

Technical Design/ Works Notification

Proposed Lifecycle works to the switch gear, inclusive of all necessary architectural, mechanical, electrical and public health works.

1839-ELC-Z1-G-RP-Z-90-004

Status: D2

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Purpose of this Document

The purpose of this document is to provide information enabling a full and firm foundation for the next stage of the project, initiation, and the official start of the project. It has been prepared to encapsulate all the finally agreed key features of the design so that the client is fully aware of what he will get and the Consultancy Team, Contractor and the key Supply Chain partners can proceed with the Scheme Design confident that each will be working towards the completion of a consistent whole.

This Design Brief | Works Notification is a key document; the contents explain and detail the Scope of Works that will be the working document for managing and directing the project.

Sign Off

Role	Signatory	Signature	Date
Design Director Lifecycle and Projects	Paul D'Arcy	Paul D'Arcy	06-09-2021
Commercial Manager Pre-construction	David Gunning	David Gunning	06-09-2021
Projects Director	Andrew Neath	Andrew Neath	06-09-2021

Version Control

Status	Version	Date	Actioned By	Description
S4	0.00	02-07-2021	Paul D'Arcy	Reviewable Design Brief Stage 03
D2	0.00	09-12-2021	Paul D'Arcy	Tender Action

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Employer's Contact: Steven Leeming
User's Contact Stuart Malcolm
Due date for response: 23rd December 2021
Review date/s: 09th December 2021
Project title, name: Lifecycle All Switchgear

1. **KEY OBJECTIVES:** Undertake the necessary lifecycle works relating to the architectural finishes, structural and electrical specialist services in order to modify the existing PFI Assets.
2. **REGULATORY ISSUES:** The Building Regulations for building work carried out in England, 2010, inclusive of all relevant amendments forms the basis of any design and statutory compliance. NHS Health Technical Memorandums, Health Building Notes and Common Health Services specification documents have been used for guidance, in the event of discrepancies between documents, a derogation schedule has been prepared and forms part of this Works Notification.
3. **SCOPE:** The overall scope of works shall be as follows;
 - 3.1. The works include specified new connections into existing services with, unless stated otherwise, the buildings being assumed to be in full commission.
 - 3.2. The works have been planned for the activities to be carried out in a manner that does not interfere with the routine working of the buildings and in accordance with a Strategic programme for the Works.
 - 3.3. The completion and subsequent approval of RIBA Stage 3 has effectively frozen the final work content including any discussions and agreements relating to any variations to the original scope of works.
 - 3.4. **Description of Room Function**

A new Electrical Switch Room will be constructed to house the new electrical switch gear that will replace the existing equipment currently located within Nelson Street Substation.
 - 3.5. **Acoustics:**

Design rating to follow HTM 08-01 Tables 1 and Table 2.

Existing acoustic requirements HTM 08-01 are unknown and compliance with current legislation cannot be guaranteed. The existing noise levels will be recorded before undertaking any refurbishment works and will be set as the baseline.
 - 3.6. **Statutory Compliance**

During the execution of the condition survey of the existing area, an appraisal of any relevant statutory compliances has not been undertaken. Any obvious non-compliances have been highlighted within the Condition Report provided during the Stage 01 submission, together with any opportunities for value additions and or betterment. Any necessary changes to the design level and associated costs have been indicated upon the Design Compliance and User Derogation Schedule, which shall be developed further by the successful sub-contractor. Formal agreement is required before proceeding with RIBA Stage 5.

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4. DEPARTMENT ELEMENTS | SUB ELEMENTS:

The overall elements included within the works will be as follows;

4.1. Structure

The works include the provision of pad foundations for the proposed electrical switch room. These shall be designed by the off-site pre-engineered modular building specialist.

4.2. External Fabric

The external finish fabric of the proposed modular container unit element is brick-slip cladding.

4.3. Roof

The roof of the proposed modular unit is to be designed and detailed by the appointed sub-contractor. This forms part of the off-site modular building specialist design.

4.3.1. Roof Coverings: This element is not applicable to the proposed lifecycle works.

4.4. Internal Fabric

The lifecycle works which will be undertaken by the building sub-contractor upon the following sub-elements are as follows;

4.4.1. Internal Walls and Finishes: The proposed lifecycle works include the construction of an interior wall within the modular container unit. Details can be found within the architectural specifications and drawings.

4.4.2. Floor Coverings: The proposed lifecycle works include the installation of a 400x400mm grid removable carpet tile floor covering within the modular container unit. Details can be found within the architectural specifications and drawings.

4.4.3. Ceiling Finishes: The proposed works include the provision and installation of a 600x600mm suspended ceiling tile grid. Details can be found within the architectural specifications and drawings.

