



CANNOCK ROAD AFFORDABLE HOUSING SCHEME

DOCUMENT TWO

SPECIFICATION

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

CONTENTS

1.	Definitions.....	Page 3
2.	Introduction.....	Page 3
3.	Background	Page 3
4.	Scope	Page 3
5.	Performance Bond / Parent Company Guarantee	Page 6
6.	Statement of Requirements	Page 6
7.	Building Specification	Page 10
8.	External Works	Page 18
9.	Construction Charter	Page 20
10.	Quality Requirements	Page 21
11.	Project Management	Page 21
12.	Risk Management	Page 24
13.	Other Relevant Details	Page 24
14.	Corporate Social Responsibility	Page 25
15.	Annexes (Supporting Documents)	Page 27

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

1. DEFINITIONS

- 1.1. The definitions of terms and/or acronyms used within this procurement are set out in Table A, below. Any terms not covered here will have the same definition as included in the Preliminaries & General Conditions.

TABLE A

CDM	Construction (Design and Management) Regulations 2015.
Contract	The legal agreement between the Contractor and the Council, which details the Council's requirements, terms and conditions.
The Contractor	The company who wins the Contract, following evaluation of all bids received by the Council.
The Council	Corby Borough Council.
Month	A calendar month.
Parties	Corby Borough Council and the successful Contractor.
Progress Meeting	A meeting between the Council's Representative and the Contractor's Authorised Representative.
Representative	Means, in relation to a Party, its employees, officers, representatives and advisors.

2. INTRODUCTION

- 2.1. The Council is seeking a suitably qualified and experienced Contractor to convert former commercial premises into five (5) residential dwellings at Cannock Road, Corby.

3. BACKGROUND

- 3.1. In progressing its agenda to provide more affordable homes for rent within the borough, the Council intends to convert an existing gymnasium into a terrace of five single-storey residential dwellings, including two with full wheelchair user accessibility and to this end the authority has secured Full Planning Permission (19/00573/REG3) dated 19th March 2020.
- 3.2. The Council also intends for this scheme to be a continuation of its ongoing policy for ultra-low energy homes to help tackle environmental concerns and fuel poverty within the Borough.
- 3.3. The Council now wishes to appoint a competent design & build contractor, ideally with experience of conversions for residential use, wheelchair user accessibility and ultra-low energy homes, to complete the detailed design and build these dwellings, including all associated works.

4. SCOPE

- 4.1. The scheme shall comprise the conversion of an existing gymnasium into the following single-storey residential accommodation:
- 4.1.1. 1no. 1B2P Apartment;
 - 4.1.2. 1no. 1B2P Wheelchair User Apartment;
 - 4.1.3. 2no. 2B3P Apartments; and
 - 4.1.4. 1no. 3B5P Wheelchair User Apartment.
- 4.2. The scheme design has been sufficiently developed to achieve Full Planning Permission and so the Contractor will be required to:
- 4.2.1. Complete the Detailed Design;
 - 4.2.2. Discharge Planning Conditions as appropriate, with particular regard to any Pre-Commencement Conditions;

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

- 4.2.3. Submit & secure Full Plans Building Regulation Approval and discharge any resulting Conditions;
- 4.2.4. Construct the whole of the Works and deliver as a “turnkey” package for beneficial occupation by the Employer, as defined within or reasonably inferred from the following Tender Documents, which form the Employer’s Requirements:
 - a. Preliminaries & General Conditions;
 - b. This Specification; and
 - c. Tender Drawings & Supporting Documents.
- 4.3. The Works shall be those works detailed on the Tender Drawings, including:
 - 4.3.1. Protection of Retained Existing Features:
 - a. Main building;
 - b. West & north site boundary fence;
 - c. Mature tree in the southern corner of the site;
 - d. The lay-by, which forms part of the adopted Highway; and
 - e. Any “live” services:
 - i. See Subsight: Location of Underground Services & Drains (55107) – Aug 20
 - 4.3.2. Permanent Disconnection of Redundant Services:
 - a. All works necessary, including any associated Permissions, Agreements, Easements, Wayleaves, Fees, Charges, Costs or Bonds;
 - b. A Defined Provisional Sum has been included to cover the cost of service connection / disconnection Quotations from the Statutory Undertakers; and
 - c. The Contractor shall make allowance for the gathering of such Quotations from the Statutory Undertakers and allowance for any associated work within their programming, planning and pricing preliminaries.
 - 4.3.3. Demolition & Strip:
 - a. Carefully remove & appropriately dispose of all Asbestos Containing Materials, as identified within the Council Asbestos Refurbishment & Demolition Survey Report (9 Cannock Road, Dens Gym, Corby) – 4th August 2020;
 - b. Demolish existing flat-roof extension at rear (inc. foundations as required) and appropriately dispose offsite; and
 - c. Strip retained building (inside & out) as required, including redundant internal walls;
 - d. Contrary to the Design & Access Statement, break out the existing concrete floor to the required depth;
 - e. Clear the wider site of all redundant items; and
 - f. Appropriately dispose of all arisings offsite.
 - 4.3.4. Superstructure – Repairs & Cavity Insulation:
 - a. Make good any defects in the retained elements of the building, e.g. holes in brickwork;
 - b. Defects visible prior to demolition & strip shall be deemed as included;
 - c. Defects exposed by the demolition & strip shall be priced as a Variation; and
 - d. Fill existing cavities with blown mineral wool insulation.
 - 4.3.5. New Extensions:
 - a. Build two new extensions on new foundations to the rear of Plots 2 & 4/5, as per the Drawings, forming appropriately supported openings as required.
 - 4.3.6. Conversion Works:
 - a. Create five new discrete single-storey terraced dwellings within the retained structure and new extensions, as per the Employer’s Requirements; including:
 - i. Ultra-low energy technologies;
 - ii. Wheelchair user accessibility in Plots 1 & 5; and

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

- iii. Contrary to the Design & Access Statement, completely reconstructed concrete floors.
- 4.3.7. New External Finishes:
 - a. New wall & roof finishes;
 - b. New doors & windows to revised openings; and
 - c. Sun-pipes, door canopies & solar shading.
- 4.3.8. Plot Works:
 - a. Paths (inc. ramps & handrails as required), patios, landscaped gardens, fences, gates, bin storage & collection areas.
- 4.3.9. Communal Areas:
 - a. Resurface vehicle access, shared driveway and off-road allocated parking (including a single dedicated electric vehicle [EV] charging post per dwelling), visitor parking, communal access paths, communal external lighting, fencing, security gate, landscaping, bike shelter and works required for the provision of a Chubb Community Alarm System (i.e. landlord's electricity meter & dedicated analogue phone line).
- 4.3.10. Provision of New Services:
 - a. All works necessary, including any associated Permissions, Agreements, Easements, Wayleaves, Fees, Charges, Costs or Bonds required to service the dwellings and where applicable allocated parking and communal areas, with mains; water, electricity, telecommunications, digital television and the discharge of storm water & foul sewerage into adopted sewers, including the construction of any new sewers to an adoptable standard;
 - b. A Defined Provisional Sum has been included to cover the cost of service connection / disconnection Quotations from the Statutory Undertakers;
 - c. The Contractor shall make allowance for the gathering of such Quotations from the Statutory Undertakers and allowance for any associated work within their programming, planning and pricing preliminaries; and
 - d. The Contractor shall arrange electricity metering with Robin Hood Energy, PO Box 10461, Nottingham, NG1 9JS for each dwelling and a landlord's meter for communal lighting and a Chubb Community Alarm System.
- 4.3.11. Provision of Highway:
 - a. All works necessary, including any associated Permissions, Agreements, Easements, Wayleaves, Fees, Charges, Costs or Bonds required to appropriately maintain the development's connection with the adopted highway and the adoption of any new alterations, which shall be constructed to an adoptable standard;
 - b. A Provisional Sum has been included to cover any Highway Authority Fees and any associated Surety or Legal Fees; and
 - c. The Contractor shall allow for all design consultation to agreement with the Highway Authority and allowance of same within their programming, planning and pricing preliminaries.
- 4.3.12. The design, erection, use and dismantling of all temporary works.
- 4.3.13. Provide all statutory documentation at Completion and any additional documentation required by the Employer's Requirements.
- 4.3.14. Any required servicing to "technologies" for 12 months from Practical Completion:
 - a. Maintenance of communal landscaping for 12 months from Practical Completion; and
 - b. The Rectification of Patent Defects for 12 months from Practical Completion and Latent Defects for 12 years under Deed.

