

# **Hatfield Play 18-19 Preliminaries**

**28 March 2019**

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## A10 PROJECT PARTICULARS

### 110 THE PROJECT

- Name: Hatfield Play 18-19.
- Nature: Works to playground.
- Location: Ellenbrook Play Area, Ellenbrook Ln, Hatfield AL10 9RW and Acacia Street Play Area, Acacia Street, Hatfield, AL10 8YA .
- Timescale for completion of the 'construction work': 8 weeks.

### 120 EMPLOYER (CLIENT)

- Name: Hatfield Town Council.
- Address: Birchwood Leisure Centre Longmead, Hatfield AL10 0AN.
- Contact: Carrie Lloyd.
- Telephone: 01707 262023.
- Email: carrie.lloyd@hatfield-herts.gov.uk.

### 130 PRINCIPAL CONTRACTOR (CDM)

- Name: TBC.
- Address: ....
- Contact: ....
- Telephone: ....
- E-mail: ....

### 140 LANDSCAPE ARCHITECT/ CONTRACT ADMINISTRATOR

- Name: Groundwork Hertfordshire.
- Address: Mill Green Hatfield, AL9 5PE.
- Contact: Caroline Noble.
- Telephone: 01707 255187.
- Email: caroline.noble@groundwork.org.uk.

### 150A PRINCIPAL DESIGNER

- Name: Groundwork Hertfordshire.
- Address: Mill Green Hatfield, AL9 5PE.
- Contact: Caroline Noble.
- Telephone: 01707 255187.
- E-mail: caroline.noble@groundwork.org.uk.

## **A11 TENDER AND CONTRACT DOCUMENTS**

### 110 TENDER DRAWINGS

- The tender drawings are: 2989-HP-001 CLEARANCE, 2989-HP-002 PROPOSED, 2989-HP-003 PROPOSED, 2989-HP-004 MAZE.

### 120 CONTRACT DRAWINGS

- The Contract Drawings: The same as the tender drawings.

### 160 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

180 OTHER DOCUMENTS

- Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the office of Groundwork East, Mill Green, Hatfield, AL9 5PE .
- The documents include: Groundwork East Environmental Policy as follows:

GROUNDWORK EAST  
POLICY NO1 - ENVIRONMENTAL POLICY

Groundwork East is the county's leading environmental regeneration charity, operating in Hertfordshire, Luton, Bedfordshire, Essex, Cambridgeshire, Suffolk & Norfolk. We work alongside the public, private, voluntary and community sectors to deliver innovative environmental projects to create greener, safer and cleaner living places.

Groundwork East recognises the whole life cycle of projects including inception, development, implementation and maintenance and that all of its activities have an effect on the environment. The Trust seeks to minimise negative impacts as follows:

Environmental Management

- Implement and maintain a certified Environmental Management System.

Legislative compliance and good practice standards

- Meet and wherever possible exceed all applicable environmental legislation and regulations.
- Set voluntary standards where none exist in the legislative framework.

Prevention of pollution and minimisation of resource use

- Identify and minimise the risk of pollution from all activities.
- Develop a Travel Plan to encourage and enable sustainable travel among employees and stakeholders for work and commuting.
- Adopt measures to minimise our water and energy consumption in all activities.
- Minimise waste by recycling, reusing and repairing materials and equipment wherever possible.
- Develop a Sustainable Purchasing Policy.
- Ensure that new developments take into account sustainable construction principles.

Communication and training

- Provide information and training for all staff and board members to enable a better understanding and awareness of environmental issues and individual responsibilities.
- Support and encourage our stakeholders to minimise their impact on the environment through communication of our policies and by our own example.
- Engage with other Trusts' to promote environmental best practice.

Continual improvement through monitoring and review

- Regularly review our environmental performance and Policy and use this as a framework to set associated policies, procedures and annual objectives and targets.
- Continually update and improve standards in the light of advances in environmental knowledge and understanding, promoting good practice and innovation in new environmental solutions.

