

CONTRACT FOR

Stuart Wardle
Clerk to the Parish Council
Shotton Parish Council
c/o 14 Claypool Farm Close
Hutton Henry
Co. Durham
TS27 4QZ

MAIN CONTRIBUTORS

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ISSUED BY

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SHOTTON PARISH COUNCIL

SHOTTON COMMUNITY PARK

CAR PARK EXTENSION

CONTRACT PRELIMINARIES

D3A-1873-006-T41-R1

OCTOBER 2023

D3 Associates Ltd

Revision	Details	Issue date
1	First issue	01-10-23

CONTRACT PRELIMINARIES

PROJECT NAME AND NO: 1783 SHOTTON COMMUNITY PARK - CAR PARK EXTENSION

A10 PROJECT PARTICULARS

110 THE PROJECT

Name: Shotton Community Park – Car Park Extension

Nature: Extension to the existing car park at Shotton Community Park, construction to be interlocking cellular porous plastic paving grid system, Geosynthetics TTE or similar approved, including associated works including drainage.

Location: Shotton Parish Community Park, Station Road, Shotton Colliery, DH6 2JL.

Length of Contract: Approximately 6 weeks commencing - January 2024, completion by 18th March 2024 (required by the funder).

120 EMPLOYER (CLIENT)

Name: Shotton Parish Council

Address: 14 Claypool Farm Close, Hutton Henry, Co. Durham TS27 4QZ

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130 PRINCIPAL CONTRACTOR (PC)

Name: To be confirmed

Address:

Telephone:

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140 CONTRACT ADMINISTRATOR (CA)

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140A ARCHITECT (A)

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A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

The tender drawings are:

Drawing No.	Description
1873-0001-P1	Site Location Plan
1873-2013-P2	Existing Site Plan
1873-2014-P5	Proposed Site Plan
1873-2015-P1	Proposed Details
1873-2901-P1	Proposed New Gate
	Drainage Details

120 CONTRACT DRAWINGS

The contract drawings: As the tender drawings plus detail drawings as required.

Exceptions: None

160 PRECONSTRUCTION INFORMATION

Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

170 OTHER DOCUMENTS

The documents include:

- Instructions for Tendering
- Tender Return Form
- Schedule of Works
- NBS Specification
- Pre-construction Information
- Phase 2 Ground Investigation Report

A12 THE SITE/EXISTING BUILDINGS/HISTORY

110 THE SITE

Location: Shotton Parish Community Park, Station Road, Shotton Colliery, DH6 2JL

140 EXISTING MAINS/SERVICES

Site information included on Existing Site Plan.

185 HEALTH AND SAFETY FILES

None.

200 ACCESS TO THE SITE

Description: Off Station Road.

220 USE OF THE SITE

- Do not use the site for any purpose other than carrying out the Works.
- No access or works outside the site boundary shall take place without the permission of the Contract Administrator.
- The Contractor shall be responsible for accommodating his own workforce (including their toilets and mess facilities), his materials, equipment and plant storage within his designated working areas.
- The contractor shall be responsible for providing adequate security for both the site and the accommodation facilities.

230 SURROUNDING LAND/BUILDING USES

General: Adjacent or nearby uses or activities are as follows:

- The site is situated in the Park, adjacent to the existing car park.

240 RISKS TO HEALTH AND SAFETY

The nature and condition of the site cannot be fully and certainly ascertained before works commence. However, the following hazards are or may be present: asbestos in the roof fabric, working at a height, and service cables on roof.

- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible ACM's and take appropriate precautionary measures. Once work on the roof commences take into account any weakened areas and take appropriate precautionary measures.

240 SITE VISIT

Before tendering: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.

Arrangements for visit: as A10/140.

A13 DESCRIPTION OF THE WORK

110 PREPARATORY WORK BY OTHERS

Works: Carried out under a separate contract and completed before the Date of Possession for this Contract.

Description: Construction of the Shotton Outreach Community Park.

120 THE WORKS

The works are taking place within an operational park which may be occupied during the contract. The Contractor should ensure that there are adequate protection measures in place to prevent unauthorised access to their section of work.

