

TENDER DOCUMENT

in respect of

EBOR WAY – WOOD LANE FOOTPATH LINK

prepared for and on behalf of

THORP ARCH PARISH COUNCIL

project number: T0401

DOCUMENT STATUS

Revision	Date	Status or comment	Prepared by	Checked by
01	04/01/2024	Draft	T Ware	P Nelson
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1 INSTRUCTIONS TO CONTRACTORS

Keystone Building Consultancy Limited have been appointed to competitively tender and Administer the Contract the Ebor Way footpath link to Wood Lane, Thorp Arch.

Please find below instructions and requirements that are to be contained within your Tender Submission.

1.1 Introduction

Client: Thorp Arch Parish Council
Site: Wood Lane
Thorp Arch

Thorp Arch Parish Council are looking to procure a main contractor to carry out the proposed construction works contained within this document at the above site.

Briefly the works consists of the creation of a crushed stone footpath.

1.2 Contact

In order to ensure consistent, considered and consolidated responses to any queries that arise during the tender process, all quires are to be raised through:

Toby Ware
Keystone Building Consultancy
Tel: 07951 761122
Email: toby.ware@keystonebuildingconsultancy.co.uk

All queries, questions and the responses will be distributed to all Tenderers at appropriate intervals in the tender period accordingly. No other form of communication will be tolerated.

1.3 Submitting Tender

Please submit electronic copies of the full tender return to:

toby.ware@keystonebuildingconsultancy.co.uk

Tenders to include 'Tender Documents not to be opened before 12 noon on 23 August 2024.

Tenders received after the time and date specified will not be considered.

1.4 Information Required

Please find below instructions and requirements that are to be contained within your Tender submission:

- Form of Tender, fully completed, dated and signed by an authorised person within the contractor's organisation.
- Non Collusive Tendering Declaration, fully completed, dated and signed by an authorised person within the contractor's organisation.
- Fully completed priced breakdown of Schedule of Works.

- All the information requested in Section 2 Award Criteria.
- Confirm the proposed team which will undertake the works and a commitment that the proposed project team will not be altered during the construction phase.
- Provide a programme indicating start and completion dates in line with the project timescales.
- Provide written confirmation that all insurances (£10 million employers liability, £5 million public) / insurance policies required / requested within the Preliminaries document of this tender remain in place and are current.

1.5 Instructions to Tenderers

TENDERS MUST BE SUBMITTED IN ACCORDANCE WITH THE FOLLOWING INSTRUCTIONS. TENDERS NOT COMPLYING WITH THESE INSTRUCTIONS IN ANY PARTICULAR MAY BE REJECTED BY THE EMPLOYER WHOSE DECISION IN THE MATTER SHALL BE FINAL.

1. These instructions form part of the Contract Documents.
2. No UNAUTHORISED alteration or addition or qualification should be made to the Form of Tender, to the Schedules of Quantity or to any other component of the quotation document.
3. Any rates that the Contractor wishes to include elsewhere should be clearly marked NIL in the Tender.
4. Should any error be discovered in the Tenderer's rates or extensions before a contract is entered into, it will be dealt with in accordance with Alternative 2 of the RJCT Practice note 6 (series 2) 'Main Contract Tendering'.

(Alternative 2 - The Tenderer shall be given the opportunity of confirming his offer or of amending it to correct genuine errors).
5. Should a Contractor tendering for this work wish to make a detailed inspection of the site, he should only do so with the permission of the Contract Administrator. It must be completely understood that persons entering and traversing the site for the purpose of tendering do so entirely at their own risk.
6. Tenderers shall treat the details of this Contract Document as private and confidential. Tenderers should not disclose the facts that they have been invited to tender or release details of the Tender Document other than on an IN CONFIDENCE basis to those who have legitimate need to know or whom they need to consult for the purpose of preparing the Tender.
7. Unit rates and prices must be quoted in pounds and decimal fractions of a pound. Such fractions need not be restricted to a specific number of decimal places but the product of multiplying the rate by the quantity should be expressed in pounds and whole new pence, ie. in two decimal places.
8. The Tender amount shall be exclusive of Value Added Tax.

1.6 Tender Acceptance

Contractors should be aware that Thorp Arch Parish Council do not bind itself to accept the lowest or any form of a Tender; all tenderers shall bear the cost of preparation of their tender submissions and Thorp Arch Parish Council shall not be liable for any costs of bidding.

Every effort will be made to reach a decision on award of the contract within 12 weeks of the closing date for submission of Tenders. Tenders should therefore remain open for acceptance for a minimum of 12 weeks.

Subject to final tender submissions and available funding, some work may be postponed / excluded.

1.7 Programme

Tender Issue	24 July 2024
Contractor Site Visits	At contractors convenience
Last date for tender queries	14 August 2024
Tender Return	12 noon 23 August 2024
Tender Report / Recommendation	6 September 2024
Notify / Award preferred contractor	w/c 16 September 2024
Contractor site set-up (from)	20 September 2024
Start on Site (from)	20 September 2024
Practical Completion on Site (no later than)	TBC

2 AWARD CRITERIA

The decision to award the contract will be made on the basis of 50% Quality assessment and 50% Economic assessment, which will be evaluated using the following criteria:

CRITERIA	WEIGHTING
1. QUALITY	50%
<p style="text-align: center;">REFERENCES</p> <p>Please provide case studies of your last few contracts of this nature, for reference purposes. (At least 3). This is in order to illustrate the Tenderer's experience in contracts of a similar scale and nature to the project set out in this tender.</p> <p>The details for each case study should include the following information as a minimum:</p> <ul style="list-style-type: none"> ▪ the dates on/during which the works were carried out; ▪ the approximate value of the project; ▪ a brief description of the project; 	<p>30 marks</p> <p>(Allocated on the overall quality of the various reference cases provided)</p>
<p style="text-align: center;">HEALTH & SAFETY</p> <p><i>Qualification and Experience</i></p> <p>1. Provide details of any third party health and safety accreditation scheme the company belongs to e.g.. CHAS, SafeContractor</p> <p><i>Accident Reporting and Enforcement action, Follow up investigation</i></p> <p>1. Provide details of your last two accidents and the action taken to prevent recurrence.</p>	<p>8 marks</p> <p>(4 marks per bullet point)</p>
<p style="text-align: center;">SITE ACCESS</p> <p><i>Segregation</i></p> <p>1. Please confirm how you will segregate the work from the public</p> <p>2. Please confirm how you will arrange for deliveries and removal of goods</p> <p><i>Site Plan</i></p> <p>1. Please provide details of your proposed site compound plan</p>	<p>12 marks</p> <p>(4 marks per bullet point)</p>
2. PRICE	50%
<p style="text-align: center;">METHODOLOGY</p> <p>The pricing evaluation will take into consideration the fee percentages included in the Contractor's Offer submitted by the Tenderer and the Price List together with the associated narrative.</p>	

CRITERIA	WEIGHTING
Subject to 2.11, the lowest price will be awarded full marks for this criteria and the other prices will be compared with the lowest and awarded the relevant proportion / percentage of the possible score. Section 3.12.2 details how the scores will be allocated.	

The Quality Assessment represents 50% of the evaluation. Questions will be evaluated on the following basis:

Score	Scoring Principles
0	<p>Very Poor:</p> <p>The response is significantly below what would be expected because of one or all of the following:</p> <p>The response indicates a significant lack of understanding relating to the requirements</p> <p>The response fails to meet the requirement</p>
1	<p>Poor:</p> <p>The response meets elements of the requirement but gives concern in a number of significant areas. There are reservations because of one or all of the following:</p> <p>There is at least one significant issue needing considerable attention.</p> <p>Proposals do not demonstrate competence or understanding</p> <p>The response is light and unconvincing.</p>
2	<p>Satisfactory:</p> <p>The response meets most of the requirement but there is at least one significant issue of concern, or several smaller issues. These would require some further clarification or attention later in the procurement process, and may arise through lack of demonstrated capability and/or appropriate evidence. The response therefore shows:</p> <p>Basic understanding of the requirements</p> <p>Sufficient competence demonstrated through relevant evidence</p> <p>Some areas of concern that require attention.</p>
3	<p>Good</p> <p>The response broadly meets what is expected for the criteria. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows:</p> <p>Good understanding of the requirements</p> <p>Sufficient competence demonstrated through relevant evidence</p>

Some insight demonstrated into the relevant issues.

