



RSPB Minsmere

Invitation to Submit Outline Information as part of a Tender Process

ACCESS FOR ALL FOOTPATH AND NEW BRIDGE

REVISION	DATE	COMMENTS	NAME
01		ISSUE FOR COMMENT	IM
02	15/06/2021	INITIAL TENDER ISSUE	IM
03	17/03/2022	FINAL TENDER ISSUE	NF

CONDITIONS OF CONTRACT AND GENERAL MATTERS

Section

CONDITIONS OF CONTRACT AND GENERAL MATTERS

TENDER INFORMATION AND PRELIMINARY PARTICULARS

GENERAL MATTERS

HEALTH AND SAFETY

Appendix 1: It is anticipated that the work will be awarded under an NEC 3 Engineering and Construction Short Contract though this may be varied in agreement with the selected contractor.

Map 1 – Overall project map

Map 2 - Location of stockpile / work compound area

Map 3 – Hazard Map

17970 / 00 (REV E) - SITE LOCATION AND BLOCK PLAN.

17970 / 02 (REV G) – RAMP LOCATION BLOCK PLAN SECTION AND ELEVATION

17970 / 03 (REV D) - TIMBER BRIDGE PLAN AND ELEVATIONS

East Hide Extension Drawings – *For information only*

Appendix 2: Designers Risk Assessment

Appendix 3: Outline Design Plan

Addendum Specification Clauses & Supplementary Information * *available on request*

Appendix 4: Schedule of Sub-Contractors & Major Suppliers * *not required at this stage*

Appendix 5: Schedule of Works * *available on request*

Appendix 6: Pre-construction information * *available on request*

Appendix 7: Record of Information Exchange for Contractors * *not required at this stage*

Appendix 8: Minsmere Emergency Action Plan * *available on request*

Appendix 9: Minsmere Fire Plan * *available on request*

Appendix 10: Minsmere Reserve Pollution Incident Response Plan * *available on request*

Appendix 11: N Suffolk Coast Emergency Response Plan – UXO * *available on request*

Appendix 12: Minsmere Severe Weather Action Plan * *available on request*

Appendix 13: RSPB biosecurity code of practice on and off reserves * *available on request*

CONDITIONS OF CONTRACT AND GENERAL MATTERS

Minsmere Access for All footpath and new bridge

Principal Contractor in Accordance with the Construction (Design and Management) Regulations 2015

The Contractor appointed under this contract for the construction works at Minsmere Nature Reserve, Saxmundham, will be required to take on the role of Principal Contractor until such point in time as the main works are complete.

The Contractor should be aware of and take full account of his duties as Principal Contractor under the CDM Regulations, in the planning, resourcing and management of his activities throughout the course of the contract.

The Contractor will be required at the second stage to complete the CDM Forms in the Appendix and return them along with the Tender submission.

GENERAL MATTERS

TENDER INFORMATION AND PRELIMINARY PARTICULARS

1 Tender Procedure

The Initial Tender submission shall comprise the following:

- a. Brief synopsis of relevant experience of similar works and working on sensitive sites
- b. Outline of resources and timescales for mobilization and completion of works
- c. Costs for the three main elements:
 - Ramp
 - Bridge
 - Path

including information on prelims and how OHP will be dealt with.

The Contractor shall provide information on the approaches proposed to deliver the sections of path and the bridge, alongside outline costings and timetables for their delivery and the construction of the ramp from the North Wall, which must be to the specification provided, since the North Wall is a Flood Defence Structure.

The final Contract following a Second Stage Tender is to be the NEC 3 Engineering and Construction Short Contract with the Contract Data as detailed in Appendix 1 though this may be varied in agreement with the selected contractor.

Within the Tender period, queries concerning Contract Conditions, and commercial matters should be addressed to Katie Fairhurst, Minsmere Nature Reserve, Westleton, Saxmundham, Suffolk, IP17 3BY (Tel: 01728 648780 Email: katie.fairhurst@rspb.org.uk)

Urgent matters shall be dealt with by telephone and subsequently confirmed in writing.

Tenderers are to advise Katie Fairhurst, RSPB as soon as possible if they do not intend to submit an Initial Tender and the documents should be returned immediately. Tenders shall remain open for acceptance for 180 days from the date specified for return of Tenders.

The Employer does not bind himself to accept the lowest or any tender and will not be responsible for any expense incurred in tendering. The tender returns will be assessed using the matrix system below.