Description: The works comprise:

- Supply and erect all necessary temporary fencing.
- Supply site welfare facilities.
- Installation of new surface water drains and connection to existing manhole.
- Construct 6no. new bays adjacent to the existing car park.
- Construct new car park extension in an interlocking cellular porous plastic paving grid laid on bedding layer, geotextile membrane and 175mm Type 3 sub-base, including perimeter kerb.
- Associated car park works

The installing contractor must ensure that the substrate to receive the new elements is acceptable and that the proposed specification conforms to the clients requirements. Any retained components from the existing construction must be structurally sound.

The Contractor is deemed to have visited the site prior to submission of their tender and satisfied their self as to the extent of the works, all access requirements and protection works necessary for completion of the works

A30 TENDERING/SUBLETTING/SUPPLY

120 TENDERING PROCEDURE

- Will be in accordance with the Instructions to Tenderers
- The Form of Contract to be JCT Minor Works Contract (MW) 2016 - Requirement: Allow for the obligations, liabilities and services described therein.

550 HEALTH AND SAFETY INFORMATION

Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect. Include:

- A copy of the contractor's health and safety policy document, including risk assessment procedures.
- Accident and sickness records for the past five years.
- Records of previous Health and Safety Executive enforcement action.
- Records of training and training policy.
- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: Within one week of request

A31 PROVISION CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS

Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

120 COMMUNICATION

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/140 unless specified otherwise.
- Response: Do not proceed until response has been received.

121 PRODUCTS

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

130 IN WRITING

When required to advise notify inform instruct agree confirm obtain information obtain approval or obtain instructions do so in writing.

140 APPROVAL

Approval (and words derived therefrom) means the approval in writing of the Contract Administrator unless specified otherwise.

160 TERMS USED IN SPECIFICATION:

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials.
- Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Unload, handle, store, place and fasten in position including all labours and use of site equipment.
- Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work.
- Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.

- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

200 SUBSTITUTION OF PRODUCTS

Substitute products can be used only following written approval.

225 REFERENCES TO BSI DOCUMENTS

References to BSI documents are to the versions and amendments listed in the BSI Standards Catalogue current at the date of Tender.

DOCUMENTS PROVIDED BY CONTRACTOR/SUBCONTRACTORS/SUPPLIERS

710 TECHNICAL LITERATURE

The Contractor is required to keep copies of the following on site readily accessible for reference by all supervisory personnel:

- Manufacturers' current literature relating to all products to be used in the Works.

720 MAINTENANCE INSTRUCTIONS AND GUARANTEES

- Retain copies delivered with components and equipment (failing which obtain) register with manufacturer as necessary and hand over to the Contract Administrator on or before Practical Completion.
- Provide appropriate copies of warranties / guarantees for the workmanship and materials.

A32 MANAGEMENT OF THE WORKS

110 SUPERVISION

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.
- The Contractors site personnel shall be clearly identifiable and carry personal identification.
- All Contractors site personnel (including all sub-contractors) shall be required to hold a current Disclosure and Barring Service (DBS) Certificate.

120 INSURANCE

Before starting work on site submit documentary evidence and/or policies and receipts for the insurance required by the Contract.

The minimum amount of cover for insurance against loss of or damage caused by the Contractor to the Employer's property is £2,000,000

The minimum amount of cover for insurance in respect of loss of or damage to property (except the Employer's property, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) arising from or in connection with the Contractor's Providing the Service for any one event is £5,000,000

The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with this contract for any one event is £5,000,000

130 INSURANCE CLAIMS

- If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works forthwith give notice in writing to the Employer the Contract Administrator and the Insurers.
- Indemnify the Employer against any loss which may be caused by failure to give such notice.

