

**Chelmsford High School for Girls  
Progress Report No. 15  
10.5.2021**



	<b>EXECUTIVE SUMMARY</b>
	<p><b><u>CONTRACT DETAILS</u></b></p> <p>Contract Start Date: 17<sup>th</sup> February 2020.</p> <p>Contract phased completion Dates: Teaching block tbc &amp; Sports hall 12.7.2021.</p> <p>Current Estimated completion Date as above</p> <p>Contract Value: £5,280,766.95</p> <p>Cost report value See financial section below.</p>
	<p><b><u>GENERAL SUMMARY</u></b></p> <p>Teaching block – Internal fit out has progressed well over the last period. Both decoration and floor finishes are near completion with these works expected to be completed by Friday 14.5.2021. Some areas of ceiling need completing where current temporary lights are installed. Testing and commissioning are in abeyance until final service connections are complete.</p> <p>Sports hall – Mechanical and electrical works continue at high level in the main hall with radiant heaters installed and electrical containment near completion. Decoration has been further progressed and will continue following completion of the teaching block. External staircase has been installed along with prefinished roof and cladding complete. 2<sup>nd</sup> Fix carpentry has been undertaken with doors and ironmongery near completion. Cubicles are installed in readiness for 2<sup>nd</sup> fix items.</p> <p>Externals – Sub-station cabling complete, gas and water pipework complete and trenches re- instated. Preparation to teaching block external area near completion in readiness for base course macadam. Foundation works for ramp and stairs complete with brick work commencing w/c 10.5.2021. Preparation works underway for aco drainage and existing tennis court re instatement. Canopy posts are on a 5 week lead in from drawing sign off, this will impact final tarmac finishes will be completed after canopy post install with foundation/trench boxes installed whilst posts are awaited. Benching will be built following tarmac completion.</p> <p>Operatives continue working in line with safe operating procedures and a further toolbox talk on COVID procedures has been undertaken. No further impact over the last period.</p>
	<p><b><u>PROGRAMME SUMMARY</u></b></p> <p>CP4 issued 27.10.2020.</p> <p><b><u>Teaching Block</u></b></p> <p>Final fit out works near completion with decoration and flooring ongoing. Cubicles complete with sanitary wares being installed. Ceiling works near completion. Shield interiors have one final visit for to complete classroom furniture fit out. Testing and commissioning delayed against CP4 whilst final connections are finalised.</p> <p><b><u>Sports Hall</u></b></p> <p>M&amp;E 1<sup>st</sup> and 2<sup>nd</sup> fix continue along with decoration throughout. 2<sup>nd</sup> fix carpentry commenced with doors and iron mongery ongoing.</p> <p>Overall work progression continues to be positive. UKPN legalities are finalised, and contact has been made to confirm energisation date. Gas easement legalities are still ongoing.</p>

<b>1.0</b>	<b>HEALTH AND SAFETY</b>
<b>1.1</b>	<p><b>Site Safety Audits</b></p> <p>Daniel Connal last visit was 15.4.2021. In general items were scored satisfactory or very good. 1 point noted for improvement with regards signage and segregation for scissor lifts which are operating in the sports hall which has been addressed, further note re scaf tag inspection for mobile tower use and missing toe boards, noted that the tower was not in use at the time of inspection.</p> <p><b>Near Miss report</b></p> <p>None to report since the last meeting.</p> <p><b><u>COVID</u></b></p> <p>HCL continue to monitor government guidelines and a review was carried out following the latest change in the risk level. No further adjustments are required at the present time to the current SOPs.</p>
<b>1.2</b>	<p><b>Security</b></p> <p>No incidents were reported over the last period.</p>
<b>1.3</b>	<p><b>Accidents</b></p> <p>None to report</p>
<b>1.4</b>	<p><b>CDM</b></p> <p>With Horizon construction taking possession of the site, we now manage all elements relating to the construction safety of the site and the welfare of all personnel associated with the project.</p> <p>The project management plan and traffic management plan has been distributed to all parties and is available on the project drop box. The site logistics plan is in place. Both the CPP and logistics plan will be updated as the project develops.</p> <p>The principal designer role will be undertaken by Daniel Connal Partnership on behalf of Horizon construction.</p> <p>F10 has been issued and is displayed on the safety notice board in the site. All trades working on site have approved RAMS which have since been updated in line with new COVID-19 SOP.</p>
<b>2.0</b>	<b>NEIGHBOURLY MATTERS</b>
<b>2.1</b>	<p><b>Neighbours</b></p> <p>No issues reported over the last period.</p>
<b>2.2</b>	<p><b>Complaints</b></p> <p>As above</p>

