**SECTION A: PRELIMINARIES**

1. **PROJECT PARTICULARS**
2. **Project and Location**

The project comprises groundworks, hard and soft landscape and reinstatement works at Bramshot Farm Country Park, Fleet.

1. **Employer**

Hart District Council

Civic Offices

Harlington Way

Fleet

Hampshire GU51 4AE

Contact: Adam Green / Steve Lyons

Tel: 01252 622122

Mob:

Email: steven.lyons@hart.gov.uk / adam.green@hart.gov.uk

1. **Principal Contractor (CDM Regulations)**

The Contractor appointed to carry out the Works described in the Contract.

1. **Countryside Services Operations Manager**

Hart District Council

Civic Offices

Harlington Way

Fleet

Hampshire GU51 4AE

Contact: Adam Green / Steve Lyons

Tel: 01252 622122

Mob:

Email: steven.lyons@hart.gov.uk / adam.green@hart.gov.uk

1. **DRAWINGS**
2. **Tender drawings**

Drawings used in the preparation of the Schedule of Works are listed in the Drawing Register

Tender drawings are: -

ALL AS PER JOHNS ASSOCIATES DRAWING ISSUE SHEET (APPENDIX A)

1. **Contract drawings**

As Tender drawings

1. **Checking of drawings**

The Contractor's attention is particularly drawn to the necessity for all dimensions to be physically checked on site against drawings prior to manufacture or fabrication of components and/or commencement of construction work and to report any apparent discrepancy forthwith. Failure to detect any discrepancy when such would have been found by physical checking will invalidate any claim for additional payment arising from dimensional discrepancies.

1. **THE SITE/EXISTING BUILDINGS**
2. **Site boundaries**

The site boundaries are shown on the Location Plan J00581-LO-001.

1. **Existing buildings on or adjacent to the site**

There are no existing buildings on site.

1. **Existing mains/services**

There are no known existing services on site.

There are no overhead electricity cables across the site.

A limited site investigation report has been commissioned and is included in Appendix B.

1. **Site access**

Site access will be via Leaping Hare Loop and using an existing access located in the western corner of the site. Storage of materials and equipment would be accommodated in the existing Hart District Compound area to the north-west of the site. Access to the compound is via Bramshot Lane and is to be used for deliveries / plant access. Plant machinery access to the site will need to come through via Leaping Hare Loop with access managed at all times using a banksman. A suitable route through this area will need to be agreed with Hart District Council and to ensure that protective measures are in place to protect the public and minimize disruption to this area. Existing paths are to be suitably protected using a protective matting system. A temporary roadway from the site compound to the work area should be considered as well depending on the ground conditions.

The contractor is to note that parking is limited at the HDC compound and along Bramshot Lane so will need to manage this accordingly. Arrangements for parking will be discussed and agreed with the appointed contractor.

Any temporary parking or storage areas considered necessary for the carrying out of the works shall be removed on completion at the main contractor’s cost.

Discreet but adequate signage is to be provided to direct traffic to the site and within the site if required.

1. **Photographic Record**

The Contractor shall take a photographic record of the existing road, paths, and any kerbs prior to commencement on site. A full copy to be issued to the CA. Any damage to kerbs, roads, paths, and verges are to be rectified by the Contractor at his own cost prior to completion to the satisfaction of the CA.

1. **Use of the site**

The site will be for the sole use of the Contractor.

The site shall not be used for any purpose other than carrying out the Works.

1. **Site Visit**

Tenderers will be deemed to have visited the site and to have acquainted themselves with the nature and extent of the works, the means of access, the areas available for storage, circumstances affecting Health and Safety, the conditions affecting the supply of labour and materials and any other matters affecting the cost of carrying out the Works. No claim arising from want of knowledge due to neglect of this clause will be allowed. Arrangements for visiting the site and obtaining access shall be made by contacting the CA.

1. **DESCRIPTION OF THE WORK A**
2. **The Works**

The work included in the contract is shown on the Contract drawings but is briefly summarised as follows:

The works comprise the following: -

* Earthworks / Ground modelling including new ditches to connect with existing ditches off-site including water control measures to manage water levels
* New footpath
* New boardwalk and viewing decks
* Reinstatement

All works are to be carried out in accordance with the Contract Drawings. Where conflict between the Drawings or the Schedule of Works occurs, it is to be brought to the Contract Administrator’s (CA) attention for advice. The default position is that the Drawings will prevail.

1. **Related work by others**

Temporary access works.

1. **Anticipated Programme**

Work to commence mid-February 2021 for period of 8 weeks.