4.4.4. Ceilings-Suspended: The proposed works include the provision and installation of a 600x600mm suspended ceiling tile grid. Details can be found within the architectural specifications and drawings.

4.4.5. Internal Doors and Ironmongery: The proposed lifecycle works include the provision and installation of four (4) new doors. Two (2) external fully louvered double doors and two (2) internal fire rated (FD60) single doors. Details can be found within the architectural specifications and drawings.

4.4.6. Internal Decoration: This element is not applicable to the proposed lifecycle works.

4.4.7. Wall Protection: This element is not applicable to the proposed lifecycle works.

4.5. Internal Fittings and Fixtures

Renovation works will be undertaken by the Building Sub-contractor upon the following sub-elements are as follows;

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- 4.5.1. Sanitary Ware and Fittings:** This element is not applicable to the proposed lifecycle works.
- 4.5.2. Unit Furniture:** This element is not applicable to the proposed lifecycle works.
- 4.5.3. Internal Fittings and Furniture:** This element is not applicable to the proposed lifecycle works.
- 4.5.4. Signage:** The proposed lifecycle works include the provision and installation of safety signage within the modular container unit.
- 4.6. External Grounds and Gardens**
This element is not applicable to the proposed lifecycle works.
- 4.7. Drainage and External Services**
This element is not applicable to the proposed lifecycle works
- 4.8. Lightning Protection**
Adequate lightning protection is to be proposed by the appointed Sub-Contractor.
- 4.9. Fuel Storage and Distribution**
This element is not applicable to the proposed lifecycle works.
- 4.10 Boilers and Calorifiers**
This element is not applicable to the proposed lifecycle works.
- 4.11 Steam Systems**
This element is not applicable to the proposed lifecycle works.
- 4.12 Heating Systems**
Any heating systems are to be proposed by the appointed subcontractor
- 4.13 Ventilation Systems**
Any ventilation systems are to be proposed by the appointed subcontractor.
- 4.14 Medical Gas Systems**
This element is not applicable to the proposed lifecycle works.
- 4.15 Hot and Cold-Water Systems**
This element is not applicable to the proposed lifecycle works.
- 4.16 Lifts and Hoists**
This element is not applicable to the proposed lifecycle works.
- 4.17 Fixed Plant and Equipment**
The proposed lifecycle works include the provision and installation of Essential and Non-Essential Switchgear equipment within the modular container unit.
- 4.18 Electrical Systems**
Lifecycle works relating to any electrical systems are to be undertaken by the Building Services Sub-contractor. Full details can be found within the electrical specifications and drawings.
- 4.19 Communication Systems**
Lifecycle works relating to any communication systems are to be undertaken by the Building Services Sub-contractor. Full details can be found within the electrical specifications and drawings.

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4.20 Alarms and Detection Systems

Lifecycle works relating to any alarms and detection systems are to be undertaken by the Building Services Sub-contractor. Full details can be found within the electrical specifications and drawings.

4.21 Building Management Control System

Lifecycle works relating to any building management control systems are to be undertaken by the Building Services Sub-contractor. Full details can be found within the electrical specifications and drawings.

4.7. Specialist and General Services in Connection with Loose and Fixed Equipment

This element is not applicable to the proposed variation works.

5. EXCLUDED FROM THE SCOPE OF WORKS

- a. Removal and storage or disposal of any existing equipment, except for the existing fixed pipework and accessories, if any form part of the work.
- b. Decontamination of the existing area before or after any lifecycle works.
- c. Application for any statutory inspections and or certifications for the completed works relating to healthcare regulations [Third Party Validation].
- d. Any works relating to the existing mechanical and electrical services will be limited to the capabilities of the existing site infrastructure. This design proposal does not presently require any increase in the existing energy usage. The provision of A & B Power distribution Boards have been provided on the basis that future upgrade works to the existing sub-stations will provide the necessary resilience and presently assume a single power supply from the Non-essential load.
- e. A design compliance and user derogation schedule has been prepared during the design phases and is included together with this design proposal.

6. CONSTRAINTS

- a. A preliminary project execution plan has been prepared however details discussions will be required together with the Client and the appointed sub-contractors to address any possible disruption or downtime to the surrounding areas necessary due to the isolation of supplies, access for demolition or installation works.
- b. For the avoidance of doubt the area of the proposed lifecycle works is considered to be **Group 1 [Low Risk]** as defined by HBN 00-09 and the proposed works are considered to be **Type C**. Risk measure will be undertaken in accordance with **Class 2**.
- c. Functional, dimensional and environmental details of any Client supplied components and equipment that are to be incorporated within the project shall be provided to ensure compatibility with the project.
- d. Special conditions e.g. environmental conditions shall be stated either directly or by reference to an appropriate standard by the Client. In stating such conditions, combinations of certain conditions shall be considered in addition to any single condition in isolation, any constraints governing the selection and use of special materials shall be stated by the Client.