2.3	<b>Noise / Dust</b> No noise or dust incidents since works recommended. Bowser is on site and in use to control dust when required.
3.0	<b>ATTENUATION</b>
3.1	As previous report, no further instruction given.
3.2	<b>Highways</b> To be always kept clean of debris.
3.3	<b>Thames Water Foul and Surface water connection</b> Section 106 acceptance has been received and is saved on the drop box.
4.0	<b>SITE PROGRESS</b>
4.1	<b>Ebsworth - Brickwork</b> <b>Teaching block</b> Commence brick work for stairs and ramp. Once completed commence re instatement of entrance wall following vehicle collision.
4.2	<b>G&amp;S Carpentry</b> Ongoing 2 <sup>nd</sup> fix items currently underway to Sports Hall.
4.3	<b>Stilebridge Groundworks</b> Completion of ramp and step foundation to existing science block, preparation of ground near completion to external areas adjacent to the new science block. Commencement of drainage installation and ground preparation to existing tennis courts.
4.4	<b>GBS - Fire protection</b> Small element to complete to sports hall store areas adjacent to plant room.
4.5	<b>NCC - Mechanical</b> 2 <sup>nd</sup> fix sanitary wares to teaching block near completion with ongoing 1 <sup>st</sup> and 2 <sup>nd</sup> fix items underway in sports hall.

4.6	<b>Ceetech - Electrical</b>  As with mechanical, teaching block ground and first floor 2 <sup>nd</sup> fix near completion. Sports hall 1 <sup>st</sup> fix is underway at high level with containment being installed.
4.7	<b>Vance – Dry lining</b>  Grid ceiling works complete with tiles installed.
4.8	<b>Woods Decorating</b>  Final coats being applied to the teaching block near completion with stair way areas being completed w/e 14.5.2021, Mist and first coats applied within the main sports hall, decoration works to the sports hall to be progressed following completion of teaching block.
4.9	<b>Hall Flooring</b>  Vinyl finishes near completion in teaching block, corridor areas and carpet tile works commenced and expected completion w/e 14.5.2021.
4.10	<b>Cube – Toilet cubicles and vanity</b>  Works now complete
4.11	<b>Camclad</b>  Cladding works complete
4.12	<b>Roofline and cladding solutions</b>  Final connections for teaching block down pipes near completion.
5.0	<b>PROGRAMME</b>
5.1	<b>CP4 issued 27.10.2020.</b> <b>Design programme</b> <b>Architect</b> Updated external drawing showing additional tennis court. <b>Structural Engineers</b> None outstanding at present.

5.2	<p><b>Programme targets</b></p> <p>Over the next period the following works are programmed to take place.</p> <p><b><u>Teaching Block</u></b></p> <ul style="list-style-type: none"> <li>• Compete final decorations.</li> <li>• Complete floor coverings</li> <li>• Snag and de snag finishes</li> <li>• Clean building</li> <li>• Start testing and commissioning of electrics subject to energisation and meter install.</li> <li>• Air and acoustic tests carried out.</li> </ul> <p><b><u>Sports Hall</u></b></p> <ul style="list-style-type: none"> <li>• Continue with Carpentry 2<sup>nd</sup> fix items.</li> <li>• Continue 1<sup>st</sup> and 2<sup>nd</sup> fix M&amp;E items</li> <li>• Continue with floor finishes.</li> <li>• Progress decorations to finish.</li> </ul> <p><b><u>Externals</u></b></p> <ul style="list-style-type: none"> <li>• Continue with preparation to existing tennis courts inc drainage.</li> <li>• Finish brickwork to new ramp and steps</li> <li>• Base course tarmac to teaching block area.</li> <li>• Rein statement of wearing course to tarmac by new external stairs and substation.</li> <li>• Move site set up in readiness for new tennis court construction.</li> </ul>
5.3	<b>INCLEMENT WEATHER DAYS</b>
	<p>See appendix F attached. Total days lost:</p> <p>Inclement Weather – 15 Days</p> <p>COVID – 6 Days</p> <p>To date no EOT has been submitted for days lost and current expectation for handover is as noted executive summary. (subject to gas and power connections and energisation)</p>