4 Excellent

The response exceeds what is expected for the criteria. Leaves no doubt as to the capability and commitment to deliver what is required. The response therefore shows:

Very good understanding of the requirements

Excellent proposals demonstrated through relevant evidence

Considerable insight into the relevant issues.

The response is also likely to propose additional value in several respects above that expected

Pricing

- The scores available for pricing (criteria 2) will be distributed as follows:
- The lowest total price will be awarded full marks for this criteria and;
- The other prices will be compared with the lowest and awarded the relevant proportion/ percentage of the possible score. For example if Thorp Arch Parish Council were to receive the Total of the prices (as set out in the Activity schedule) of £10,000 from Bidder A, £11,000 from Bidder B and £12,000 from Bidder C the scores would be allocated as follows:
 - Bidder A: 100 marks
 - Bidder B: £11,000
 - $10k/11k = 0.9090$
 - $\times 100 =$ a score of 90.91
 - Bidder C: £12,000
 - $10k/12k = 0.8333$
 - $\times 100 =$ a score of 83.33

To be clear the figures used above are for illustrative purposes only and do not represent any indication Thorp Arch Parish Council of the value of the services required.

3 JCLI PRELIMINARIES & MATERIALS AND WORKMANSHIP

Ebor Way - Wood Lane Footpath Link - Preliminaries

January 2024

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A

JCLI 2017 Landscape Works Contract

A10

PROJECT PARTICULARS

A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Ebor Way - Wood Lane Footpath Link.
- Nature: Footpath.
- Location: Thorp Arch.
- Timescale for completion of the 'construction work': TBC.

120 EMPLOYER (CLIENT)

- Name: Thorp Arch Parish Council
- Address:
- Contact:
- Telephone:
- E-mail:

130 PRINCIPAL CONTRACTOR (CDM)

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

140A CONTRACT ADMINISTRATOR

- Name: Keystone Building Consultancy.
- Address: Willow Cottage, Crabtree Green, Wetherby, LS22 5AB
- Contact: Toby Ware.
- Telephone: 07951 761122.
- Email: toby.ware@keystonebuildingconsultancy.co.uk.

140B LANDSCAPE ARCHITECT

- Name: n/a
- Address: n/a
- Contact: n/a
- Telephone: n/a
- Email:

150 PRINCIPAL DESIGNER

- Name: Keystone Building Consultancy
- Address: Willow Cottage, Crabtree Green, Wetherby, LS22 5AB
- Contact: Toby Ware
- Telephone: 07951 761122
- E-mail: toby.ware@keystonebuildingconsultancy.co.uk.

A11

TENDER AND CONTRACT DOCUMENTS

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are:
 - 01 Cross Sections
 - 02 Layout Plan
 - 03 Dropper

120 CONTRACT DRAWINGS

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

130 QUANTITIES DRAWINGS

- The drawings from which the quantities included in the specification/ schedules have been prepared are:
 - as above.

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.

A12

THE SITE/ EXISTING BUILDINGS

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: The site is a grass verge

140 EXISTING UTILITIES AND SERVICES

- Drawings: (Information shown is indicative only): It is the responsibility of the Contractor to acquire service information for the site and ascertain exact locations prior to excavations.
- Other information: none.

160 SOILS AND GROUND WATER

- Information: Included in the tender documents.

170 SITE INVESTIGATION

- Report: Included in the tender documents.

200 ACCESS TO THE SITE

- Description: Wood Lane
- Limitations: n/a.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: Site compound to be agreed in a field with the permission of the farmer.

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: n/a.

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
 - Residential premises, ongoing use of pedestrians Ebor Way and public highway.

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:
 - Refer to risk assessment.
- 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: at any time.

A13

DESCRIPTION OF THE WORK

A13 DESCRIPTION OF THE WORK

120 THE WORK

- Description: The work includes the creation of a crushed stone footpath.

A20

JCLI LANDSCAPE WORKS CONTRACT

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: Ebor Way Footpath, Woodlane, Thorp Arch
- Location of the Works: 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: The Contract Specification.

Third - PRICED DOCUMENTS

- The references to Work Schedules will be deleted.

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: 10 days before tender return date.

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

- Employer at the Base Date is not a 'contractor' for the purposes of the CIS.

Fifth Recital - CDM REGULATIONS

- The CDM Regulations apply, only one contractor (as defined in those regulations) is required, clause 3.9 applies and Articles 4 and 5 are not applicable (unless circumstances change).

Sixth Recital - FRAMEWORK AGREEMENT

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

Seventh Recital and Schedule 3 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Supplemental Provision 1 does not apply.
 - Health and safety: Supplemental Provision 2 does not apply.
 - Cost savings and value improvements: Supplemental Provision 3 does not apply.
 - Sustainable development and environmental considerations: Supplemental Provision 4 does not apply.
 - Performance indicators and monitoring: Supplemental Provision 5 does not apply.
 - Notification and negotiation of disputes: Supplemental Provision 6 does not apply.
 - Where Supplemental Provision 6 applies, the respective nominees of the parties are:
 - Employer's nominee: Not applicable.
 - Contractor's nominee: Not applicable.
- 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 2.2 - COMMENCEMENT AND COMPLETION

- Works commencement date: TBC
- Date for Completion: TBC.

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 Contractor: Clause 2.10A applies (2.10B deleted).
- Rectification period: 12 months from the date of Partial Completion and Practical Completion.

Clause 2.13 - THEFT OR MALICIOUS DAMAGE

- Theft or malicious damage, prior to practical completion: Provisional sum: £500.

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 4.3, 4.4 and 4.8 - FLUCTUATIONS PROVISION

- The following fluctuations provision applies: Schedule 2 (contribution, levy and tax changes).
- Where Schedule 2 applies, the percentage addition (paragraph 13) is n/a.

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

- Period: 3 months.

Clause 5.3 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE - INJURY TO PERSONS OR PROPERTY

- The required level of cover for any one occurrence or series of occurrences arising out of one event:
 - Not less than: £5,000,000.

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

- Clause 5.4A (Works insurance by Contractor in Joint Names) applies..
- Where clause 5.4A or 5.4B applies, percentage to cover professional fees: 15 per cent.
- where clause 5.4D applies, details of the required policy or policies: n/a.

Clause 7.2 - ADJUDICATION

- The Adjudicator is: not named.
- Nominating body: Association of Independent Construction Adjudicators.

Schedule 1 paragraph 2.1 - ARBITRATION

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

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed under hand.

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TENDERING/ SUBLETTING/ SUPPLY

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 6 months.
 - 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 SMM7.
- 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: Programme that positively takes account of:
 - " Programming of the work to avoid disruption and nuisance to the users and local residents of the park.
 - " Programming the work to minimise the number and duration of site access requirements given the local access restrictions. Submit With tender .

500 TENDER STAGE METHOD STATEMENTS

- Method statements: Prepare, describing how and when the following is to be carried out:
 - " Safe access to the site will be achieved
 - " Disruption to park users and local residents will be minimised.
 - " Full access for park visitors will be maintained for the duration of the works.
(no more than 3 pages A4) .
- Statements: Submit with the tender .

530 SUBSTITUTE PLANTS/ TREES

- Details: If plants/ trees differing from those specified are proposed, submit details with the tender giving reasons for each proposed substitution including origin and provenance. Substitutions, which have not been notified at tender stage, may not be considered.

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.

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 quantities of waste that will be generated.
 - Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
 - The use of appropriate and licensed waste management contractors.
 - Record keeping procedures.
 - Waste auditing protocols.
- Additional requirements: none.
- Submit with tender.

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 to anyone other than the project participants without express written permission.
- Confidentiality: Maintain at all times.

SUBLETTING/ SUPPLY

PROVISION, CONTENT AND USE OF DOCUMENTS

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 person or legal entity under whose name or trademark the particular product, component or system is marketed
 - Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described.
- 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.

210 CROSS REFERENCES

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
- Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
- Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

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 AND INFORMATION

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

260 SIZES

- General dimensions: Products are specified by their co-ordinating sizes.
- Timber: Cross section dimensions shown on drawings are:
 - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
 - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

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: office hours only.

A32

MANAGEMENT OF THE WORKS

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

205 TENDER PROGRAMME

- Content: Include details of dates for commencement, completion, end of defects periods and periods for:
 - hardworks, play equipment installation and planting operations..

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.

250 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.
- Key Performance Indicators:
 - Details: agreed programme dates at precontract meeting.
 - Performance: Record progress against each KPI.
 - Corrective action: If performance falls below target, submit proposals as soon as possible.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every two weeks.
- Location: at village hall or on site by agreement.
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): Contract Administrator.