Responsibility

- The Board of Directors and the Executive Team have ultimate responsibility for the environmental performance of the Trust. All staff share this responsibility. They are supported by the EMS Group who promote best practice and continual improvement and monitor performance.

This policy will be reviewed annually or sooner at the Chairman's discretion. .

## A12 THE SITE/ EXISTING BUILDINGS

- 110 THE SITE
- Description: 2 x local recreation areas.
- 140 EXISTING UTILITIES AND SERVICES
- Drawings: (Information shown is indicative only): Plans will be available for inspection at Groundwork's offices by appointment during normal office hours.
  - Other information: CAT scans will be required to check for services at all locations.
- 200 ACCESS TO THE SITE
- Description: Ellenbrook can be accessed from Ellenbrook Lane and Acacia can be accessed from Acacia Street or Hollyfield, Hatfield .
  - Limitations: unrestricted to the public.
- 210 PARKING
- Restrictions on parking of the Contractor's and employees' vehicles: Do not block roads or access to driveways. During delivery of machinery or materials disruption is to be kept to a minimum, using a banksman at all times.
- 220 USE OF THE SITE
- General: Do not use the site for any purpose other than carrying out the Works.
  - Limitations: TBC at pre-contract meeting.
- 230 SURROUNDING LAND/ BUILDING USES
- General: Adjacent or nearby uses or activities are as follows:
    - Park will remain open during the works. Residential properties are located adjacent to the parks.
- 240 HEALTH AND SAFETY HAZARDS
- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:
    - Contractor to acquaint his/herself thoroughly with the site conditions above and below ground in order to protect people including the general public who may be affected and ensure they are not exposed to risks to their health and safety. Note that the site at Acacia Street is associated with anti-social behaviour and needles have been found in the undergrowth. .
  - Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
  - Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.
- 250 SITE VISIT
- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
  - Arrangements for visit: Site is accessible to public at all times.

## **A13 DESCRIPTION OF THE WORK**

### 120 THE WORK

- Description: Ellenbrook - installation of play equipment, outdoor gym, half basketball court and and new footpath. Acacia - removal/relocation of equipment, installation of new equipment, addition of outdoor gym, access paths and a turf maze.

## **A20 JCLI LANDSCAPE WORKS CONTRACT**

### **JCLI LANDSCAPE WORKS CONTRACT**

- The Contract: JCLI Landscape Works Contract 2017 (JCLI LWC 2017)
- Requirement: Allow for the obligations, liabilities and services described.

### **THE RECITALS**

#### **First - THE WORKS**

- Comprise: improvements to trim trail .
- At: See clause A12/140.
- Landscape Architect/ Contract Administrator: See clause A10/140.

#### **Second - CONTRACT DOCUMENTS**

- Contract drawings: As listed in clause A11/120.
- Contract documents: The following have not been prepared and will be deleted from this recital: n/a.

#### **Third - PRICED DOCUMENTS**

- The references to Schedule of Rates will be deleted.

### **THE ARTICLES**

#### **3 - LANDSCAPE ARCHITECT/ CONTRACT ADMINISTRATOR**

- Landscape Architect/ Contract Administrator: See clause A10/140.

#### **4 AND 5 - PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR**

- Principal Designer: See clause A10/150.
- Principal Contractor: See clause A10/130.

### **CONTRACT PARTICULARS**

#### **Fourth Recital and Schedule 2 - BASE DATE**

- Base date: 5th April 2019.

#### **Fourth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS)**

- Employer at the Base Date is a 'contractor' for the purposes of the CIS.

#### **Fifth Recital - CDM REGULATIONS**

- The CDM Regulations apply, the project is not notifiable, clause 3.9 applies and Articles 4 and 5 and clause 3.10 are not applicable (unless circumstances change).

#### **Sixth Recital - FRAMEWORK AGREEMENT**

- Framework agreement: Does not apply.
- Details:
  - Date: ....
  - Title: ....
  - Parties: ....



