

Annex One: Outline of works to be covered by the Framework

Outline of works to be covered by the Framework:

Lot 1 – Small Commissions	
Covers works with a value of less than £100,000	This lot covers each of the below specialisms and will be made up of one supplier per specialism with up to two reserves.
Lot 2 – Design Services	
<p>Design of refurbishment works and new build construction.</p> <p>Design and surveying of mechanical and electrical installations and services</p> <p>Condition and scoping surveys</p>	<p>This work relates to the survey and analysis of buildings, mechanical and electrical installations and services. Activities will involve but are not restricted to:</p> <ul style="list-style-type: none"> • Carrying out concept, feasibility and scheme design studies of properties and sites, including new build construction or other buildings • Advising on conservation sites, historic and listed building matters with regards to properties and their setting • Site due diligence including flood risk, geotechnical reports and utility assessments • Inspection and assessment of existing structures • Preparation of preliminary schemes and specifications • Mechanical and electrical (M&E) detail design and working drawings • Option appraisals for M&E equipment such as heating systems, door entry, gas mains and lifts • Value engineering and value management studies • External and internal photographic surveys to identify and record wants of repair • Materials science and analysis • Ground condition surveys including contaminated land • Scoping and condition surveys • Acoustic engineering
Lot 3 – Structural Engineering	
Design and surveying of structural elements.	<p>This work relates to the structural survey and analysis of buildings. Activities will involve but are not restricted to:</p> <ul style="list-style-type: none"> • Inspection and assessment of existing structures • Provision of structural engineers and monitoring • Geotechnical surveys • Structural civil engineering
Lot 4 – Architectural Services	

Architectural services	<p>This work relates to architectural services. Activities will involve but are not restricted to:</p> <ul style="list-style-type: none"> • Architectural consultancy services • Right to light surveys
Lot 5 – Cost, Advisory & Commercial Services	
Commercial advice, quantity surveyors and contract advice	<p>Under this lot the Council would be able to procure specialists to cost works, analyse contractor pricing and advise on the commercial management of contracts. Activities will involve but are not restricted to:</p> <ul style="list-style-type: none"> • Develop priced options appraisals • Provide an estimated cost plan for the works once determined and update as required • Provide procurement advice • Agree cost of non-standard works not included in original costs • Undertake assessments of projected final cost at regular intervals as agreed with Camden • Carry out open book, business case and price build up reviews • Agree format of valuations and produce valuations • Determine final accounts • Provision of contract management advice, facilitation and dispute resolution services • Residential sales valuations
Lot 6 – Surveying, Project Management and Employers Agents	
Employer's agent and project management services	<p>Under this lot the Council would be able to procure employer's agents or project managers to manage works. Activities will involve but are not restricted to:</p> <ul style="list-style-type: none"> • Responsibility for the successful delivery of the programme or project activities • Responsibility for development of the project brief once design has been finalised • Receive site information, visit site, appraise constraints and identify any surveys required. If instructed carry out or arrange and supervise agreed surveys • Carry out consultation with leaseholders and other stakeholders regarding the design of the solution • Submit planning applications and liaise with English Heritage as required • Tendering of work packages in line with the Council's Standing Orders for Contracts and authorisation limits for decisions • Report on progress to resident meetings or other forums as required

	<ul style="list-style-type: none"> • Inspect works in progress and instruct the contractor as required to achieve compliance with the project brief • Certify completion of works and produce periodic valuations • Carry out all project management duties and responsibility for making sure programmes adhered to
Lot 7 – Compliance and Specialist Services	
Compliance and specialist services	<p>Under this lot the Council would be able to procure service providers who can advise on compliance issues and carry out specialist surveys such as Fire Risk Assessments. Activities will involve but are not restricted to:</p> <ul style="list-style-type: none"> • Health and safety advice and CDM co-ordination including construction phase health and safety plan, health and safety file, risk assessment, method statement and health and safety audits. Also conduct audits and reviews, provide advice on the application of legislation. Provide the full range of duties required as CDM co-ordinator where this has been specified as a requirement. • Asbestos surveys; testing and reporting; conduct asbestos risk assessment and asbestos testing following the guidelines set out in HSG264. Providers to have UKAS accreditation. • Fire Risk Assessments, carried out at premises, properties and sites as required by The Regulatory Reform (Fire Safety) Order 2005 and any other legislation. • Facilities Management; advise on the working environment, non-core support services and their combined impact on the individual and the organisation. Assist with the management of facilities. • Party wall consultants; provide advice and management of matters relating to the Party Wall Act etc. 1996 and all other relevant party wall guidance, good practice and policy. • Logistics management including construction traffic management for existing sites and new buildings. • Energy assessment services including energy performance assessments or thermographic surveys on existing elements as well as the works to be delivered.

Annex Two: Frequently asked questions

The following text is to assist you in understanding the purpose of this notice. It does not add to or detract from the legal notice above.

What am I being consulted on?

We are consulting with you about our plans to tender for a framework of construction specialists. We plan to use these specialists in connection with works on Camden's properties, but as yet we are not consulting you on the exact nature and scope of any works. We believe that a framework will save you and the Council money. Moreover we are required to tender for works by EU legislation.

Can I propose some works to be carried out at my property?

If works are needed at your property please report this to our repairs team via 020 7974 4444. This notice relates to establishing a list of consultancy firms which may be required for various future repairs and maintenance projects. It is not specific to any particular repair job at this stage.

I recently had a lot of work done on my property, are you going to do more?

We only intend to carry out repairs and maintenance when it is necessary, so if you have had recent repairs we are unlikely to be carrying out more soon. However we are required to consult all leaseholders who may be affected when we let this contract. Many of Camden's properties are old and reactive maintenance may be needed at any time and cannot always be predicted.

What work and services must I be consulted about?

As your landlord, the Council must consult you before it does the following:

- ✓ *carry out **work** which will cost any one leaseholder more than £250. This covers repairs, maintenance and improvements to your building and estate;*
- ✓ *enter into **long-term agreements** (for more than 12 months) with outside contractors for work, supplies or services (or all three) where the cost to any one leaseholder will be more than £100 a year. Examples include agreements for supplying goods or services (such as cleaning) and agreements for maintenance work (such as day-to-day repairs); and*
- ✓ *carry out **work under a long-term agreement** where the work will cost any one leaseholder more than £250.*

How can I take part in the consultation?

You have the right to send us your observations in writing during the consultation period. The Council must carefully consider any observations or suggestions about the work or long-term agreement received in writing during the consultation period. Where major work is planned to be carried out, the project manager in charge of the scheme will usually organise a meeting with all residents to give you an opportunity to ask questions and give your views.

What is an OJEU notice?

This is a notice which must be published in the Official Journal of the European Union (OJEU). It is needed where the total amount of a proposed contract, whether for work or long-term agreements, is at a level where the European Union procurement rules apply. These rules cover all large contracts let by public and government organisations. Public notices are currently needed for:

- supply/service contracts awarded by contracting authorities (Camden is a “contracting authority) over £173,934; and
- works contracts (e.g. building refurbishment) over £4,348,350.

If a public notice is needed, you do not have the right to nominate a contractor to tender for the work or long-term agreement. But, the council must still carefully consider any observations you make about the proposals.

I don't agree with this proposal, can I opt out?

No. Camden, as landlord, has the final say on how its buildings are managed. This proposal can, and should, be shaped and amended in relation to your observations, but there is no obligation on Camden to allow leaseholders or individual properties to opt out of the agreement.