

**Italy House, 22 East London Street, Edinburgh, EH7 4BQ**

**Preliminary Document to Technical and Detailed Design and Construction for the  
“Refurbishment of the building “Italy House”, new premises of the Consulate General of  
Italy and Italian Cultural Institute in Edinburgh (Project).”**



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## 1. Overview and Key Information

- 1.1 This document has been prepared to guide and facilitate the design, procurement and subsequent refurbishment, alteration and fit-out works at Italy House, 22 East London Street, Edinburgh, EH7 4BQ.
- 1.2 Name of the Project: New headquarters of the Consulate General of Italy and Italian Cultural Institute in Edinburgh
- 1.3 Public Body responsible for the Project: Ministero degli Affari Esteri e della Cooperazione Internazionale (MAECI) of the Republic of Italy via the Consulate General of Italy in Edinburgh
- 1.4 Person Responsible for the Project (RUP): Dott.ssa Alessia Fanella.
- 1.5 Advisor to the Person Responsible for the Project (SRUP): Enrico Galliani of Crawford and Gray Architects Ltd / CGG Architects
- 1.6 In order to implement the project, a team of consultants is to be appointed to provide the relevant architectural, engineering and quantity surveying services relating to Work Stage 3-6 as follows:
  - i. Stage 3 & 4: Main Designer
  - ii. Stage 5 & 6: Employer's Agent for Construction and Post Completion phases
  - iii. Stage 5 & 6: Employer's Agent for Testing and Commissioning
- 1.7 For each appointment a single Consultant is to be appointed to provide all required architectural, interior designing, landscaping, engineering and quantity surveying services, employing relevant sub-consultants and specialists as necessary.
- 1.8 The Main Contractor is to be procured on a Design and Build basis with the Employer's Requirements being fully detailed by the Main Designer and the construction works been overseen by the Employer's Agent.

## 2. Overall Project Objectives

The overall project objective is to provide the new premises for:

- (a) Italian Consulate in Edinburgh (ICE)
- (b) Italian Cultural Institute in Edinburgh (ICI)

## 3. Project Location and the property

3.1 The property site is situated to the north of East London Street which lies approximately 0.5 miles north of Edinburgh city Centre. It is bounded to the west by Gayfield House (Listed Building category A - 1763 by Charles and William Butters for Lord Thomas Erskine), and to the east by Budget car rental, and is adjacent to the entrance to Gayfield Square and St Mary's Primary School. To the north the property is bounded by the Lothian Bus depot and yard. The area is mixed in its uses, with some commercial occupiers nearby, as well as the light industrial use to the north, and flatted residential accommodation to the south.