#### Seventh Recital and Schedule 3 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Paragraph 1 applies.
- Health and safety: Paragraph 2 applies.
- Cost savings and value improvements: Paragraph 3 applies.
- Sustainable development and environmental considerations: Paragraph 4 applies.
- Performance indicators and monitoring: Paragraph 5 applies.
- Notification and negotiation of disputes: Paragraph 6 applies. Where paragraph 6 applies, the respective nominees of the parties are:
  - Employer's nominee: Caroline Noble.
  - Contractor's nominee: TBC.Or such replacement as each party may notify to the other from time to time.

#### Article 7 - ARBITRATION

- Article 7 and Schedule 1 apply.

#### Clause 1.1 - CDM PLANNING PERIOD

- Shall mean the period of two weeks ending on The Date for Commencement of the Works.

#### Clause 2.2 - COMMENCEMENT AND COMPLETION

- Date for Commencement of the Works: 17 June 2019.
- Date for Completion: 9 August 2019.

#### Clause 2.8 - LIQUIDATED DAMAGES

- At the rate of £300 per calendar week or pro-rata thereto.

#### Clause 2.10 - RECTIFICATION PERIOD

- Defects and plant establishment by Employer: Clause 2.10B applies (2.10A deleted).
- Rectification period: Twelve months from the date of practical completion.

#### Clause 4.3.1 - PERCENTAGE OF THE TOTAL VALUE OF WORK ETC

- Percentage: 95%.

#### Clause 4.4.1 - PERCENTAGE OF THE TOTAL VALUE OF WORK ETC

- Percentage: 97.5%.

#### Clause 4.8.1 - SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: 14 days after the expiry of the Rectification Period.

#### Clause 4.11 and Schedule 2 - CONTRIBUTION, LEVY AND TAX CHANGES

- Clause 4.11 and Schedule 2 will be deleted.

#### Clause 5.3.2 - CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): Not less than £10million.

#### Clauses 5.4A, 5.4B and 5.4C - INSURANCE OF THE WORKS ETC - ALTERNATIVE PROVISIONS

- Clause 5.4A (Works insurance by Contractor in Joint Names) applies.

#### Clauses 5.4A.1 and 5.4B.1.2 - PERCENTAGE TO COVER PROFESSIONAL FEES

- Addition: 15 per cent.

Clause 7.2 - ADJUDICATION

- The Adjudicator is: President of the Landscape Institute.
- Nominating body: Landscape Institute.

Schedule 1 paragraph 2.1 - ARBITRATION

- Appointor of Arbitrator (and of any replacement): President or a Vice president of the: Land  
scape Institute.

**THE CONDITIONS**

SECTION 1: DEFINITIONS AND INTERPRETATION

1.7 - APPLICABLE LAW

- Amendments: n/a.

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT All payments shall be 30 days from date of issue of the valuation

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed under hand.

## **A30 TENDERING/ SUBLETTING/ SUPPLY**

### **MAIN CONTRACT TENDERING**

- 110 SCOPE
- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.
- 145 TENDERING PROCEDURE
- General: In accordance with NBS Guide to Tendering for Construction Projects.
  - Errors: Alternative 2 is to apply.
- 160 EXCLUSIONS
- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
  - Relevant parts of the work: Define those parts, stating reasons for the inability to tender.
- 170 ACCEPTANCE OF TENDER
- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
  - Costs: No liability is accepted for any cost incurred in the preparation of any tender.
- 190 PERIOD OF VALIDITY
- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 90 days.
  - Date for possession/ commencement: See section A20.

### **PRICING/ SUBMISSION OF DOCUMENTS**

- 210 PRELIMINARIES IN THE SPECIFICATION
- Measurement rules: Preliminaries/ General Conditions must not be relied on as having been prepared in accordance with RICS NRM.
- 220 PRICING OF PRELIMINARIES
- Charges: If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries, those charges must be clearly shown against the items.
- 250 PRICED SCHEDULES OF WORK
- Alterations: Do not alter or qualify the priced schedules of work without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
  - Measurements: Where not stated, ascertain from the drawings.
  - Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
  - Submit: with tender.
- 300 QUANTITIES IN THE PRICED DOCUMENT
- Quantities: Where included in the priced document, these have been prepared in accordance with SMM7/ NRM2 only where and to the extent stated.
  - Other items, descriptions and measurements not prepared in accordance with SMM7/ NRM2: Must be priced taking account of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work.