280 PHOTOGRAPHS

- Number of locations: 5.
- Frequency of intervals: Fortnightly .
- Image format: jpg.
- Number of images from each location: 3.
- Other requirements: none

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.

450 DAYWORK VOUCHERS

- Before commencing work: Give reasonable notice to person countersigning daywork vouchers.
- Content: Before delivery each voucher must be:
 - Referenced to the instruction under which the work is authorised.
 - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.
- Submit: By the end of the week in which the work has been executed.

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

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 including all play equipment manufacturers trade information and setting out drawing to be supplied.

360 RECORD DRAWINGS

- Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the Contract and hand over on completion.

SERVICES GENERALLY

410 SERVICES REGULATIONS

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

435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

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.

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 dated 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

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: Public use of the site.
 - Precautions assumed: Well defined access, specific phasing of works to set up.
 - Specification reference: n/a.
 - Drawing reference: 01.

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: n/a.
 - Material: n/a.
 - Specification reference: n/a.

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than ready for precontract meeting or at least one week before start on site whichever is the earliest.
- 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: Have regard for other users of the site.

170 OCCUPIED PREMISES

- Extent: The premises will be occupied and/ or used during the Contract as follows: The bowls club, allotment holders and the tennis club adjacent to the park will continue to operate during the works so the contractors method statements must take account of reasonable requirements for access from these groups..
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance.

200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT

- Restrictions on use:
 - not restricted.

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.
- 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: none.
- 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.

450 LASER EQUIPMENT

- Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
- Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.
- Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.

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: none.
- 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.

555 WILDLIFE SPECIES AND HABITATS

- General: Safeguard the following: ensure hedge rows are kept free of build up of materials and construction materials.
- Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.
- Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.

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: none.

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 oversteering 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**

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:
 - Initial work to involve the removal of the former pavilion building foundations, taking the level down and installing the temporary gravel car park surface. This will create an access route through the car park area to the contractors compound. The enlargement of the car park will allow site users to park their cars while still allowing sufficient space for the contractor to access the compound during the works.

160 USE OR DISPOSAL OF MATERIALS

- Specific limitations: the works to be kept clear of significant build up or storage of arisings or materials that might lead to antisocial behaviour over weekends or bank holidays.

170 WORKING HOURS

- Specific limitations: Monday to Friday 8.00am - 5.00pm.
- Work outside of these hours to be prior approved with CA

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

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

210 ROOM FOR MEETINGS

- Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
- Furniture and Equipment: Provide table and chairs for 4 people.

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.

260 SANITARY ACCOMMODATION

- Requirement: Provide sanitary accommodation for the Employer/ Purchaser, and other members of the consultant team, either separate or shared with the Contractor's supervisory staff. Maintain in clean condition and provide all consumables.

280 ACCOMMODATION USE/ LOCATION

- Restrictions:
 - Location as per drawing 01.
 - Timing: Within first week until practical completion.

TEMPORARY WORKS

310 ROADS

- Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:
 - Details: Contractors vehicles can be parked on the field agreed with the farmer.
 - Restrictions on use: Ensure safe movements.
 - Protective or remedial measures: The field may be subject to making good as specification section Q22.

320 TEMPORARY WORKS

- Employer's specific requirements: Provide: protection around compound.

330 TEMPORARY PROTECTION TO EXISTING TREES/ VEGETATION

- Temporary protection: Provide before starting work in locations shown on drawing in regard to tree and hedge locations.
- Protective barriers and any other relevant physical protection measures: To BS 5837.
- Design details of the proposed physical means of protection: method of protection to be confirmed at precontract meeting.
- Areas of structural landscaping to be protected from construction operations: hedgerow
- 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

- General: Obtain approval, including statutory consents, and provide a temporary name board displaying:
 - Title of project: Ebor Way - Wood Lane Footpath Link
 - Name of Employer: Thorp Arch Parish Council
 - Names of Consultants: to be agreed.
 - Names of Contractor and Subcontractors: to be agreed.
 - Special requirements: to be agreed.

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.

440 TELEPHONES

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

540 METER READINGS

- Charges for service supplies: Where to be apportioned ensure that:
 - Meter readings are taken by relevant authority at possession and/ or completion as appropriate.
 - Copies of readings are supplied to interested parties.

550 THERMOMETERS

- General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

560 SURVEYING EQUIPMENT

- General: Provide on site and maintain in accurate condition: any required to ensure levels and locations.

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: 1.
 - High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: 1.
 - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 0.
 - 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**

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

110 THE BUILDING MANUAL

- Responsibility: The Contractor
- Content: Obtain and provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.
- Specific requirements: none.
- Format: pdf.
- Number of copies: paper 1.
- Delivery to: Contract Administrator. by (date) practical completion.

120 THE HEALTH AND SAFETY INFORMATION

- Content: Obtain and provide the following information location and status of any underground services.
- Submit:
 - To: Contract Administrator.
 - Number of copies: 1.
 - No later than: Practical completion.

155 CONTENT OF THE BUILDING MANUAL

- General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.
- Building fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions.
- Building services: Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures.
- Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.

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.

Ebor Way - Wood Labe Footpath Link - Specification

January 2024

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D20 Excavating and filling

To be read with Preliminaries/General conditions

GENERALLY/THE SITE

CLEARANCE/EXCAVATING

164 TREE ROOTS

- Protected area: Do not cut roots within precautionary protection area.
 - Size of area: Circle around each tree of radius 12 times trunk diameter, measured 1.5 m above ground level.
- Excavation in protected area:
 - Method: By hand.
 - Backfill as soon as possible or temporarily line with polyethylene sheet to reduce evaporation.
- Outside protected area: Give notice of roots exceeding 25 mm and do not cut without approval.
- Cutting:
 - Make clean smooth cuts with no ragged edges.
 - Pare cut surfaces smooth with a sharp knife.
 - Treatment of cut roots: Not required.
- Backfill: As dug material, enriched with amelioration as section Q31.

168 SITE CLEARANCE

- Timing: Before topsoil stripping, if any.
- General: Clear site of rubbish, debris and vegetation. Do not compact topsoil.
- Treatment: Apply a suitable non-residual herbicide to areas to receive planting. .

170 REMOVING SMALL TREES, SHRUBS, HEDGES AND ROOTS

- Identification: Clearly mark trees to be removed.
- Small trees, shrubs and hedges: Cut down
- Roots: Grub up and dispose of without undue disturbance of soil and adjacent areas
- Safety: Comply with HSE/ Arboriculture and Forestry Advisory Group safety leaflets.

220A STRIPPING TOPSOIL

- General: Before beginning general excavation or filling, strip topsoil from areas where there will be regrading, buildings, pavings/ roads and other areas shown on drawings.
- Depth:
 - Remove to an average depth of 150 mm.
 - Give notice where the depth of topsoil is difficult to determine.
- Handling: Handle topsoil for reuse or sale in accordance with clause 225.
- Around trees: Do not remove topsoil from below the crown spread of trees to be retained.
- Site storage: Keep separate from excavated sub-soil.

221 TREATING TOPSOIL

- Treatment: Apply a suitable translocated nonresidual herbicide.
- Timing: Not less than two weeks before excavating topsoil.

225 HANDLING TOPSOIL

- Standard: To BS 3882.
- Aggressive weeds:
 - Species: Included in the Weeds Act, section 2 or the Wildlife and Countryside Act, Schedule 9, part II.
 - Give notice: Obtain instructions before moving topsoil.
- Contamination: Do not mix topsoil with:
 - Subsoil, stone, hardcore, rubbish or material from demolition work.
 - Other soil or material containing aggressive weeds, sharps, plastics and non soil forming materials and notifiable animal or plant diseases.
 - Oil, fuel, cement or other substances harmful to plant growth.
 - Other classifications of topsoil.
- Multiple handling: Keep to a minimum. Use topsoil immediately after stripping.

250 PERMISSIBLE DEVIATIONS FROM FORMATION LEVELS

- Beneath mass concrete foundations: ± 25 mm.
- Beneath ground bearing slabs and r.c. foundations: ± 15 mm.
- Embankments and cuttings: ± 50 mm.
- Ground abutting external walls: ± 50 mm, but such as to ensure that finished level is not less than 150 mm below dpc.