<b>5.3</b>	<b>Extension of time</b>
	5-week EOT granted following COVID-19 pandemic. EOT to be submitted for delay to testing and commissioning for the teaching block, this will be formally submitted once connection date for the gas is known along with meter install. Energisation of power is now being progressed date for connection and meter install tbc once known.
<b>6.0</b>	<b>SITE INSPECTIONS</b>
<b>6.1</b>	<b>Building Control</b>  All inspections currently up to date, final inspection required for Teaching block prior to handover and on completion of finishes. Building control sign off to be completed once testing and commissioning has been carried out for the teaching block and following issue of the final certs.
<b>6.2</b>	<b>Planning</b>  BREEAM remains the only condition to be satisfied. BREEAM report for the teaching block can only be finalised once testing and commissioning is satisfied. PCH to confirm who newly appointed BREEAM assessor is once known. HCL will then engage and submit required information.
<b>7.0</b>	<b>DESIGN</b>
<b>7.1</b>	<b>Dropbox</b>  Is in place and will be updated as design elements are progressed – this is to be managed by HCL.
<b>7.2</b>	<b>Architectural</b>  As noted in section 5.1
<b>7.4</b>	<b>Mechanical &amp; Electrical</b>  Design complete and signed off.  <b>PV design</b>  Complete.
<b>7.5</b>	<b>Structural</b>  As noted in section 5.1



7.6	<p><b>BREEAM</b></p> <p>BREEAM – As noted in 6.2.</p>
7.7	<p><b>Acoustic</b></p> <p>No further movement.</p> <p>Pace consultant to receive acoustic test results once testing has been carried out.</p>
8.0	<p><b>SUBCONTRACTORS</b></p>
8.1	<p><b>Procurement</b></p> <p><b>Design team:</b></p> <ul style="list-style-type: none"> <li>- DC&amp;B (Architect)</li> <li>- Inertia (Structural Engineer)</li> <li>- Daniel Connal (CDM adviser)</li> </ul> <p><b>BREEAM</b></p> <ul style="list-style-type: none"> <li>- Ecounico (LEC no longer operational)</li> <li>- Pace consult (Acoustic)</li> </ul> <p><b>Sub-Contractors:</b></p> <ul style="list-style-type: none"> <li>- Stetons (Hoarding)</li> <li>- Wyse Power (Site temps plumbing &amp; electrical)</li> <li>- Stilebridge (Ground works)</li> <li>- Elvanite (Asbestos removal / Demo)</li> <li>- AC Bacon (Steel contractor)</li> <li>- Subvision Surveys (Services Scan)</li> <li>- Camclad (roofing and cladding)</li> <li>- Ebsworth (Bricklayers)</li> <li>- Poundfield (block and beam floor)</li> <li>- Milbank (precast stairs)</li> <li>- NCC (Mechanical)</li> <li>- Ceetech (Electrical)</li> <li>- DA Cants (Tarmac)</li> <li>- Stannah (platform lifts)</li> <li>- Anglia Fixings (external doors and windows)</li> <li>- GRM roofing (teaching block Bauder roof system)</li> <li>- Survey solutions (Swimming pool monitoring)</li> <li>- G&amp;S Carpentry (1st &amp; 2nd fix)</li> <li>- GBS Fire stopping</li> <li>- Octagon Fire stopping</li> <li>- Vance Plasterers (Dry lining and wall finishes)</li> <li>- Playle Engineering (Metal Stairs)</li> <li>- Roker Group (Demolition)</li> </ul>