- 310 TENDER
- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.
- 480 PROGRAMME
- Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.
  - Submit: Within one week of request.
- 550 HEALTH AND SAFETY INFORMATION
- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
  - Include:
    - A copy of the contractor's health and safety policy document, including risk assessment procedures.
    - Accident and sickness records for the past five years.
    - Records of previous Health and Safety Executive enforcement action.
    - Records of training and training policy.
    - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
  - Submit: Within one week of request.
- 570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
- Content: Submit the following information within one week of request:
    - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
    - Details of the management structure and responsibilities.
    - Arrangements for issuing health and safety directions.
    - Procedures for informing other contractors and employees of health and safety hazards.
    - Selection procedures for ensuring competency of other contractors, the self-employed and designers.
    - Procedures for communications between the project team, other contractors and site operatives.
    - Arrangements for cooperation and coordination between contractors.
    - Procedures for carrying out risk assessment and for managing and controlling the risk.
    - Emergency procedures including those for fire prevention and escape.
    - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
    - Arrangements for welfare facilities.
    - Procedures for ensuring that all persons on site have received relevant health and safety information and training.
    - Arrangements for consulting with and taking the views of people on site.
    - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
    - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
    - Review procedures to obtain feedback.

595 ENVIRONMENTAL POLICY

- Employer's Environmental Policy:
  - Location: See A11/180.
  - Evidence of compliance: Submit: in accordance with policy.
- Project Environmental Management System: Develop a system compatible with the Employer's policy.
  - Format: pdf.
  - Specific Requirements: in accordance with policy
  - Submit: in accordance with policy.
- Supporting information: Supply as necessary, including:
  - Information: ...
  - Format: ...
  - Submit: ....

599 FREEDOM OF INFORMATION

- Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
- Determination: Submit requests received. Do not supply information outside the project participants without express written permission.
- Confidentiality: Maintain at all times.

## **A31 PROVISION, CONTENT AND USE OF DOCUMENTS**

### **DEFINITIONS AND INTERPRETATIONS**

- 110 **DEFINITIONS**
- **Meaning:** Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.
- 120 **COMMUNICATION**
- **Definition:** Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
  - **Format:** In writing to the person named in clause A10/140 unless specified otherwise.
  - **Response:** Do not proceed until response has been received.
- 130 **PRODUCTS**
- **Definition:** Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
  - **Includes:** Goods, plant, materials, site materials and things for incorporation into the Works.
- 135 **SITE EQUIPMENT**
- **Definition:** All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
  - **Includes:** Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
- 145 **CONTRACTOR'S CHOICE**
- **Meaning:** Selection delegated to the Contractor, but liability to remain with the specifier.
- 150 **CONTRACTOR'S DESIGN**
- **Meaning:** Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.
- 155 **SUBMIT PROPOSALS**
- **Meaning:** Submit information in response to specified requirements.

#### 160 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

#### 170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
  - Manufacturer: The firm under whose name the particular product is marketed.
  - Product reference: The proprietary brand name and/ or reference by which the particular product is identified.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

#### 200 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
  - manufacturer and product reference;
  - cost;
  - availability;
  - relevant standards;
  - performance;
  - function;
  - compatibility of accessories;
  - proposed revisions to drawings and specification;
  - compatibility with adjacent work;
  - appearance;
  - copy of warranty/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

- Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

240 SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- Before ordering: Submit notification of all such substitutions.
- Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS

- Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

**DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER**

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Copies: Two of each contract drawing and contract document will be issued free of charge (not counting any certified copies).
- Additional copies: Issued on request and charged to the Contractor.