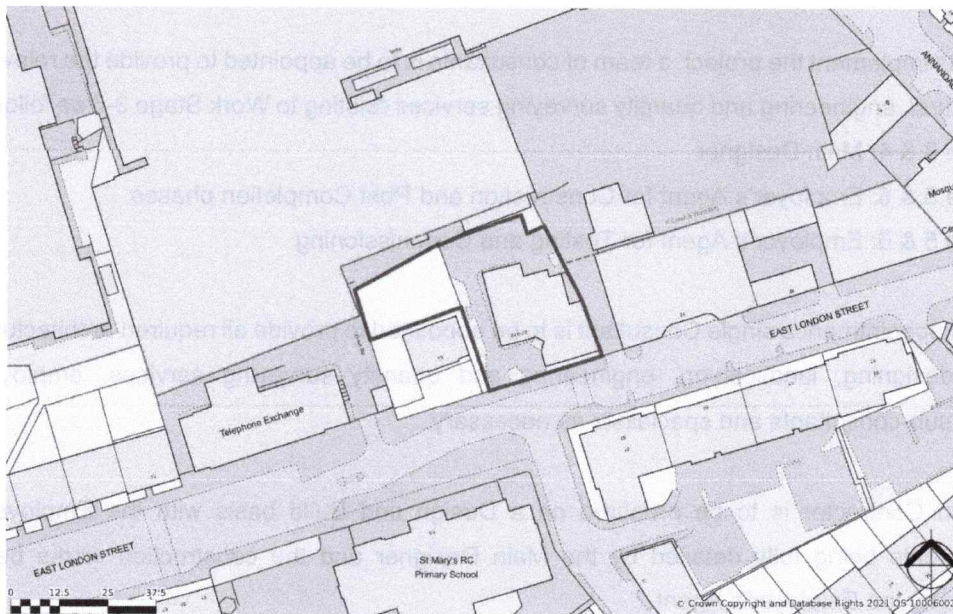


Fig. 1 Ordnance Survey Extract



3.2 The majority of site adjoins the New Town Conservation Area and the garden area at the northwest corner – previously part of curtilage of Gayfield House– is included with the New Town Conservation Area.

3.3 Italy House comprises a detached office block, of steel frame construction, set over ground, first, second and third floor with a glass atrium entrance way to the south elevation. there are car parking spaces for 12 cars, including one disabled space, as well as bike storage.

3.4 The area of the site to be approximately 0.38 acres (0.15 hectares) and a site coverage of 32%.

3.5 Key Information on the property:

- Local Authority: Edinburgh City Council
- Conservation Area: partially within The New Town Conservation Area
- Listed Building: not listed – adjoining Gayfield House (Listed Building category A)
- Planning Policy Documents - LDP Boundary - General plan-wide policies:  
Del 1, Des 1-13, Env 2-4, Env 7-9, Env 12, Env 16, Env 18-22, Hou 1-7, Hou 9-10, Ret 1, Ret 6, Ret 8, Ret 10-11, Tra 1-4, Tra 6, Tra 8-9, Tra 11, RS 1, RS 4, RS 6-7.
- Relevant Policies - Urban Area:  
Emp 1, Emp9-10, Hou 8, Ret 6, RS 3.
- Relevant Policies – Garden to the rear of Gayfield House:
  - . Designated Conservation Area: New Town - Env 5, Env 6
  - . Historic Garden Designed Landscape
  - . Inventory Site: New Town Gardens and Dean - Env 7
- Use Class: Class 4 (Business)
- Age: Constructed in circa 2001
- Construction: Steel and Concrete construction
- Roof: Flat and overlain with a single ply coating, with rolled joints to give the appearance of rolled lead.
- Walls: Reconstituted stone blockwork which has been rendered in some parts
- Windows: anodised aluminium double glazing throughout
- Parking: 12 dedicated car parking space, one of which is allocated to disabled users.
- External Areas: soft landscaping to the front courtyard
- Garden area to the rear of Gayfield House accessed through the car park extending to 384m<sup>2</sup>
- Ceilings: suspended ceilings with recessed spot lighting and comfort cooling
- Walls: plastered and painted throughout
- Floors: raised access floors in the office elements, with carpet coverings

3.6 Generally, the property is in fair order decoratively maintained to a reasonable standard, with:

- an eight-person lift provides access to the upper floors

- male and female toilets on each floor
- kitchenette areas on each floor

3.7 The building comprises the following Gross Internal Areas (GIA):

- Ground Floor: Offices and reception Lobby (444m<sup>2</sup>)
- First floor: Offices (432 m<sup>2</sup>)
- Second Floor: Offices (417m<sup>2</sup>)
- Third Floor: Offices (236m<sup>2</sup>)
- Fourth Floor: Plantroom (44m<sup>2</sup>)
- Total: 1540m<sup>2</sup>



Fig.2 Aerial view



- 3.8 At the time of purchase of Italy House (formerly called Italy House), the Italian Consulate commissioned Colliers to carry out a Due Diligence Building Survey Report – dated June 2021.
- 3.9 A full measured survey has been commissioned by the Consulate General of Italy and carried out Brennan Associates.
- 3.10 Relevant information on the Mechanical, Electrical and Plumbing Service and Structure of the building relating to the original construction works have been collected.

