



**Shotton Parish Council**

# **Shotton Outreach Community Youth Hub**

**Contract Preliminaries**

June 2023



---

## Copyright and Non-Disclosure Notice

The contents and layout of this report are subject to copyright owned by D3A (© D3 Associates Limited 2022) save to the extent that copyright has been legally assigned by us to another party or is used by D3A under licence. To the extent that we own the copyright in this report, it may not be copied or used without our prior written agreement for any purpose other than the purpose indicated in this report.

The methodology (if any) contained in this report is provided to you in confidence and must not be disclosed or copied to third parties without the prior written agreement of D3A. Disclosure of that information may constitute an actionable breach of confidence or may otherwise prejudice our commercial interests. Any third party who obtains access to this report by any means will, in any event, be subject to the Third Party Disclaimer set out below.

---

## Third-Party Disclaimer

Any disclosure of this report to a third-party is subject to this disclaimer. The report was prepared by D3A at the instruction of, and for use by, our client named on the front of the report. It does not in any way constitute advice to any third-party who is able to access it by any means. D3A excludes to the fullest extent lawfully permitted all liability whatsoever for any loss or damage howsoever arising from reliance on the contents of this report. We do not however exclude our liability (if any) for personal injury or death resulting from our negligence, for fraud or any other matter in relation to which we cannot legally exclude liability.

---

## Document Revisions

No.	Details	Date
1	Final	June 2023



## **Shotton Parish Council - Shotton Outreach Community Youth Hub**

### **Contract Preliminaries**

#### **A10 Project Particulars**

##### **110 The Project**

Name: Shotton Parish Council – Shotton Outreach Community Youth Hub  
Nature: Demolish existing building, construction of a new Community Youth Hub including lobby, toilets, multi-activity space, multi-purpose room, circulation area, kitchen, office, stores, plant room, drainage, utility connections and external works. The project is part funded by the Youth Investment Fund.  
Location: Shotton Parish Community Park, Station Road, Shotton Colliery, DH6 2JL  
Length of Contract: Approximately 24 weeks commencing September 2023 (to be agreed)

##### **120 Employer (Client)**

Name: Shotton Parish Council  
Address: 14 Claypool Farm Close, Hutton Henry, Co. Durham TS27 4QZ  
Contact: Stuart Wardle  
Telephone: 07904 278 889  
Email: wardlestuart@btinternet.com

##### **130 Principal Contractor (PC)**

Name: To be confirmed  
Address:  
Telephone:  
Email:

##### **140 Contract Administrator (CA)**

Name: D3 Associates Limited  
Address: D3 Associates Limited  
Mallan House  
Bridge End  
Hexham  
Northumberland  
NE46 4DQ  
Telephone: 01434 610 434  
Email: simon@d3-associates.co.uk

##### **140A Architect**

Name: Simon Timperley  
Address: As 140  
Telephone: 01434 610 434  
Email: simon@d3-associates.co.uk



**150 Principal Designer (PD)**

Name: Paul Haverson  
Address: As 140  
Telephone: 01434 610 434, mob 0754 911 0145  
Email: [paul@d3-associates.co.uk](mailto:paul@d3-associates.co.uk)

**170 Structural Engineer**

Name: Tony Davies  
Address: Antony Davies Associates, Unit 19, Quay Level, Unit 19 St Peter's Wharf, Newcastle upon Tyne NE6 1TZ  
Telephone: 0191 276 5209  
Email: [tony.d@anthonydavies.com](mailto:tony.d@anthonydavies.com)

**175 Mechanical Engineer**

Name: Brad Murray  
Address: As 140  
Telephone: 01434 610434  
Email: [brad@d3-associates.co.uk](mailto:brad@d3-associates.co.uk)

**178 Electrical Engineer**

Name: Philip Fairburn  
Address: JCP Consulting Engineers Ltd., 1-2 Brenkley Way, Blezard Business Park, Seaton Burn, Newcastle Upon Tyne NE23 6DS  
Telephone: 0191 217 0888 or 07738 488 455  
Email: [philip.fairbairn@jcpce.com](mailto:philip.fairbairn@jcpce.com)

**179 Geotechnical Engineer**

Name: Terry McMenam  
Address: Geol Consultants Ltd, Tectonic House, Unit 11 Queens Court North, Third Avenue, Team Valley Trading Estate, Gateshead, NE11 0BJ  
Telephone: 0191 477 2020  
Email: [terrymcmenam@geolconsultants.co.uk](mailto:terrymcmenam@geolconsultants.co.uk)



## **A11 Tender and Contract Documents**

### **110 Tender Drawings**

The tender drawings are those which are indicated on the Drawing and Document Register.