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- e. It has been assumed that free and uninterrupted access will be given to the area and that the necessary phasing, decanting and reactivation of the area can be mutually agreed by all parties during the design review process and any associated engineering review meetings with the FM providers.
- f. It has been assumed that the necessary planned preventative maintenance has been carried out on the main systems mechanical and electrical systems serving these areas and that records can be provided for review by the design and construction teams before commencing the proposed construction works.
- g. It has been assumed that all hard and soft facilities management have been carried out in accordance with the necessary contract requirements within these areas and records can be provided indicating any non-conformances for review by the design and construction teams before commencing the proposed construction works.
- h. It has been assumed that all materials specified are freely available and are not subject to extended delivery times due to a combination of material control measures, pending changes to existing import and export regulations and or extended manufacturing periods resulting from a worldwide pandemic.

7. SAFETY

All known health and safety hazards have been stated and recorded separately within the Pre-construction Information together with a project specific HARM Schedule 1839-ELC-Z1-GF-PD-Z-92-600 that must be updated during the design phases.

8. COMMISSIONING

All commissioning and testing requirements or procedures must follow the respective statutory regulations, UK Building Regulations and Approved Documents, CIBSE, NICEIC and NHS Technical Memorandums and Health Building Notes. Where discrepancies exist between the documents these will be highlighted and these necessary means of compliance will be agreed with the Authorising Engineers appointed to represent the Users.

9. PURPOSE AND FUNCTION

The purpose and function of the works is to mitigate the risk of failure of the existing assets and return them to a minimum Category B. Any variation works to the existing assets will be summarised and submitted for agreement before the commencement of any construction works.

10. DESIGN PROJECT PLAN

A list of project milestones, together with key dependencies has been prepared and is included within these documents. The dates provided for completion are preliminary and may vary following the receipt of any comments received from stakeholders in respect of current design content, requests for additional works to be incorporated within the existing scope, the completion of the tender action and receipt of the sub-contractors proposals.

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11. ATTACHMENTS

A document register is provided below indicating the information utilised to prepare this document.

12. MEASURES OF SUCCESS

We will measure the success of the project by closely monitoring the following components;

- a. Budget – final expenditure compared to preliminary budget
- b. Quality – initial snagging list prepared by Client after internal inspections and acceptance.
- c. Duration – Progress and performance relating to the agreed project program and final handover [In Use] date.
- d. A customer satisfaction survey will be conducted with the users within 30 days of completion and the results review and discussed with the Employer.

Immediate Next Steps

The following key activities / decisions need are required to allow the project to move to initiation:

Ref	Action	Responsible	Due Date
1	Proceed with Tender Action	EQUANS	17 th December 2021
2	Review Tender Returns	EQUANS	14 th January 2022
3	Notice to Proceed [Appoint Contractor]	EQUANS	21 st January 2022
4	Prepare and issue design documentation for record purposes [Status S6 Suitable for review]	Sub-contractor	11 th February 2022
5	Prepare and issue Construction Drawing [Status D4] and commence works on site	Sub-contractor	11 th March 2022

Key Dependencies

Dependencies	Responsibility			
	Project Co.	EQUANS	Sub-contractor	Supplier
Approval of Design Brief Works Notification	Y	Y		
Completion and submission of Design Proposal			Y	Y
Compliance with Project Budget	Y	Y	Y	Y
Availability of Materials and Equipment			Y	Y
Access to Project Site	Y	Y		
Design, Tender Review	Y	Y		
Purchase Order and Sub-contract Agreement for Works	Y	Y		

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Document Register - Architectural

Ref	Document No.	Document Name	Scale	Size	Status
1	1839-ELC-Z1-00-DR-A-00-100	Proposed Site Location Plan	1:1000	A1	S4
2	1839-ELC-Z1-00-DR-A-00-101	Existing Site Masterplan		A1	S4
3	1839-ELC-Z1-00-DR-A-00-102	Proposed Site Masterplan	1:20	A1	S4
4	1839-ELC-Z1-00-DR-A-00-103	Existing Site Plan	1:100	A2	S4
5	1839-ELC-Z1-00-DR-A-00-104	Proposed Site Plan	1:100	A3	S4
6	1839-ELC-Z1-00-DR-A-00-300	Site Section A	1:100	A1	S4
7	1839-ELC-Z1-00-DR-A-00-301	Site Section B	1:100	A1	S4
8	1839-ELC-Z1-00-DR-A-00-302	Site Section C	1:100	A1	S4
9	1839-ELC-Z1-00-DR-A-00-303	Site Section D	1:100	A1	S4
10	1839-ELC-Z1-00-DR-A-00-800	Proposed Visuals - Ground View 01	-	A3	S4
11	1839-ELC-Z1-00-DR-A-00-801	Proposed Visuals - Ground View 02	-	A3	S4
12	1839-ELC-Z1-00-DR-A-00-802	Proposed Visuals - Ground View 03	-	A3	S4
13	1839-ELC-Z1-00-DR-A-00-803	Proposed Visuals - AERIAL VIEW 01	-	A3	S4
14	1839-ELC-Z1-00-DR-A-40-500	Modular Cabin Axonometric View	-	A2	S4
15	1839-ELC-Z1-00-DR-A-41-100	Modular Cabin - Structural Setting Out	1:50	A2	S4
16	1839-ELC-Z1-00-DR-A-41-500	Modular Cabin Base Details	1:5	A2	S4
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Document Register – Building Services