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

5. PERFORMANCE BOND / PARENT COMPANY GUARANTEE

- 5.1. A 10% Performance Bond or alternatively a Parent Company Guarantee is required as a part of providing this Contract to the Council.
- 5.2. Draft templates of both documents can be found at the Annexes of this Specification document.

6. STATEMENT OF REQUIREMENTS

6.1. Design & Workmanship Requirements

- 6.1.1. Umaa Architecture Limited have developed the design using the National Space Standards in sufficient detail to obtain Full Planning Permission (see Decision Notice, Drawings & Supporting Documents).
- 6.1.2. The Contractor shall develop this design by way of their detailed design, conforming to the following requirements:

6.2. Planning Permission

- 6.2.1. The development shall conform fully with the Approved Planning Permission (19/00573/REG3) dated 19th March 2020 (see Decision Notice within Supporting Documents) and where appropriate, the Contractor shall discharge Conditions in a timely manner and obtain written confirmation of their Discharge from the Local Planning Authority (LPA).
- 6.2.2. The Contractor shall not commence Works onsite until all the Pre-Commencement Conditions have been discharged.
- 6.2.3. Planning Condition Discharge Fee(s) shall be paid direct by the Employer via Internal Transfer.
- 6.2.4. The Employer may accept Non / Minor Material Amendments to the Planning Permission in order to facilitate the Contractor's detailed design.

6.3. Planning Amendments

- 6.3.1. Subsequent to the Planning Decision Notice, the Employer has decided to undertake the following amendments to the approved design, which will be submitted to the LPA as a Minor Material Amendment by the Employer's Architect during the Tender Period:
 - a. Upgrade external electricity charging point to dedicated EV Charging Post and increase the quantity from one to one per dwelling, positioned adjacent to the dwelling's allocated parking bay(s);
 - b. Inclusion of external air-source heat pump condensers;
 - c. Additional paved Bin Storage Area to rear of each dwelling; and
 - d. Contrary to the Design & Access Statement and following consultation with Building Control under Condition 7 (Radon), the existing floors will not now be overlaid, but rather reconstructed using a radon barrier, which will in turn lower the Finish Floor Level and resulting access ramps, as currently drawn.
- 6.3.2. The Contractor shall allow for these amendments within their Tendered Sum.

6.4. Building Regulations

- 6.4.1. As a minimum, the design shall conform fully with the current Building Regulations.

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

- 6.4.2. The Contractor shall submit a Full Plans Building Regulation Application to the Council's Building Control Department for approval, amending their design as required to ensure any Conditions are appropriately discharged, with written confirmation.
- 6.4.3. The Contractor shall also use the services of the Council's Building Control Department to undertake site inspections during construction to ensure compliance with the Approved Drawings, with a Completion Certificate obtained for each dwelling.
- 6.4.4. Building Control Fees shall be paid direct by the Employer via Internal Transfer.

6.5. Building Fabric

- 6.5.1. The Employer wishes to meet / exceed the Building Regulation requirements as follows:
 - a. Floors:
 - i. All floors shall be reconstructed to achieve a U-Value of 0.11.
 - b. External Walls:
 - i. Existing Cavity Walls:
 - (a) Blown mineral wool cavity wall insulation; and
 - (b) Plus, up to 200mm of internal insulation to ensure a U-Value of 0.15.
 - ii. New External Walls:
 - (a) U-Value of 0.15.
 - c. Roof Space:
 - i. U-Value of 0.09.
 - d. Air Permeability:
 - i. Target - 2.00m³/h/m²: and
 - ii. All dwellings are to be tested upon completion to ensure compliance.
 - e. External Doors & Windows:
 - i. U-Value of 1.20:
 - (a) Window Solar Factor of 0.63; and
 - (b) Window Frame Factor of 0.7.
 - f. Thermal bridges are to be avoided and where they cannot, they are to be suitably detailed & insulated.

6.6. Accessibility

- 6.6.1. Plots 1 & 5 shall conform to Part M Category 3 (Wheelchair User)
- 6.6.2. Remaining dwellings shall conform to Part M Category 1 (Visitable).

6.7. Sound

- 6.7.1. As a minimum, all dwellings shall conform to Part E of the Building Regulations as per Planning Condition 6.
- 6.7.2. Such work should be closely supervised to ensure the correct materials are used and detailed, especially on party walls, with consideration given to the possible use of Robust Details for this aspect of the Works.
- 6.7.3. Each dwelling is to be tested upon completion to ensure they conform to the above requirements.

6.8. Equipment, Materials, Components, Techniques & Systems - General

- 6.8.1. All equipment, materials, components, techniques & systems shall satisfy the Building Inspector and comply with the latest relevant British / European Standards,

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

Codes of Practice / Guidance and where applicable, have a British Board of Agrément (BBA) Certificate.

- 6.8.2. All equipment, materials and components incorporated into the Works shall be handled, stored and fixed strictly in accordance with the manufacturer's recommendations.
- 6.8.3. Where components have been specified by name within this Specification, it is the intention of the Employer to standardise such components across their housing stock. **It is therefore crucial for the Contractor to gain prior approval from the Employer for the use of any alternatives.**

6.9. **Alternative Construction Methods, Techniques, Materials, Components & Technologies**

- 6.9.1. Any proposed alternative shall meet the minimum requirements of the Building Regulations.
- 6.9.2. The Employer shall not accept any prototypes and as such, the Contractor is required to demonstrate that any proposed construction methods, techniques, materials, components and/or technologies have been successfully used on a similar scheme and in comparable circumstances.
- 6.9.3. Where possible, such construction methods, techniques, materials, components and/or technologies, should ideally have some form of legitimate accreditation.
- 6.9.4. Where applicable, the Contractor shall ensure the detailed design of any renewable energy technologies shall not preclude an application under the Domestic Renewable Heat Incentive Scheme, with all equipment registered on the current DRHI Product Eligibility List and installation / certification under the Microgeneration Certification Scheme (MCS) by an approved MCS Contractor.

6.10. **Security**

- 6.10.1. Dwellings shall be designed and certified to Secure by Design (SBD) Homes 2019 Version 2 (March 2019) Silver Award.