#### **4. Project requirements and Preliminary Design**

- 4.1 A Project Brief - with general and detailed requirements - has been prepared in consultation with the Consulate and the Italian Cultural Institute and a preliminary project has been prepared by Crawford and Gray Architects Ltd to indicate how the various project objectives can be achieved.
- 4.2 Several additional security measures are required to the exterior and the interior of the building.
- 4.3 The main entrance at the front of the building is dedicated the visitors of the Consulate's and the Institute's visitors through a security bubble, whilst the staff is to use the rear entrance.
- 4.4 The current design seeks to minimise the works to the services and circulation core, retaining existing partition works and services wherever possible.
- 4.5 As part of the brief - and to separate staff's and visitors' circulation spaces – an additional metal staircase and a platform lift are to be installed between the ground and first floor. This will also require some alteration works to the main core at ground floor and – to a lesser extent – at first floor, with all associated to reinstate the fire compartmentation. No visitors' access is envisaged above the first floor.
- 4.6 The main project areas are articulated as follows:

##### Ground Floor:

- Visitors' and Staff's Entrances
- Consular Services Area
- Consulate's Archive
- Visitors' and Staff's WCs facilities
- Consulate's and Institute's ancillary facilities

##### First Floor:

- Institute visitors' spaces (Teaching Rooms, Library, Exhibition and Lecture Hall)
- Institute's staff areas and ancillary facilities
- Chamber of Commerce
- Visitors' and Staff's WCs facilities

Second Floor:

- Consulate's Offices
- Institute's Offices (including Director's Office)
- Staff's WCs facilities

Third Floor:

- Consulate's Offices (including Consul's Office)
- Staff's WCs facilities

Fourth Floor:

- Plantroom

## 5. **Quality assurance and control strategy**

- 5.1 The detailing process will be based on design meetings with the Employer (MAECI, ICE & ICI) and Main Designer to agree drawings, specifications, samples and specialist nominated subcontractors.
- 5.2 Sample items and sample panels will be required from the Contractor executed, agreed and kept as benchmarks before and during the construction works
- 5.3 The Employer, Main Designer and Employer's Agent (and their sub-consultants) will be involved in setting the quality baselines and in the signing off process



## 6. Assumptions and Risk Assessment

- 6.1 Planning approval will need to be granted for change of use to consular use for any external works (including the security perimeter fencing and CCTV cameras). A request for pre-application consultation is to be submitted at the commencement of Phase 3 to minimise possible planning risks.
- 6.2 Means of escape as currently shown on the preliminary design are going to be confirmed in due course as part of Work Stage 3
- 6.3 The entire project site/ property will be fully unoccupied and empty for the full duration of the building works
- 6.4 Other assumptions are to be identified and a full risk assessment carried by the Employer and Main Designer as part of Work Stage 3 and by the Employer, the Employer's Agent and Contractor at the commencement of Work Stage 5 works.

## 7. Required Consultancy Services

- 7.1 In order to implement the project, a team of consultants is to be appointed to provide the relevant architectural, engineering and quantity surveying services relating to Work Stages 3 & 4 (Main Designer), Work Stage 5 & 6 (Employer's Agent for Construction and Post Completion phases) and Employer's Agent for Testing and Commissioning as follows:

### Work Stage 3 – Developed Design

- Carry out:
  - Security Assessment
  - Fire Safety Assessment
  - Noise Impact assessment
  - Acoustic Engineering Assessment
  - Design Risk Assessment
- Develop the Preliminary Design to allow for:
  - Measured survey drawings
  - Technical Assessments

