End of defects correction period, final inspection to check that defects have been carried out, and issue of Defects Certificate.

5.12. Sustainability Consultant, ECO Project Consultant and Retrofit Consultant

The Consultant has to comply with all the requirements of The Building Safety Act 2022, following the obligations at the various stages. The Council will require the Consultant to work with them and the ‘Accountable Person’ to prepare Building Safety Cases and Reports and to provide all required information under The Building Safety Act 2022.

A Sustainability Consultant will assist the Council to become more socially and economically responsible in how it operates.

Work will include evaluating the impact the Council is having on the environment, for example the carbon footprint and then minimising the impact. Working with the Council’s team and other Consultants in all sustainability issues and be involved with all or some stages of a project from planning and building to remediation and re-use of land and property. The services cover the measurement and improved sustainability performance covering:

- materials used and waste produced including pollution and noise.
- management of energy, water and air.
- how a building performs in terms of energy use including how much energy is used for power, temperature regulation and how energy can be recycled.
- impact on local community.

- suppliers and procurement
- sustainable construction strategies
- compliance with environmental legislation.

The ECO and Retrofit Consultant is required to fully qualified and hold the relevant accreditations for the professional services to be carried out for the Council. The Consultant is to fully understand the requirements of PAS 2035 and provide advice on areas of best practice for service compliance of all activities and delivery. The professional roles to be provided are:

- Retrofit Adviser
- Retrofit Assessor
- Retrofit Co-ordinator
- Retrofit Designer
- Retrofit Evaluator

The Consultant is to provide all the services of the role of the Retrofit Co-ordinator role under PAS 2035 and is required to undertake all the other professional roles set out in PAS 2035 including following Retrofit Assessment Maps for Design. The Consultant is to understand the requirements of deep Retrofit schemes.

The Consultant will also be required to carry out the following for the Council:

- The development of the Council's brief in relation to the provision of Eco / Solar and Thermal Schemes and Retrofit projects.
- The development of Feasibility Studies and Reports in conjunction with the Eco / Solar and Thermal Scheme Provider and the Retrofit Installer.
- Work with the Asset Management Team to review data and advise the Council on the selection of properties and any constraints and the engagement and consultation with Residents.
- Advise the Council on any opening up or investigation works necessary for the delivery of Eco / Solar and Thermal / Retrofit Schemes.
- Advise the Council on any statutory requirements in relation to the delivery of Eco / Solar and Thermal Schemes such as Building Regulation, Planning, Party Wall Act, etc.
- Advise the Council on the appointment of any specialist consultants in relation to the delivery of Eco / Solar and Thermal Schemes (i.e. Structural Engineers, M&E Engineers and other Specialist).
- Liaise with the Principal Designer and the Council on the Health and Safety requirements under CDM Regulations for the delivery of Eco / Solar and Thermal and Retrofit Schemes.
- Work with other Consultants to advise the Council on the appropriate Procurement Strategies, Contracts and Programmes for the delivery and administration of Fully Funded and Part Funded Eco / Solar and Thermal work Projects and other Retrofit works.
- Provide advice to the Council on appropriate guarantees for Eco / Solar and Thermal works and Retrofit schemes.
- Carry out Cost Analysis, Reporting and Cost Control in relation to Eco / Solar and Thermal Scheme Providers Proposals and Projects including Retrofit.
- Where required, produce a set of the Council's requirements for the delivery of Eco / Solar and Thermal Schemes and Retrofit works.
- Where required and in association with others, produce a Design Package and Tender Document for the delivery of Eco / Solar and Thermal Schemes and other retrofit works.
- Where instructed undertake Planning and Building Regulation Approval applications for Eco / Solar and Thermal Works Schemes and Retrofit Schemes.

- Where appropriate assess and approve Eco / Solar and Thermal and Retrofit Providers/Installers Design Proposals
- Where required work with other Consultants to tender Eco / Solar and Thermal works packages and Retrofit works including the production of post tender analysis and reports
- Act as a Contract Administrator for Eco / Solar and Thermal and Retrofit projects when on site.
- Provide pre and post construction phase cost control and manage all financial matters on Eco / Solar and Thermal and Retrofit Schemes
- Agree and implement a quality control process for inspecting and handing over works on site to ensure high standards are achieved in relation to workmanship
- Agree the final accounts on all Eco / Solar and Thermal and Retrofit projects.
- Manage the defects liability periods in relation to Eco / Solar and Thermal and Retrofit projects
- Act as Evaluator to monitor and evaluate the effectiveness of a Project and provide feedback to the Council.