2 Tender Return Particulars

Tender submissions, comprising one copy of all items listed under the heading of 'Tender Requirements' shall be sent electronically to Katie Fairhurst – katie.fairhurst@rspb.org.uk

First Stage Tender submissions are to be returned by **5pm on Friday, 1 April 2022.**

GENERAL MATTERS

	Evaluation by:	
	Yes or No	
Item	Criteria	
1.	Experience and Track Record	
	Experience of similar work	Y/N
	Experience of working on sensitive sites	Y/N
2.	Proposed resources and timescale	
	Resource availability fits with requirements	Y/N
	Mobilisation time fits with requirements	Y/N
	Construction time fits with requirements	Y/N
3.	Price	
	Outline price in line with reasonable expectations	Y/N
4.	Safety, Quality and Environmental	
	Will be assessed at next stage	

GENERAL MATTERS

3 Tender Requirements

After the second Tender stage, the Contract will become a **Fixed Price Lump Sum Contract**.

The fixed price lump sum value will be based upon the works shown in the Price List on the Contract Data issued at the second stage.

For the first stage, Contractors are asked to provide:

1. Brief synopsis of relevant experience of similar works and working on sensitive sites
2. Outline of resources and timescales for mobilization and completion of works
3. Costs for the three main elements:
 - Ramp
 - Bridge
 - Path

including information on prelims and how OHP will be dealt with.

4 Inspection of Site and Tender Documents

The Contractor shall be deemed to have inspected the Drawings and visited the site and informed himself as to the means of access, the extent and nature of the Site and Works, the conditions under which the work will be carried out and all other matters likely to affect his Outline Pricing.

To make arrangements for visiting the site again contractors should contact Katie Fairhurst, Minsmere Nature Reserve, Westleton, Saxmundham, Suffolk, IP17 3BY (Tel: 01728 648780 Email: katie.fairhurst@rspb.org.uk).

5 Environmental Conditions

The Contractor shall ensure that this designated site is protected and kept free throughout the works of any contamination, spillages, silting or debris from the Contractor's or his Sub- Contractor's site activities. Detailed Method Statements for all activities that have the potential to contaminate, spill or damage the environment shall be submitted to the Project Manager as part of the second stage, prior to any work commencing on site.

6 Working Hours

It is expected that the Contractor will arrange his labour and resources so that he only needs to work Mondays to Fridays. Any request from the Contractor to work on a Saturday will be considered but it should be noted that the Employer reserves the right to recover additional supervisory costs that will arise from granting such a request.

The Contractor's legal obligations to comply with the Working Time Regulations 1998 and any Planning Conditions will take precedence at all times.

7 Maintenance of Roads and Sites

The Contractor is to protect and keep clean, including removal of all loose soil and other material, all Public and Employer's roads and footpaths and the site including kerbs, approaches, fences, trees and planted areas. The Contractor is to make good any damage at his own expense and to indemnify the

GENERAL MATTERS

Employer against all claims including those of undue wear and tear to roads and paths.

8 Clearing of Site on Completion

The Contractor shall allow for clearing all surplus material and rubbish associated with the permanent works, temporary works and materials storage areas to the satisfaction of the Employer. This to be undertaken at the end of each work 'phase' as described in the Contract Data.

9 Visitor Operation

The Contractor is to note that Minsmere is an active nature reserve. As such, both reserve machinery, vehicles and members of the public will be using the network of footpaths across the nature reserve. The site work area will not be accessible by the public during the construction period, however, the construction works will take place in close proximity to the visitor trails. Gates and barriers must be kept closed at all times to keep the public out of the work site. Working methods to minimise impacts on wildlife and public.

10 Confidentiality

The tender must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the tender documents, other than on an 'In Confidence' basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the tender. Tenderers shall not at any time release information concerning the invitation to tender and/or the tender documents for publication in the Press or on radio, television, screen, internet or any other medium.