6.11. **Accommodation**

- 6.11.1. The dwellings have been designed to the National Space Standards (NSS) and where possible this should be maintained within the Contractor's Design, including storage. This being the case, there is an assumption that the main plant for the whole house heat recovery system will be mounted in the roof space. However, given its size, the thermal store will invariably be positioned within a proposed Store Room.
- 6.11.2. Where feasible and not in conflict with Part M Category 3 (Wheelchair User) Guidance in Plots 1 & 5, the accommodation shall fulfil the following minimum requirements:
 - a. Kitchens:**
 - i. Sink Top & Drainer – 940x485mm Contract Inset Sink with single tap hole;
 - ii. Cooker Space – 600x600mm;
 - iii. Washing Machine Space – 600x630mm;
 - iv. Other Base Units:
 - (a) 1Bed - equivalent to 600x1200mm; and
 - (b) Remainder – equivalent to 600x1600mm.
 - v. Dishwasher Space – 600x600mm;
 - vi. Fridge / Freezer Space with Removable Worktop – 600x600mm;
 - vii. Tall Broom / Larder Cupboard:
 - (a) 3Bed – 2no. 600x600x1950mm; and

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

- (b) Remainder – 1no. 600x600x1950mm.
- viii. Tray Space – 600x150mm;
- ix. Recycle Bin Space:
 - (a) 1Bed – 600x300mm; and
 - (b) Remainder – 600x600mm.
- x. Total Length of above Fitments:
 - (a) 1Bed - 4930mm;
 - (b) 2Bed - 5630mm;
 - (c) 3Bed – 6660mm;
- xi. Minimum Storage Capacity:
 - (a) 1Bed – 1.5m³;
 - (b) 2Bed – 2.1m³; and
 - (c) 3Bed – 2.2m³.
- xii. Wall Units to be 300mm deep & 450mm above Base Units;
- xiii. Kitchen Workspace Zone – 1500x1000mm;
- xiv. Kitchen layout “triangle” of fridge / cooker / sink;
- xv. Kitchen worktop not interrupted by circulation;
- xvi. Minimum 1200mm between cooker space and sink, with 500mm clear worktop either side of cooker space and no electrical outlets within 150mm of cooker space;
- xvii. Facing kitchen units a minimum of 1200mm apart; and
- xviii. Secure storage for harmful substances.

b. Electrical Installation:

- i. Minimum Number of Double Sockets:
 - (a) Living Space – 5 (inc. TV position – 2);
 - (b) Dining Space – 2;
 - (c) Kitchen Worktops – 4;
 - (d) Single Bedroom – 3 / Double or Twin Bedroom – 4;
 - (e) Hall – 1;
- ii. Store – 1; Heights:
 - (a) Low level sockets – 450mm.
 - (b) Kitchen sockets / switched fuse spurs – 150mm above worktop; and
 - (c) Light switches – 1200mm.
- iii. Kitchen appliance spaces shall have either a “gang” switch or individual switched fuse spurs operating low level un-switched socket outlets, with switch to fridge / freezer space off-set to one side;
- iv. Loft mounted digital TV aerial connections to Living Room & Master Bedroom;
- v. Phone / Data point in Hall, Living Room, Master Bedroom & Study Area;
- vi. Single USB socket required in Living Room, Kitchen & Master Bedroom;
- vii. Two-way light switching in Hall and any other room with more than two points of entry;
- viii. Switched light in Store and Roof Space (with neon);
- ix. Fused spur for future security alarm;
- x. Fused spur for future focal point fire; and
- xi. All switches shall be etch labelled and include neon, where the light is not directly visible (i.e. external, store & loft) to prevent unwanted operation.

6.12. Employer Approval / Change Control

- 6.12.1. The Contractor shall invite the Employer (or its Representative) to all formal Design Team Meetings.
- 6.12.2. The Contractor shall ensure the Employer (or its Representative) is issued with all drawings and specifications for the proposed design in a reasonable time for

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

consideration and approval, prior to the undertaking of the Works to which they relate.

6.12.3. The Contractor shall make the Employer (or its Representative) aware of any enforced changes to the design, citing the reasons and any design choices that present themselves.

6.12.4. Notwithstanding any such authorised change, the Contractor shall comply fully with the approved design and rectify any deviation at their own cost.

6.13. Collateral Warranties

6.13.1. The Contractor shall procure within 28 days of appointment, Collateral Warranties to the benefit of the Employer from their Consultants (see draft in Supporting Documents) and JCT CWs from those sub-contractors with a significant design element.

6.14. Product Warranties

6.14.1. Where available, the Contractor shall provide Product Warranties from manufacturers and/or Contractors of equipment, materials & components.

7. BUILDING SPECIFICATION

7.1. Drainage

7.1.1. Pipes, chambers and fittings shall be either uPVC, vitrified clay or concrete by Hepworth or similar approved and laid to an adoptable standard in accordance with an Engineer's design.

7.1.2. Sewers for public adoption should be a minimum of 3m from structures.

7.1.3. Components shall be compatible, with proprietary adaptors used where necessary to connect different sections of the system.

7.1.4. All areas of the system shall be accessible for repair & maintenance, by way of either; internal access panels, rodding-eyes, gullies or inspection chambers.

7.1.5. All covers shall remain visible and flush with their permanent surroundings (slightly below in grass areas to allow for mowing). They shall all be galvanised steel or painted iron and of a strength appropriate for their location and/or depth, with all frames fully bedded in concrete, irrespective of the manufacturer's minimum requirements.

7.1.6. Where possible, covers should be outside the lines of pedestrian / vehicular traffic and square to buildings, fences, kerb lines, etc.

7.1.7. Prior to handover and in addition to any statutory tests, all chambers shall be opened up for the inspection of the CofW and where necessary, cleared of rubble before flushing the entire system.

7.1.8. Any storm water attenuation shall preferably be subterranean by way of enlarged pipes and/or a modular storm-cell system and include a practicable maintenance regime.

7.2. Substructure

7.2.1. The Contractor shall ensure any foundation design & depths shall conform to an approved Engineer's Design and to the satisfaction of the Building Inspector.

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

- 7.2.2. Existing concrete floors shall be broken out and excavated to a sufficient depth to allow their complete reconstruction to an approved detail, with an appropriate DPM, radon barrier and sufficient insulation to meet the thermal requirements. Leaving an even, sealed, screeded finish suitable to accept floor coverings, with a FFL 150mm above the existing ground-level.
- 7.2.3. Floors within the extensions shall be to the Contractor's Design to achieve the required performance and so detailed as to prevent cracking with the existing floors.

7.3. Superstructure

- 7.3.1. Retained existing external walls shall be stripped of all fittings and repaired inside & out as necessary to ensure they are structurally sound, with cavities filled with blown mineral wool insulation.
- 7.3.2. These walls shall then have a dryline "build-up" as follows (or equivalent approved) to achieve the required thermal performance:
- a. GypLyner Universal Framing with 25mm Isover Partition Roll (APR 1200) filling void;
 - b. Gyproc ThermaLine Super Plasterboard (thickness Contractor's Design); and
 - c. Plaster Skim.
- 7.3.3. The extensions shall be block / block filled cavity construction to the Contractor's Design to achieve the required thermal performance.
- 7.3.4. Party walls shall conform to Robust Details (or equivalent approved) and achieve Part E.
- 7.3.5. Other alternative methods of construction, such as timber frame, metal stud or panelised system will be considered on a system by system basis and proposals for such should be included within the Tender Submission.
- 7.3.6. In any event, all new external wall construction shall conform to Building Regulations, require low maintenance and have a minimum 100 year life expectancy.

7.4. Roofs & Roof Space

- 7.4.1. The retained pitched roof shall be stripped to the rafters and where necessary, repaired and braced to support the PV arrays, prior to recovering with a breathable membrane, treated lath and fibre cement slates to the manufacturer's recommendations.
- 7.4.2. The roof shall have mechanically fixed "dry" ridge & verge systems, with lead flashings / soakers and all shall conform to best practice.
- 7.4.3. Any timbers shall be pressure impregnated and protected with a preservative treatment in accordance with guidance provided by the Wood Protection Association. All fixings, straps, etc. shall be non-corrodible and compatible with the timber preservative treatment. Cut details shall receiving two coats of brushed preservative.
- 7.4.4. The roof space shall be insulated with sufficiently thick loft roll or similar approved to achieve the required thermal performance and ventilated in accordance with the slate and/or mechanical ventilation manufacturer's recommendations, using flush fitting proprietary products.