### **120 Contract Drawings**

The contract drawings: As the tender drawings plus detail drawings as required.

Exceptions: None

### **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**

The documents include:

- Instructions for Tendering
- Tender Return Form
- Contract Preliminaries & Form of Contract
- Contract Drawings
- NBS Specification
- Schedule of Works including M&E Tender Summary Sheets
- Pre Construction Information
- Geol Consultants Ltd, Preliminary Ground Investigation Data, May 2023 (Full Phase 2 Report available on request)
- ACTS, Demolition Survey Report, 25.07.21
- All About Trees, Arboricultural Method Statement for the Protection of Trees, 06.06.23
- All About Trees, Drawings AMS TPP 1.200 and AMS Exi 1.200
- Contractors Questionnaire, including non canvassing certificate and certificate of non collusion



## **A12 The Site/Existing Buildings/History**

### **110 The Site**

Description: The works are taking place in the Shotton Colliery Community Park comprising the Children's Play Area, MUGA and football pitch. The Contractor should ensure that there are adequate protection measures in place to prevent unauthorised access to their section of work.

Location: Shotton Parish Community Park, Station Road, Shotton Colliery, DH6 2JL  
Description: There are a number of residential properties within close proximity to the site which can be seen on the Location Plan. The Contractor is obligated to visit the Site, assess the proximity and potential influence of existing buildings upon the works, and take into account of such within their Tender Price. In addition, access to be maintained to the Groundsman's accommodation.

### **140 Existing Mains/Services**

Drawings: (Information shown is indicative only): The precise location of the existing underground and overground services is unknown. Refer to Existing Site Plan 0002 and AMR Geomatics topographical survey drawing no.s P11062/amr/1, 2 and 3.

### **170 Site Investigation**

Report: Included in the tender documents

### **185 Health and Safety Files**

Included in the tender documents is the Demolition Survey Report.

### **200 Access to the Site**

Description: Off Station Road through the car park; refer to Site Set-up and Compound, drawing no. 2002.

### **210 Parking**

Restrictions on parking of the Contractor's and employees' vehicles: all to be within a designated section of the existing car park, deliveries to the site compound only along tarmac road to Groundsman's accommodation. The Contractor's Traffic Management Plan shall identify areas designated for the temporary parking of delivery vehicles, construction vehicles, and personal vehicles, including those of staff, subcontractors, suppliers, employer's representatives and visitors.

### **220 Use of the Site**

- Do not use the site for any purpose other than carrying out the Works.
- No access or works outside the site boundary shall take place without the permission of the Contract Administrator.
- The Contractor shall be responsible for accommodating his own workforce (including their toilets and mess facilities), his materials, equipment and plant storage within his designated working areas.
- The contractor shall be responsible for providing adequate security for both the site and the accommodation facilities.



## **230 Surrounding Land/Building Uses**

General: Adjacent or nearby uses or activities are as follows:

- The site is situated in its own grounds.
- The surrounding area is predominantly the Community Park and nearby residential units. The Contractor must make cognisance, for persons living in surrounding properties, for the control of noise and dust, and for persons moving safely at site boundaries and within the constraints of the existing Community Park. The Contractor should also recognise and make due allowance for potential security risk, including trespassing, theft, vandalism and such like.

## **240 Risks to Health and Safety**

The nature and condition of the site cannot be fully and certainly ascertained before works commence. However, the following hazards are or may be present: asbestos in the existing changing room building, working at a height, and services.

- 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 ACM's and take appropriate precautionary measures. Once work on the demolition commences take into account any weakened areas and take appropriate precautionary measures.

## **240 Site Visit**

Before tendering: 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: as A10/140.



## **A13 Description of the Work**

### **110 Preparatory Work by Others**

Works: Carried out under a separate contract and completed before the Date of Possession for this Contract.