RSPB Minsmere Work Information

Appendix 1

Outline Design Plan

Minsmere Access for All Path

Drawing number	Revision	Title
17970-	E	SITE LOCATION AND BLOCK PLANS
17970-	G	RAMP LOCATION BLOCK PLAN SECTION AND ELEVATION - PROPOSED.
17970-	D	SUGGESTED TIMBER BRIDGE PLAN AND ELEVATIONS – CONTRACTOR TO PROPOSE PREFERRED SOLUTION
		East hide Minsmere Draft A3 to 100 - Copy
108939	E.0	East Hide Path _ – CONTRACTOR TO PROPOSE PREFERRED SOLUTION showing materials stockpile and parking location
		North Wall Cross Section

Summary:

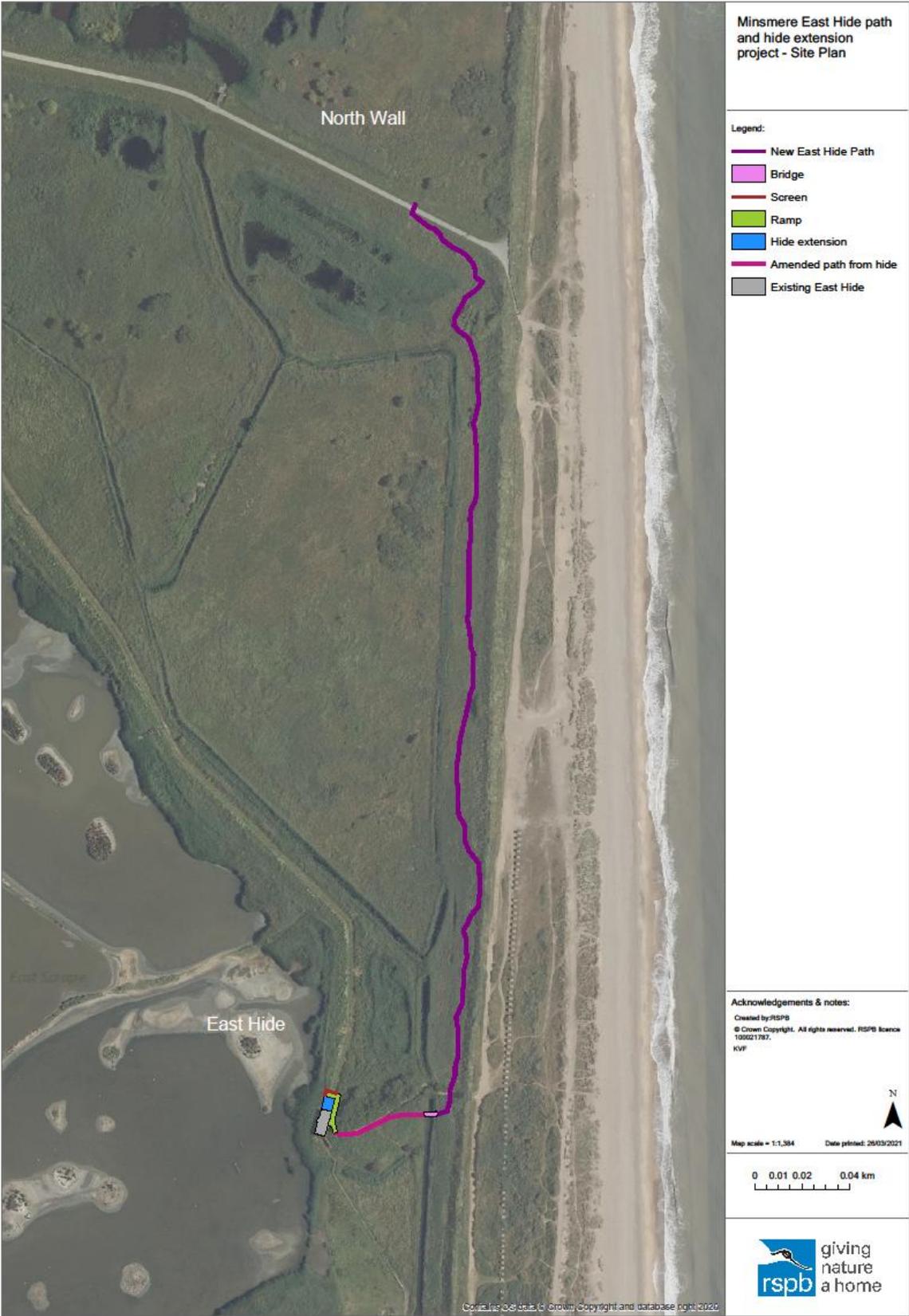
The aim of the project is to improve access to the Minsmere East Hide for visitors with impaired mobility. A fully accessible path will be constructed to connect the North Wall trail to the extended East Hide inside the existing sea defence. The path will create an aesthetically pleasing access route with carefully spaced bench seating with views over the adjacent Scrape. A ramp will be constructed to provide access from the North Wall, ensuring that the North Wall's function as a flood defence is unimpaired. A low-level path or boardwalk will then follow the line of the sea defence to the East Hide. This will involve creating a new bridge over the Scotts Hall Drain and meeting the apron of the hide so that wheelchair access is maintained.