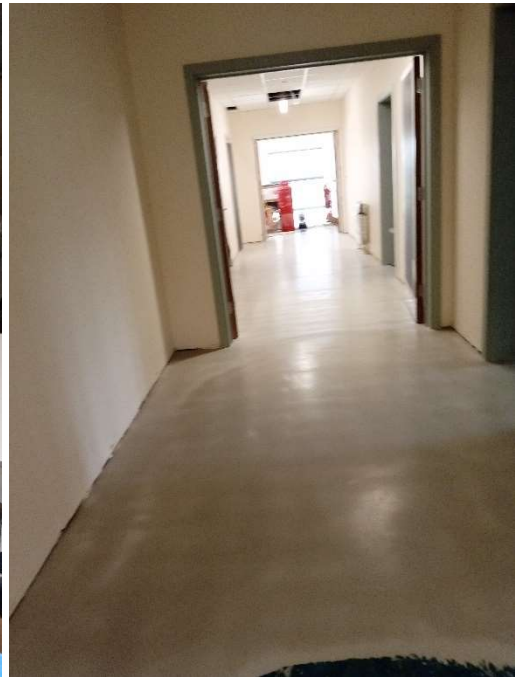


	<ul style="list-style-type: none"> <li>- John Wood Decorating</li> <li>- RW Hall Flooring</li> <li>- Hutchinson Flooring (Junkers)</li> <li>- Cube (Cubicles)</li> <li>- EAC (Acoustic panelling)</li> <li>- Continental Sports (Sports equipment)</li> <li>- Cambridge Sports surfacing – New Courts</li> <li>- Air leakage testing (air and acoustic test)</li> <li>- Taydal (Tarmac surfaces)</li> <li>- Cooks Doors (Roller Shutters)</li> <li>- Interlace (Blinds)</li> </ul>
<b>9.0</b>	<b>UTILITIES / STATUORY AUTHORITIES</b>
<b>9.1</b>	<b>GAS</b> Easement being progressed – awaiting confirmation once finalised to progress final connection and meter install.
<b>9.2</b>	<b>ELECTRIC</b> UKPN – legalities finalised, final connection and meter install being progressed.
<b>9.3</b>	<b>WATER</b> Connection planned for w/e 21.5.2021.
<b>9.4</b>	<b>BT/COMUNICATIONS</b> N/A
<b>10.0</b>	<b>Samples, Technical submissions and RFIs</b>
<b>10.1</b>	<b>Samples</b> None outstanding.
<b>10.2</b>	<b>Technical submissions</b> Please see issued Technical Submission tracker. Outstanding items as highlighted in red.
<b>10.3</b>	<b>RFI</b>

	See RFI schedule issued with report. Outstanding items as highlighted in red on tracker.
<b>11.0</b>	<b>FINANCE</b>
<b>11.1</b>	<p><b>Valuation(s) / Payments</b></p> <p>Please refer to Application tracker attached (Appendix D)</p> <ul style="list-style-type: none"> <li>• Applications 01-14 – Certified, payment on App 14 due on 21/05/21.</li> <li>• Application 15 due for submission by Friday 21<sup>st</sup> May, with works valued up until the end of the month.</li> </ul> <p><b>Cashflow forecast.</b></p> <ul style="list-style-type: none"> <li>- HCL updated Cashflow forecast submitted 16<sup>th</sup> December 2020.</li> </ul>
<b>11.2</b>	<p><b>Cost Report(s)</b></p> <ul style="list-style-type: none"> <li>- Cost report Rev 01 – Submitted 25/02/20</li> <li>- Cost report Rev 02 – Submitted 26/03/20</li> <li>- Cost report Rev 03 – Submitted 31/03/20</li> <li>- Cost report Rev 04 – Submitted 27/05/20</li> <li>- Cost report Rev 05 – Submitted 29/05/20</li> <li>- Cost report Rev 06 – Submitted 15/06/20</li> <li>- Cost report Rev 07 – Submitted 15/07/20</li> <li>- Cost report Rev 08 – Submitted 22/09/20 (<i>Commercial meeting 22/09/20</i>)</li> <li>- Cost report Rev 09 – Submitted 19/11/20</li> <li>- Cost report Rev 10 – Submitted 14/12/20</li> <li>- Cost report Rev 11 – Submitted 18/01/21</li> <li>- Cost report Rev 12 – Submitted 19/02/21</li> <li>- Cost report Rev 13 – Submitted 22/03/21</li> <li>- Cost report Rev 14 – Submitted 22/04/21</li> <li>- Cost report Rev 15 – To be submitted on 21/05/21</li> </ul>
<b>11.3</b>	<p><b>Changes to Contract / Instructions</b></p> <p>The following instructions have been received to date:</p> <ul style="list-style-type: none"> <li>- <b>EI 01 – EI 07</b></li> </ul> <p>The following Confirmation of Verbal Instructions (CVI's) have been raised to date:</p> <ul style="list-style-type: none"> <li>- <b>CVI 01:</b> Change of Junkers floor to Sports Hall &amp; Dance studio</li> <li>- <b>CVI 02:</b> Change of ventilation units from ventive to breathing buildings to teaching block &amp; VES for the Sports Hall.</li> </ul>