Description: None

### **120 The Works**

Description: The works comprise the demolition of the existing changing rooms, construction of a new Community Youth Hub including lobby, toilets, multi-activity space, multi-purpose room, circulation area, kitchen, office, stores, plant room, drainage, utility connections and external works. To include:

- Erection of temporary fencing and site compound; provide site welfare facilities
- Supply rubbish skips as required for safe disposal of all rubbish
- Isolate services, removal of asbestos and demolition of the existing community centre
- Installation of new foul and surface water drains including manholes
- Construction of substructure
- Construction of ground floor
- Erection of the steel frame
- Install mono-pitched roof covering including rainwater goods
- Construction of brick external walls
- Installation of aluminium windows and doors including roof lights
- Erection of partition walls to create lobby, toilets, multi-activity space, multi-purpose room, circulation area, kitchen, office, stores, plant room
- Internal finishes including joinery and ironmongery
- Electrical installation
- Solar PV and battery storage installation
- Air source heat pump installation and underfloor heating
- Mechanical installation
- External paved areas
- Fencing works
- Services installation
- Landscaping
- Car park



d3associates



The Contractor is deemed to have visited the site prior to submission of their tender and satisfied their self as to the extent of the works, all access requirements and protection works necessary for completion of the works.



## **A30 Tendering/Subletting/Supply**

### **120 Tendering Procedure**

- Will be in accordance with the Instructions to Tenderers
- The Form of Contract to be JCT Standard Building Contract Without Quantities (SBC/XQ) 2016 - Requirement: Allow for the obligations, liabilities and services described therein.
- The Public Contracts Regulations 2015 apply

### **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, keep tender open for consideration for not less than 90 days.

Date for possession: See section A20.

### **250 Priced Documents**

Alterations: Do not alter or qualify the priced documents without written consent.

Measurements: 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

### **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.

### **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

## 590 Site Waste Management Plan

Person responsible for developing the Plan: The Contractor

Content: Include details of:

- Principal Contractor for the purposes of the plan
- Location of the site
- Description of the project
- Estimated project cost
- Types and qualities of waste that will be generated
- Resource management options for these wastes including proposals for minimisation/reuse/recycling
- The use of appropriate and licensed waste management contractors
- Record keeping procedures
- Waste auditing protocols

Additional requirements: None

Submit: 2 weeks prior to commencement on site

## 599 Construction Management Plan

Content: The Contractor to provide a Construction Management Plan prior to the commencement of works. The plan to include as a minimum (but not necessarily restricted to) the following:

- An assessment of the potential for dust emissions from the site and the mitigation measures that will be used to minimise any emission taking into account relevant guidance such as the Institute of Air Quality Management "Guidance on the assessment of dust from demolition and construction" February 2014.
- An assessment of the likely noise (including vibration) emissions from the site and the mitigation measures that will be taken to minimise noise disturbance taking into account relevant guidance such as BS5228 'Code of practice for noise and vibration control on construction sites' 2014.
- Where construction involves penetrative piling, details of methods for piling of foundations including measures to suppress any associated noise and vibration.
- Details of the operating hours during which construction/demolition works are to be undertaken. Durham County Council's accepted hours for construction/demolition activities that generate noise are 8am - 6pm Monday - Friday, 8am - 1pm Saturday and no noisy working on a Sunday or Bank Holiday.
- Detail of any planned measures for liaison with the local community and any procedures to deal with any complaints received.
- Details of whether there will be any crushing/screening of materials on site using a mobile crusher/screen and the measures that will be taken to minimise any



environmental impact.

The management plan shall have regard to BS 5228 "Noise and Vibration Control on Construction and Open Sites" during the planning and implementation of site activities and operations. The approved Construction Management Plan(s) shall also be adhered to throughout the construction period and the approved measures shall be retained for the duration of the construction works.



## **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.

#### **121 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.

#### **130 In Writing**

When required to advise notify inform instruct agree confirm obtain information obtain approval or obtain instructions do so in writing.

#### **140 Approval**

Approval (and words derived therefrom) means the approval in writing of the Contract Administrator unless specified otherwise.

#### **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: Unload, handle, store, place and fasten in position including all labours and use of site equipment.
- Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. 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 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.

## **200 Substitution of Products**

- Substitute products can be used only following written approval.

