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## Project Briefing

Project identifier			
<b>[1a] Unique Project Identifier</b>	12195	<b>[1b] Departmental Reference Number</b>	
<b>[2] Core Project Name</b>	Baynard House car park – ventilation system.		
<b>[3] Programme Affiliation (if applicable)</b>	Fire Safety works in car parks – see capital bids 2020/21		

Ownership	
<b>[4] Chief Officer has signed off on this document</b>	Carolyn Dwyer
<b>[5] Senior Responsible Officer</b>	Zahur Khan
<b>[6] Project Manager</b>	Samantha Tharme for DBE; Richard Low-Foon for City Surveyors

Description and purpose	
<b>[7] Project Description</b>	<p>Fire safety ventilation system in Baynard House Car Park.</p> <ul style="list-style-type: none"> <li>CoL are working on the design for the ventilation system to manage fire risk in Baynard House car park. All CoL car parks have been reviewed, in light of the recent car park fire in Liverpool and Grenfell flats. The bulk of the work identified for Baynard House is therefore necessary anyway without the addition of the Electric Vehicle (EV) charge points.</li> <li>Baynard House has been identified as an ideal location for installing rapid 50kw EV charge points. Primarily to support the taxi trade switch to electric vehicles. This will be the first hub of rapid charge points in London.</li> <li>It is recommended that the CoL programme for Baynard House is brought forward as soon as possible in 2020, work to design and proceed to tender will need to take place in 2019/20; if approved this will enable the implementation of the EV charge points this financial year, 2019/20 (TfL's target date), with CoL work following. TfL have committed funding to deliver this and there is an identified need within central London particularly to support the taxi trade.</li> </ul>
<b>[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?</b>	<ul style="list-style-type: none"> <li>This is an 'Essential Project – addressing Health and Safety Risks. Currently we are aware that the ventilation system is sub-standard; a review of all car parks was undertaken in light of the car park fires in Liverpool in 2017.</li> <li>Options for phasing the installation of the ventilation to satisfy TFL's requirements have been reviewed and found to not be possible due to the adverse impact on the building fire strategy</li> <li>CoL has statutory obligations to address the ventilation for normal operational use and fire risk,</li> <li>Ventilation of car parks is recommended in order to limit concentrations of carbon monoxide (CO) and other vehicle emissions in the day-to-day use of car parks and to remove smoke and heat in the event of a fire.</li> <li>The existing ventilation system is no longer operational, the fans are obsolete, it is necessary that ventilation is reinstated to control the amount of potentially harmful airborne pollutants present in the car park.</li> <li>There is no means to dissipate heat and smoke and the current state of the carpark facilities could potentially be considered a Health and Safety at Work Act contravention.</li> </ul>

<ul style="list-style-type: none"> <li>Air quality is Corporate Risk 21, so facilitation of electric vehicles operating in the City contributes to addressing that risk.</li> <li>We are in partnership with TfL to fund delivery of the rapid charge points in Baynard House; at present TfL are committed to funding the enabling work for the charge points, (circa £200k) There is a risk that if we do not progress the ventilation system as early as possible TfL will direct this funding to other sites outside the Square Mile. The cost of a hub is high to implement because an electricity substation is required, which currently TfL have committed to fund.</li> </ul>
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**[9] What is the link to the City of London Corporate plan outcomes?**

- [1] People are safe and feel safe.  
 [2] People enjoy good health and wellbeing.  
 [7] We are a global hub for innovation and enterprise.  
 [11]. We have clean air, land and water and a thriving and sustainable natural environment.

**[10] What is the link to the departmental business plan objectives?**

The installation of electric vehicle charge points is Proposal 33 of the adopted Transport Strategy for the City, this also directly supports DBE business plan objective number 7 *Improving quality and safety of the environment for workers, residents and visitors*; and contributes to the ambition to *Deliver a cleaner and more sustainable environment* by providing the necessary infrastructure to support electric vehicles to operate in the City, particularly taxi and freight.

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Providing the relevant infrastructure for vehicles in the City does meet DBE objective 1, *'Advancing a flexible infrastructure that adapts to increasing capacity and changing demands.'*

**[11] Note all which apply:**

<b>Officer:</b> Project developed from Officer initiation	Y	<b>Member:</b> Project developed from Member initiation	Y	<b>Corporate:</b> Project developed as a large scale Corporate initiative	N
<b>Mandatory:</b> Compliance with legislation, policy and audit	Y	<b>Sustainability:</b> Essential for business continuity	N	<b>Improvement:</b> New opportunity/ idea that leads to improvement	Y

**Project Benchmarking:**

**[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?**

- 1) Fire Risk and ventilation for normal operation is addressed adequately within Baynard House car park, in compliance with the Health and Safety at Work Act.
- 2) Work commenced to enable the introduction of electric vehicle charge points in Baynard House.
- 3) Higher proportions of Electric Vehicles in the City, contributing to the overall improvement in air quality.

**[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)**

We will monitor use of the charge points by Electric Veh owners
<b>[14] What is the expected delivery cost of this project (range values)[£]?</b>
£600,000 - £650,000; the Intermediate Framework Contract will be used to procure contractor
<b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:</b>
Not calculated to date.
<b>[16] What are the expected sources of funding for this project?</b>
On street parking reserve account requested as this is maintenance to car park to allow continued operation.
<b>[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?</b>
Start on site June 2020; to facilitate delivery of EV charge points. The EV charge points are a separate project with TfL subsidy. Pending the tender through the Intermediate Framework and Gateway process, the work will be commenced as soon as possible.

<b>Project Impact:</b>	
<b>[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?</b>	
This project has high reputational impact as it will enable the partnership delivery with TfL, of Electric Vehicle charging infrastructure which is strongly supported by members, particularly Port Health Environmental Services and Planning & Transportation. Implementation of the project will enable the City and TfL to support the transition to electric vehicles and this location will support the taxi trade in particular, helping to address CR21 Air Quality on the Corporate Risk Register. Delivery of this will be a positive and high profile news story for the City, TfL/GLA and support the taxi trade which has transitioned to electric taxis.	
<b>[19] Who has been actively consulted to develop this project to this stage?</b>	
<(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Dianne Merrifield/Simon Owen
Chamberlains: Procurement	Mike Harrington/Kayleigh Rippe
IT	Officer Name:
HR	Officer Name:
Communications	Officer Name:
Corporate Property	Richard Low-Foon (and ) Warren Back
External	
<b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</b>	
Please note the Client supplier departments. Who will be the Officer responsible for the designing of the project? If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?	
Client	Department: Built Environment
Supplier	Department: City Surveyors – Richard Low-Foon
Supplier	Department:
Project Design Manager	Department: City Surveyors
Design/Delivery handover to Supplier	Gateway stage: 4 specification to tender; Post Options Appraisal