150 OWNERSHIP

Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

212 PROGRAMME

- The Contractor shall submit a construction programme for assessment with his Tender.
- Tenderers are encouraged to optimise their programme to achieve the most cost effective tender total.
- Specific Limitations: The sequence and timing of the works shall be as follows:
Date for the Commencement of the Works: January 2024 (to be confirmed)
Date for Completion of the Works: 18th March 2024 (required by the funder)

220 SITE WORKING HOURS

The normal working hours within the site shall be Monday to Friday between 08.00 and 17.00 hours. No work shall be carried out on Sundays and public holidays without consent from the Contract Administrator. A minimum of 3 working days notice in writing is required from the Contractor when seeking such consent. Whilst the School is operational, the Contractor should coordinate all deliveries with main school entry/exit times.

225 CLIMATIC CONDITIONS

- Information: Record accurately and retain:
 - Daily maximum and minimum air temperatures (including overnight).
 - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 OWNERSHIP

- Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

265 CONTRACTOR'S PROGRESS REPORT

- General: Submit a progress report at least three business days before the site meeting.
- Content: Notwithstanding the Contractor's obligations under the Contract the report must include:
 - A progress statement by reference to the master programme for the Works.
 - Details of any matters materially affecting the regular progress of the Works.
 - Subcontractors' and suppliers' progress reports.
 - Any requirements for further drawings or details or instructions to fulfil any obligations under Conditions of Contract.

261 PROJECT MANAGER'S SITE MEETINGS

The Contract Administrator will hold as required site meetings to review progress and other matters arising from the administration of the Contract.

The Contractor shall:

- Attend meetings and inform subcontractors and suppliers when their presence is required.

The Contract Administrator will chair the meetings and take and distribute minutes or delegate as required.

330 SITE INSPECTIONS

- Access: Required at all reasonable times.
- Inspections: Agree dates and times several days in advance, to enable all affected parties to be present.

430 ESTIMATE COST OF VARIATIONS

If the Contract Administrator issues details of a proposed instruction with a request for an estimate of cost submit such an estimate without delay and in any case within 3 days.

440 PAYMENT TERMS

In accordance with the Contract; refer to A30/20

Interim applications for payment to include details of amounts requested under the Contract with all necessary supporting information and to be presented in an MS Excel format.

A33 QUALITY STANDARDS/CONTROL

MATERIALS AND WORK GENERALLY

110 GOOD PRACTICE

General: Where and to the extent that materials products and workmanship are not fully detailed or specified they are to be:

- Of a standard appropriate to the Works and
- In accordance with relevant good building practice.

120 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

121 GENERAL QUALITY OF PRODUCTS

- Products to be new unless otherwise specified.
- For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested.
- Where a choice of manufacturer or source of supply is allowed for any particular product the whole quantity required to complete the work must be of the same type manufacture and/or source unless otherwise approved. Produce written evidence of sources of supply when requested ref A125.
- Ensure that the whole quantity of each product required to complete the work is of consistent kind size quality and overall appearance.
- Where consistency of appearance is desirable ensure consistency of supply from the same source. Unless otherwise approved do not use different colour batches where they can be seen together.

125 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
 - manufacturer and product reference;
 - cost;
 - availability;
 - relevant standards;
 - performance;
 - function;
 - compatibility of accessories;
 - proposed revisions to drawings and specification;
 - compatibility with adjacent work;
 - appearance;
 - copy of warranty/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.

- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

131 PROPRIETARY PRODUCTS

- Handle store prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations/instructions. Inform the Contract Administrator if this conflicts with any other specified requirement. Submit copies when requested.
- The tender will be deemed to be based on the products specified and recommendations on their use as described in the manufacturer's literature current at date of tender.
- Where British Board of Agreement certified products are used comply with the limitations recommendations and requirements of the relevant valid certificates.

135 INSTALLATION OF PRODUCTS

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together. Dimensions: Check on-site dimensions.
- Finished work: Not defective, e.g., not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

141 CHECKING COMPLIANCE OF PRODUCTS

Check all documentation and the products themselves to ensure compliance with the project documents. Where different types of any product are specified check to ensure that the correct type is being used in each location. In particular check that:

- The sources, types, qualities, finishes and colours are correct and match any approved samples;
- All accessories and fixings which should be supplied with the goods have been supplied;
- Sizes are correct. Where tolerances are critical measure a sufficient quantity to ensure compliance;
- The delivered quantities are correct to ensure that shortages do not cause delays in the work;
- The products are clean undamaged and otherwise in good condition;
- Products which have a limited shelf life are not out of date.

