

Capital Building Projects Concept (Project) Brief

Corporate Portfolio Management Office

Capital Building Projects

Concept (Project) Brief

Applicable to all capital building projects

Mandatory

Project: Jersey Waterworks

PURPOSE:

In a construction context, the Concept (Project) Brief is produced to brief the Design Team on the high-level requirements. The Concept (Project) Brief should include outline proposals for structural and building services systems, the users, outline specifications and preliminary cost plan and a review of the procurement route.

Document Version History					
Version No.	Created by	Revision date	Approved by	Approval date	Reason
1	RM	01-Nov-23		Click or tap to enter a date.	
2	RM	08-Nov-23			Incorporated scope clarifications.
3 – Draft for issue	RM	09-Nov-23			Full review of project brief.
4 – Final Version	RM	13-Mar-24			Document updated in line with comments by GM 11-Mar-24.

Project Details	
Project Name	FM Hub (Jersey Waterworks – O1.24)
Sponsoring States Body <i>Select Department from drop down box</i>	IHE - Infrastructure, Housing & Environment
Is it a new project or an extension to an existing site? <i>If a new site is required, both a Pre-Feasibility and Feasibility Study must be undertaken. If the request is for funding an extension to an existing site, then the Pre-Feasibility study is not necessary. Please proceed to Feasibility process</i>	Modification of an existing site.
Project description and scope overview <i>Give a brief description of the Project's aims.</i>	<p>Re-purposing of the former Jersey Water Building, Mulcaster House, into an office facility for New Healthcare Facilities Programme (NHFP) team staff. Thereafter, the facility will become a fully functional facilities management (FM) office and hub for the Overdale Hospital after Overdale Acute is complete. This will include:</p> <ul style="list-style-type: none"> • Internal structural alterations and wall removal. • Making good and decorations. • Floor covering and ceiling finishes. • Minor electrical and ICT works (incl access control). • Plumbing for changing rooms and showers. • External works (gardening/shrubs). • Outdoor signage. • Necessary civil and structural upgrade. • Installation and decant of FF&E, re-use of as much as possible. • Strip-out and decommission of any services no longer required.
Background <i>Please explain background to project. Why is this project being developed?</i>	This project is to cater for the expanding team and project portfolio of the NHFP. Originally scoped to be demolished, Mulcaster House is ideally positioned adjacent to the Overdale Site for the programme team who are now vacating the Parade offices. It is scoped that this building will be extended in future to become the facilities management team hub.
If a site has already been identified, why is this site being chosen?	<p>Site already purchased for demolition. This is a modern facility, ideally positioned, adjacent to the proposed Overdale Acute facility location.</p> <p>The site is circa 20m2 x 20m2.</p>
Does the Sponsoring States Body or Senior User have any specific wishes with regard to design?	<i>Senior Responsible Officers to be allocated at SOSG.</i>
What are the time constraints of the project?	Completion within 2024.
Are there any phasing requirements?	Upon completion of Overdale Acute, FM will occupy space.
Professional Services	
What professional services are required?	<ul style="list-style-type: none"> • Architect • Civils and structural engineer

	<ul style="list-style-type: none"> • MEP engineer • HSPC services • Building surveys (TBC) • ACM R&D surveys (Overdale Demolition project to complete) • Principal Contractor (PC) • M&E Contractor (under PC)
Cost	
Consultants Procurement Cost Estimate	
On what basis is the calculation of consultants' fees based?	
Works Cost Estimate	
On what basis is the calculation of works cost based?	
Basic Design Factors	
What is the client looking to achieve in the project?	<p>Goals of the project are to provide:</p> <ul style="list-style-type: none"> • An office building ready to become the FM team's hub in future, cognisant of future development requirements. • Open plan, collaborative working spaces. • Multiple meeting rooms. • At least 1, boardroom style, meeting room (20+ people). • Comfortable working set up and modern equipment. • Natural daylight in each meeting room and office space. • Modern kitchen facilities and mess areas (existing). • Maximise desk space. • Convenient and safe access to the Overdale site. • Contractor's welfare facilities compliant with Management of Construction in Jersey Regulations (2016). • Shower and changing facilities and adequate public health facilities. • Adequate car parking. • Bike parking areas, including external charging for electrical bikes. • Full suite of accurate record information including as-builts and O&M. • Utilise as much existing MEP and services as possible. • Create and monitor social value for the Island during the lifetime of the project. • Suitable environment including adequate floor, wall and ceiling finishes. • Clean and tidy of surrounding landscape and vegetation. • External recreation space.
What are the existing buildings and surrounding buildings? What materials are they?	<p>Standard brick masonry construction. 1987 construction date.</p> <p>2x outbuildings, one bike store, one containing electrical switchgear and substation.</p>
Does any later construction need to be taken into account now?	<p>The building we be expanded in future when becoming the FM hub. The FM team will have similar requirements but will also need functioning workshop area(s), Stage 1 drawing of potential future FM hub layout included within Appendix D.</p>