260 INSPECTING FORMATIONS

- Give notice: Make advance arrangements for inspection of formations for foundations and filling foundations and pavings.
 - Notice (minimum): 3 days.
- Preparation: Just before inspection remove the last 150 mm of excavation.
- Trim to required profiles and levels.
 - Loose material: Remove.
- Seal: Within 4 hours of inspection, seal formations with concrete.

270 FOUNDATIONS GENERALLY

- Give notice if:
 - A natural bearing formation of undisturbed subsoil is not obtained at the depth shown on the drawings.
 - The formation contains soft or hard spots or highly variable material.

280 TRENCH FILL FOUNDATIONS

- Excavation: Form trench down to formation in one operation.
- Safety: Prepare formation from ground level.
- Inspection of formations: Give notice before commencing excavation.
 - Period of notice: three working days.
- Shoring: Where inspection of formation is required, provide localised shoring to suit ground conditions.
- Concrete fill: Place concrete immediately after inspection and no more than four hours after exposing the formation.

290 FOUNDATIONS IN MADE UP GROUND

- Depth: Excavate down to a natural formation of undisturbed subsoil.
- Discrepancy: Give notice if this is greater or less than depth given.

310 UNSTABLE GROUND

- Generally: Ensure that the excavation remains stable at all times.
- Give notice: Without delay if any newly excavated faces are too unstable to allow earthwork support to be inserted.
- Take action: If instability is likely to affect adjacent structures or roadways, take appropriate emergency action.

330 UNRECORDED FEATURES

- Give notice: If unrecorded foundations, beds, voids, basements, filling, tanks, pipes, cables, drains, manholes, watercourses, ditches, etc. not shown on the drawings are encountered.

360 EXCESS EXCAVATION

- Excavation taken wider than required:
 - Backfill: As clause 700.
- Excavation taken deeper than required:
 - Backfill: With well graded granular material or lean mix concrete.

370 UNDERGROUND STRUCTURES IN LANDSCAPE AREAS

- Generally: Remove walls, roads, foundations, disused services, drains, manholes and the like to minimum depth.
- Minimum depth below finished levels:
 - Grass, ground cover and perennial planting: 500 mm.
 - Shrub planting: 750 mm.
 - Within 2 m of tree planting: 1000 mm.
- Walls and slabs remaining: In every 10 m² of wall or slab, make a drainage hole at least 600 mm diameter.

DISPOSAL OF MATERIALS

410 EXCAVATED TOPSOIL STORAGE

- Storage: Stockpile in temporary storage heaps in locations to suit earth remodeling shown in dwgs .

420 TOPSOIL STORAGE HEAPS

- Location: to be confirmed.
- Standard: To BS 3882.
- Height (maximum): not more than 1 metre high.
- Protection:
 - Do not place any other material on top of storage heaps.
 - Do not allow construction plant to pass over storage heaps.
 - Prevent compaction and contamination.

450 WATER

- Generally: Keep all excavations free from water until:
 - Formations are covered.
 - Below ground constructions are completed.
 - Basement structures and retaining walls are able to resist leakage, water pressure and flotation.
- Drainage: Form surfaces of excavations and fill to provide adequate falls.
- Removal of water: Provide temporary drains, sumps and pumping as necessary. Do not pollute watercourses with silt laden water.

454 GROUND WATER LEVEL, SPRING OR RUNNING WATER

- Give notice: If it is considered that the excavations are below the water table.
- Springs/ Running water: Give notice immediately if encountered.

FILLING

500 PROPOSED FILL MATERIALS

- Details: Submit full details of proposed fill materials to demonstrate compliance with specification, including:
 - Type and source of imported fill.
 - Proposals for processing and reuse of material excavated on site.
 - Test reports as required elsewhere.
- Timing: At least 21 days before starting filling.

510 HAZARDOUS, AGGRESSIVE OR UNSTABLE MATERIALS

- General: Do not use fill materials which would, either in themselves or in combination with other materials or ground water, give rise to a health hazard, damage to building structures or instability in the filling, including material that is:
 - Frozen or containing ice.
 - Organic.
 - Contaminated or noxious.
 - Susceptible to spontaneous combustion.
 - Likely to erode or decay and cause voids.
 - With excessive moisture content, slurry, mud or from marshes or bogs.
 - Clay of liquid limit exceeding 80 and/or plasticity index exceeding 55.
 - Unacceptable, class U2 as defined in the Highways Agency 'Specification for highway works', clause 601.

530 PLACING FILL

- Surfaces of excavations and areas to be filled: Free from loose soil, topsoil, organic material, rubbish and standing water.
- Freezing conditions: Do not place fill on frozen surfaces. Remove material affected by frost. Replace and recompact if not damaged after thawing.
- Adjacent structures, membranes and buried services:
 - Do not overload, destabilise or damage.
 - Submit proposals for temporary support necessary to ensure stability during filling.
 - Allow 14 days (minimum) before backfilling against in situ concrete structures.
- Layers: Place so that only one type of material occurs in each layer.
- Earthmoving equipment: Vary route to avoid rutting.

535 COMPACTION GENERALLY

- General: Compact fill not specified to be left loose as soon as possible after placing.
- After compaction: Surface of each layer must be well closed, showing no movement under compaction plant, and without cracks, holes, ridges, loose material and the like.
- Defective areas: Remove and recompact to full thickness of layer using new material.

540 BENCHING IN FILL

- Adjacent areas: If, during filling the difference in level between adjacent areas of filling exceeds 600 mm, cut into edge of higher filling to form benches 600 mm minimum width and height equivalent to depth of a layer of compacted filling.
- New filling: Spread and compact to ensure maximum continuity with previous filling.

610 COMPACTED FILLING FOR LANDSCAPE AREAS

- Fill: Material capable of compaction by light earthmoving plant.
- Filling: Layers not more than 200 mm thick. Lightly compact each layer to produce a stable soil structure.

650 PROTECTION OF COMPACTED FILLING

- Temporary protective filling: Before allowing construction traffic, raise level of compacted cohesive soil filling at least 150 mm above formation level using properly compacted temporary filling.
- Removal: Remove temporary protective filling from site before permanent construction.

700 BACKFILLING AROUND FOUNDATIONS

- Under oversite concrete and pavings: Hardcore as clause 710.
- Under grassed or soil areas: Material excavated from the trench, laid and compacted in 300 mm maximum layers.

710 HARDCORE FILLING

- Fill: Granular material, free from excessive dust, well graded, all pieces less than 75 mm in any direction, minimum 10% fines value of 50 kN when tested in a soaked condition to BS 812-111, and in any one layer only one of the following:
 - Crushed rock (other than argillaceous rock) or quarry waste with not more binding material than is required to help hold the stone together.
 - Crushed concrete, crushed brick or tile, free from plaster, timber and metal.
 - Crushed non-expansive slag.
 - Gravel or hoggins with not more clay content than is required to bind the material together, and with no large lumps of clay.
 - Well-burned non-plastic colliery shale.
 - Natural gravel.
 - Natural sand.
- Filling: Spread and level in 150 mm maximum layers. Thoroughly compact each layer.

Q10 Kerbs/ edgings/ channels/ paving accessories

To be read with Preliminaries/General conditions.

TYPES OF KERBS/EDGINGS AND CHANNELS

117 TIMBER EDGING

- Softwood board:
 - Size: 38 x 150 mm.
 - Use shorter lengths of timber on tighter curved sections of footpath to create gentle flowing curves
 - Fixing: Galvanized nails into softwood pegs.
- Softwood pegs:
 - Size: 450 mm long.
 - Fixing: Drive into ground.
 - Centres: [To fully support weight of board and material. Pegs to be installed at ends of boards and along its length.
Preservative treatment: As section Z12 and British Wood Preserving and Damp-proofing Association Commodity Specification C4.
 - Desired service life: 20 years.

LAYING

620 ACCURACY

- Deviations (maximum):
 - Level: ± 6 mm.
 - Horizontal and vertical alignment: 3 mm in 3 m.

Q20 Granular sub-bases to roads/pavings

To be read with Preliminaries/ General conditions.