The ramp from the North Wall will be created with granite-filled gabions and a surfaced path. The path from the base of the ramp has been specified similarly, but we would be keen to consider a boardwalk solution, preferably using recycled plastic boards for the decking and structure.

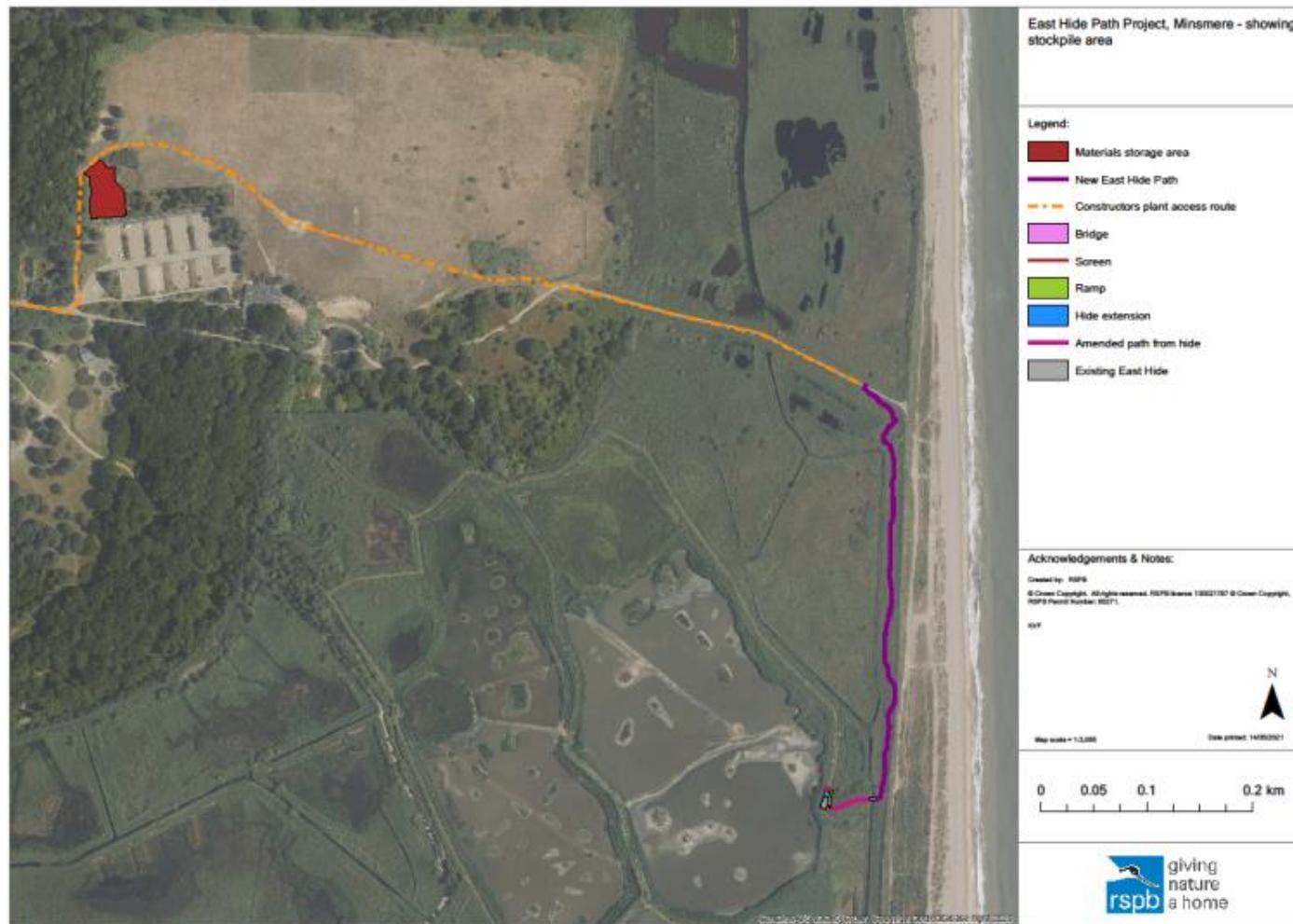
Timetable

The windows for working are limited by the bird nesting season. Therefore, we would assume that work would not commence until Autumn 2022. However, we would also consider alternative timetable proposals where elements of the work were delivered separately. We would foresee the main packages being: the Ramp; the Bridge; the connecting footpath.