1. **THE CONTRACT**
2. **Form of Contract**

The form of contract will be the completed Invitation to Tender and linked to a standard Council Purchase Order

1. **EMPLOYER'S REQUIREMENTS: TENDERING/SUB-LETTING/SUPPLY**
2. **Pricing of Preliminaries**

All pages of this document are to be priced on an item by item basis and totalled separately and carried to Collection Sheets at the end of each Section.

1. **Tendering procedure**

Tenders must remain open for acceptance for a period of not less than three months from the date fixed for the submission of tenders.

Alterations and qualifications to the Schedule of Works made without the written consent of the CA will be disregarded and the text as printed will be adhered to.

Any tender submitted with qualifications may be subject to disqualification.

The Employer gives no undertaking to accept the lowest or any tender and will not make any contribution towards tendering costs.

*Insurance Cover*

Evidence of insurance cover will be required before acceptance of any tender.

*Construction Industry Tax Deduction Scheme*

Evidence of the Contractor’s status under the Construction Industry Tax Deduction Scheme will be required by the Employer before monies are released against the first certificate.

1. **Health & Safety Information**

Describe the organisation and resources to safeguard the health and safety of operatives, including those of Sub-Contractors, 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.
1. **Outline Construction Phase Health & Safety Plan**

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 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
1. **Site Waste Management Plan**

Person responsible for developing the Plan: The Contractor.

Content: Include details of:

* Principal Contractor for the purposes of the regulations.
* 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.
1. **Value Added Tax**

Tenderers shall insert in the space provided on the Form of Tender their provisional assessment of the amount of VAT which the Employer will be required to pay. This provisional assessment must not be included in the tender sum and is not binding on either party.

The provisional assessment so entered in the Form of Tender will not be considered by the Employer when deciding which Tender (if any) should be accepted.

1. **EMPLOYER'S REQUIREMENTS: PROVISION, CONTENT AND USE OF DOCUMENTS**
2. **Contract documents**

The Contract Documents shall consist of the Form of Tender, the Contract, the Contract Drawings, and the priced Schedule of Works.

1. **Specification**

The contractor must include in his prices for complying with all descriptions of materials and workmanship given in the specifications on the drawings and/or contained in the Schedule of Works. If he finds any discrepancy between items in the Schedule of Works and Drawings, he shall inform the CA who will issue instructions as appropriate.

1. **Schedule of Works**

Tenderers should not make any alterations to the text of the documents without prior agreement. Any other alterations made will not be recognised.

Descriptions contained in the Schedule of Works must be read in conjunction with the specification and drawings.

Words expressed in the singular include the plural and vice-versa.

The following abbreviations are used for units of measurement:

m = metre m2 = square metre m3 = cubic metre

kg = kilogramme no. = number

*The Schedule of Works must not be used for the purposes of ordering components or materials* without prior checking against the contract drawings and/or other documentation issued by the CA for construction purposes. The CA gives no guarantee of the accuracy of the indicative quantities for ordering purposes and he can accept no liability for costs incurred by the Contractor arising from wrongful use of these.

1. **Pricing the descriptions**

The price of each item in the Schedule of Works shall be deemed to include for checking everything before ordering or constructing, carriage, taking delivery, unloading, storing, hoisting, fitting and fixing in position, waste on material, return of packages, general attendance of all trades upon other trades and sub-contractors including removing and refixing fittings, coverings, etc., as may be necessary, establishment charges and profit and everything necessary to complete the work as described in the Specification and/or shown on the drawings.

Each item must be separately priced in black ink.

The value of any item not priced shall be deemed to be included in the general pricing and the Contractor shall comply with all conditions imposed and execute all work described therein without charge to the Employer.

Where the words "or similar approved" follow the specification by trade title or proprietary name of materials, goods or execution of work, tenderers must include in their tender for, and be prepared to use, the materials and goods or named firm so specified, but may offer alternatives for approval by listing on a separate sheet attached to the Form of Tender, the specified materials, goods or work, the proposed alternatives and any differences in cost. No alternative may be used without the written approval or instruction of the CA.

1. **EMPLOYER'S REQUIREMENTS: MANAGEMENT OF THE WORKS**
2. **Programme**

The Contractor will be required to provide a programme prior to commencement of the Works showing the periods required for each Section of the Works (and each operation within each Section) identifying the latest dates for the provision of schedules, drawings and details needed to explain and amplify the Contract Drawings and for the supply of any goods to be provided by the Employer.

