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Project Briefing

Project identifier	
[1a] Unique Project Identifier	[1b] Departmental Reference Number
[2] Core Project Name	Fire Safety in Public Car Parks
[3] Programme Affiliation <i>(if applicable)</i>	Affiliated to projects put forward by: <ul style="list-style-type: none"> City Surveyor (London Wall Car Park Ventilation, Lighting and Fire Alarm Project) Markets & Consumer Protection (Fire Safety in Smithfield Car Park)

Ownership	
[4] Chief Officer has signed off on this document	Carolyn Dwyer, Director of the Built Environment
[5] Senior Responsible Officer	Ian Hughes, Assistant Director (Highways), DBE
[6] Project Manager	Karyn Burnham, Deputy Head of FM, City Surveyor's

Description and purpose
[7] Project Description
Various works at Baynard House, London Wall, Minories & Tower Hill car parks replacing ventilation equipment, fire doors, sprinkler systems & emergency lighting.
[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)?
A major review of fire safety in the car parks managed by DBE & Markets Dept has resulted in a series of safety-related recommendations, with a number of items over & above the standard cyclical works programme budget.
As a result, these works are essential to ensuring the risk of fire in these facilities is mitigated. DBE, Markets Dept and City Surveyors are working together to deliver three connected projects to address fire risk, with parallel bids being made of £150k at Smithfield (Markets) and a separate £1.2m bid for major works in London Wall (being made by City Surveyors) which will also include carbon monoxide detection systems.
If deferred, these systems will potentially reach the point of critical failure & increase the risk that a fire would have significant consequences. Given the public awareness of the Grenfell Tower fire as well as the King's Dock car park fire next to the Echo Area in Liverpool in 2017, there is a public expectation that local authorities are doing all they can to mitigate fire risk in their buildings
Local authorities are required to ensure their premises are fundamentally safe and fit for purpose. The review of the Echo Area fire highlighted the implications of a fire spreading rapidly from vehicle to vehicle & floor to floor, accelerated by the failure of plastic fuel tanks. This re-emphasised the need for effective sprinkler systems, ventilation and fire management procedures to underpin an integrated risk management plan.
The largest single item in DBE's proposals is for fire ventilation works at Baynard House car park (c£500k). This work, when delivered, will have the additional benefit of facilitating the installation of electric vehicle charging points at that car park. Given this secondary benefit, DBE is seeking to

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accelerate this element of these works through a separate capital bid, but it is included here for completeness should that accelerated bid not be approved.					
[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. [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.					
[10] What is the link to the departmental business plan objectives?					
This project aligns to two key themes within DBE's Business Plan, namely: <ul style="list-style-type: none"> • Creating a welcoming seven-day City that is inclusive, safe, clean and easy to move around • Improving the quality and safety of the environment for businesses, workers, residents and visitors Safe off-street facilities, whether for public parking, consolidation or other uses, remain a key element of the Transport Strategy, and works at Baynard House car park are essential to delivering rapid electric vehicle charging in accordance with both the Transport and Air Quality Strategies.					
[11] Note all which apply:					
Officer: Project developed from Officer initiation	Y	Member: Project developed from Member initiation	N	Corporate: Project developed as a large scale Corporate initiative	N
Mandatory: Compliance with legislation, policy and audit	Y	Sustainability: Essential for business continuity	Y	Improvement: New opportunity/ idea that leads to improvement	N

Project Benchmarking:					
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?					
1) Increased fire safety in the car parks with the installation of new fire doors, sprinkler systems, ventilation and emergency lighting					
2) Compliant and fit for purpose ventilation systems will ensure acceptable levels of carbon monoxide and other pollutants					
3) The City's public car parks can remain open for use by the public instead of being closed for safety reasons.					
[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.)					
Maintenance of new systems will be regularly checked through fire safety inspections & audits, with records kept on the City Surveyor's MICAD system.					
[14] What is the expected delivery cost of this project (range values)[£]?					
Lower Range estimate: £800k Upper Range estimate: £1m					
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:					
On-going servicing and repairs will be covered by the City Surveyor's existing Building, Repairs & Maintenance budget, with replacement scheduled in the Forward Maintenance Plan and bids made for funding through the Cyclical Works Programme.					
[16] What are the expected sources of funding for this project?					

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On-Street Parking Account (car park maintenance is one of the ring fenced areas where on-street parking income can be used)
[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 to June 2021 Upper Range estimate: July 2020 to 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: Dipti Patel, Simon Owen
Chamberlains: Procurement	Officer Name:
IT	Officer Name:
HR	Officer Name:
Communications	Officer Name:
Corporate Property	Officer Name: Warren Back
External	
City Surveyors	Karyn Burnham
Markets & CP	Mark Sherlock
[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: DBE
Supplier	Department: City Surveyor's Dept
Supplier	Department:
Project Design Manager	Department: City Surveyor's Dept
Design/Delivery handover to Supplier	Project will be designed, managed & delivered by the City Surveyor's Dept