- Prepare and submit an application for Full Planning Permission for the relevant works:
  - change of use from Class 4 to sui generis
  - external alterations (security fences and gates, CCTV, lighting, flags, etc..)
  - installation of plant and machinery
- Assessment of any notifiable works under Party Wall Act (i.e. works to the boundary) and issuing of the Party Wall Notices if and as required
- Advise on an appropriate form of Building Contract, its conditions and the responsibilities of the client, the design team and the contractor
- Survey, test and assess existing services in preparation to services detailing and reusing of existing items
- Develop Space Planning and Definite Brief for Fixtures, Fittings and Equipment (FFE) and External and Internal Signage supply

#### **Work Stage 4 – Technical and Detailed Design to Tender Action**

- Prepare detail cost estimate for the Works
- Arrange for the appointment of an approved Building Inspector and plan assessment of the works
- Develop Technical Design in sufficient detail for tender action for the (i) Building Works. The Tender package/ Employer's Requirements shall comprise:
  - General Report
  - Fire Safety Strategy Report
  - Acoustic Strategy report
  - Tender and Contract Introduction
  - Health and Safety Pre-Construction Plan
  - Standard NBS Specifications
  - Schedule of Fittings, Finishes and Samples
  - Schedule of Works
  - Site plan - scale 1:250 @ A1/ 1:250 @ A3
  - GA plans (all floors) – scale 1:250 @ A1/ 1:250 @ A3
  - Reflected ceiling plans (all floors) indicating all ceiling fittings – scale 1:250 @ A1/ 1:250 @ A3
  - Floor finishes Layouts (all floors) – scale 1:250 @ A1/1:250 @ A3
  - Wall Finishes Layouts (all floors) – scale 1:250 @ A1/1:250 @ A3
  - Fire Safety Layouts (all floors) – scale 1:250 @ A1/1:250 @ A3

- Small Power and Data Layouts (all floors) – scale 1:250 @ A1/ 1:250 @ A3
  - Fain Coil Units Heating Layout (all floors) – scale 1:250 @ A1/ 1:250 @ A3
  - Fain Coil Units Cooling Layout (all floors) – scale 1:250 @ A1/ 1:250 @ A3
  - Ventilation Layouts (all floors) – scale 1:250 @ A1/ 1:250 @ A3
  - Drainage Layouts (all floors) – scale 1:250 @ A1/ 1:250 @ A3
  - Plumbing Layouts (all floors) – scale 1:250 @ A1/ 1:250 @ A3
  - Lighting Layouts (all floors) – scale 1:250 @ A1/ 1:250 @ A3
  - Intruder Alarm & CCTV Layouts (all floors and site plan) – scale 1:250 @ A1/ 1:250 @ A3
  - External MEP works Layout (lighting, power, bib taps, etc...) – scale 1:250 @ A1/ 1:250
  - Structural Alteration Works Layout and Details
  - WCs Room Details – scale 1:20 @ A1/ 1:40
  - Kitchenette – scale 1:20 @ A1/ 1:40
  - Built-in fittings Details (including Consular Services Counter, storage cupboards and kitchenette) – scale 1:10 & 1:5 @ A1/ 1:20 & 1:10 @ A1
  - Doors Details – scale 1:10 & 1:5 @ A1/ 1:20 & 1:10 @ A1
  - Staircase Construction Details
  - Lift Construction Details
  - Standard internal construction details (walls, floors, ceiling)
- Develop Technical Design in sufficient detail for tender action for the (ii) FFE and External and Internal Signage supply

### **Work Stage 5 – Construction**

- Notifying the Health and Safety Executive (by Contractor)
- Reviewing of Health and Safety Construction Plan by Contractor
- Reviewing of Insurance Set-up by the Consulate and Contractor
- Reviewing welfare facilities by Contractor
- Preparing and agree with contractor schedules of conditions for adjacent property or structures to be retained.
- Visiting the site on weekly to see that the work is proceeding generally in accordance with Building Contract and Employer's Requirements and chair minuted site meeting with the Contractor
- Issuing instructions as required
- Assesses any claims for extension of time or loss and/or expense
- Agreeing with the contractor basic principles to be used for grid lines and setting out of the site.
- Co-ordinating the review of information prepared by the contractor.
- Considering items submitted by the contractor for 'approval', as required by the employers' requirements



- Managing change control procedures
- Reviewing the progress of the works and preparing reports for the client.
- Validating or certifying payments
- Considering claims
- Monitoring commissioning and inspections
- Arranging handover
- Certifying practical completion.