5.13. Lift Engineer

General Scope of Services

Advice and Report Services:

- Reviewing proposals or completed installations designed by others and preparing reports.
- Undertaking inspections, preparing Planned Maintenance programmes, reviewing and monitoring current maintenance services, investigation works, checking compliance of maintenance of lists and equipment and preparing reports.
- Advising on emergency works, repairs and safety maters under the appointment and preparing reports.
- Advice on standardisation of systems and materials.
- Providing advice on preparation of Lift Specifications and the content of current Lift Specifications.
- Preparing tenders and assisting in the procurement of maintenance services and works. Undertaking management and supervision of the contracts, issuing all certificates and reports and finalising accounts.
- Working with the Council's Team and other Consultants.

Detailed Design

Design and/or preparation of specification of new or replacement lifts and associated plant and working with other Consultants in the Design Team for Projects.

Expert Witness Services:

5.13.1. Specific services

5.13.1.1. Lift Modernisation/Replacement

- **Stage One** – Undertake detailed site survey to establish the most practical options for modernisation of each lift, reporting to the Council. Agree the scope of works and alternative programmes with the client including arrangement of the lift car doors/fittings and a schedule of decorative finishes.
- The costs to undertake detailed condition surveys of each passenger lift and issue individual reports to include the following.
    - Detail of installed plant asset register for each individual lift installation;

  - Audit of each lift to determine compliance with British Standard Code of Practice 7255:2012 : Safe Working on Lifts;
  - Audit of each lift to determine compliance with British Standard BSEN81-70 2021 Safety Rules for the Construction and Installation of Lifts – Particular Applications for Passenger and Goods Passenger Lifts – Accessibility to Lifts for Persons Including Persons with Disability 2003;
  - Audit of each lift to determine compliance with Part M of the Building Regulations;
  - Inspection/comment on the quality of the maintenance provided by the lift contractor, including details of defects;
  - Detail of recorded breakdowns and synopsis of the reasons for the failure and recommendations for repair or improvement;
  - Detail of recorded tests/examinations to comply with the HSE and Safety Assessment Federation (SAFed) Guidelines on the Supplementary Testing of In-Service Lifts 2020;
  - Recommendations for the future operation of each individual lift, energy efficiency improvements, anticipated life expectancy and budget costs.

- **Stage Two** – As instructed and working with the Council, prepare specification and tender, return document package to meet the requirements of the Council including a pre-construction health and safety plan in compliance with the Construction, (Design and Management) Regulations for the approval of the Council. Make any necessary amendments and issue specification/tender documents to a minimum of four Lift Contactors or as directed. Examine with the Council the tender return submissions, prepare and issue analysis and make recommendations for the appointment of a Contractor and report to the Council.
- **Stage Three** – Carry out project management for the modernisation of existing passenger lifts to a successful conclusion, including provision of Principal Services Designer within the auspices of the Construction (Design and Management) Regulations, review and comment on lift contractor's drawings and health and safety submissions, liaise with all relevant parties, arrange and hold pre-start meeting and interim progress meetings throughout the project. Approve contractor's applications for payment, undertake defect inspections for each lift and issue defect schedules to contract and the Council, undertake inspections and ensure that all defects have been completed following confirmation of completion. Review operating and maintenance manuals and issue to the Council, hold hand-over meetings including issue of manuals, keys and relevant commissioning documentation and prepare Completion Report for the Council. Provide all information to the Council as required in respect of safety.

Duties for contract management on behalf of the Council.

- Attendance at regular contractor review meetings to provide technical assistance to the Council and to ensure that the lift contractor meets the contract inclusive requirements of the lift maintenance agreement. These meetings to include schedules of outstanding issues, breakdowns, progressing insurance inspection matters, lift industry safety bulletins and implementation by the incumbent contractor and the current status of Supplementary Testing of In-Service Lifts (issue 02) dated February 2006.
- Monitoring the performance of the incumbent lift maintenance contractor during the contract period.
- Formulation and management of a schedule of tests to comply with the revised HSE and Safety Assessment Federation Guidelines on the Testing of In-Service Lifts 2006 (As amended in 2020).
- Management of the thorough examination (insurance) reports to comply with the Lifting Operations and Lift Equipment Regulations 1998 (LOLER) as amended.