Ref	Document No.	Document Name	Scale	Size	Status
1	3341-RWA-XX-XX-DR-E-6001-P1-A1	Electrical Services Location Details	1:500	A1	S0
2	3341-RWA-XX-XX-DR-E-6002-P3-A1	Electrical Services Existing & Proposed Mains Schematic	NTS	A1	S0
3	3341-RWA-XX-XX-DR-E-6003-P4-A0	Electrical Services Sequence of Works	NTS	A0	S0
4	3341-RWA-XX-XX-DR-E-6004-P1-A1	Electrical Services Existing with Removals	1:50	A1	S0
5	3341-RWA-XX-XX-DR-E-6005-P3-A1	Electrical Services Containment and Cable Routes	1:50	A1	S0
6	3341-RWA-XX-XX-DR-E-6006-P3-A1	Electrical Services as Proposed	A:50	A1	S0
7	3341-elec spec stage 3	Electrical Specification	-	A4	S4
8					
9					
10					

Document Register – General

Ref	Document No.	Document Name	Scale	Size	Status
1					
2					
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Form of Tender

We hereby confirm our Fixed Price Offer for the aforementioned works inclusive of all provisional, and prime costs sums [Failure to complete the following sections may result in the rejection of tender submission]

#	Building Works	Tender Amount
1a	Building Sub-contractor	
1b	Provisional & Prime Cost Sums	
1c	Site Management & Preliminaries	
1d	Risk [Design Development Risk]	
1e	Risk [Construction Risk]	

Fixed Price Offer – Building Works		
2a	Total Tender Amount	
2b	Total Tender Amount in Words	

And / or

#	Building Services Works	Tender Amount
3a	Building Services Sub-contractor	
3b	Provisional & Prime Cost Sums	
3c	Site Management & Preliminaries	
3d	Risk [Design Development Risk]	
3e	Risk [Construction Risk]	

Fixed Price Offer – Building Services Works		
4a	Total Tender Amount	
4b	Total Tender Amount in Words	

Which is a fixed price tender for the works should the liquidated and Ascertained damages be priced at £2,000.00 per day (based on a 7-day week) and capped for a period of one calendar month.

#	Construction Period	Weeks
5	Proposed Contract Period, including completion of all necessary testing, commissioning, demonstrations, training, operation and maintenance manuals and	Wks

I/We further undertake to complete and deliver the works contained in the tender documents to the satisfaction of the Contract Administrator within the period indicated above from the Date of Possession and hereby confirm that we have examined and found reasonable the sums inserted for liquidated damages and agree to its application to the Contract.

#	Mobilisation Period	Weeks
6	I/We require the period indicated herein between acceptance of tender and commencement of works on site to enable us to complete our design and prepare the necessary construction drawings as are deemed necessary.	Wks

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I/We agree that should obvious errors in pricing or errors in arithmetic be discovered before acceptance of this offer submitted by us, these errors will be corrected in accordance with Alternative 1 of the NJCC Code of Procedure for Selective Tendering.

This fixed price tender remains open for consideration for 120 days from the date fixed for lodgement of tenders.

CONDITIONS OF TENDER

- a) The amount of this tender shall not be disclosed to any person other than the person calling for the tender and must be adjusted in accordance with any agreement or arrangement between the Contractor and any person other than the person calling for the tender.
- b) Any contravention of the above clause will result in the tender being declared invalid.
- c) Any tender received after the date and time indicated for the receipt of tenders may not be considered nor shall any alterations of any tender be allowed after such date and time.
- d) The Employers do not bind themselves to accept the lowest, or any tender and will not be liable for any expense in the preparation thereof.

Company Details	
Date	
Company Name	
Company Registration #	
Company Address – Line 1	
Company Address – Line 2	
Company Address – Line 3	
Town / City	
Post Code	

Confirmation Signatures	
Signature	
Position Occupation	
Signature Date	
Witness	
Position Occupation	
Signature Date	

END OF DOCUMENT