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

- 7.4.5. The loft hatch shall be an insulated, draught-proofed, lockable proprietary unit, with a fire resistance equivalent to the surrounding ceiling.
- 7.4.6. The Contractor shall also provide a loft mounted extending ladder to ease access into the roof space to maintain ventilation plant.
- 7.4.7. An area of roof space 1000mm wide immediately surrounding the loft hatch shall be boarded out in 18mm ply to aid access. There shall also be a single batten-holder light fitting mounted at high level above the loft hatch, operated by a etch labelled single switch with neon, mounted on the wall below.
- 7.4.8. The loft hatch boarding shall also be extended to provide safe access to and around any plant mounted in the roof space.
- 7.4.9. The Contractor shall reinforce ceilings as required to support ventilation plant and disabled hoist tracks in Plots 1 & 5.

7.5. External Finishes

- 7.5.1. As per Planning Condition 3, the materials used shall match those illustrated on the Approved Drawings in both form, style & colour, being a combination of through colour render and Cedral timber composite cladding to the walls (exact colours TBA) and fibre cement roof slates.
- 7.5.2. Where deemed necessary, the Contractor shall construct a sample panel onsite of the external finishes, including all features.

7.6. Doors & Windows - General

- 7.6.1. All external doors and windows shall match those illustrated on the Approved Drawings in form, style & colour (exact colour TBA). They shall be high performance and meet the required thermal performance, comply with SBD PAS24 and have a minimum 10 year warranty.
- 7.6.2. External doors and windows shall be set back from the face of the external wall to provide an adequate reveal, with external doors having a 15mm low-level threshold and where necessary, adequate channel drainage to prevent water ingress.
- 7.6.3. Safety glass shall be used in all locations below 800mm.

7.7. Windows

- 7.7.1. Windows shall be new aluminium or composite frame as per the Approved Drawings, with casements mounted on friction hinges with multi-point "night vent" latching mechanisms & lockable handles, apart from bedroom escape windows, which shall have push-button release handles to the current Building Regulations.
- 7.7.2. Casement handles shall be positioned at 1200mm above FFL.
- 7.7.3. All window openings to have an MDF window board (with the exception of tiled cills in Kitchen / Showroom) and a 19x44mm painted softwood curtain batten (to also include external door openings into habitable rooms).

7.8. External Doors

- 7.8.1. Front doors shall be pre-coloured new timber composite door sets as per the Approved Drawings, complete with frame and multi-point locking, with solid spindle handles.

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

- 7.8.2. The Employer shall provide suited euro cylinder “warden” locks for the front doors for installation by the Contractor.
- 7.8.3. Front doors to all dwellings shall be fitted with a central telescopic spy hole at 1400mm above internal floor level, numerals and a letter plate to BS EN 13724:2013.
- 7.8.4. Rear doors, frames & side panels shall match the windows, as per the Approved Drawings, with multi-point locking, with solid spindle handles and key to key euro cylinder locks (3 sets of keys per lock).
- 7.8.5. All doors shall be approached via a level access, with a GRP porch canopy above front doors and solar shading above rear doors.

7.9. Internal Doors

- 7.9.1. Doors shall be Premdor Premium Horizontal 4 Line Moulded, with linings formed from softwood or MDF, with widths to suit specific location requirements.

7.10. Ironmongery

- 7.10.1. Internal door furniture shall be solid spindle polished chrome Marvel lever on rose latch (or similar approved) and 3no. steel butt hinges.
- 7.10.2. Shower Rooms & En-Suites shall have privacy furniture with a locking handle mechanism and external emergency release, rather than a mortice lock or bolt.
- 7.10.3. Built-in cupboards shall not be lockable, other than a single kitchen wall unit for hazardous substances.
- 7.10.4. Spring type skirting mounted door stops to protect internal walls are to be fitted as required.
- 7.10.5. Coat hooks (one per bed space) are to be fitted in the hall.

7.11. Internal Walls / Ceilings

- 7.11.1. It is assumed that internal partitions shall be constructed from either lightweight concrete blocks or timber / steel studwork and faced in plasterboard, although alternative methods will be considered.
- 7.11.2. Proprietary dry-linings shall be fixed by using either battens, bonding adhesive or the “dot & dab” method, with a sealed perimeter
- 7.11.3. All plasterboard shall have taped / filled joints and either Drywall Sealer (two coats in “wet” areas) or a skimmed finish.
- 7.11.4. Plasterboard in “wet areas” (Kitchens, Shower Rooms & En-Suites) shall be moisture resistant with vapour check, while ceilings shall also be vapour checked throughout.
- 7.11.5. Stud walls in Shower Rooms and En-Suites shall be lined to their full height with 18mm marine plywood for the securing of future fittings and adaptations.
- 7.11.6. Skirting and architrave shall be pencil round to the following finished sizes in MDF:
 - a. Skirting boards: 14.5 x 94mm (finished sizes)
 - b. Architrave: 14.5 x 44mm (finished sizes)

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

7.12. Kitchens

7.12.1. Manufactured by Premiere Kitchens (or similar approved), as per the following schedule:

- a. Range / Colour: Senator Eco / White Ash;
- b. Unit Type: Drawer Line
- c. Carcass: Standard P2 in White
- d. Plinth: White
- e. Handle: Chunky D
- f. Worktop: 38mm x 600mm in Harvard Oak
- g. Worktop Joints: Aluminium Strips & End Caps
- h. Wall Unit Height: 720mm
- i. Sink: 940mm x 485mm Contract Inset Sink with single tap hole
- j. Tap: Mono Mixer Tap with Single 3" Lever & Swivel Spout
- k. Décor End Panels & White Filler Panels as required

7.12.2. Final layouts to be approved by the Employer from designs provided by the Contractor.

7.12.3. The cooker space is to be provided with an electrical connection and a filtered recirculating cooker hood, separate from the extraction by the heat recovery ventilation system

7.12.4. No white goods are required.

7.13. Shower Rooms & En-Suite Wet Rooms

7.13.1. Sanitary ware and fittings shall be as per the following schedule (or similar approved), where regulations in water use allow:

- a. Non-Part M Shower Rooms:
 - i. Lecico Atlas Close Coupled Pan / Cistern / Seat & Cover;
 - ii. Lecico Atlas 1-Tap Basin 550;
 - iii. Lecico Atlas Pedestal;
 - iv. Mono Mixer Tap with Single Lever;
 - v. Click / Clack basin waste;
 - vi. Matching 600mm chrome towel rail & toilet roll holder;
 - vii. 450 x 600mm Mirror over basin;
 - viii. Double Slimline Shower Cubicle; and
 - ix. Vado Exposed Thermostatic Mixer Shower Package**
- b. Part M Shower Room & En Suites:
 - i. To match above specification as far as possible, but in full compliance with Part M Category 3; and
 - ii. Whole floor area shall drain to shower outlet in far corner

7.13.2. **Alternatively, depending on the Contractor's proposed design, a 10.5kw thermostatically controlled electric shower by Triton or Mira (or similar approved) would be acceptable.

7.14. Ventilation

7.14.1. In order to help achieve the low air permeability target, mechanical ventilation shall be by means of a whole house heat recovery system to the Contractor's design that exceeds the minimum requirements of the Building Regulations.