- 130 HERBICIDES
- Type: Residual.
 - Application: To subgrade of To subgrade of surfaced areas.
- 140 EXCAVATION OF SUBGRADES
- Final excavation to formation or subformation level: Carry out immediately before compaction of subgrade.
 - Soft spots and voids: Give notice.
 - Old drainage and service trenches: Give notice.
 - Wet conditions: Do not excavate or compact when the subgrade may be damaged or destabilized.
- 145 PREPARATION AND COMPACTION OF SUBGRADES
- Timing: Immediately before placing sub-base.
 - Soft or damaged areas: Excavate and replace with sub-base material, compacted in layers 300 mm (maximum) thick.
 - Compaction: Thoroughly, by roller or other suitable means, adequate to resist subsidence or deformation of the subgrade during construction and of the completed roads/ pavings when in use. Take particular care to compact fully at intrusions, perimeters and where local excavation and backfilling has taken place.
- 180 NOTICE
- Give notice: After preparation and compaction of subgrades and on completion of compaction.
 - Period of notice: 2 working days.
- 210A HIGHWAYS AGENCY TYPE 1 UNBOUND MIXTURE FOR SUB-BASE
- Material: Type 1 unbound mixture to Highways Agency 'Specification for highway works', clauses 801 and 803.
Hard carboniferous limestone to be obtained from:
Swinden Quarry
Linton
Nr Skipton
BD23 6BE
Phone: 0845 6033240
 - Recycled aggregate: Not permitted.
- 211A GRANULAR MATERIAL
- Hard carboniferous limestone to be obtained from:
Swinden Quarry
Linton
Nr Skipton
BD23 6BE
Phone: 0845 6033240
- Quality: Of a known suitability for use in sub-bases, free from excessive dust, well graded, all pieces less than 75 mm in any direction, minimum 10% fines value of 50 kN when tested in a soaked condition to BS 812-111 or a resistance to fragmentation of LA50 for the Los Angeles test to BS EN 1097-2.
 - Filling: Spread and levelled in 150 mm maximum layers, each layer thoroughly compacted.

230 PLACING GRANULAR MATERIAL GENERALLY

- Preparation: Loose soil, rubbish and standing water removed.
- Structures, membranes and buried services: Ensure stability and avoid damage.

250 LAYING GRANULAR SUB-BASES FOR FOOTPATH, PICNIC AREAS AND CAR PARK EXTENSION

- General: Spread and levelled.
- Compaction:
 - Timing: As soon as possible after laying.
 - Method: By roller or other suitable means, adequate to resist subsidence or deformation of the sub-base during construction and of the completed paving when in use. Take particular care to compact fully at intrusions, perimeters and where local excavation and backfilling has taken place.

310 ACCURACY

- Permissible deviation from required levels, falls and cambers (maximum):
 - Subgrades:
 - Roads and parking areas: +20 -30 mm.
 - Footways and recreation areas: ± 20 mm.
 - Sub-bases:
 - Roads and parking areas: +10 -30mm.
 - Footways and recreation areas: +10 -30mm.

330 COLD WEATHER WORKING

- Frozen materials: Do not use.
- Freezing conditions: Do not place fill on frozen surfaces. Remove material affected by frost. Replace and recompact if not damaged after thawing.

340 PROTECTION

- Sub-bases: As soon as practicable, cover with subsequent layers, specified elsewhere.
- Subgrades and sub-bases: Prevent degradation by construction traffic, construction operations and inclement weather.

Q23 Gravel/ hoggin/ woodchip roads/ pavings

To be read with Preliminaries/ General conditions.

TYPES OF SURFACING

- 110 HARD BINDING GRAVEL TO MAIN PATH ROUTES As per Detail A
- Subgrade improvement layer: Not required.
 - Granular sub-base: Granular material, as section Q20.
 - Compacted thickness: 75 mm or 125mm, see schedule items 3.1 & 3.2.
 - Blinding to sub-base: Not required.
 - Surface course: Angular gravel, free from clay, with sufficient grit to enable compaction.
 - Type: crushed carboniferous limestone.
 - Source: Contractor's choice.
 - Colour: as material.
 - Size: Graded 6mm - dust.
 - Compacted thickness: 20 mm.
 - Completion: Compact to produce a firm, regular surface, stable in use.

LAYING

- 330 HERBICIDE TO PAVING Q23/ 110
- Type: Suitable for the application, location and conditions of use.
 - Weeds and moss: Grub up.
 - Application: As section A34, before surfacing.
- 340 LAYING GENERALLY
- Channels, gullies, etc: Keep clear.
 - Finished surfaces:
 - Lines and levels: To prevent ponding.
 - Overall texture: Even.
 - State at completion: Clean.
- 350 COLD WEATHER WORKING
- Frozen materials: Do not use.
 - Freezing conditions: Do not lay pavings.
 - Cold bituminous surface dressings: Do not apply when ambient temperature is below 10°C.
- 360 DRAINAGE FALLS
- Sealed surfaces:
 - Falls and cross falls (minimum): 1:40.
 - Camber (minimum): 1:50.
 - Unsealed surfaces (minimum): 1:30.
- 380 LAYING GRANULAR SURFACES IN PEDESTRIAN AREAS
- Permissible deviation from required levels, falls and cambers (maximum): ± 12 mm.
 - General: Spread and level in 100 mm maximum layers. As soon as possible, compact each layer.
 - Dry weather: Lightly water layers during compaction.
- 390 PROTECTION FROM TRAFFIC AND PLANT
- Paved areas: Restrict access to prevent damage.

Q26 Special surfacings/ pavings for sport/ general amenity

To be read with Preliminaries/ General conditions.

IMPACT ABSORBING SURFACINGS FOR PLAY AREAS

300 EXTENT OF IMPACT ABSORBING SURFACING

- General: Lay to the impact areas shown in the relevant parts of BS EN 1176.

340A RUBBER MAT AND SURFACING FOR PLAY EQUIPMENT

- Surface course: Impact absorbing EPDM rubber mats.
 - Standard: To BS 7188.
 - Manufacturer: Grass Mats Ltd.
Address: Unit 7 & 8 Greenfield Industrial Estate, Back Ln, Congleton CW12 4TU
Phone: 0330 124 2750
Email: sales@grassmats.co.uk.
Product reference: Play area Grass Mat.
Or similar approved
23mm thick
 - Colour: Black.
 - Critical fall height when tested to BS EN 1177: 3.0m.
- Submit:
 - Resistance to abrasive wear, slip resistance, resistance to indentation and ease of ignition: Evidence of testing to BS 7188.
 - Critical fall height: Evidence of testing to BS EN 1177.
Lay on turf bed

Available from:
Technix Rubber & Plastics Ltd
Bottings Industrial Estate
Hillsons Road
Botley, Southampton
Hampshire
SO30 2DY
United Kingdom

tel: + 44 (0) 1489 789944

COMPLETION

920 PLAY SURFACE TESTING

- Standard: To BS EN 1177 and BS 7188, where applicable.
- Testing body: A United Kingdom Accreditation Service (UKAS) independent laboratory.
- Timing: Within ten days of completing the surfacing works.
- Test results: Submit.

930 DOCUMENTATION

- General: For all types of surfacing, provide the following:
 - Name and contact details of installer.
 - Date of installation.
 - Name and contact details of manufacturer.
 - Type/ description/ reference of products used.
 - Manufacturer's recommended inspection and maintenance procedures to maintain safety and impact absorbing performance.
 - Manufacturer's recommended cleaning and maintenance methods, where relevant.

Q28 Topsoil and growing media

To be read with Preliminaries/ General conditions.

250 SUBSOIL SURFACE PREPARATION

- General: Excavate and/ or place fill to required profiles and levels, as section D20.
- Loosening:
 - Light and noncohesive subsoils: When ground conditions are reasonably dry, loosen thoroughly to a depth of 300 mm.
 - Stiff clay and cohesive subsoils: When ground conditions are reasonably dry, loosen thoroughly to a depth of 450 mm.
 - Rock and chalk subgrades: Lightly scarify to promote free drainage.
- Stones: Immediately before spreading topsoil, remove stones larger than 50 mm.
- Remove Arisings, contaminants and debris.

260 INSPECTING FORMATIONS

- Give notice: Before spreading topsoil for planting beds.
- Notice period: 7 days.

330 SURPLUS TOPSOIL TO BE RETAINED

- Generally: Spread and level on site:
 - Locations: Any areas where topsoil is required for new planting and capping shallow earth mounds.
 - Protected areas: Do not raise soil level within root spread of trees that are to be retained.

335 SURPLUS TOPSOIL TO BE REMOVED

- Generally: Remove from site topsoil remaining after completion of all landscaping work if not required by client.

340 IMPORTED TOPSOIL TO BS 3882

- Quantity: Provide as necessary to make up any deficiency of topsoil existing on site and to complete the work.
- Standard: To BS 3882.
- Classification: Multipurpose.
- Source: Submit proposals.
- Submit: Declaration of analysis in accordance with BS 3882, Annex E.
- Additional analyses: Not required.

