

# Project Briefing

Project identifier	
<b>[1a] Unique Project Identifier</b>	<b>[1b] Departmental Reference Number</b>
<b>[2] Core Project Name</b>	London Wall Car Park Ventilation, Lighting and Fire Alarm Project
<b>[3] Programme Affiliation</b> <i>(if applicable)</i>	DBE Fire Safety in Car Parks Project

Ownership	
<b>[4] Chief Officer has signed off on this document</b>	Paul Wilkinson, The City Surveyor
<b>[5] Senior Responsible Officer</b>	Karyn Burnham, Deputy Head of FM
<b>[6] Project Manager</b>	Carmel McGowan, Senior Principal Engineer

Description and purpose	
<b>[7] Project Description</b>	
<p>The project will install a new ventilation system, carbon monoxide and fire detection system in the car park.</p> <p>The current electrical installation will also be brought up to compliant standards by replacing the main LV panel and distribution boards and installing new containments and rewiring circuits. The current 200amp main electrical supply is not sufficient for what the site needs as 100amps has been diverted to the electric vehicle chargers, so UKPN will upgrade to 400amp. The existing circuits will be stripped out and replaced and new lighting will be installed.</p>	
<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>	
<p>The existing ventilation system is no longer operational, the fans are obsolete and it is critical that ventilation is reinstated to control the amount of potentially harmful airborne pollutants present in the car park. The car park is open to the public and the City has a responsibility to safeguard staff, contractors and the public using the car park.</p> <p>Ventilation in car parks is recommended in order to limit concentrations of carbon monoxide (CO) and the vehicle emissions and to remove smoke and heat in the event of a fire. There is also no means to dissipate heat and smoke in London Wall Car Park, and in its current state, the car park facilities could be considered a Health and Safety at Work Act contravention. It does not comply with Building Regulation Approved document B - Fire Safety, or document F – Ventilation.</p> <p>At present the car park is not covered by a fire alarm detection system. This has been recommended in the Fire Risk Assessment and in light of the 2017 Liverpool car park fire. The City of London Parking Team and City Surveyor’s Department are reviewing fire safety across the City’s car parking estate. This links in with the wider project being managed by Ian Hughes, Assistant Director Parking.</p> <p>In addition to the above, the electrical installation in the car park is in poor condition and requires urgent attention. The current capacity is not enough to support the work required to the ventilation, lighting and fire alarm. The upgrade will ensure the car park is compliant with current electrical regulations.</p> <p>There are also potential revenue making opportunities in the pipeline for this car park and not addressing this issue could jeopardise these income streams from being taken forward.</p>	

<b>[9] What is the link to the City of London Corporate plan outcomes?</b>					
[1] People are safe and feel safe. [2] People enjoy good health and wellbeing. [5] Businesses are trusted and socially and environmentally responsible. [9] Our spaces are secure, resilient and well-maintained. [10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment.					
<b>[10] What is the link to the departmental business plan objectives?</b>					
City Surveyor's Department will optimise the City's property assets for the benefit of our customers, our community, our partners and our colleagues. We will ensure buildings are fit for purpose, sustainable, safe and secure, providing access for all, meeting service needs and community expectations.					
<b>[11] Note all which apply:</b>					
<b>Officer:</b> Project developed from Officer initiation	Y	<b>Member:</b> Project developed from Member initiation	N	<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	Y	<b>Improvement:</b> New opportunity/ idea that leads to improvement	N

<b>Project Benchmarking:</b>					
<b>[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?</b>					
<These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>					
1) Compliant ventilation system fit for purpose with acceptable levels of Carbon Monoxide and other pollutants present.					
2) Compliant electrical installation with adequate lighting at appropriate lux levels.					
3) Increased fire safety in the car park with the installation of a new fire alarm system.					
<b>[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.)</b>					
Reduced utility charges as we would be using LED smart lighting. Reduced maintenance charges as the smart system does not require manual PPMs.					
<b>[14] What is the expected delivery cost of this project (range values) [£]?</b>					
Lower Range estimate: £1,030,000 Upper Range estimate: £2,000,000					
<b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs) [£]:</b>					
Ongoing servicing and repairs will be covered by the City Surveyor's existing Building, Repairs and Maintenance budget with replacement scheduled in the Forward Maintenance Plan and bids made for funding from the Cyclical Works Programme.					
<b>[16] What are the expected sources of funding for this project?</b>					

Source	Amount	Funded
Additional Resources for City Fund Properties	£500,000	Yes
CWP 19/20	£130,000	Yes
DBE On street parking fund	£400,000	No - To be requested from DBE OnStreet Parking Revenue

**[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?**

Lower Range estimate: May 2020– June 2021  
Upper Range estimate: July 2020 – August 2021

**Project Impact:**

**[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?**

No

**[19] Who has been actively consulted to develop this project to this stage?**

<(Add additional internal or external stakeholders where required) >

Chamberlains: Finance	Officer Name: John James
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Chamberlains: Procurement	Officer Name: N/A
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IT	Officer Name: N/A
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HR	Officer Name: N/A
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Communications	Officer Name: N/A
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Corporate Property	Officer Name: Warren Back
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External	N/A
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Department of Built Environment	Officer Name: Ian Hughes
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**[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:**

**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:
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Supplier	Department:
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Supplier	Department:
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Project Design Manager	Department:
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Design/Delivery handover to Supplier	Gateway stage: <Before Project Proposal>, <Post Project Proposal>, <Post Options Appraisal>, <Post Detailed design>, <Post Authority to start work>
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