1. **Site meetings**

Site meetings will be held weekly during the works and the CA may call additional progress meetings from time to time as he may deem necessary. The Contractor shall attend such meetings when required. All costs associated with site meetings shall be deemed to be included in the Contract Sum.

The CA will chair the meetings and take and distribute minutes.

1. **Certificate Valuations**

The Contractor will be required to submit a detailed approximate priced statement of work executed and unfixed materials on site not more than seven days and not less than two days before the date each Interim Certificate becomes due for issue by the Contract Administrator.

1. **Co-ordination, supervision and administration of sub-contractors and others**

The Contractor shall allow for and take full responsibility for the co-ordination, supervision, and administration of all sub-contractor’s work.

1. **EMPLOYER'S REQUIREMENTS: QUALITY STANDARDS/CONTROL**
2. **Materials and workmanship**

The Specification of Materials and Workmanship is noted in the specification, on the drawings and in the Schedule of Works.

Unless otherwise specified, all materials shall be new and in accordance with the latest relevant British Standard Specifications, if any, and workmanship shall be not inferior to that laid down in the latest relevant British Standard Code of Practice. For the purposes of this Contract where the word “should” occurs in a Code of Practice it shall be deemed to read “shall”.

Where BS 8000 gives recommendations on working methods compliance shall be deemed to be a requirement of the Contract.

1. **EMPLOYER'S REQUIREMENTS: SECURITY/SAFETY/PROTECTION**
2. **Noise and other nuisances**

Noise in or within earshot of existing occupied buildings, vibration, dust, smoke, pollution, obstruction, or any other nuisance caused to any persons or property in the neighbourhood shall be kept to a minimum. Compressors, pneumatic drills etc., shall be fitted with silencers.

1. **Maintain adjoining buildings**

There are no adjoining buildings to this site.

1. **Maintenance of public and private roads**

Allow for the following:

* Maintaining public and private roads and footpaths and services above or below ground and making good any damage thereto, caused by or attributable to the carrying out of the Works.
* Removing mud or debris deposited on any road or footpath arising from the carrying out of the Works and keeping roads and footpaths clear at all times.
* Indemnifying the Employer against loss or damage or claims by Local Authorities or others for damage resulting from unusual traffic or other causes attributable to the carrying out of the Works.
1. **Maintenance of existing services**

Before work commences, the Contractor shall ascertain the positions of all known live drains and services (above and below ground) which may be affected by his operations.

He must take all necessary measures to maintain them and to prevent damage to them. If any damage to live drains or services is caused by carrying out the works, he must notify the Contract Administrator and make good the damage at his own expense.

1. **Security of the Works**

Allow for all measures to safeguard the site, the Works and all unfixed materials, goods and plant from loss or damage, including watching by day and night and at weekends.

1. **Protecting the Works**

Allow for covering up and protecting the Works, including all sub-contractors’ work and items provided by the Employer, from damage by other trades, inclement weather, dust, and other adverse environmental conditions and making good any damage caused.

1. **Injury to persons**

The Contractor shall take such precautions and shall carry out the works in such a manner as is necessary to prevent injury to the users of the country park, occupants of adjoining property, car park users and the public generally.

1. **Damage to property**

The Contractor shall take such precautions and is to carry out the work in such a manner as is necessary to prevent damage to property and he shall report immediately in writing to the CA the occurrence of any damage.

1. **Fire precautions**

The Contractor should work in accordance with Regulation 29, 30, 31 and 32 of the 2015 CDM Regulations; The Contractor is to take all reasonable precautions to avoid the outbreak of fire particularly in work involving the use of naked flames.

The Contractor is to draw the attention of all workpeople on site to the dangers involved in the careless use of naked flames in proximity to combustible material, the careless disposal of matches, cigarettes, tobacco ash etc., and the accumulation of rubbish must be impressed upon them. Smoking will be prohibited on site.

Fire escape routes are to be kept unobstructed at all times and, if necessary, illuminated.

1. **Health safety and welfare measures**

The Contractor shall ensure that all health, safety, and welfare measures required under or by virtue of the provisions of any enactment or regulations or the working rules of any industry are strictly complied with.

The Contractor's attention is drawn in particular but not exclusively to the following: -

* The Control of Substances Hazardous to Health Regulations 2002(COSHH).
* Working at Height Regulations 2005
* Control of Asbestos Regulations 2012
1. **The Construction (Design and Management) Regulations (2015)**

The project is notifiable to the HSE under the CDM regulations 2015.

Allow for all costs involved in complying with the requirements of the CDM regulations 2015 including preparation of Method Statements and any other documentation that may reasonably be required.