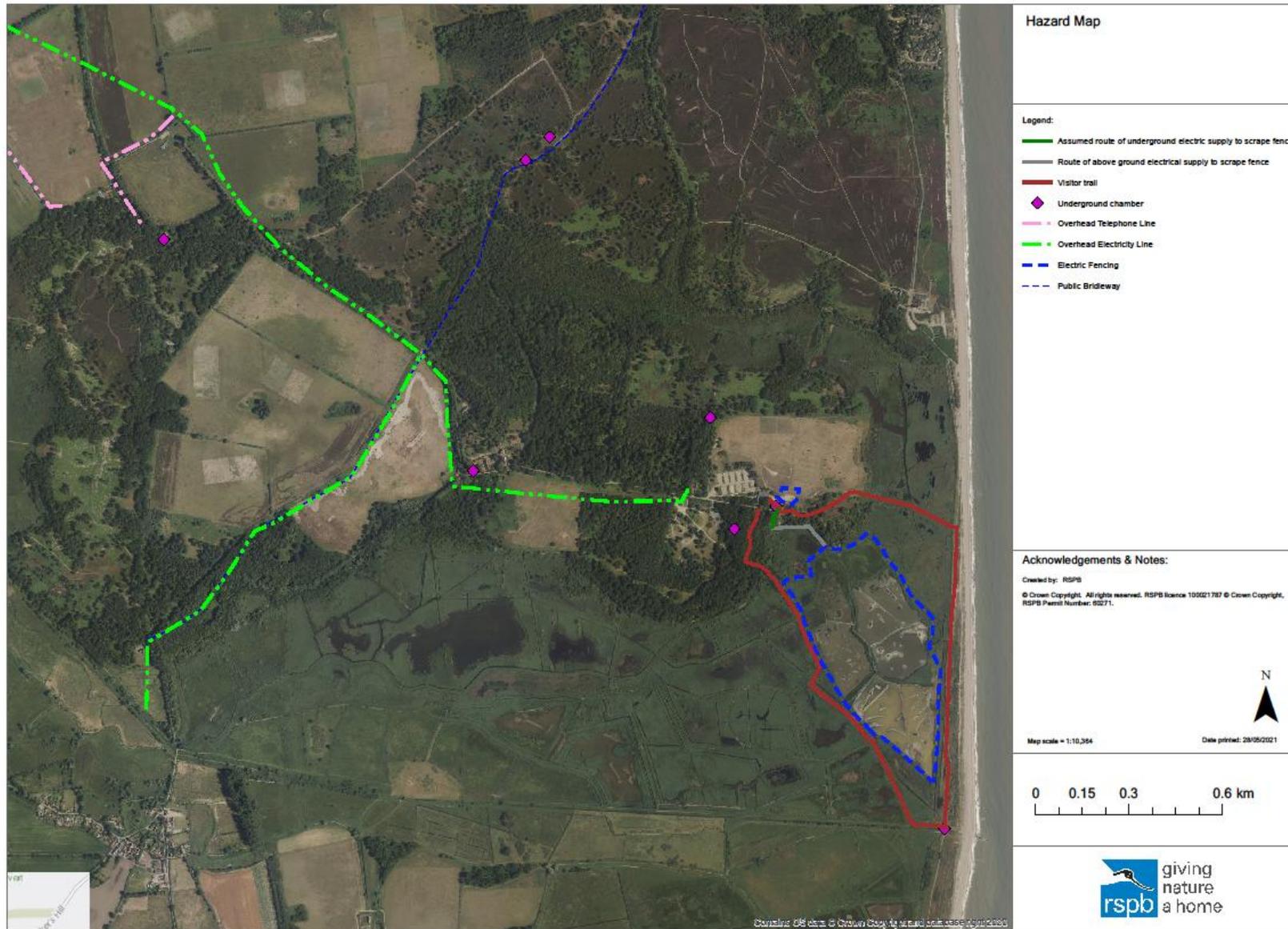
Map 1 – overview of works

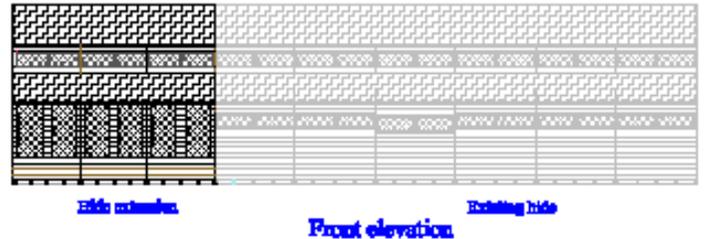
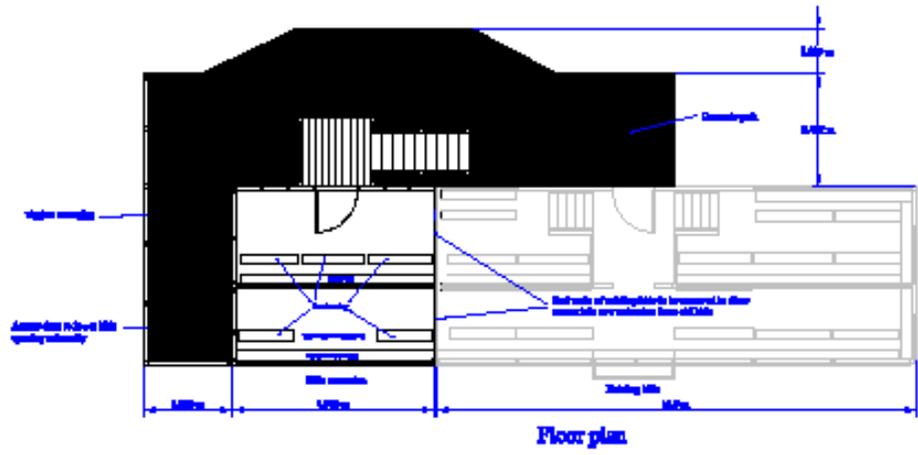
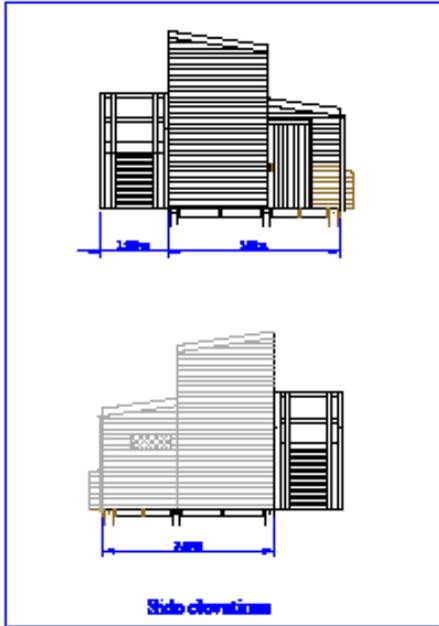


Map 2 – location of stockpile / work compound area.



Map 3 – Hazard Map





NOTES

To ensure compliance with accessibility standards, please ensure that ramps are made to comply with current building regulations regarding floor levels and handrails.

Access ramp to be made to suit lift.

All ground to be finished to level.

Handrails to be made to suit lift.

Colour of lift to be chosen to match existing building to ensure it is not visible.

Due to the age of the existing lift, all measurements shown will be accurate.

DATE	2024
PROJECT	EH&C extension
DESIGNER	Gilleard Bros Ltd
SCALE	1:100
DATE	2024