355 COMPOST

- Standard: In accordance with PAS 100.
- Supplier: Local source.
 - Product reference: n/a.
- Type: Sanitized and stabilized compost.
- Horticultural parameters:
 - pH (1:5 water extract): 7.0-8.7.
 - Electrical conductivity (maximum, 1:5 water extract): 200 mS/m.
 - Moisture content (m/m of fresh weight): 35-55%.
 - Organic matter (minimum): 25%.
 - Grading (air dried samples): 99% passing 25 mm screen, and 90% a 10 mm screen mesh aperture.
 - Carbon:Nitrogen ratio (maximum): 20:1.
- Texture: Friable.
- Objectionable odour: None.
- Composting Association certification: Required.
- Submit: Declaration of analysis.
- Additional analyses: Not required.
- Samples: Not required.
- Application rate: 2.5 m³/100 m².
- Timing: Apply prior to cultivation.

395 PEAT

- Peat or products containing peat: Do not use.

670 CONTAMINATION

- General: Do not use topsoil contaminated with subsoil, rubbish or other materials that are:
 - Corrosive, explosive or flammable.
 - Hazardous to human or animal life.
 - Detrimental to healthy plant growth.
- Subsoil: In areas to receive topsoil, do not use subsoil contaminated with the above materials.
- Give notice: If any evidence or symptoms of soil contamination are discovered on the site, or in topsoil to be imported.

690 HANDLING TOPSOIL

- Aggressive weeds: Give notice and obtain instructions before moving topsoil.
- Plant: Select and use plant to minimize disturbance, trafficking and compaction.
- Contamination: Do not mix topsoil with:
 - Subsoil, stone, hardcore, rubbish or material from demolition work.
 - Other grades of topsoil.
- Multiple handling: Keep to a minimum. Use or stockpile topsoil immediately after stripping.
- Wet conditions: Handle topsoil in the driest condition possible. Do not handle during or after heavy rainfall or when it is wetter than the plastic limit less 3%, to BS 1377-2.

700 SPREADING TOPSOIL

- Temporary roads/surfacing: Remove before spreading topsoil.
- Layers:
 - Depth (maximum): 150 mm.
 - Gently firm each layer before spreading the next.
- Depths after firming and settlement (minimum): 100 mm.
- Crumb structure: Do not compact topsoil. Preserve a friable texture of separate visible crumbs wherever possible.

710 LOOSE TIPPING OF TOPSOIL

- General: Do not firm, consolidate or compact topsoil when laying. Tip and grade to approximate levels in one operation with minimum of trafficking by plant.
- Depths after settlement (minimum): 100 mm.

Q30 Seeding/turfing

To be read with Preliminaries/General conditions.

GENERAL INFORMATION/REQUIREMENTS

115 SEEDED AND TURFED AREAS

- Growth and development: Healthy, vigorous grass sward, free from the visible effects of pests, weeds and disease.
- Appearance: A closely knit, continuous ground cover of even density, height and colour.

120 CLIMATIC CONDITIONS

- General: Carry out the work while soil and weather conditions are suitable.

145 WATERING

- Quantity: Wet full depth of topsoil.
- Application: Even and without displacing seed, seedlings or soil.
- Frequency: As necessary to ensure the establishment and continued thriving of all seeding/turfing.

150 WATER RESTRICTIONS

- Timing: If water supply is or is likely to be restricted by emergency legislation do not carry out seeding/turfing until instructed. If seeding/turfing has been carried out, obtain instructions on watering.

170 SETTING OUT

- Boundaries: Mark clearly.
- Delineation: In straight lines or smoothly flowing curves as shown on drawings.

PREPARATION

210 HERBICIDE FOR WILDFLOWER MEADOWS

- Type: Suitable for suppressing perennial weeds.
- Timing: Allow fallow period before cultivation.
 - Duration: As manufacturer's recommendation.

212 SEED BED CLEANING BEFORE SOWING WILDFLOWER MEADOWS

- Operations: As seed supplier's recommendations..

250 SOIL REQUIREMENTS

- Type:
 - Seeded areas: Existing topsoil.
 - Turfed areas: Existing topsoil.
 - Reinforced grass areas: n/a.

SEEDING

- 312 WILDFLOWER SEED MIXTURE FOR BEHIND WILDFLOWER TURF IN 'WILDFLOWER' MEADOW
- Supplier: Pictorial Meadows Ltd.
Manor Oaks Farmhouse, 389 Manor Ln, Sheffield S2 1UL
Tel. 0114 267 7635.
 - Mixture reference: 'Woodland edge' mix.
 - Origin of each species (as defined in Flora Locale's Code of practice for collectors, growers and suppliers of native flora): Suppliers choice..
 - Application rate: 3 g/m².
- 322 QUALITY OF WILDFLOWER SEED FOR 'WILDFLOWER' MEADOW
- Standard: In accordance with Flora Locale's 'Code of practice for collectors, growers and suppliers of native flora'.
 - Germination testing: Not required.
 - Freshness of seed: Produced for the current growing season.
 - Samples: Submit when requested.
- 330A SOWING
- General: Establish good seed contact with the root zone.
 - Method: As per manufacturers recommendation.
- 336 WILDFLOWER SOWING SEASON
- Wildflower seed generally: March to May.

TURFING

- 415 PERENNIAL MEADOW TURF 450mm STRIP ADJACENT TO FOOTPATH
- Supplier: Pictorial Meadows Ltd.
Manor Oaks Farmhouse, 389 Manor Ln, Sheffield S2 1UL
Tel. 0114 267 7635.
- Mixture reference: 'Patchwork Quilt' mix.
Prepare ground by removing all grass and weeds and lay as per manufacturers instructions.
- 420 DELIVERY AND STORAGE
- Timing: Lay turf with minimum possible delay after lifting. If delay occurs, lay turf out on topsoil and keep moist.
 - Frosty weather or waterlogged ground: Do not lift turf.
 - Delivery: Arrange to avoid need for excessive stacking.
 - Stacking height (maximum): 1 m.
 - Dried out or deteriorated turf: Do not use.
 - Certification:
 - Standard: To BS 3969.
 - Declaration: Species mix, including percentage of specified species.

430 TURFING GENERALLY

- Time of year: To be agreed.
- Timing of laying:
 - Spring and summer: Within 18 hours of delivery.
 - Autumn and winter: Within 24 hours of delivery.
- Weather conditions: Do not lay turf when persistent cold or drying winds are likely to occur or soil is frost bound, waterlogged or excessively dry.
- Working access: Planks laid on previously laid turf. Do not walk on prepared bed or newly laid turf.
- Jointing: Laid with broken joints, well butted up. Do not stretch turf.
- Edges: Whole turfs, trimmed to a true line.
- Adjusting levels: Remove high spots and fill hollows with fine soil.
- Consolidating: Lightly and evenly firm as laying proceeds to ensure full contact with substrate. Do not use rollers.
- Dressing, brushed well in to completely fill all joints: None.
- Watering: Thoroughly water completed turf immediately after laying. Check that water has penetrated into the soil below.

590 CLEANLINESS

- Soil and arisings: Remove from hard surfaces.
- General: Leave the works in a clean, tidy condition at Completion and after any maintenance operations.

4 SCHEDULE OF WORKS

ITEM	DESCRIPTION	AMOUNT
1	GENERALLY	
.1	All information within this document is to be read in conjunction with the specification requirements and accompanied reference documents. No claim will be accepted for lack of knowledge of the pricing document.	
.2	It is not intended that this Works Schedule should contain complete descriptions of the items required. For this the Contractor is referred to the specifications and accompanying referenced documents, and from their site survey.	
.3	The Contractor is to allow for making good all works damaged or disturbed by the Contractor and any Temporary Works.	
.4	The Contractor is to include in their rates for all labour, plant and materials not specifically referred to in the Work Schedule that are necessary to enable them to carry out the Contract Works.	
.5	The Contractor is to include in their rates for all works necessary temporary for the completion of the Contract Works.	
.6	The Contractor is to include in their rates for any temporary protection required until Practical Completion.	
.7	The Provisional Sums within the tender may or may not be expended. No claim arising from loss of anticipated profit due to failure to expend Provisional Sums in the whole or in part will be accepted.	
.8	The Contractor is to include in their rates for the coordination of their work with that of all subcontractors.	
.9	The Contractor is to take into account all the requirements of the Preliminaries and should price accordingly within the relevant section of these documents.	
.10	Remove, take out, etc, shall be deemed to mean disposal off site, unless otherwise stated.	
.11	The contractor is to provide and maintain all temporary plant, hoists, ladders etc, necessary to carry out all the works.	
.12	Allow for complying with all local authority and statutory requirements for the access and general working arrangements.	
.13	All works are to be undertaken in accordance with all Building Regulations, British Standards, Technical Regulations, Codes of Practice and manufacturer's recommendations.	