No construction or demolition works shall commence on site until a Construction Phase Health and Safety Plan has been prepared paying particular regard to the information provided by the designer(s) and the Pre-Construction Information.

1. **EMPLOYER'S REQUIREMENTS: SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/TIMING**
2. **Method/sequence of work**

The method/sequence of the Works shall be at the discretion of the Contractor. The Contractor shall produce a programme prior to commencement on site.

1. **Access to site**

Access to the site for construction traffic shall be from Bramshot Lane via Leaping Hare Loop (refer to drawing J00581-LO-001 Location Plan).

1. **Restrictions on site and access**

The Contractor shall confine his operations and his employees and his sub-contractors’ employees to the area of the site only and he must not use the site for any purpose other than carrying out the Works.

1. **Limitation of working hours**

Normal working hours shall be between 8.00 a.m. and 6.00 p.m. on Monday to Friday each week and between 8.00 a.m. and 1.00 p.m. each Saturday. No work shall be carried out on site outside of these hours without the prior written approval of the Contract Administrator.

1. **Overtime**

The Contractor must obtain the approval from the CA before any overtime is worked. No Reimbursement for overtime will be made.

1. **EMPLOYER'S REQUIREMENTS: FACILITIES/TEMPORARY WORK/SERVICES**
2. **Temporary fences, hoardings, screens etc.**

The Contractor shall provide, erect, maintain and subsequently remove all necessary temporary fencing, hoardings, screens etc. that may be required to ensure that there is no unauthorised access to the Works during and outside normal working hours. The site is open access to the public 24/7 and they are not to be restricted in use of the site other then the immediate work area for health and safety reasons.

1. **Tree Protection**

The Contractor shall provide, erect, maintain and subsequently remove all necessary tree protection that may be required to the existing trees and hedges on site.

1. **Name boards**

Allow for supplying and maintaining site nameboard

1. **Waste disposal**

Allow for clearing and carting away all surplus material and waste as it accumulates day by day and on completion. The burning of rubbish on site will not be permitted.

Waste material should be disposed of in accordance with the requirements of the Control of Pollution Act 1974 and the Environment Protection (Duty of Care) Regulation 1991. Also note the Control of Pollution (Special Waste) Regulations 1990 and the Environmental Protection Act 1990. The specialist services of a licensed waste disposal contractor shall be used where necessary to comply with the above and all other relevant current legislation.

Prior to commencement of work a Site Waste Management Plan shall be prepared.

1. **Cleaning on completion**

Allow for cleaning the Works on completion and leaving in a clean condition ready for immediate occupation. Remove all protective casings and wrappings and clean down surfaces, all to the satisfaction of the CA.

1. **EMPLOYERS REQUIREMENTS: OPERATION/MAINTENANCE OF THE FINISHED WORKS**
2. **Operation and maintenance manuals etc**

The Contractor shall provide all necessary operating and maintenance manuals, instructions etc., as may be necessary for the proper and efficient operation and maintenance of the finished works. These manuals are to be completed and handed to the Contract Administrator within 7 days of practical completion.

1. **CONTRACTOR'S GENERAL COST ITEMS: ACCOMMODATION, MANAGEMENT AND STAFF WELFARE**
2. **Site administration and security**

Allow for providing proper administration of the Works both on and off site.

1. **Temporary accommodation for the use of the Contractor**

Provide adequate temporary offices (also suitable for site meetings) and mess room facilities and other accommodation as may be required for the Works including provision of heating, lighting, equipment and attendance as required and clear away on completion of the Works. Welfare facilities shall be available to all workpeople employed under the contract including Sub-Contractors and persons employed or engaged by the Employer. All temporary accommodation shall be of a standard and size suitable for the number of workpeople employed. The Contractor may use a section of the existing premises for site accommodation and shall agree positioning with the CA.

1. **Temporary toilets**

The Contractor shall provide his own temporary toilet facilities.

1. **Power for the works**

The Contractor will need to provide temporary generators for the provision of temporary power for the execution of the Works.

1. **Lighting for the works**

The Contractor will need to provide temporary generators for the provision of temporary lighting for the Works.

1. **Water for the works**

The Contractor will be required to provide temporary mains and potable water supply for the provision of temporary water for the Works. There is an existing water supply located at the public car park that can be used by the contractor.

1. **Safety, health, and welfare of workpeople**

Allow for complying with all current statutes, regulations, and agreements applicable to the construction industry.

Provide welfare facilities for operatives to a standard at least equivalent to that laid down in Schedule 2 of the CDM Regulations 2015.