## **225 References to BSI Documents**

- References to BSI documents are to the versions and amendments listed in the BSI Standards Catalogue current at the date of Tender.

## **Documents Provided By Contractor/Subcontractors/Suppliers**

### **600 Contractor's Design Information**

- General: None

### **620 As Built Drawings and Information**

- Contractor to provide a full set of as built M&E drawings and marked up architectural drawings showing all changes.

### **710 Technical Literature**

The Contractor is required to keep copies of the following on site readily accessible for reference by all supervisory personnel:

- Manufacturers' current literature relating to all products to be used in the Works.

### **720 Maintenance Instructions and Guarantees**

- Retain copies delivered with components and equipment (failing which obtain) register with manufacturer as necessary and hand over to the Contract Administrator on or before Practical Completion.
- Provide appropriate copies of warranties / guarantees for the workmanship and materials.



## **A32 Management of the Works**

### **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**

- Before starting work on site submit documentary evidence and/or policies and receipts for the insurance required by the Contract.
- The minimum amount of cover for insurance against loss of or damage caused by the Contractor to the Employer's property is £2,000,000
- The minimum amount of cover for insurance in respect of loss of or damage to property (except the Employer's property, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) arising from or in connection with the Contractor's Providing the Service for any one event is £5,000,000
- The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with this contract for any one event is £5,000,000

### **130 Insurance Claims**

- 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 forthwith give notice in writing to the Employer the Contract Administrator and the Insurers.
- Indemnify the Employer against any loss which may be caused by failure to give such notice.

### **150 Ownership**

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

### **212 Programme**

- The Contractor shall submit a construction programme for assessment with his Tender.
- Tenderers are encouraged to optimise their programme to achieve the most cost effective tender total.
- Specific Limitations: The sequence and timing of the works shall be as follows:  
Date for the Commencement of the Works: September 2023 (to be confirmed)  
Date for Completion of the Works: March 2024 (to be confirmed)



## **220 Site Working Hours**

- The normal working hours within the site shall be Monday to Friday between 08.00 and 18.00 hours and Saturday between 08.00 and 13.00 hours. No work shall be carried out on Sundays and public holidays without consent from the Contract Administrator. A minimum of 3 working days notice in writing is required from the Contractor when seeking such consent.

## **225 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.

## **265 Contractor's Progress Report**

- General: Submit a progress report at least three business days before the site meeting.
- Content: Notwithstanding the Contractor's obligations under the Contract the report must include:
  - A progress statement by reference to the master programme for the Works.
  - Details of any matters materially affecting the regular progress of the Works.
  - Subcontractors' and suppliers' progress reports.
  - Any requirements for further drawings or details or instructions to fulfil any obligations under Conditions of Contract.

## **261 Project Manager's Site Meetings**

General: The Contract Administrator will hold as required site meetings to review progress and other matters arising from the administration of the Contract.

The Contractor shall:

- Attend meetings and inform subcontractors and suppliers when their presence is required.

The Contract Administrator will chair the meetings and take and distribute minutes or delegate as required.

## **280 Photographs**

- Agree number, type and frequency with the Client.

## **330 Site Inspections**

- Access: Required at all reasonable times.





- Inspections: Agree dates and times several days in advance, to enable all affected parties to be present.

#### **410 Cash Flow Forecast**

- Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract Period. Base on the Programme of Works.

#### **430 Estimate Cost of Variations**

- If the Contract Administrator issues details of a proposed instruction with a request for an estimate of cost submit such an estimate without delay and in any case within 3 days.

#### **440 Payment Terms**

- Applications: In accordance with the Contract; refer to A30/120
- Requirements: Interim applications for payment to include details of amounts requested under the Contract with all necessary supporting information and to be presented in an MS Excel format.
- No upfront payments will be made for goods or services.
- Materials will be paid for on site only.
- **Payment to be 21 days from the due date to meet the requirements of the Youth Investment Fund**
- The following documents are required to be submitted for the Youth Investment Fund monthly submission:
  - Monthly Contractors Report, including photographs
  - Marked up master programme
  - Invoice
- As the project is a new build community centre it will be zero VAT rated; the client to issue a certificate following contract award.

#### **480 Labour and Equipment Returns**

- Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.