.14	All works to be carried out strictly in accordance with the Health and Safety at Work Act and the Construction (Design & Management) Regulations 2015. All costs associated to this to be included within this Schedule of Rates.	
.15	The Contractor is responsible to apply for, obtain and pay for any skip licences from the Local Authority.	
.16	The Contractor is responsible to apply for, obtain and pay for any other necessary Statutory Services charges in order to fully implement these works.	
.17	The contractor is to provide and maintain all temporary plant, hoists, ladders etc,	
.18	Alternatives to those specified will be considered but the contractor must provide a clear description with confirmation of those offered along with guarantee considerations.	
	GENERALLY (END)	
	To Contract Sum Analysis (£)	

ITEM	DESCRIPTION	AMOUNT
2	SITE SET UP	
.1	Wood Lane is an adopted highway.	
.1.1	All Contractors to be NRASWA qualified.	
.1.2	Contractor to liaise with Leeds City Council Network Management Team to arrange for appropriate traffic management.	
.2	Contractor to provide the following in a field to be agreed with the farmer:	
.2.1	Arrange sufficient parking arrangements and delivery / waste removal proposals.	
.2.2	Provision of sufficient welfare facilities in order to comply with Construction Design and Management Regulations 2015.	
	SITE SET UP (END)	
	To Contract Sum Analysis (£)	

ITEM	DESCRIPTION	AMOUNT
3	WORK ITEMS	
	Refer to Keystone drawing number T0401-01, T0401-02	
3.1	Services	
.1	Allow for necessary scanning to determine location of any sub-surface services.	
.2	Provisional Sum to adjust height of BT box.	
3.2	Excavations	
.1	Contractor to ascertain required reduced levels to create footpath.	
.2	Excavate to formation level for new footpath.	
.3	Remove all surplus ground / soil / arising from site.	
.4	N.B. Contractor to retain any necessary to create required levels for new footpath.	
3.3	Footpath	
.1	Supply and install timber edging for 1m wide footpath:	
.1.1	Allow for 150 x 38mm timber boards and staking.	
.1.2	109x94mm concrete slotted fence post cut to size to a concrete foundation where levels require.	
.1.3	305mm and/or 150 mm concrete gravel board	
.1.4	Allow for shorter lengths on tighter corners to achieve smooth curving lines.	
.1.2	All arisings to be used as fill on site and allow to make up ground where required.	
.2	Supply and install compacted carboniferous limestone for 1m wide footpath:	
.2.1	Including 20mm depth of 6mm to dust surface course.	
.2.2	100mm Type 1 base	
.2.3	Geotextile membrane.	
.3	Lay at 1 in 50 crossfall or camber. All arisings to be used as fill on site.	

.4	All arisings to be used as fill on site.	
.5	Limestone to be supplied from: Swinden Quarry Linton Nr Skipton BD23 6BE Phone: 0845 603 3240	
.6	Allow for forming dropper (height not greater than 6mm from carriageway surface) at crossing points as per the details.	
3.4	Planting / Landscaping	
.1	Allow to re-plant bulbs on the opposite verge at the junction with Thorp Arch Park.	
.1.1	Daffodils	
.1.2	Snow drops	
.2	Cut back all branches of trees overhanging footpath to give 2.5m clearance. Contractor to seek the necessary permissions from Leeds City Council as the trees are in a Conservation Area / have a Tree Preservation Order.	
	WORK ITEMS (END)	
		To Contract Sum Analysis (£)

ITEM	DESCRIPTION	AMOUNT
4	OTHER WORKS (contractor to list hereunder) The contractor is to insert and include descriptions/prices for any additional items to assist with the scope of works and specification.	
	To Contract Sum Analysis (£)	

ITEM	DESCRIPTION	AMOUNT
5	OVERHEADS AND PROFIT	
.1	The contractor is to allow for overheads of profit in this section.	
6	PRELIMINARIES	
.1	The contractor is to allow all preliminaries in this section. (Do not double count with those already included elsewhere)	
	To Contract Sum Analysis (£)	

ITEM	DESCRIPTION	AMOUNT
7	CONTRACT SUM ANALYSIS	
.1	Item 1 Generally	
.2	Item 2 Site Set Up	
.3	Item 3.1 Services	
.4	Item 3.2 Excavations	
.5	Item 3.3 Footpath	
.6	Item 3.4 Planting	
.8	Item 4 Others	
.9	Item 5 Overheads	
.10	Item 6 Preliminaries	
	TOTAL (£)	

5 FORM OF TENDER

Ebor Way – Wood Lane Footpath, Thorp Arch

I / we hereby offer and to undertake to provide everything necessary for and to execute the whole of the work required to be done in connection with the proposals in accordance with the Specification, Drawings and Conditions of contract referred to in the Specification for the fixed price sum of:

£

(in words):

(excluding VAT but inclusive of Provisional Sums and Contingencies).

This offer is open for an acceptance period of 90 days from the date below and is made on the understanding that the Employers do not bind themselves to accept the lowest or any tender.

I / we undertake to complete the whole of the works to the entire satisfaction of the Contract Administrator within five weeks from the date of commencement. The lead in time for this project will be a period of two weeks from the date of instruction.

I / we confirm that we have sufficient insurance cover and enclose a copy of the certificate as part of this form of tender.

Signed:

On behalf of:

Address:

Date:

The Contractor is required to return their tender as per the instructions by: **12 noon on Friday 23 August 2023**

6 NON COLLUSIVE TENDERING CERTIFICATE

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- a. Communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence of the approximated amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
- b. Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- c. Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate the word "person" includes any persons and any body or association corporate or uncorporate; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

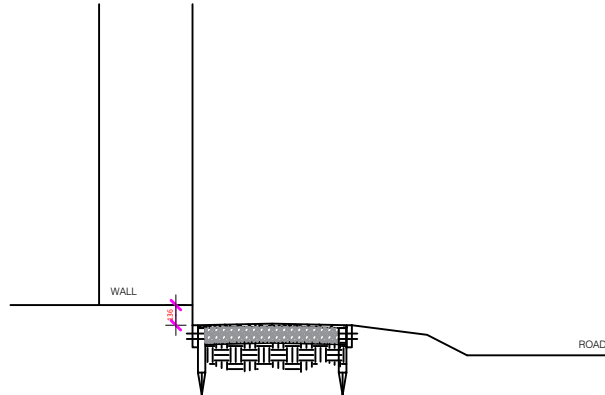
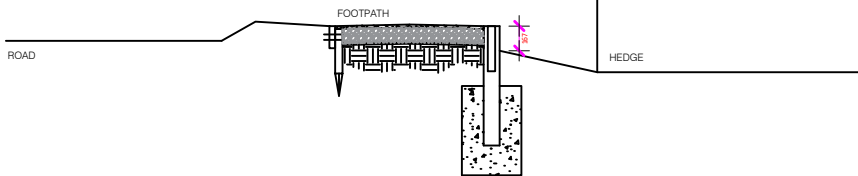
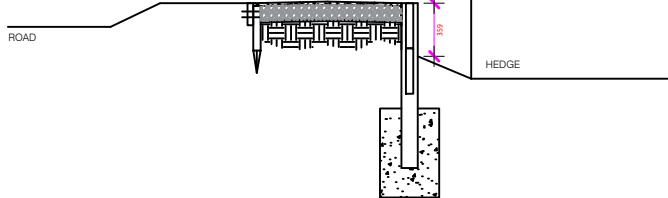
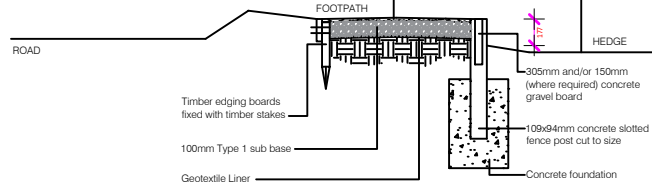
SIGNED _____

ON BEHALF OF _____

DATE _____

7 DRAWINGS

This drawing can only be considered as original if issued directly from a representative of Keystone Building Consultancy Limited. Errors arising from drawings as a result of unauthorised modifications are not the responsibility of Keystone Building Consultancy Limited.