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

7.15. Electrical Installation

- 7.15.1. As per the following schedule (or similar approved) and upgraded as required under Part M in Plots 1 & 5, installed and commissioned by an NICEIC registered electrician in accordance with the current IEE Regulations:
- a. Consumer Unit: Hager VM114K 14-Way Non-Split Board populated by Hager RCBOs;
 - b. Switches / Sockets / Light Fittings: Hager White Plastic;
 - c. Light Fittings:
 - i. Kitchen – Enclosed low energy light fitting;
 - ii. Shower Room / En-Suite – Suitably enclosed light fitting with appropriate IP rating for intended zone;
 - iii. Store / Roof Space – Batten holder;
 - iv. Remainder – Pendant set (multiple in larger rooms) positioned to avoid doors and set at a height of no less than 2.1m above floor level; and
 - v. Bulbs – All fittings to use ultra-low energy LED lamps.
 - d. Non-illuminated shaver socket in Shower Rooms & En-Suites;
 - e. External Plot Lighting:
 - i. Front – Bulkhead light mounted on underside of door canopy;
 - ii. Rear – LED spotlight; and
 - iii. Both - Contemporary design with photocell & PIR sensing, with manual override (inc. neon) for off / on / auto.
 - f. Hard-wired doorbell adjacent to front door.
- 7.15.2. Lighting shall be secured into timber noggins or ply pattresses. Positions should be readily accessible and include a minimum of two lighting circuits.
- 7.15.3. Cables to be run vertically under protective containment, with the use of surface mounted conduit prohibited. Sockets should be positioned to avoid the potential for trailing leads across doorways / circulation routes.
- 7.15.4. Lighting, small power & data layout is to be approved by the Employer prior to installation.
- 7.15.5. The Contractor shall test the TV signal strength at the development site, before installing a digitally compatible TV aerial and cable within each roof space, with operational outlets in the living room and master bedroom.
- 7.15.6. Where signal strength is deemed insufficient, the following mitigating measures shall be used in descending order:
- a. Booster;
 - b. External Mounting; and
 - c. Satellite dish in place of aerial.
- 7.15.7. An interlinked LD2 smoke alarm system shall be installed in each dwelling, with detectors fitted in suitable locations. Detectors shall be mains operated (with battery backup) via a protected circuit, with a heat detector in the Kitchen and optical detectors elsewhere. The nearest detector to the Chubb Community Alarm Speech Unit in each dwelling shall have a base with a “clean” spare interface for linking the alarms by Chubb.
- 7.15.8. Each dwelling shall power its own dedicated domestic EV Charging Post, positioned adjacent to its allocated parking bay(s). Where a dwelling has two bays, the Post shall be mounted centrally to serve both Bays.
- 7.15.9. Electricity meters shall be internally located single tariff credit smart meters supplied by Robin Hood Energy.

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

7.16. Community Alarm System

- 7.16.1. The Council will arrange for the installation of a single external Community Alarm Control Box, by their provider Chubb Community Care.
- 7.16.2. The Contractor will be required to provide a metered landlord's electricity supply to the control box, along with a dedicated analogue telephone line.
- 7.16.3. In addition, bungalows will require compatible smoke detectors (see 19.0 Electrical Installation).
- 7.16.4. The Contractor will be required to allow access to Chubb during the latter stages of the build to facilitate installation via the roof spaces.

7.17. Plumbing

- 7.17.1. The main stop-cock is to be labelled as such and where the mains water pressure is too high, a 2 bar pressure reducing valve is to be installed.
- 7.17.2. All pipework and fittings are to be unobtrusive and designed to meet water regulations and prevent Legionella.
- 7.17.3. Exposed pipework shall be in copper with capillary fittings, with Hep2O push-fit plastic pipes and fittings or similar approved acceptable in concealed locations. Where practicable pipes can be contained in either proprietary conduit or boxed-in, using cup & screw fixings for ease of access.
- 7.17.4. Final connections to sanitary ware shall be in braided flexible tails, using compression fittings and accessible ball-o-fix isolators.
- 7.17.5. The hot and cold water to the washing machine and dishwasher spaces shall include the appropriate fittings for connection, with stop-taps colour coded for incoming hot / cold feeds and complete with trapped / capped waste facilities or a sink waste hose spigot.
- 7.17.6. Overflows shall be readily observable, although positioned so as not to pose a hazard.
- 7.17.7. An external tap with double check valve shall be provided to all dwellings in the rear garden, which shall be fully compliant to the latest Water Regulation Bylaws, in a position preferably above a gulley.
- 7.17.8. All pipe lagging is to fully comply with Bylaw 49 for the protection of water pipes against freezing, including measures to prevent the freezing of overflows and any external condensate connections.
- 7.17.9. All above ground drainage is to be uniform and supplied by Marley or similar approved, with a standard half-round gutter profile. Gutters / downpipes shall be installed strictly in accordance with manufacturer's recommendations and tolerances.
- 7.17.10. Downpipes are to be sealed into underground drainage using a proprietary adaptor, coloured to match rainwater goods.
- 7.17.11. Balloon vents shall be fitted to all external soil pipes and all access covers to above ground drainage shall be accessible.

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

7.18. Heating

- 7.18.1. Primary space and water heating shall be by way of an air to water air-source heat pump (ASHP), using the Mitsubishi Ecodan 4kW Monobloc Heat Pump (QUHZ-W40VA) with Thermal Store (EHPT20Q-VM2EA) or equivalent approved and low temperature radiators.
- 7.18.2. Indicative positions for the external condensers have been illustrated on the Drawings, while the thermal store shall be positioned internally within the dwelling's storage space.
- 7.18.3. Installation and commissioning shall be undertaken strictly in accordance of the manufacturer's instructions by a subcontractor certified under the Microgeneration Certification Scheme (MCS), who shall provide the necessary documentation on completion to enable the authority to apply to the Domestic Renewable Heating Initiative.
- 7.18.4. The authority will work with the Contractor to decide whether an additional monitoring & meter package will be required at additional cost.
- 7.18.5. Radiators shall be Quinn or similar approved low temperature radiators, sized to suit, with Honeywell VT15 thermostatic radiator valves to all radiators apart from a by-pass radiator in rooms with a wall stat.
- 7.18.6. TRVs shall be top mounted to aid accessibility.
- 7.18.7. Room Stat / Controller shall be a Honeywell CM701 or similar approved.
- 7.18.8. System is to be flushed and dosed appropriately with inhibitor.

7.19. Solar PV

- 7.19.1. Flush-mounted Viridian Solar Clearline PV30/500 photovoltaic panels are to be installed & commissioned as per the Drawings, strictly in accordance with manufacturer's instructions using their own proprietary flashing and gutter systems, by a subcontractor certified under the Microgeneration Certification Scheme (MCS).
- 7.19.2. The installation shall be connected and commissioned to the property's electrical installation via a remotely monitored FIT meter, on a non-export basis and the MCS subcontractor shall provide the necessary documentation on completion to enable the authority the option of applying for a Feed in Tariff.

7.20. Sun Pipes (Tunnels)

- 7.20.1. Sun pipes (tunnels) shall be sized and installed as per manufacturer's recommendations and fitted with a traditional "rooflight" style external fitting, using proprietary flashings & soakers.
- 7.20.2. All gaps in sun pipes are to be sealed within the roof space and consideration given to the positioning of diffusers for cleaning.

7.21. Store Room / Airing Cupboard

- 7.21.1. Store rooms shall be lit and provided with a single power point. Slatted shelving shall also be provided, while still leaving space to access the thermal store for maintenance.

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

7.22. Internal Finishes

- 7.22.1. As per the following schedule:
- a. Floors:
 - i. Any unevenness in floor screeds shall be corrected with a proprietary latex levelling compound;
 - ii. Kitchen / Shower Room / En-Suite – Appropriate Cushioned Non-Slip Vinyl Flooring: Make & Colour – TBA; and
 - iii. Remaining Screed Floors – Concrete Hardener & Dust-proofer.
 - b. Walls & Ceilings:
 - i. Mist coat + two coats of vinyl matt emulsion in white; and
 - ii. “Wet Areas” shall also be mould resistant.
 - c. Woodwork:
 - i. Internal Doors (if not pre-finished): Two coats of satinwood in white; and
 - ii. Remaining Items: Two coats of primer / undercoat + one coat of gloss in white.
 - d. Ceramic Wall Tiles:
 - i. Fixed using a proprietary pre-mixed waterproof adhesive;
 - ii. To include mechanically fixed plastic trims and tiling beads to corners & angles; and
 - iii. White 150mm x 150mm Ceramic Tiles:
 - (a) Three course backsplash above Kitchen worktops;
 - (b) Cooker space to floor;
 - (c) Two course backsplash behind basins;
 - (d) Window cills in Kitchen & Shower Rooms; and
 - (e) Full height to ceiling in shower area.***
- 7.22.2. ***Shower cubicles can either be tray & tiled or pre-finished “pod”.