Records must show:

- The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors.
- The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services



## **A33 Quality Standards/Control**

### **Materials and Work Generally**

#### **110 Good Practice**

General: Where and to the extent that materials products and workmanship are not fully detailed or specified they are to be:

- Of a standard appropriate to the Works and
- In accordance with relevant good building practice.

#### **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.

#### **121 General Quality of Products**

- Products to be new unless otherwise specified.
- For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested.
- Where a choice of manufacturer or source of supply is allowed for any particular product the whole quantity required to complete the work must be of the same type manufacture and/or source unless otherwise approved. Produce written evidence of sources of supply when requested ref A125.
- Ensure that the whole quantity of each product required to complete the work is of consistent kind size quality and overall appearance.
- Where consistency of appearance is desirable ensure consistency of supply from the same source. Unless otherwise approved do not use different colour batches where they can be seen together.

#### **125 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.

### **131 Proprietary Products**

- Handle store prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations/instructions. Inform the Contract Administrator if this conflicts with any other specified requirement. Submit copies when requested.
- The tender will be deemed to be based on the products specified and recommendations on their use as described in the manufacturer's literature current at date of tender.
- Where British Board of Agreement certified products are used comply with the limitations recommendations and requirements of the relevant valid certificates.

### **135 Installation of Products**

- 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: Not defective, 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.

### **141 Checking Compliance of Products**

Check all documentation and the products themselves to ensure compliance with the project documents. Where different types of any product are specified check to ensure that the correct type is being used in each location. In particular check that:

- The sources types qualities finishes and colours are correct and match any approved samples;
- All accessories and fixings which should be supplied with the goods have been supplied;
- Sizes are correct. Where tolerances are critical measure a sufficient quantity to ensure compliance;
- The delivered quantities are correct to ensure that shortages do not cause delays in the work;
- The products are clean undamaged and otherwise in good condition;
- Products which have a limited shelf life are not out of date.



## 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.
- Agreement certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

## 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
- Samples required: external brickwork

### 230 Approvals

Where and to the extent that products or work are specified to match existing or be approved or the Contract Administrator instructs or requires that they are to be approved the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either:

- To the express approval of the Contract Administrator or



- To match a sample expressly approved by the Contract Administrator as a standard for the purpose.

## **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 the Contract Administrator in writing of any discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

## **Supervision/Inspection/Defective Work**

### **550 Defects in Existing Construction**

Defects in existing construction to be reported to the Contract Administrator without delay. Obtain instructions before proceeding with work which may:

- Cover up or otherwise hinder access to the defective construction or
- Be rendered abortive by the carrying out of remedial work.

### **560 Timing of Tests and Inspections**

Agree dates and times of tests and inspections with Contract Administrator a minimum of 3 working days in advance to enable the Contract Administrator and other affected parties to be present. On the previous working day to each such test or inspection confirm that the work or sample in question will be ready or if not ready agree a new date and time.

### **570 Air Permeability**

- Method: Pressure test in accordance with the ATTMA publication:TS1: Measuring Air Permeability of Building Envelopes.
- Requirement: Air leakage not to exceed 5 m<sup>3</sup>/(h.m<sup>2</sup>) at an internal to external pressure difference of 50 Pascal's.
- Results: Submit to CA
- Copy: To be lodged in Building Manual

### **610 Proposals for Rectification of Defective Work/Products**

- As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract or appear that they may not be in accordance submit proposals to the Contract Administrator for opening up inspection testing making good adjustment of the Contract Sum or removal and re-execution.
- Such proposals may be unacceptable to the Contract Administrator and contrary



instructions may be issued.

## **Work At or After Completion**

### **611 Generally**

- Make good all damage consequent upon the work.

### **650 Making Good Defects**

- Make arrangements with the Contract Administrator and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform the Contract Administrator when remedial works to the various parts of the Works are completed.



## A34 Security, Health and Safety

### 140 Initial Construction Phase Health and Safety Plan

**Submission:** The Contractor shall provide a suitably developed Construction Phase H&S Plan including method statements and risk assessments (RAMS), which must be submitted to the Principal Designer not less than 2 weeks before the proposed date for start of construction work.