#### **Work Stage 5 – FFE and Signage**

- Liaise with Consolate and ICI and assist for the supply FFE and External and Internal Signage

#### **Work Stage 6 – Post Completion**

- liaising with the Consultant appointed for the final inspections, testing & commissioning
- Review the works and advise on resolution of defects and bringing defects to the attention of the contractor
- Issuing the certificate of making good defects
- Agreeing the final account
- Issuing Final Certificate

### **8. Estimated costs and apportionment**

8.1 An Elemental Cost Plan has been prepared and the total cost of the building works has been estimated at £1,368,000 which results on a cost of £812/m<sup>2</sup> excluding:

- VAT
- Fittings and Equipment (FFE) and External and Internal Signage
- Any allowance for design development at Stage 3 and 4
- Contingencies

8.2 The consultancy fees calculated have been calculated as 11% of the total cost of the building works at point 8.1 as follows:

- Stage 3-4 (65% of all fees): £97,812 (excluding VAT)
- Stage 5-6 Main Services (30% of all fees): £52,668 (excluding VAT)

### **9. Programme**

9.1 The programme to carry out the works/ services from appointment of Stage 3&4 Consultant (main Designer) is set out as follows:

- Work Stage 3  
Carry out technical assessments, prepare Developed Design and submit it to (a) Local Authority for Full Planning Application and (b) MAECI, ICE & ICI for review and approval  
Duration: 30 days from appointment
- Work Stage 4 – part 1  
Prepare Detailed Design and submit to MAECI, ICE & ICI for review and approval  
Duration 90 days from Work Stage 3 approvals
- Work Stage 4 – part 2  
Tender Action, Contractors' pricing and submission of tender proposal  
Duration 45 days from Work Stage 4 – part 1 approvals
- Work Stage 4 – part 3  
Review, assessment of Tender proposals and selection of Contractor  
Duration 15 days from receipt of Contractor's Tender Proposals

9.2 The programme to carry out the works/ services from appointment of Stage 5&6 Consultant (main Designer/ Contract Administrator/ Employer's Agent) is set out as follows:

- Work Stage 5 – part 1  
Review and drafting of the Building Contract  
Duration 15 days from selection of Contractor
- Work Stage 5 – part 2  
Mobilisation and placement of log lead-in items (security glazing and lift)  
Duration 15 days from contractual appointment
- Work Stage 5 – part 3  
Building Works  
Duration 210 days  
to be confirmed based on Contractor's Programme

## 10. Consultant Appointment Requirement and Exclusions

10.1 The consultant/ consultant team applying for the Stage 3&4 Appointment (Main Designer) and Stage 5&6 Appointment (Employer's Agent during Construction) is required to:

- be a fully qualified member of a relevant professional body as Architect, Civil/ Services/ Structural Engineer or Quantity Surveyor

- not be precluded, either personally and or as Company, from being contracted by the public administration as per art. 57 of Directive 2014/24 / EU of the European Parliament and of the Council of 26 February 2014 on public procurement and which repeals Directive 2004/18 / EC
- if a company, to be registered for at least five years as
- have a minimum annual turnover of 300,000 GBP in the last three years
- have at least five years of experience in the sector of activity to be awarded, have personnel, technical equipment and means necessary to carry out the service and an adequate valid insurance policy against professional risks with coverage at least equal to the amount of GBP 250,000 for damage to third parties caused by its employees in the exercise of the service in question
- be in compliance with tax and social security obligations towards the personnel employed in the company and to comply with current regulations on safety at work
- allow the processing of their personal data for the purposes of the assignment procedure in question

**Alessia Fanella**  
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