7.23. Sealants

- 7.23.1. All gaps between components, products and/or finishes inside & out shall be sealed with a suitable sealant, including between flooring and skirting and all sanitary appliances.

8. EXTERNAL WORKS

8.1. Communal Landscaping & Gardens

- 8.1.1. In the absence of a Ground Investigation, the Contractor shall allow for the cost of a Soil Test to establish whether a capping layer is required, which would be added as a variation, if necessary.
- 8.1.2. The Contractor shall provide details of their landscaping proposal, based on the Proposed Site Plan, to which the following requirements shall apply:
- a. The existing tree in the southern corner of the site is to be retained and shall be suitably protected for the duration of the Works;
 - b. Hedge plants & shrubs shall be appropriate for their location, using suitably sized robust specimens;
 - c. Borders of rear gardens are to receive hedging;
 - d. Shrubs along the front of the development and around the communal parking area shall be of a low height / low maintenance variety, densely planted, resistant to selective weed-killer, not harmful or excessively “prickly”;
 - e. Highway visibility splays are to be maintained; and
 - f. Temporary fencing shall be erected as necessary to protect tree & shrubs.

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

- 8.1.3. All landscaping and maintenance is to be undertaken by an appropriately specialist subcontractor.
- 8.1.4. All soil retained on site shall be fit for the use it is intended and where stockpiled, it shall be suitably protected.
- 8.1.5. All imported top soil shall be landscape quality and comply with BS3882:2015, with a test / analysis sheet for each load. Unsatisfactory soil shall be removed from site.
- 8.1.6. Minimum topsoil depths shall be as follows:
 - a. Grass – 150mm; and
 - b. Shrubs – 300mm.
- 8.1.7. The contractor shall ensure the subsoil is not overly compacted prior to spreading.
- 8.1.8. Delivery, storage and planting of bare root plants & shrubs shall be closely monitored and restricted to spring & autumn.
- 8.1.9. The Contractor shall be responsible for the maintenance of all communal areas for a period of 12 months from Completion, including weeding, pruning and watering (as required).
- 8.1.10. Grass areas in rear gardens shall be laid as drawn using fine lawn turf.
- 8.1.11. Garden paving shall be 450x450x50mm pre-cast concrete pavers (colour and texture to TBA), laid on a dry 50mm combo mortar bed over a well consolidated 75mm granular sub-base.
- 8.1.12. Paths shall be laid to a minimum width of 900mm, with a cross-fall of 1:100 away from buildings and where necessary, run-off shall be disposed to the drainage system via a “French” drain. Path widths for the two Wheelchair User Plots shall be governed by Part M.
- 8.1.13. The following paved areas shall be provided:
 - a. Garden paving as illustrated;
 - b. Plus additional area at rear of each dwelling for 3no. wheelie bins (provided by others); and
 - c. Level access from bin area to kerbside collection point.
- 8.1.14. Care should be taken to avoid the “bridging” of DPCs.
- 8.1.15. See Planning Condition 13 in regard to Bin Storage.
- 8.2. **Fencing**
 - 8.2.1. The existing 1.8m high close-boarded fencing along the west & north site boundary, which is still in good order, shall be retained and protected.
 - 8.2.2. All new fencing shall be erected as drawn, comprising:
 - a. Replacement 1.8m High Close-Boarded Fence along southern site boundary in consultation with neighbouring properties;
 - b. New 450mm High Timber Knee-Rail to enclose sides of vehicle access;
 - c. New 1.8m High Close-Boarded Fence to rear of new Bike Shelter;
 - d. New 1.8m High Steel Railing Security Gate with Digi-lock (inc. cowl) to entrance of Rear Access Path;
 - e. New 1.5m High Close-Boarded Fence to form rear gardens; and
 - f. New matching 1.5m High Framed, Ledged & Braced Close-Boarded Rear Garden Gates with lockable bolt.

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

- 8.2.3. All timber fencing shall be mounted on timber post with gravel boards to BS1722, with tannalised treatment to the following Use Classes under BS EN 335-1:
- a. Fencing Boards / Panels above Ground – UC3.2; and
 - b. Posts & Gravel Boards in Contact with the Ground – UC4.
- 8.2.4. Trimming / cutting of treated timber should be kept to a minimum. Cut timber shall not be permitted in contact with the ground and will receive two coats of brushed preservative before incorporation into the Works.

8.3. Vehicle Access, Parking Bays & Rear Access Path

- 8.3.1. The Vehicle Access and Parking Bays shall be broken out and re-constructed as per the Proposed Site Plan to a Contractor's Design yet to be approved, from a combination of either block or tegula paving, resin bound aggregate or bitumen macadam, with clear delineation between the Vehicle Access and Parking Bays.
- 8.3.2. The new rear Access Path shall be similarly constructed, rather than concrete slabs.
- 8.3.3. The Contractor shall ensure their final design discharges Planning Condition 12 (Access & Parking), which will also require a surface water drainage design.
- 8.3.4. Allocated parking bays shall be identified by house numbers on metal discs, fixed to the paving, with visitor parking identified with a disc marked "V".

8.4. Communal Area Lighting

- 8.4.1. Prior to commencement, the Contractor shall ensure their lighting design (including Plot Lighting to front & rear doors) discharges Planning Condition 9 (Proposed Lighting Scheme).
- 8.4.2. The communal lighting design should be robust and seek to minimise light pollution. It shall be supplied by way of the Employer's unmetered MPAN and controlled by a combination of photocell & timeclock.
- 8.4.3. Where the use of lighting bollards is deemed preferable, these shall be Abacus AL9000 LED Bollards or similar approved.

8.5. Bike Shelter

- 8.5.1. Prior to first occupation, the Contractor shall ensure their design for a Bike Shelter, based on the Drawings, discharges Planning Condition 13 (Secure Bicycle Parking & Bin Storage).
- 8.5.2. The proprietary shelter and "Sheffield" bike stands shall be installed as per manufacturer's instructions.

9. CONSTRUCTION CHARTER

- 9.1. Corby Borough Council signed up to the Construction Charter on Monday, 12th November 2018 and adopted, in full, the provisions of the Charter and publically affirmed our commitment to work with Unite and other appropriate trade unions to ensure the provisions of the Charter are applied in all construction projects we are involved with.
- 9.2. The Charter states that the Council, as a responsible client, enter into this agreement and commit to working with the appropriate trade unions, in order to achieve the highest standards in respect of; direct employment status, Health & Safety, standard of work, apprenticeship training and the implementation of appropriate nationally agreed terms and conditions of employment.

- 9.3. In order to be considered for this project, the successful bidder(s) must agree to adhere to the provisions of the Charter, which can be accessed by **double clicking on the link below**.



Construction
Charter.pdf

10. QUALITY REQUIREMENTS

- 10.1. The Contractor is expected to provide the goods, services, supplies and/or works with all the reasonable skill, care and diligence to be expected of a qualified and experienced member of the Contractor's profession undertaking and/or providing goods, services, supplies and/or works similar in scope and character to those required by the Council, as detailed and/or referred to in this Specification and/or any and all supporting documents.

11. PROJECT MANAGEMENT

- 11.1. The Contractor shall at all times provide the Works to meet or exceed the requirements set out in this Specification and any associated documents.