**Content:** This must include:

- Detailed proposals for managing health and safety during the construction phase together with contact details, site rules and emergency procedures.
- Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
- A plan showing the location of works areas, site compound, messing facilities and site access routes
- 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.

**Confirmation:** Do not start construction work until the Principal Designer has confirmed in writing that the Construction Phase Health and Safety Plan includes the



procedures and arrangements required by the CDM Regulations.

#### **145 HSE Approved Codes of Practice**

Comply with the following as appropriate:

- The Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Health and Safety (Consultation with Employees) Regulations 1996

#### **150 Security**

- Adequately safeguard the site the Works products materials and any existing buildings affected by the Works from damage and theft.
- Take all reasonable precautions to prevent unauthorised access to the site the Works and adjoining property.

#### **160 Stability**

- Responsibility: Accept responsibility for the stability and structural integrity of the Works during the contract and support as necessary to prevent overloading.

#### **170 Occupied Premises**

- Extent: Existing buildings will be occupied and/or used during the Contract as follows: Throughout Phase 1 the community centre and car park will remain fully occupied and operational.
- Works: Carry out without undue convenience and nuisance and without danger to occupants and users.

#### **211 Contract Administrator's Site Visits**

- Inform the Contract Administrator in advance of all safety provisions and procedures (including those relating to materials which may be deleterious) which will require the compliance of the Employer or his representatives when visiting the site.
- Provide protective clothing and/or equipment to the Employer and his representatives as appropriate.

### **Protect Against The Following**

#### **330 Noise Control**

- Comply generally with the recommendations of BS 5228-1 clause 9.3 to minimise noise levels during the execution of the Works;

Restrictions:

- The normal working hours within the site shall be Monday to Friday between 08.00 and 18.00 hours and Saturday between 08.00 and 13.00 hours. No work shall be carried out on Sundays and public holidays without consent from the Contract Administrator. A minimum of 3 working days notice in writing is required from the Contractor when seeking such consent.





### **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.

### **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 Based Materials**

- Report immediately to the Contract Administrator any suspected asbestos based materials discovered during execution of the works.
- Avoid disturbing such materials until methods for safe removal or encapsulation have been agreed with the Contract Administrator.

### **380 Fire Prevention**

- Duty: Prevent personal injury, death and damage to the Works or other property from fire.
- Comply with Joint Code of Practice 'Fire Prevention on Construction Sites - 5th Ed' published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

### **390 Smoking or Vaping on Site**

- Smoking or vaping will not be permitted on site except in designated areas which must be carefully controlled equipped with fire fighting equipment and receptacles for the safe disposal of smokers' materials and inspected to guard against the risk of fire.

### **400 Burning On Site**

- Burning of materials arising from the work will not be permitted.

### **430 Waste**

- Remove rubbish debris surplus material and spoil regularly and keep the Works clean and tidy.
- Remove all rubbish dirt and residues from voids and cavities before closing in.
- Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.

Retain waste transfer documentation on site.



## **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 existing mains/services. The Contractor should identify and make an allowance for working around any services.
- 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.
- If any damage to services results from the execution of the Works notify the Contract Administrator and appropriate service authority without delay. Make arrangements for making good without the delay to the satisfaction of the service authority or owner as appropriate.

### **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.

### **540 Retained Trees/Shrubs/Grassed Areas**

- Protection: Preserve and prevent damage, except those not required. Refer to the Tree Protection Plan.

### **560 Existing Features**

Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features during the execution of the Works.

Include for making good any damaged paved or unpaved surfaces following completion of the works.



## **A36 Facilities/ Temporary Works/ Services**

### **230 Temporary Accommodation**

Proposals for temporary accommodation and storage for the Works: Include in Construction Phase H&S Plan and 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.

Welfare facilities are to address the standards detailed in HSG 150, INDG 220 and CIS18 'Provision of Welfare Facilities at Fixed Construction Sites', and shall include toilets, washing facilities, changing and rest areas, drinking water and eating facilities.

### **340 Name Boards/ Advertisements**

Name boards/ advertisements: Agree Design, type and format with the client. Allow for display of the Youth Investment Fund banner and D3associates name board (1200x300mm).

### **430 Power and Water**

The Contractor to provide all necessary power supplies to carry out the Works. Electricity and water may be available from the existing building; to be agreed with the Employer. Employer to be recompensed for all usage.