BUILDING CONSULTANCY

Willow Cottage, Crabtree Green, Wetherby, LS22 5AB
www.keystonebuildingconsultancy.co.uk

SCALE 1:50 @ A3	DRAWN TW	REVISION
DATE 20/09/2023	CHECKED PN	

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[illegible]

01937 534495
07951 761122

THORP ARCH PARISH COUNCIL

PROPOSED
Layout

DESIGN

SCALE 1:1000 @ A3	DRAWN TW	REVISION
DATE 08/01/2024	CHECKED PN	

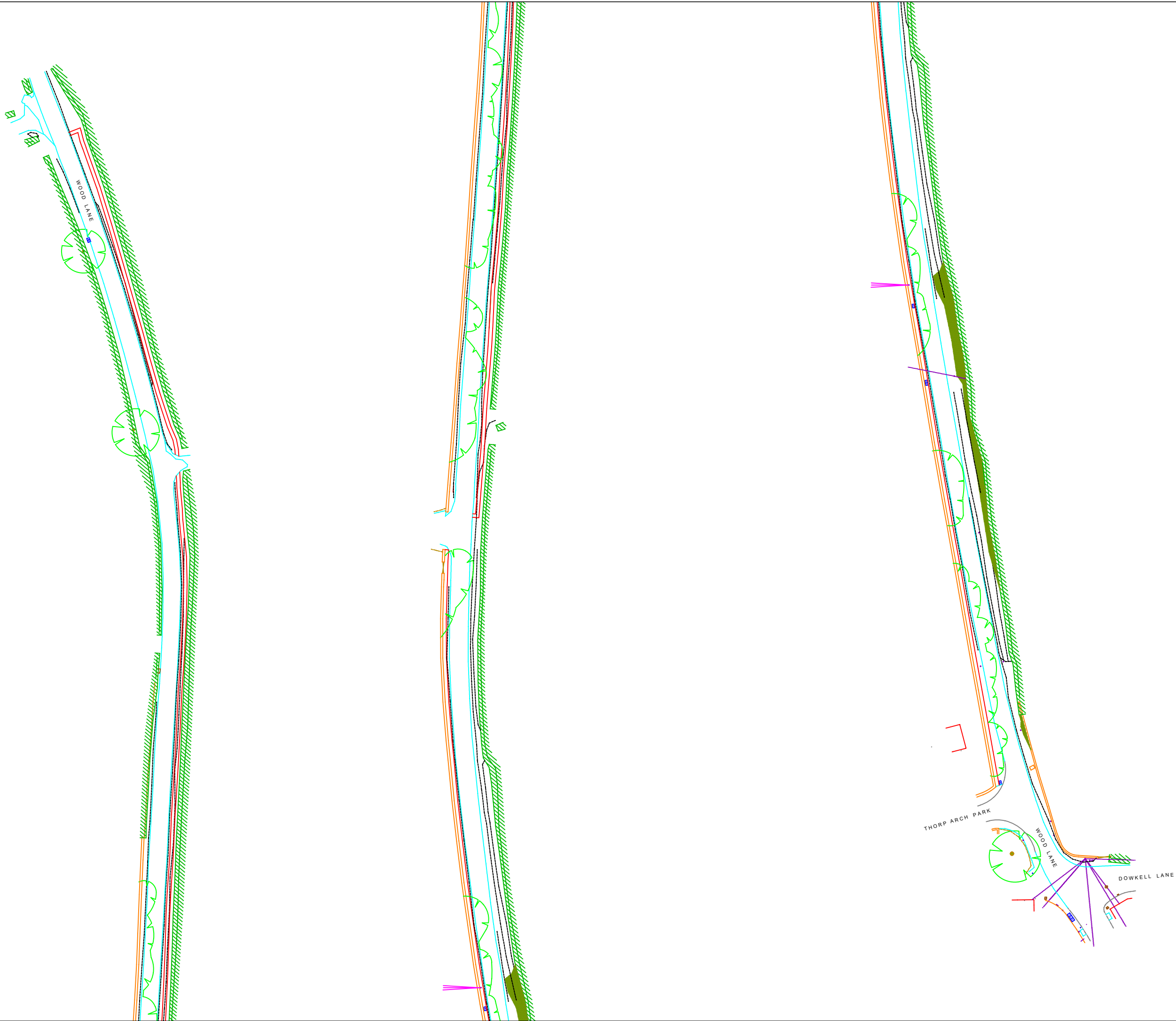
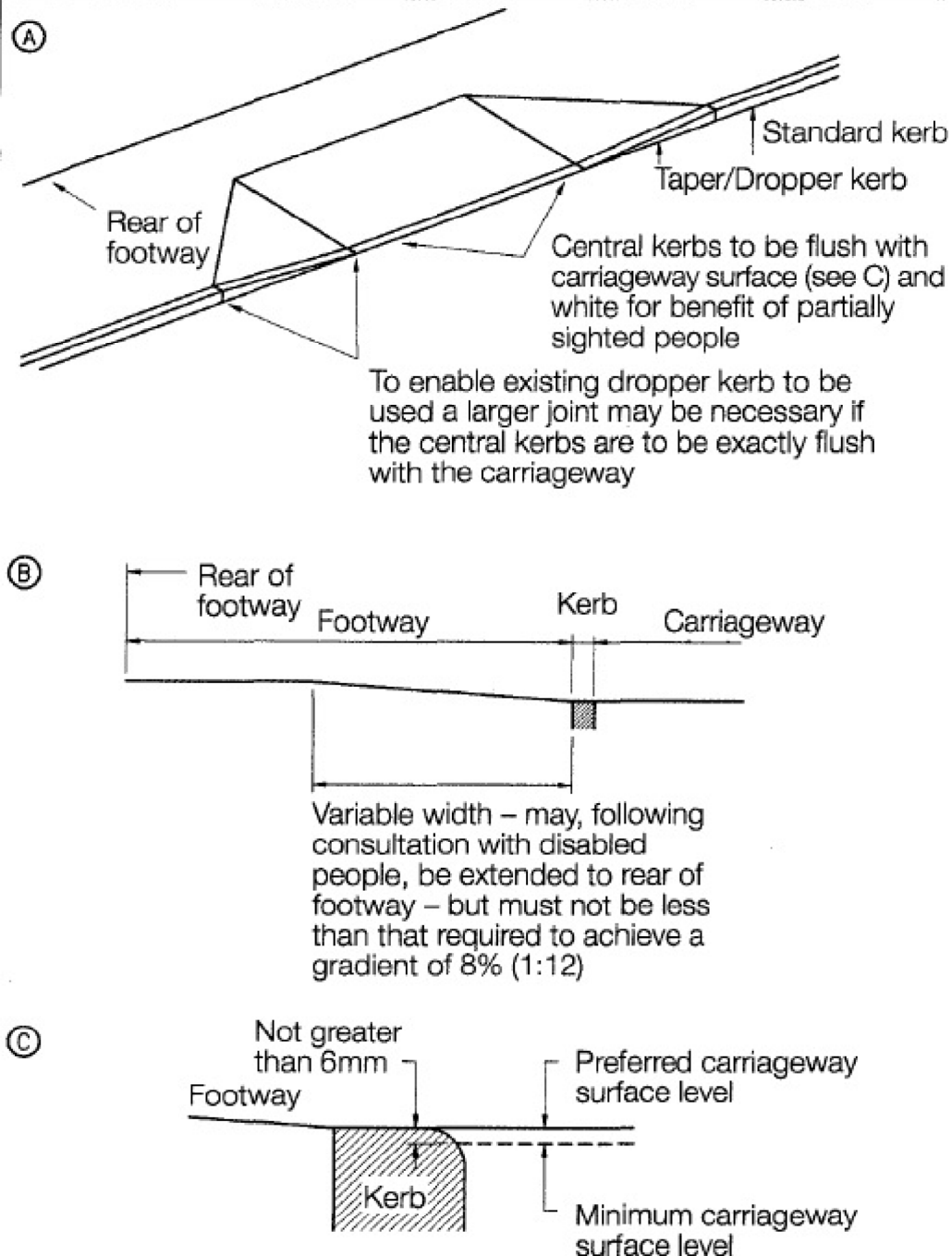


Figure 1: Dropped kerb detail (prior to installation of blister surface)



Notes: 1) Not to scale.

Toby Ware MRICS
Director
Building Surveying

project number: **T0401**