- Review of these thorough examination reports as provided to the Council by their insurers. Correspondence with lift contractors to ensure that implementation of all items included in the Maintenance Contract are expediently undertaken, provide advice to the client for any additional improvement works not covered by the maintenance contract.
- Attend site to check works which have been completed following issue of serious defect notices and issue of formal notification to enforcing authority.
- Review of contractors/the Council's lift maintenance and emergency callout logs.
- Technical advice regarding all lift related issues, legislation, regulations and recommendation, interpretation of contractor's reports, invoices and quotations.
- Advise on lift contractor's invoices for remedial works considered additional to the preventative maintenance contract only.
- Attend meetings with the Council, Tenants and Leaseholders.

5.13.1.2. Lift Maintenance Works and Contract Management

Prepare as directed by the Council a bespoke preventative maintenance contract for a three-year fixed term with an optional two-year extension period, the renewal of the contract would be on an annual basis. The new contract to include planned preventative maintenance, provision of an emergency callout and remedial repair service to the individual lifts currently within the existing portfolio. The provisions to include the following and as directed by the Council.

- Maximum call out response times.
- Clearly defined and agreed rates for call outs and repairs, costs only paid for materials and time expended on site.
- Provision of detailed planned preventative maintenance model by use by the incumbent lift maintenance contactor.
- Remedies and provisions for the rectification of poor contractor performance.
- Clearly defined contractor's names and emergency telephone numbers, including levels of responsibility.
- Payment terms.
- Clearly defined and agreed rates for call outs and repairs considered additional to contract and costs only paid for time expended on site.
- Inclusive annual supplementary tests to comply with the HSE and Safety Assessment Federation Guidelines on the Testing of In-Service Lifts 2006 (as amended).
- Attend meetings with the Council, Tenants and Leaseholders.

The Building Safety Act 2022

The Consultant is to comply with all the requirements of The Building Safety Act 2022 and follow all the obligations at the various stages. The Council will require the Consultant to work with them and the 'Accountable Person' to prepare Building Safety Cases and Reports and provide all required information.

5.14. Fire Safety Management Consultant

5.14.1. Service Requirements

- Preparation of all fire risk assessments together with detailed surveys in accordance with the Council's Programme and delivery methodology of the Council which is to cover Communal Areas of Housing Blocks, Care Homes and Hostels, Shops linked to residential properties, other Buildings and their outbuildings, garages, external spaces, roof spaces, boiler and laundry rooms and all other areas of buildings to ensure compliance with Regulatory Reform (Fire Safety) Order 2005.

- Preparation and undertaking all validation fire risk assessments in accordance with the requirements of the Council on Shops linked to residential properties, Care Homes and Hostels, Communal Areas of Housing Blocks, Sheltered and supported schemes, Community Centres, Offices, Shops linked to residential properties, other Buildings and their out buildings, garages, external spaces, roof spaces, boiler and laundry rooms and all other areas of buildings.
- Undertaking fire safety audits and reporting to the Council.
- Where instructed, prepare an Expert Third Party Gap Analysis of in-house procedures against regulations requirements and good practice.
- Assist the Council in preparing Fire Management Strategies.
- Preparation of Programmes of risk assessments and surveys for the first and subsequent years of the Contract.
- Providing advice and support to Responsible Persons and Duty Holders.
- Providing advice to the Council as Landlord regarding mixed use premises in multiple occupation.
- Providing ad hoc advice to the Council on fire risk related issues.
- Preparing Fire Disaster Plans.
- Training the Council's staff and other stakeholders in respect of Fire Safety and the co-ordination of training in respect of Fire Safety matters.
- Attendance on site and reporting following fires and fire damage to properties.
- Liaison with local Fire Services.
- Attending and monitoring meetings with the Council, other Consultants and Contractors/Service Providers appointed by the Council.
- Collate all recommendations from risk assessments and surveys into schedules by priority for both management action and the execution of works and services.
- Liaison with the Council's Team and reporting on management services to be undertaken by the Consultant including on Fire and Engineering Plans.
- Undertake data management and updates in respect of the Services covered by the Consultancy Agreement.
- Attendance at meetings – Committees, Board, Resident Forums and collaborative working panels.
- Risk Management – quarterly reviews of the Council's strategic and operational Risk Registers and preparing recommendations.
- Updating Risk Register using information gathered or provided by the Council's staff, other appointed representatives and other Consultants. Availability of Register via a live web link transferable electronically to the Council in a suitable format as directed by the Council.
- Entering the Fire Risk Assessments onto a dynamic database so that the Assessments can be viewed and data edited and/or updated. All other relevant certificates or attachments shall be required to be viewed by the Council for a block, i.e. periodic test certificates, dry riser test certificates. Unless directed otherwise the database shall be that of the Council. All records shall be maintained by the Consultant.
- Prepare all Fire Surveys including Full, Partial and Compartmental Surveys.
- Where instructed by the Council, provide services for Fire Door Surveys and Passive Protection Surveys.
- Provide Expert Witness Services