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

450 MEASURED QUANTITIES

- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.
- Precedence: The specification and drawings shall override the measured quantities.

460 THE SPECIFICATION

- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

**DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS**

630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:
  - Manufacturers' current literature relating to all products to be used in the Works.
  - Relevant British, EN or ISO Standards.

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- Information location: In Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: twenty four hours seven days a week.



## **A32 MANAGEMENT OF THE WORKS**

### **GENERALLY**

#### **110 SUPERVISION**

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

#### **120 INSURANCE**

- Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.

#### **130 INSURANCE CLAIMS**

- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

#### **140 CLIMATIC CONDITIONS**

- Information: Record accurately and retain:
  - Daily maximum and minimum air temperatures (including overnight).
  - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

#### **150 OWNERSHIP**

- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

### **PROGRAMME/ PROGRESS**

#### **210 PROGRAMME**

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
  - Planning and mobilisation by the Contractor.
  - Subcontractor's work.
  - Work resulting from instructions issued in regard to the expenditure of provisional sums.
  - Work by others concurrent with the Contract.
- Submit two copies.

#### **245 START OF WORK ON SITE**

- Notice: Before the proposed date for start of work on site give minimum notice of one week.

#### **250A MONITORING**

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): Two weeks.

310 EXTENSIONS OF TIME

- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible submit:
  - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
  - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
  - All other relevant information required.

**CONTROL OF COST**

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

440 MEASUREMENT

- Covered work: Give notice before covering work required to be measured.

460 INTERIM VALUATIONS

- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.
- Submission: At least seven days before established dates.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
- Evidence: When requested, provide evidence of freedom of reservation of title.

## **A33 QUALITY STANDARDS/ CONTROL**

### **STANDARDS OF PRODUCTS AND EXECUTIONS**

#### **110 INCOMPLETE DOCUMENTATION**

- General: Where and to the extent that products or work are not fully documented, they are to be:
  - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
  - Suitable for the purposes stated or reasonably to be inferred from the project documents. Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

#### **120 WORKMANSHIP SKILLS**

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

#### **130 QUALITY OF PRODUCTS**

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

#### **135 QUALITY OF EXECUTION**

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

#### **140 COMPLIANCE**

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
  - Properties tested.
  - Pass/ fail criteria.
  - Test methods and procedures.
  - Test results.
  - Identity of testing agency.
  - Test dates and times.
  - Identities of witnesses.
  - Analysis of results.

150 INSPECTIONS

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
  - Date of inspection.
  - Part of the work inspected.
  - Respects or characteristics which are approved.
  - Extent and purpose of the approval.
  - Any associated conditions.

160 RELATED WORK

- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
  - Appropriately complete.
  - In accordance with the project documents.
  - To a suitable standard.
  - In a suitable condition to receive the new work.
- Preparatory work: Ensure all necessary preparatory work has been carried out.

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

180 WATER FOR THE WORKS

- Mains supply: Clean and uncontaminated.
- Other: If proposed, provide evidence of suitability.

**SAMPLES/ APPROVALS**

210 SAMPLES

- Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:
  - To an express approval.
  - To match a sample expressly approved as a standard for the purpose.

220 APPROVAL OF PRODUCTS

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

230 APPROVAL OF EXECUTION

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

## **ACCURACY/ SETTING OUT GENERALLY**

### 320 SETTING OUT

- General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

### 330 APPEARANCE AND FIT

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
  - Submit proposals; or
  - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

### 340 CRITICAL DIMENSIONS

- Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.
- Location: Detailed on drawings ..

## **SERVICES GENERALLY**

### 410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

## **SUPERVISION/ INSPECTION/ DEFECTIVE WORK**

### 525 ACCESS

- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.
- Designate: Contract Administrator.

### 530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
  - Minimum period of notice: Three days.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

### 540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
  - Hinder access to defective products or work; or
  - Be rendered abortive by remedial work.

### 560 TESTS AND INSPECTIONS

- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
- Records: Submit a copy of test certificates and retain copies on site.