11.2. Monthly Progress Meetings

- 11.2.1. The Contractor shall be required to meet with the Employer every month to report on the following:
- a. Design
 - i. Outstanding Design Items / Issues
 - ii. Schedule of Required Information
 - iii. Statutory Approvals
 - b. Programme
 - i. Update on progress and confirmation of anticipated Completion
 - ii. Identification of any delay / slippage and details of mitigating action
 - iii. Impact of any Variations
 - c. Cost
 - i. Expenditure against Contract Sum Analysis and Cash-flow Forecast
 - ii. Value of any Variations
 - iii. Anticipated Final Account
 - iv. Monthly Valuation
 - d. Risk
 - i. Update Risk Register
 - e. Progress with Statutory Undertakers & Authorities
 - f. Health and Safety / CDM

11.3. Covid-19

- 11.3.1. The Contractor shall undertake works onsite in full compliance with the latest Government Guidance on social distancing and mitigation measures agreed for the Construction Sector.
- 11.3.2. Where such Government Guidance suspends the Works, then the JCT Force Majeure Clause shall be enacted, resulting in a "no cost" extension of time

11.4. Completion & Handover

- 11.4.1. Prior to Completion, the Contractor shall give the Employer four weeks' notice in order to advertise properties and arrange viewings / lettings.

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

- 11.4.2. Completed dwellings shall remain within the curtilage of the Contractor's site security until occupation following any partial possession of the site. The Contractor shall re-arrange their site layout once occupation has occurred.
- 11.4.3. At Completion (or Partial Possession by agreement) the Contractor shall (with assistance from the Employer) provide a plot specific Home User Guide for each dwelling, comprising:
- a. Introduction;
 - b. Allocated Parking;
 - c. Locating Important Equipment:
 - i. Consumer Unit;
 - ii. Main Isolation Valves;
 - iii. Meters; and
 - iv. etc.
 - d. Utilities:
 - i. Initial Provider (including Emergency & Customer Service Contacts);
 - ii. MPAN;
 - iii. Meter Numbers; and
 - iv. Meter Readings.
 - e. Reporting Defects:
 - i. Definition;
 - ii. Procedure within Rectification Period; and
 - iii. Procedure after Rectification Period.
 - f. Finishes, Fixtures & Fittings;
 - g. Instructions for Mechanical & Electrical Equipment;
 - h. Environmental Design Features & Energy Saving Tips;
 - i. Access & Security;
 - j. Fire Safety;
 - k. Advice on Use, Care and Maintenance;
 - l. User Guides & Manuals;
 - m. Refuse & Recycling Arrangements; and
 - n. Local Amenities, Information & Transport.
- 11.4.4. At Completion the Contractor shall also provide the Employer with one copy of a draft Site Manual (incorporating the Health & Safety File) on a memory stick, with the final hard copy and four final memory sticks provided once all certification is finalised.
- 11.4.5. The Site Manual shall comprise of the following documentation:
- a. Health and Safety File:
 - i. A brief description of the Works;
 - ii. Any residual hazards;
 - iii. Key structural principles;
 - iv. Hazardous materials;
 - v. Mechanical & Electrical Installations;
 - vi. Health & safety information relating to any cleaning / maintenance equipment;
 - vii. Details of significant services; and
 - viii. A full set of As-Built Drawings.
 - b. A schedule of consultants & subcontractors and details of their work;
 - c. A schedule of building materials, components and fittings installed and their Contractor;
 - d. Operation and Maintenance Manuals;
 - e. Copy of Planning Permission, including correspondence from the LPA confirming the discharge of all appropriate Planning Conditions;
 - f. Original Building Regulation Completion Certificates;
 - g. Energy Performance Certificates (EPCs) and detailed Final SAP calculations for each dwelling;
 - h. Original Electrical Test Certificates for all connections and installations;

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

- i. Other Certificates, e.g.:
 - i. Secure by Design;
 - ii. MCS;
 - iii. Air Tests;
 - iv. Sound Tests;
 - v. TV Reception Test Certificate;
 - vi. Waste Management; and
 - vii. etc.
 - j. Guarantee from the Door & Window Installer;
 - k. Other Guarantees / Product Warranties on equipment, materials, components, techniques & systems;
 - l. Copies of relevant Agreements with Statutory Authorities, e.g. Highway Section 184 or 278 Agreements, Water Section 104 & 106 Agreements, Easements, Wayleaves, etc.
 - m. Details and drawing(s) clarifying the extent and/or details of any areas or assets adopted by Statutory Undertakers or Statutory Authorities;
 - n. A drawing clarifying boundary details and ownership, rights of way or access, and any existing or new easements, and any trees which are the subject of tree preservation orders;
 - o. Procedure to be followed by the Employer in the event of a Defect or Latent Defect requiring remedial action; and
 - p. Other Documentation:
 - i. Electricity, water & if applicable heat meter readings;
 - ii. Utility Provider;
 - iii. Meter reference/serial numbers; and
 - iv. Electricity MPAN reference numbers.
- 11.4.6. **Clerk of Works (CofW)**
- a. The Employer shall employ a part-time Clerk of Works to monitor the quality of the Works, liaise with Site Management and attend the Monthly Progress Meetings;
 - b. The Contractor is requested to assist the CofW in their duties, by allowing access to the site and use of its facilities, following a site induction; and
 - c. The CofW shall immediately notify the Contractor of any defect requiring rectification.
- 11.4.7. **Inspections (Snagging/Back-Snagging)**
- a. Once the Contractor is satisfied as to the completion of a dwelling or communal area and believes it to be free of defects and ready for handover. He shall advise the CofW, who will undertake a thorough inspection of the dwelling / communal area and prepare a Schedule of Defects for issue to the Contractor, where such defects exist;
 - b. The Contractor shall then complete the Schedule of Defects within 14 days*, before notifying the CofW that the dwelling / communal area is ready for re-inspection; and
 - c. This process shall continue until the Schedule is completed to the satisfaction of the CofW.
- 11.4.8. **Defects Rectification Period**
- a. The Contractor shall submit a Defect Rectification Procedure for approval by the Employer (or its Representative).
- 11.4.9. **Response Times***
- a. The required response times, depending upon classification, are as follows:
 - i. Emergency (defined as a danger to life/limb or severe damage to property) – Make safe ASAP within 4 Hours'
 - ii. Very Urgent (repair a previous emergency) – 24 Hours'
 - iii. Urgent (gross inconvenience) – 3 Working Days' and
 - iv. Routine – 10 Working Days.

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

11.4.10. End of the Defect Period

- a. At the End of the Defects Rectification Period, the Employer's CofW shall re-inspect the Works and prepare a Final Schedule of Defects for issue to the Contractor;
- b. The Contractor shall then complete the Final Schedule of Defects within 28 days*, before notifying the CofW that the Works are ready for re-inspection;
- c. This process shall continue until the Final Schedule is completed to the satisfaction of the CofW; and
- d. **Where the Contractor fails to meet the timescales detailed above. The Employer reserves the right to give notice of their intent to carry out the remedial works and to deduct the cost of such work from the Contract Sum.*

12. RISK MANAGEMENT

- 12.1. The Contractor and the Council shall pro-actively manage risks attributed to them under the terms of this Contract.
- 12.2. The Contractor shall develop, operate, maintain and amend, as agreed with the Council, processes for:
 - 12.2.1. the identification and management of risks;
 - 12.2.2. the identification and management of issues; and
 - 12.2.3. monitoring and controlling project plans.
- 12.3. The Contractor will allow the Council to inspect, at any time within working hours, the accounts and records which the Contractor is required to keep.
- 12.4. The Contractor will maintain a risk register of the risks relating to the Service, which the Council and the Contractor have identified.