5.14.2. Specific service requirements of the Council

5.14.2.1. Fire Risk Assessments (FRAs)

The Consultant shall be responsible for carrying out Fire Risk Assessments that comply with the requirements, guidance and methodology in the Code of Practice PAS 79-1 : 2020 (Non-domestic premises) and PAS 79-2 : 2022 which covers blocks of flats, sheltered housing, care and hostel buildings and certain houses in multi-occupation (i.e. those falling within the scope of the relevant fire legislation). The Consultant shall ensure that in the terms of the Regulatory Reform (Fire Safety) Order 2005 and other legislation, all requirements imposed upon the Responsible Person are met.

The requirements of the Consultant are:

- To undertake the Fire Risk Assessments and identify any damage or risk and consider who may be at risk as a result.
- Recommend remedial works or actions that will remove or reduce the risk as far as reasonably practical.
- Record the findings and create an energy plan.
- Review the findings when necessary.

The Consultant shall also ensure that the following measures are adequate to protect building users in the event of a fire. The Fire Risk Assessment will take into account the following where required by law or regulations.

- Design of escape routes and exits
- Fire safety signs
- Emergency lighting
- Fire detection and alarm systems
- Fire fighting equipment
- Maintenance of the workplace and the fire equipment
- Training of staff
- Fire procedures

The Fire Risk Assessments should not be limited to the above and should take into account and identify the proposed remedial action necessary to remove and alleviate any risk.

The Consultant shall also take account of the following:

- Specialist Equipment
  - Specialist equipment or installations subject to statutory requirements, codes of practice or manufacturers specialised servicing shall be maintained accordingly.
- Electrical Safety
  - Any necessary work resulting from the inspection of the main earthing services shall be reported to the appointed Fire Safety representative of the Council.
  - Care must be taken to ensure that when inspections are carried out that all services are returned to normal afterwards.
- Fire Protection Systems
  - The Consultant shall at all times and on all occasions when visiting any of the Contract Properties, carry out an assessment of the quantity and type of equipment in place at that time and shall report to the appointed Fire Safety representative of the Council in an agreed format at the monthly meetings.
- Siting of Fire Extinguishers

    - Normally, extinguishers will not be located in any communal area but are provided in high-risk areas such as electrical intake cupboards and plant rooms.

  - Signage including Fire Safety Signs
    - That all signs must comply with BS 5499 and Health and Safety (Safety Signs and Signal Regulations) 1996.

5.14.3. Additional Services

The Council may require the Consultant to undertake and have access to the provision of Fire Engineering Consultancy Services as set out below.

  - General Scope of Services for Fire Engineer Consultant
    - The Fire Engineer's overall role is to provide advice in identifying possible fire related risks and reducing or eliminating such risks. In relation to fire safety aspects of design the Fire Engineering Consultant is to provide reasonable confidence in the design during development as well as the completed building(s) in the Project.

  - The primary aspects of responsibility of the Fire Engineer in the services to be provided are:
    - Identify fire safety design objectives for a Project including statutory controls, the Council's fire safety requirements and other specialist requirements such as insurance.
    - Work with the design team to develop the design to meet fire safety design objectives.
    - Document the fire safety design in a Fire Strategy Report.
    - Prepare the relevant fire drawings.
    - Liaise with the Principal Designer and produce risk assessments of relevant issues as required.
    - Co-ordinate design information and documentation produced by others in the design team such as architectural, structural and M&E.
    - Making recommendations for materials used in either the construction or the refurbishment of a building.
    - Keeping up to date with regulations and legislation and advising the Council on the changes and proposals for implementation.
    - Liaising with local authorities and/or building control professionals.
    - Where requested by the Council, carry out pre-occupation Fire Risk Assessments.
    - Provide other relevant documentation on fire safety design of the building or refurbishment works to the Council and other Stakeholders on compliance with all the latest regulations and legislation.