610 DEFECTIVE PRODUCTS/ EXECUTIONS

- Proposals: Immediately any work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

**WORK AT OR AFTER COMPLETION**

710 WORK BEFORE COMPLETION

- General: Make good all damage consequent upon the Works.  
Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- COSHH data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 SECURITY AT COMPLETION

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.
- Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with Contract Administrator.
- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

## **A34 SECURITY/ SAFETY/ PROTECTION**

### **SECURITY, HEALTH AND SAFETY**

#### **110 PRECONSTRUCTION INFORMATION**

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
  - Description of project: Sections A10 and A11.
  - Client's consideration and management requirements: Sections A12, A13 and A36.
  - Environmental restrictions and on-site risks: Section A12, A35 and A34.
  - Significant design and construction hazards: Section A34.
  - The Health and Safety File: Section A37.

#### **120 EXECUTION HAZARDS**

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
  - Hazard: Used needles maybe found in undergrowth plus possibility of antisocial activity.
  - Precautions assumed: work vigilantly.
  - Specification reference: n/a.
  - Drawing reference: n/a.

#### **130 PRODUCT HAZARDS**

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:
  - Hazard: ....
  - Material: ....
  - Specification reference: ...

#### **140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**

- Submission: Present to the Employer/ Client no later than two weeks prior to commencement of the works on site.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

#### **150 SECURITY**

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements: The site is an existing recreation ground and public access through the park must be allowed for throughout the works.

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

**PROTECT AGAINST THE FOLLOWING**

330 NOISE AND VIBRATION

- Standard: Minimize noise and vibration levels during execution of the works.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Restrictions: Do not use radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340 POLLUTION

- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

345 FUEL, LUBRICANTS AND HYDRAULIC FLUIDS

- Restrictions:
  - Storing, handling and refuelling: On hard standing or other approved areas. Keep away from watercourses, drains, soil, planting and grassed areas.
  - Vehicles and equipment: Ensure there is no leakage or spillage. If spillage occurs, inform immediately and take appropriate emergency action.

350 PESTICIDES

- Use: Only where specified or approved, and then only suitable products listed on [www.pesticides.gov.uk](http://www.pesticides.gov.uk).
- Restrictions: Work near water, drainage ditches or land drains must comply with the 'Guidelines for the use of herbicides on weeds in or near watercourses and lakes'.
- Containers: Comply with manufacturer's disposal recommendations. Remove from site immediately empty or no longer required.
- Competence: Operatives must hold a BASIS Certificate of Competence, or work under supervision of a Certificate holder.

360 NUISANCE

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

370 ASBESTOS CONTAINING MATERIALS

- Duty: Report immediately any suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or encapsulation.

371 DANGEROUS OR HAZARDOUS SUBSTANCES

- Duty: Report immediately suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or remediation.



- 375 ANTIQUITIES
- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.
  - Preservation: Keep objects in the exact position and condition in which they were found.
  - Special requirements: inform contract administrator.
- 390 SMOKING ON SITE
- Smoking on site: Not permitted.
- 400 BURNING ON SITE
- Burning on site: Not permitted.
- 415 SURFACE WATER
- Duty: Prevent hazardous build up including temporary conveyance and disposal from existing structures and the site during the course of the Works.
- 420 INFECTED TIMBER/ CONTAMINATED MATERIALS
- Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
  - Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro organisms are within acceptable levels.
- 430 WASTE
- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
  - General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
  - Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
    - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
    - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
  - Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
  - Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
  - Waste transfer documentation: Retain on site.
- 470 INVASIVE SPECIES
- General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
  - Special precautions: n/a.
  - Duty: Report immediately any suspected invasive species discovered during execution of the Works.
    - Do not disturb.
    - Agree methods for safe eradication or removal.

## **PROTECT THE FOLLOWING**

### **510 EXISTING SERVICES**

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
  - Comply with service authority's/ statutory undertaker's recommendations.
  - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
  - Below ground: Use signboards, giving type and depth;
  - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
  - Immediately give notice and notify appropriate service authority/ statutory undertaker.
  - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
  - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

### **520 ROADS AND FOOTPATHS**

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

### **530 EXISTING TOPSOIL/ SUBSOIL**

- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
- Protection: Before starting work submit proposals for protective measures.