13. OTHER RELEVANT DETAILS

- 13.1. A decision was made by the Secretary of State, regarding the proposed reorganisation of local government in Northamptonshire on Tuesday, 14th May 2019, to abolish the eight (8) existing councils in Northamptonshire and replace them with two (2) new councils of North Northamptonshire and West Northamptonshire. Corby Borough Council will be one (1) of four (4) Councils, which also includes elements of Northamptonshire County Council, making up the North Northamptonshire authority, alongside East Northamptonshire District Council, Kettering Borough Council and the Borough Council of Wellingborough.
- 13.2. Work is currently taking place across Northamptonshire, to ensure these new arrangements are operational from Thursday, 1st April 2021 (Vesting Day), at which time Corby Borough Council will cease to exist.
- 13.3. The Council has formally notified the interim body overseeing the procurement of contracts that may extend beyond the Vesting Day (Future Northants), who have not raised any objections to the proposed scheme and as such, what remains of the Contract should simply novate across to the new authority on the Vesting Date.
- 13.4. **For the avoidance of doubt please be aware that following award of contract should the successful Contractor subsequently find that its proposed solution is not accurate and sustainable then the successful Contractor will not be permitted to amend their pricing bid so as to request any further monies associated with the full provision of this service.**

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

14. CORPORATE SOCIAL RESPONSIBILITY

14.1. Requirements

- 14.1.1. In September 2017, HM Government published a Contractor Code of Conduct setting out the standards and behaviours expected of Contractors who work with government.
(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/646497/2017-09-13_Official_Sensitive_Contractor_Code_of_Conduct_September_2017.pdf)
- 14.1.2. The Council expects its Contractors and Sub-Contractors to meet the standards set out in that Code. In addition, the Council expects its Contractors and Sub-Contractors to comply with the standards set out in this Section.
- 14.1.3. The Contractor acknowledges that the Council may have additional requirements in relation to corporate social responsibility. The Council expects that the Contractor and its Sub-Contractors will comply with such corporate social responsibility requirements as the Council may notify to the Contractor from time to time.

14.2. Equality and Accessibility

- 14.2.1. In addition to legal obligations, the Contractor shall support the Council in fulfilling its Public Sector Equality duty under S149 of the Equality Act 2010 by ensuring that it fulfils its obligations under each Contract in a way that seeks to:
- eliminate discrimination, harassment or victimisation of any kind; and
 - advance equality of opportunity and good relations between those with a protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership) and those who do not share it.

14.3. Modern Slavery, Child Labour and Inhumane Treatment

- 14.3.1. Modern Slavery Helpline - means the mechanism for reporting suspicion, seeking help or advice and information on the subject of modern slavery available online at <https://www.modernslaveryhelpline.org/report> or by telephone on 08000 121 700.
- 14.3.2. The Contractor:
- shall not use, nor allow its Sub-Contractors to use forced, bonded or involuntary prison labour;
 - shall not require any Contractor Staff or Sub-Contractor Staff to lodge deposits or identify papers with the Employer and shall be free to leave their employer after reasonable notice;
 - warrants and represents that it has not been convicted of any slavery or human trafficking offenses anywhere around the world;
 - warrants that to the best of its knowledge it is not currently under investigation, inquiry or enforcement proceedings in relation to any allegation of slavery or human trafficking offenses anywhere around the world;
 - shall make reasonable enquires to ensure that its officers, employees and Sub-Contractors have not been convicted of slavery or human trafficking offenses anywhere around the world;
 - shall have and maintain throughout the term of any of its Contracts, its own policies and procedures to ensure its compliance with the Modern Slavery Act and include in its contracts with its Sub-Contractors anti-slavery and human trafficking provisions;
 - shall implement due diligence procedures to ensure that there is no slavery or human trafficking in any part of its supply chain performing obligations under any of its Contract;
 - shall prepare and deliver to the Council, upon request, a slavery and human trafficking report, setting out the steps it has taken to ensure that slavery and human trafficking is not taking place in any of its supply chains or in any part of its business with an annual certification of compliance;
 - shall not use, nor allow its employees or Sub-Contractors to use physical abuse or discipline, the threat of physical abuse, sexual or other harassment

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

- and verbal abuse or other forms of intimidation of its employees or Sub-Contractors;
- j. shall not use or allow child or slave labour to be used by its Sub-Contractors;
- k. shall report the discovery or suspicion of any slavery or trafficking by it or its Sub-Contractors to the Council and Modern Slavery Helpline.

14.4. Income Security

14.4.1. The Contractor shall:

- a. ensure that all wages and benefits paid for a standard working week meet, at a minimum, national legal standards in the country of employment;
- b. ensure that all Contractor Staff are provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid;
- c. All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid;
- d. not make deductions from wages:
 - i. as a disciplinary measure;
 - ii. except where permitted by law; or
 - iii. without expressed permission of the worker concerned.
- e. record all disciplinary measures taken against Contractor Staff; and
- f. ensure that Contractor Staff are engaged under a recognised employment relationship established through national law and practice.

14.5. Working Hours

14.5.1. The Contractor shall:

- a. ensure that the working hours of Contractor Staff comply with national laws, and any collective agreements;
- b. that the working hours of Contractor Staff, excluding overtime, shall be defined by contract, and shall not exceed forty-eight (48) hours per week unless the individual has agreed in writing;
- c. ensure that use of overtime used responsibly, taking into account:
 - i. the extent;
 - ii. frequency; and
 - iii. hours worked; by individuals and by the Contractor Staff as a whole.

14.5.2. The total hours worked in any seven day period shall not exceed sixty (60) hours, except where covered by Paragraph 5.3 below.

14.5.3. Working hours may exceed sixty (60) hours in any seven day period only in exceptional circumstances where all of the following are met:

- a. this is allowed by national law;
- b. this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce; appropriate safeguards are taken to protect the workers' health and safety; and
- c. the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

14.5.4. All Contractor Staff shall be provided with at least one (1) day off in every seven (7) day period or, where allowed by national law, two (2) days off in every fourteen (14) day period.

14.6. Sustainability

14.6.1. The Contractor shall meet the applicable Government Buying Standards, which can be found online at: <https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

15. ANNEXES (SUPPORTING DOCUMENTS)

15.1. To open the embedded annexes, **double click on the document icon.**

15.1.1. Annex 1 – Site Location Plan



01014-000 Site
Location Plan.pdf

15.1.2. Annex 2 – Existing Plans and Elevations



01014-001 Existing
Plans and Elevations

15.1.3. Annex 3 – Proposed Elevations Rev D (B+W)



01014-002
Proposed Elevations

15.1.4. Annex 4 – Proposed Elevations Rev D (Shaded)



01014-002
Proposed Elevations

15.1.5. Annex 5 – Proposed Site Plan Rev E



01014-002
Proposed Site Plan-I

15.1.6. Annex 6 – Detailed Layout Rev F



01014-003 Detailed
Layout-Rev F.pdf

15.1.7. Annex 7 – Stats (6 documents)



55107_Water.pdf



55107_Sewer.pdf



55107_Linesearch.P
DF



55107_Gas.pdf



55107_Electric.pdf



55107_BT.pdf

15.1.8. Annex 8 – Amended Design and Access Statement-95810



Amended Design
and Access Statemen

CANNOCK ROAD AFFORDABLE HOUSING SCHEME SPECIFICATION

15.1.9. Annex 9 – Location of Underground Services & Drains



Location of
Underground Servic

15.1.10. Annex 10 – Planning Decision Notice 19-Mar-2020



Planning Decision
Notice 19.03.20.pdf

15.1.11. Annex 11 – Refurbishment Asbestos Report



Refurbishment
Asbestos Report Au

15.1.12. Annex 12 – Standard ABI – Performance Bond



Standard ABI -
Performance Bond 2

15.1.13. Annex 13 – Parent Company Guarantee Template



Parent Company
Guarantee From Cor