	Landscaping works for access routes into Overdale Hospital will be part of future project and dependent on preferred hospital design.
Are there any specific design goals?	To provide a comfortable and clean facility that offers both discrete and collaborative working spaces. The facility should be safe, secure and easily navigable for all occupants. This should be created and fit-for-purpose for a total of 8 years, until Overdale's Acute facility is complete, and the building is developed and extended.
What sustainability targets are there?	No targets outlined. Sustainability targets to be considered at end of project when remodelled for FM teams.
What are the infrastructure requirements of this project?	Suitable ICT and data connections. Future use and electrical capacity to be considered, verification of current incoming electrical supply required.
Are there any specific or GoJ created standards to be aware of?	Will be advised during Design.
Occupants	
Who will use the building?	Initially, NHF programme team including design consultants. In future, HCS facilities management team. Volumes: 2024 – 2032 Project team: 40 Desks + 10 Hot Desks. Current number 50 people +/- 10% expansion allowance. Roof level storage areas for miscellaneous storage. Volume of future occupants, FM team, to be determined and building remodel and extension expected.
What are the requirements of the users of the building?	Consultation ongoing, initial requirements: <ul style="list-style-type: none"> • Open plan, collaborative working spaces. • Multiple meeting rooms. • At least 1, boardroom style, meeting room (20+ people). • Comfortable working set up and modern equipment. • Natural daylight in each meeting room and office space. • Modern kitchen facilities and mess areas (existing). • Maximise desk space. • Convenient and safe access to the Overdale site. • Contractor's welfare facilities compliant with Management of Construction in Jersey Regulations (2016). • Shower and changing facilities and adequate public health facilities. • Adequate car parking. • Bike parking areas, including external charging for electrical bikes. • Full suite of accurate record information including as-builts and O&M. • Utilise as much existing MEP and services as possible. • Create and monitor social value for the Island during the lifetime of the project. • Suitable environment including adequate floor, wall and ceiling finishes. • Clean and tidy of surrounding landscape and vegetation. • External recreation space.

	<ul style="list-style-type: none"> Future users are expected to have similar requirements; however, they will also require functioning workshop space(s). Refer to Appendix D.
Are there any specific accessibility requirements?	<p>To be considered:</p> <ul style="list-style-type: none"> Accessible route into Mulcaster House. No lift currently installed. Accessible W/C, shower and changing facilities. <p>HSE building regulation requirements and ACOP to be referenced for guidance only.</p>
Spaces	
What floors/rooms/spaces are required? Indoor and Outdoor?	<ul style="list-style-type: none"> Large boardroom style meeting room (minimum 1+, 20 capacity) Small breakout room (2 on ground floor, 2 on first floor, 4-6 person capacity) Kitchen facilities and dining areas. External recreation space and dining area Shower, toilets and changing facilities
How would the spaces need to connect?	<ul style="list-style-type: none"> Office spaces to be open plan where possible to facilitate collaborative working.
Are there any specific external landscaping requirements?	<ul style="list-style-type: none"> Car parking line marking to be revised to accommodate capacity. Additional and revised signage. Access route(s) into Overdale Hospital. Overgrown greenery and vegetation to South of site. External recreation space and dining area.
Are there any specific mechanical or electrical requirements?	<p>MEP to be compliant with all latest building regulations. To be efficient, and simple to use and maintain.</p> <p>Reuse of existing MEP and ICT/Data where possible.</p>
<i>For all the above, please link to or embed documents if required</i>	
Key Assumptions and Risks	
Are there any known risks to the delivery of the project?	<ul style="list-style-type: none"> There is a lack of any record information available for the building. Construction may need to be managed with partial occupancy of JDC. Site is adjacent to the crematorium which is sensitive to noise. The condition of the MEP within the building is uncertain and the repair and maintenance of the systems may incur costs. There are fuel tanks and associated pipework that may pose a risk to the works. There is a flat currently in the building, the use of this will be considered in the future.
Exclusions	

<p>Are there any specific exclusions to consider for the project?</p>	<ul style="list-style-type: none"> • Any structural works to the Crematorium retaining wall to be managed by JDC, outside of site (O1.01 Overdale Demolition Project). • Permanent and temporary landscaping works interconnection into Overdale site. • Consultant design team to identify and procure all surveys required. • Decommission of redundant fuel tanks to be completed by I&E separately. • Upgrade of incoming power for future usage/building expansion to be managed by future project. • No lift to be installed on project, accessible facilities to be placed on ground floor. • No works to be done to L1 flat area.
<p>Dependencies</p>	
<p>Are there any dependencies for the project?</p>	<ul style="list-style-type: none"> • The tenancy of 28-30 The Parade in which the team, including design consultants are based, expires in August 2024. • 5 metre exclusion zone for all developments in the vicinity of Jersey Water reservoir.

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