GILLEARD
BROS LTD

Public and Commercial Building
1000 Hill Street, Perth, Western Australia

APPENDIX 2

**RSPB, Minsmere
Designer's Risk Assessment**

CONSTRUCTION			PHASE	
Item / Activity	Identified Specific Significant Design Hazard	Suggested Risk Control Measures by Designer	Residual Risks	Cleaning & Maintaining Information
General Working	Protection to Public	All work areas to be suitably cordoned / barriered off and demarked with hazard identification signage. No members of the public to be allowed within the work area. All vehicular movements within areas accessed by the public are to be controlled and appropriate measures (e.g. banksmen) to be employed whilst manoeuvring.	Providing proper precautions are put in place to segregate public from the works, the residual risks are considered to be low.	Not applicable
General Working	Protection to Wildlife and Habitats	Contractor to adhere to Client's requirements for protecting wildlife and habitats. Adhere to the RSPB's biosecurity code of practice at all times. Work areas, storage and traffic routes to be agreed. Client to advise of areas that require additional measures / protection during the works.	Client to monitor residual risk and advise Contractor as necessary.	Not applicable
Plant and Equipment	Vehicular Movements	Vehicular movements around Minsmere are to be planned and suitable routes to be agreed. Where possible, vehicles are to keep to designated tracks. Care to be taken when moving across landscaped areas. Potential for vehicles to become stuck or 'bogged down'. Care to be taken not to disturb any wildlife and / or cause damage to habitats. Banksman to be used during manoeuvring of vehicles. The integrity of the North Wall must not be compromised, since it is a Flood defence Structure.	Providing adequate precautions are taken, there should be a low residual risk.	Not Applicable

CONSTRUCTION			PHASE	
Item / Activity	Identified Specific Significant Design Hazard	Suggested Risk Control Measures by Designer	Residual Risks	Cleaning & Maintaining Information
Working Near Water	Drowning or being swept away	The areas of work are adjacent to existing watercourses and marshland. Contractor to provide suitable PPE for operatives working near water. Dangers of working near water and correct procedures to be adopted to be discussed during inductions.	Providing adequate precautions are taken there should be a low residual risk.	Not Applicable
Working Near Water	Weils Disease	Appropriate PPE and washing facilities to be provided to prevent the risk of infection.	Providing adequate consideration is given, there should be a low residual risk.	Not Applicable
Remote Site Location	Emergency Procedures	Due to remote nature of site, Contractor is to make provision for Emergency Procedures should they arise. Adequate First Aid equipment should be available on site to cope with potentially long response times by emergency services. Contractor to put in place procedures for dealing with emergencies.	Potential long response time for emergency services.	Not applicable

CONSTRUCTION			PHASE	
Item / Activity	Identified Specific Significant Design Hazard	Suggested Risk Control Measures by Designer	Residual Risks	Cleaning & Maintaining Information
Excavation	Excavating near or on top of existing buried services	To the best of our knowledge there are no unidentified buried services within the areas of works. Contractor to undertake searches with Statutory Undertakers and follow good practice protocol (scanning etc.) prior to excavation.	The likelihood of finding an unknown buried service is considerably low.	All known buried services and previously unknown services which are discovered during the works must be recorded on the 'As Built' drawings.
Excavation	Working in and around excavations	The ground conditions on the site vary from firm clays to sandy peat. Where practicable, operatives are not to enter excavations. Where this is not practical the sides are to be 'battered' back to a suitable slope or the excavation is to be supported using temporary works.	Provided an adequate system of temporary Works is employed, the residual risk of collapse should be minimal.	Not applicable
Excavation	Contaminated ground	No testing of soils for contamination has been undertaken. No known contamination issues on site (nature reserve since 1940's). If contamination is expected, the Contractor is to stop work and the area is to be tested prior to work re-commencing.	Risk of injury to Personnel through exposure to contaminated ground.	The findings from any soil testing should be added to the Health and Safety File

CONSTRUCTION		PHASE		
Item / Activity	Identified Specific Significant Design Hazard	Suggested Risk Control Measures by Designer	Residual Risks	Cleaning & Maintaining Information
Excavation	Unexploded Ordnance	Minsmere was used as a military training ground during World War II, although most of the training was carried out on the higher ground (now heathland), there is a risk of unexploded ordnance within the site. Refer to CIRIA Guide C681 "Unexploded Ordnance (UXO) – A Guide for the Construction Industry". No known incidence of UXO's on this site, but Contractor is to be made aware and to be cautious over any suspicious objects. Specialist advice to be provided by Client on procedures for identifying and dealing with unexploded ordnance.	The likelihood of discovering an UXO is relatively low.	Locations of any UXO's uncovered during the works to be recorded and provided to the Client.
Excavation	Buried structures/tanks	The Client has provided the team with all the available information on the relevant area of land and there does not appear to be any evidence of buried structures or tanks that may affect this development.	None	All previously unknown buried structures or tanks, which are discovered during the works, must be recorded on the 'As Built' drawings.
Concreting	Handling Cementitious material	The correct PPE and handling of in situ concrete should be adopted.	None	Not applicable