### **540 RETAINED TREES/ SHRUBS/ GRASSED AREAS**

- Protection: Preserve and prevent damage, except those not required.
- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

### **550 RETAINED TREES**

- Protected area: Unless agreed otherwise do not:
  - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
  - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.
  - Change level of ground within an area 3 m beyond branch spread.

560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
- Special requirements: n/a.

625 ADJOINING PROPERTY RESTRICTIONS

- Precautions:
  - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
  - Pay all charges.
  - Remove and make good on completion or when directed.
- Damage: Bear cost of repairing damage arising from execution of the Works.

630 EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Supports: During execution of the Works:
  - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
  - Do not remove until new work is strong enough to support existing structure.
  - Prevent overstressing of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

640 MATERIALS FOR RECYCLING/ REUSE

- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
- Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

## **A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING**

### 110 SCOPE

- General: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

### 130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Include the following in the programme:
  - Setting out in entirety and checked before any excavation. Planting suitable to season.

### 170 WORKING HOURS

- Specific limitations: Monday to Friday 8am-6pm.

### 180 PARTIAL POSSESSION

- General: Where the Employer is to take possession of any part of the Works and such part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place.
- Remainder of the Works: During execution, ensure that completed parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

## **A36 FACILITIES/ TEMPORARY WORK/ SERVICES**

### **GENERALLY**

#### 110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

- Location: Give notice and details of intended siting.
- Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

### **ACCOMMODATION**

#### 230 TEMPORARY ACCOMMODATION

- Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.
- Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.

### **TEMPORARY WORKS**

#### 330A TEMPORARY PROTECTION TO EXISTING TREES/ VEGETATION

- Temporary protection: Provide before starting work in locations shown on drawings
- Protective barriers and any other relevant physical protection measures: To BS 5837.
- Design details of the proposed physical means of protection: Chespaie fencing.
- Areas of structural landscaping to be protected from construction operations: Grass mounds in play area
- Integrity of protection: Maintain for the duration of the Works. Remove on completion of the works and make good disturbed area.

#### 340 NAME BOARDS/ ADVERTISEMENTS

- Name boards/ advertisements: Not permitted.

### **SERVICES AND FACILITIES**

#### 430 WATER

- Supply: Clean fresh water for the execution of the Works.
- Approval: Obtain before using a supply other than potable mains water.

#### 435 WATER RESTRICTIONS

- Emergency legislation: If the water supply is or is likely to be restricted inform without delay and ascertain the availability of water from alternative sources.
- Suitability: Check pH value of water from the new source and ensure that it is suitable for the plants/ soil/ turf being watered.
- Cost: no extra payment will be instructed\_\_\_\_\_.

#### 440 TELEPHONES

- Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.

570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
  - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: minimum of one for each operative on site.
  - High visibility waistcoats to BS EN 471 Class 2. Number required: minimum of one for each operative on site.
  - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: minimum of one for each operative on site.
  - Disposable respirators to BS EN 149.FFP1S.
  - Eye protection to BS EN 166.
  - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
  - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

## **A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS**

### 120 THE HEALTH AND SAFETY INFORMATION

- Content: Obtain and provide the following information data sheets, fabrication drawings.
- Submit:
  - To: Contract Administrator.
  - Number of copies: two.
  - No later than: one month after practical completion.

### 180 MAINTENANCE INFORMATION

- Content: Include:
  - Printed instructions of procedures to be adopted by the Employer for the maintenance of the Works.
  - Copies of manufacturers current literature for all products for which the particular proprietary brand has been chosen by the Contractor, including where appropriate COSHH dated data sheets and manufacturers recommendations for cleaning and maintenance.
  - Copies of all guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
  - Copies of all test certificates and reports required in the specification.
- Submit: At practical completion.