1. **Storage of materials**

The HDC compound can be used for storage of materials. Detailed arrangements will be agreed with the appointed contractor.

1. **Rubbish disposal**

Remove all rubbish, waste materials and debris from the whole of the Works and site from time to time to maintain a tidy appearance and safe access to, from and around the site. Licenced waste carriers and disposal sites only to be used.

1. **Protection of work in all sections**

Allow for covering up and protecting the Work in all sections, this includes protecting internal and external woodwork during plastering and decorating.

1. **Security**

Allow for safeguarding the Works, materials and plant against damage or theft and for the prevention of unauthorised access to the site and adjoining property from the site. Keys to the HDC compound will be provided but it will be the contractors responsibility to lock up at the end of each day and they may wish to utilise electronic style sentry security whilst they are on site.

It is the Contractor responsibility to ensure that their insurance covers the value and quality of materials likely to be on site. Any differences between a Loss Adjuster’s valuation of stolen items and replacement cost is to be borne by the Main Contractor.

1. **Small plant and tools**

Provide all plant, tools, and vehicles for the proper execution of the Works.

1. **CONTRACTOR'S GENERAL COST ITEMS MECHANICAL PLANT & TEMPORARY WORKS**
2. Allow for bringing to site, maintaining on site, and subsequently removing from site all necessary mechanical plant required for the Works including any or all of the following:
* Hoists
* Transport
* Earth moving equipment and excavating plant
* Paving and surfacing plant
* Other items as required
1. **Other temporary works as required**

The Contractor shall allow for the provision of all other temporary works including any or all the following (if not included elsewhere):

* Temporary roads
* Temporary walkways
* Support scaffolding and propping
* Hoardings, fencing etc
* Hardstanding’s
* Traffic regulations
1. **WORK/MATERIALS BY THE EMPLOYER**
2. **Work by others**

The Employer reserves the right to arrange for the execution of other work not forming part of the Contract to be executed by specialist contractors on the site of the Works concurrent with the execution of this Contract.

1. **SUPPLIERS**
2. **Suppliers**

Wherever a manufacturer or supplier is named in these documents the Contractor may obtain alternative quotations for such goods from an alternative manufacturer/supplier of his own choice subject to the prior approval of the CA and provided that the quality and appearance of such alternative goods are in no respect inferior to that of the specified goods.

1. **PROVISIONAL WORK**
2. **Provisional Sums**

Provisional Sums are included elsewhere in the Schedule of Works.

1. **PC Sums**

The term "PC Sum" or "Prime Cost Sum" as used in these documents is defined as a sum provided for work or services to be executed by a specialist sub-contractor or for materials or goods to be obtained from a supplier to be approved by the CA. Such sum shall be deemed to be exclusive of any profit required by the Contractor and provision is made for the addition thereof. Where PC Sums are included in item descriptions the Contractor will be deemed to have made allowance in his rates for waste, profit and overheads and labour costs.

Each PC Sum shall be deemed to be the sum payable to sub-contractors or suppliers after adjustment in respect of over-payment or over-measurement or otherwise and after deduction of all trade discounts and discounts obtainable for cash (other than 2.5% in the case of sub-contractors and 5% in the case of suppliers).

For the purposes of the Contract each PC Sum together with its associated percentage addition for profit shall be deemed to be a Provisional Sum.

1. **DAYWORKS**
2. Provisional items for Dayworks are included elsewhere in these Schedule of Works

COLLECTION

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**PRELIMINARIES**

Carried to Main Summary £

**APPENDIX A**

**DRAWING ISSUE REGISTER**

Contract drawings included with the tender documents are as follows:

* J00581-LO-001 Location Plan
* J00581-002 Proposed Boardwalk
* J00581-003 Proposed Footpath
* J00581-004 Rev. B GA & Levels Plan (1:500)
* J00581-005 Typical Sections
* J00581-006 GA and Setting Out (1 of 3)
* J00581-007 GA and Setting Out (2 of 3)
* J00581-008 GA and Setting Out (3 of 3)
* J00581-009 Boardwalk Viewing Deck Details (1 of 2)
* J00581-010 Boardwalk Viewing Deck Details (2 of 2)
* J00581-011 Reinforced Gravel Footpath
* J00581-012 Concrete Bagwork Headwall
* J00581-013 Bramshot Farm Proposed Reinforced No Dig Gravel Footpath
* J00581-014 Bramshot Farm Tree Location Plan

**APPENDIX B**

**GROUND INVESTIGATION**

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