The Building Safety Act 2022

The Consultant is to comply with all the requirements of The Building Safety Act 2022 and follow all the obligations at the various stages. The Council will require the Consultant to work with them and the ‘Accountable Person’ to prepare Building Safety Cases and Reports and provide all required information.

5.14.4. Fire Safety Legislation

The Consultant and all its staff are to be fully aware of and understand the content, obligations and compliance with all legislation and regulations relating to Fire Safety and Fire Engineering including The Fire Regulations Reform (Fire Safety) Order 2005 (as amended) (“the Fire Safety Order”) and

any subsequent Orders, Fire Safety Act 2021 and the Fire Safety (England) Regulations 2022 ("the Regulations").

Appendices

Appendix A - Party Wall Easement Requirements

General

The scope of the services is as follows:

- To act as Building Owner's surveyor on behalf of the Council, as building owner/manager.
- To act as Adjoining Owner's surveyor where a party wall notice is served on the Council by a private owner.
- To act as Third surveyor when such appointment is agreed between the Council and the adjoining owner.

Scope of the services

The scope of the services is as follows:

- To advise the Council whether the Act applies to particular building operations and whether service of notices will be required in particular situations
- To act as the building owner's surveyor on behalf of the Council to:
  - serve appropriate notices
  - respond as necessary where an adjoining owner does nothing
  - agrees to the proposed works
  - dissents
  - serves a counter notice.
- To act as adjoining owner's surveyor where a party wall notice is served on the Council by a private owner.
- To act as third surveyor when the Council and an adjoining owner have each appointed their own surveyors, when either the Council is the building owner, or the Council is the adjoining owner.
- To advise the Council of any potential rights of light or rights of access issues affecting the Council's property.
- To act as surveyor for the rights of light or rights of access issues if required by the Council.
- Advise the Council if specialist consultants are required (e.g. structural engineer) and advise the Council on appointment if required.
- The Surveyor must be aware and understand The Building Safety Act 2022 and the CDM Regulations 2015.

Duties

- Carry out all duties commensurate with the appointment as surveyor in accordance with the Party Wall (etc.) Act 1996 and the RICS Guidance Note Party Wall Legislation and Procedure (7th Edition, July 2019), including, but not restricted to:
  - Serving notices and/or counter notices.
  - Visiting the site before and during the works.
  - Attending meetings with adjoining owners and other surveyors appointed as second or third surveyor.
  - Preparing and/or agreeing schedules of condition.
  - Preparing and/or agreeing awards, etc., including drawings and calculations as required.

- Undertaking work reasonably necessary to resolve disputes and then agree awards.
- Monitoring the effect of the Party Wall Works on the Appointing Owners property and resolve any disputes arising.
- Liaising with other appointed surveyors to monitor the effect of the Works on the Adjoining Owners properties and resolve any disputes arising.

In carrying out these duties:

- Keep the Council/other appointed Consultants informed of the progress of the commission and consult/liaise with the Council and other appointed Consultants as necessary.
- Prepare all notices and/or counter notices to be served by the Council.
- Advise the Council and other appointed Consultants if other surveyors appointed under the Act as second or third surveyor refuse or become unable to act.
- The Surveyor may proceed in making an award ex-parte in the event that the other surveyor refuses to act effectively, a refusal to agree or a difference of opinion does not constitute a referral to act effectively. The use of an ex-parte award must be carefully considered by the Surveyor.
- Advise the Council and other appointed Consultants as soon as possible after receipt/issue of an award.
- Carry out post works visits to the site as necessary
- Collaborate and liaise fully with the Council including attending meetings with the Council as necessary. Such meetings will normally be at the offices of the Council or, when necessary, at the site of the project.
- Other meetings and other day to day contacts may be necessary for the purposes of exchanging information or reaching decisions on specific issues. Attend any such meeting.

Appendix B - Key Performance Indicators

Appendix C - Performance Management Requirements

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