**THE CONSTRUCTION OF NEW OFFICES WITH PUBLIC TOILET**

**AT**

**LITTLE PAXTON PLAYING FIELD CAR PARK**

**FOR**

**LITTLE PAXTON PARISH COUNCIL**

**NOVEMBER 2023**

**PRELIMINARIES**

Prepared by

Port Associates Ltd

**TABLE OF CONTENTS**

1. INTRODUCTION
2. CONTRACT
3. CONTACT DETAILS
4. THE SITE
5. USE OF SITE
6. HEALTH & SAFETY
7. MANAGEMENT OF THE WORKS
8. GENERAL SITE HOUSEKEEPING
9. EXISTING SERVICES
10. BUILDING CONTROL
11. SPECIFICATION
12. SAMPLES
13. GAURANTEES & WARRANTIES
14. ACTIVITY/PRICING SCHEDULE

# **Introduction**

This document provides information relating to the Form of Contract, general Project Information including any specific requirements or restrictions that exists relating to the delivery of the Works

# **Contract**

# **The Form of Contract**

JCT Minor Works Building Contract with Contractor’s Design 2016 (MWD)

# **The Employer**

Little Paxton Parish Council

c/o Parish Clerk (Mrs Jennifer Gellatly)

11 Hayling Avenue

Little Paxton

Cambridgeshire

PE19 6HG

# **Recitals**

**First** the Employer wishes to have the following work carried out

The construction of new offices with a public toilet of brick construction and tiled roof with new connection to electricity, gas, water, drainage.

**Second** the Works include the design and construction of

 Roof Trusses

Electrical Works

 Heating & Plumbing

 Public Toilet

**Third** the Employer has had the following documents prepared which show and describe the works to be done

 The drawing and specification numbers are listed below

 Binney Sims, Architect drawings

730/3Site Plan

730/3 PRO Proposed Plans & Elevations

730/3 D&W Doors & Windows

730/3 ID Internal Dimensions

730/3 FS Foundation Setting Out

730/3 BD1 Brickwork Diagonals 1

730/3 BD2 Brickwork Diagonals 2

730/3 BS Building Setting Out

730/3 Building Regulations Drainage

730/3 Building Regulations

730/3 Building Regulations Continued

SM Design & Consulting Ltd, Consulting Structural and Design Engineers

22-251 – Sketches (8 pages)

22-251 – Calcs (10 pages)

 Changes to the design & works not to be priced

 Roof lights are not required, roof to be fully tiled

 Solar panels are not required

 EV charging point is not required

 Oven is not required

1. Preliminaries
2. Preconstruction information
3. Activity / Pricing Schedule
4. Contractor Product Selection

# **Contract Particulars**

2.3 Commencement to be agreed

2.3 Completion to be agreed

2.9 Liquidated Damages £300 per week

2.11 Rectification Period 12 months

4.3/4.8 Fluctuation Provisions does not apply

5.3 Contractors Public Liability £1,000,000

5.4 Insurance of the Works 5.4A applies

# **Contact Details**

# The Contract Administrator

Lawrence Port

Port Associates

39 St James Rd

Little Paxton

Cambridgeshire

PE19 6QW

lawrence@portassociates.co.uk

07801 723455

# Building Control

Building Control,

Huntingdonshire District Council,

Pathfinder House,

St Mary's Street,

Huntingdon,

PE29 3TN

 Application Number: 22/05841/FP/A

# **The Site**

* 1. The site at the located in the Little Paxton Playing field car park in front of the village hall, Little Paxton, Cambridgeshire.

# **Site Access**

* 1. Vehicular access is via High Street, Little Paxton and the Contractor may park in the public marked bays, although care should be taken to not take up too many spaces.
	2. The site is located in a public recreation area and the Contractor shall take care at all times to not block or disrupt public access or enjoyment.

# **Use of Site**

* 1. The site shall not be used for any purpose other than carrying out the Works
	2. The Contractor shall not display any advertising without the express permission of the Employer

# **Health and Safety**

* 1. See document “3. Pre-construction Information” which has been produced to comply with the Construction (Design and Management) Regulations 2015
	2. The site is positioned in an existing car park. The additional area of the site required for working space, storage of materials, etc shall be agreed with the Contract Administrator. Once agreed the Contractor shall provide and maintain this as a secure area for the duration of the works and this shall only be removed upon completion of the Works.
	3. The Contractor shall provide temporary toilets and wash facilities as required
	4. The Contractor shall take all reasonable precautions to keep noise from equipment to a minimum level, taking due account of all statutory obligations.