	<ul style="list-style-type: none"> <li>- <b>CVI 03:</b> Design and install fully encased fire escape staircase to sports hall in line with building control requirements.</li> <li>- <b>CVI 04:</b> Omit inset lights to gym/dance and fitness for suspended lights.</li> <li>- <b>CVI 05:</b> change of floor finish to First Aid room</li> <li>- <b>CVI 06:</b> omit wall sealer to sports hall and apply paint due to cricket net inclusion in line with Sport England see DL RFI 046</li> <li>- <b>CVI 07:</b> refer to CVI 003 - inclusion of additional door for enclosed escape stair, change of windows sw005 and sw105 to meet building regulations - Note original size windows manufactured prior to building control confirmation. See DL email 17.9.2020.</li> <li>- <b>CVI 08:</b> Addition of Mirrors internally to the lifts</li> <li>- <b>CVI 09:</b> Change of floor coverings to corridor/lobby/stairs to vinyl.</li> <li>- <b>CVI 10:</b> Addition of paint to all 4 walls to Sports hall play area.</li> <li>- <b>CVI 11:</b> Viewing platform</li> <li>- <b>CVI 12:</b> Sports Hall acoustic cladding to be grey and steels painted to match.</li> <li>- <b>CVI 13:</b> Trunking to Sports Hall Gym</li> <li>- <b>CVI 14:</b> N/A</li> <li>- <b>CVI 15:</b> Science classroom changes</li> <li>- <b>CVI 16:</b> Gas easement costs</li> <li>- <b>CVI 17:</b> External Stairs and BREEAM</li> <li>- <b>CVI 18:</b> External Finishes and Fencing</li> <li>- <b>CVI 19:</b> Changes to Sport Hall GF Ceiling Finishes</li> <li>- <b>CVI 20:</b> External Seating Area</li> <li>- <b>CVI 21:</b> Emergency Vehicular Access</li> <li>- <b>CVI 22:</b> Omit External Lift, Install Ramps</li> <li>- <b>CVI 23:</b> Fire Shutter to Sports Hall Reception Desk</li> </ul> <p>Further to the above CVI's, the following items are outstanding instruction(s) if/where required:</p> <ul style="list-style-type: none"> <li>- Provisional sums: £75k contingency allowance omitted from cost report.</li> <li>- Maximise PV capabilities to the teaching block &amp; sports hall now by others (Add/omit)</li> </ul>
<b>12.0</b>	<b>CONTRACT</b>
<b>12.1</b>	<p><b>Main Contract</b></p> <p>HCL now in receipt of signed copies of contract documents, however these have not been dated by the Client.</p>
<b>12.2</b>	<p><b>Performance bond</b></p> <p>Omitted from contract under instruction 04.</p> <p><b>Subcontractor Collateral Warranties</b></p> <p>JCT Sub-Contractor Collateral Warranty for Employer 2016 (SCWa/E) Contract agreed to be used.</p> <p>Drafted Collateral warranty &amp; PI tracker (<i>attached</i>), list approved but subcontractor collateral warranty document drafted along with queries raised issued 02/07/20 – <i>HCL awaiting response</i>.</p>

	<p><b>Consultant Collateral warranties</b></p> <p>Structural Engineer and Architect collateral warranties now requested. HCL in dialogue with consultants, template to be drafted. Collateral warranty tracker has been updated.</p> <p><b>Structural Engineer Novation Agreement</b></p> <p>Novation agreement template submitted and agreed. Awaiting signed copies from Inertia and HCL.</p> <p>Revised wording and signatory pages sent to NB on 10/05/21 for review.</p>
13.0	Site progress photos



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Appendix A – CP4 progress  
Appendix B – RFI Schedule  
Appendix C – Technical submission tracker  
Appendix D – Application tracker  
Appendix E – Warranty tracker  
Appendix F – Inclement Weather Tracker