# **Management of the Works**

* 1. Within 14 days of Contract signature (or letter of acceptance) the Contractor shall provide a programme of work that shows the timing and sequence of activities. The programme shall indicate as a minimum
* Design production by the Contractor including any checking
* The works activities appropriately broken down
* Long lead procurement items
* Provision of samples and key decisions dates required from the Employer

The Contractor shall allow a period of 2 weeks from receipt of colour samples for the Employer to provide its decision

* 1. The Contractor shall provide appropriate management to ensure that the Works are coordinated and appropriately administered
	2. The Contractor shall attend progress meetings arranged by the Contract Administrator. The progress meeting shall be used to inform both parties of planned activities and progress.

# **General Site Housekeeping**

* 1. The Contractor shall be considerate to others by not shouting or using inappropriate language. Any offenders shall be asked to leave site immediately.
	2. There will be no smoking in the vicinity of the site
	3. The Contractor may play music but this must be kept to a reasonable level such that it does not disturb others.
	4. Working Hours : Monday to Friday between the hours of 8am to 5pm
	5. The site shall be kept secure and tidy at all times, including washing mud from vehicle wheels before travelling along the access road.
	6. The Contractor shall not cause damage to the surrounding areas, any damage caused by the Contractor shall be rectified at the Contractors expense.

# **Existing Services**

* 1. The Contractor shall assume that there are no existing services that are directly under the footprint of the building, however the Contractor shall obtain buried services information from the all statutory authority to verify this prior to commencing any excavations and shall inform the Contract Administrator if any services exist

# **Building Control**

* 1. The Contractor shall liaise with Building Control and obtain relevant approval, including that required for the Contractor Designed Portion of the Works. The Contract Administrator shall be provided a copy of all submissions to and approvals received from Building Control.
	2. The Contractor shall arrange the Building Control site visits as required. The Contractor shall inform the Contract Administrator of all visits planned by the Building Inspector.

# **New Incoming Services**

* 1. The Employer will seek quotations for the supply of new services to the site during the tender period. These will be supplied once received. It will be the Contractors responsibility to take the services from the interface point into the building as required.
* Quotation for new water supply attached
	1. The Contractor shall liaise with the relevant parties to co-ordinates its works.

# **Specification**

# All products shall be to the relevant British Standard, installed in accordance with the manufacturers instruction and always suitable for the environment in which they are being installed. Where standards or instructions do not exist installation shall be to the highest standard expected of a competent Contractor

# Products shall be those specified on the drawings, if the Contractor proposes a substitute product this shall be of equal or better quality and shall only be installed upon agreement of the Employer.

# The Contractor is required to design certain elements of the work, these are listed in recital 2 above. The Contractor shall adequately describe what they have allowed in price in document entitled *“4. LP offices - Contractor Design and Product Selection”*

# The Contractor has been requested to select a number of products as part of its tender. The Contractor shall specify the products allowed in document entitled *“4. LP Offices - Contractor Design and Product Selection”*.

# **Samples**

* 1. The Contractor shall provide a brick panel and shall provide a sample of same for acceptance by the Employer
	2. The Contractor shall provide a sample of any products so for approval

# **Guarantees and Warranties**

* 1. The Contractor shall provide all Guarantees and Warranties to the Contract Administrator at Completion of the works for any products purchased.

# **Activity/Pricing Schedule**

* 1. The Contractor shall be deemed to have inspected the site, drawings, specification, and associated documents to familiarized themselves fully with all matters that may affect their price. No claim will be accepted for want of knowledge in this respect.
	2. **The Pricing Schedule and measurements attached are provided for guidance purposes only** and it should not be relied upon to describe all the works. The Contractor must check the information provided, allow for the items described but they should also satisfy themselves that their price includes for everything necessary to complete the works.
	3. The Contractor is requested to show all costs associated with the public toilet separately, as provided in the Schedule.
	4. The Contractor may amend or alter the pricing schedule to suit his own pricing methods, however an appropriate breakdown must be provided.
	5. The Pricing Schedule has been provided in excel and the Contractor may enter rates directly into the rates column, however a handwritten response is also acceptable. The Contractor is responsible for checking the total to ensure that it has captured all priced items.
	6. The following items are not to be priced :-

Solar panels

EV Charging Point

Provision for, and Oven & Hob

* 1. The Contractor shall request any clarifications during the tender period and responses provided shall be deemed to have been included in the Contractor’s price.
	2. The Contractor shall list any clarifications or assumptions made in its tender return. Those agreed to be included in the Contract will be listed below.