150 INSPECTIONS

Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:

- Date of inspection.
- Part of the work inspected.
- Respects or characteristics which are approved.
- Extent and purpose of the approval.
- Any associated conditions.

160 RELATED WORK

Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:

Appropriately complete.

- In accordance with the project documents.
- To a suitable standard.
- In a suitable condition to receive the new work.

Preparatory work: Ensure all necessary preparatory work has been carried out.

170 MANUFACTURER'S RECOMMENDATIONS/INSTRUCTIONS

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agreement certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

SAMPLES/APPROVALS

210 SAMPLES

Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:

- To an express approval.
- To match a sample expressly approved as a standard for the purpose.

230 APPROVALS

Where and to the extent that products or work are specified to match existing or be approved or the Contract Administrator instructs or requires that they are to be approved the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either:

- To the express approval of the Contract Administrator or
- To match a sample expressly approved by the Contract Administrator as a standard for the purpose.

ACCURACY/SETTING OUT GENERALLY

321 SETTING OUT

- Check the levels and dimensions of the site and record the results. Notify the Contract Administrator in writing of any discrepancies and obtain instructions before proceeding.

SUPERVISION/INSPECTION/DEFECTIVE WORK

550 DEFECTS IN EXISTING CONSTRUCTION

Defects in existing construction to be reported to the Contract Administrator without delay. Obtain instructions before proceeding with work which may:

- Cover up or otherwise hinder access to the defective construction or

- Be rendered abortive by the carrying out of remedial work.

560 TIMING OF TESTS AND INSPECTIONS

Agree dates and times of tests and inspections with Contract Administrator a minimum of 3 working days in advance to enable the Contract Administrator and other affected parties to be present. On the previous working day to each such test or inspection confirm that the work or sample in question will be ready or if not ready agree a new date and time.

570 PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORK/PRODUCTS

- As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract or appear that they may not be in accordance submit proposals to the Contract Administrator for opening up inspection testing making good adjustment of the Contract Sum or removal and re-execution.
- Such proposals may be unacceptable to the Contract Administrator and contrary instructions may be issued.

WORK AT OR AFTER COMPLETION

611 GENERALLY

- Make good all damage consequent upon the work.

650 MAKING GOOD DEFECTS

- Make arrangements with the Contract Administrator and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform the Contract Administrator when remedial works to the various parts of the Works are completed.

A34 SECURITY HEALTH AND SAFETY

141 INITIAL CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

The Contractor shall provide a suitably developed Construction Phase H&S Plan including method statements and risk assessments (RAMS), which must be submitted to the Principal Designer not less than 2 weeks before the proposed date for start of construction work.

This must include:

- Detailed proposals for managing health and safety during the construction phase together with contact details, site rules and emergency procedures.
- Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
- A plan showing the location of works areas, site compound, messing facilities and site access routes
- Details of the management structure and responsibilities.
- Arrangements for issuing health and safety directions.
- Procedures for informing other contractors and employees of health and safety hazards.
- Selection procedures for ensuring competency of other contractors, the self-employed and designers.
- Procedures for communications between the project team, other contractors and site operatives.
- Arrangements for cooperation and coordination between contractors.
- Procedures for carrying out risk assessment and for managing and controlling the risk.
- Emergency procedures including those for fire prevention and escape.
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- Arrangements for welfare facilities.
- Procedures for ensuring that all persons on site have received relevant health and safety information and training.
- Arrangements for consulting with and taking the views of people on site.
- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.

145 HSE APPROVED CODES OF PRACTICE

Comply with the following as appropriate:

- The Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Health and Safety (Consultation with Employees) Regulations 1996

150 SECURITY

- Adequately safeguard the site the Works products materials and any existing buildings affected by the Works from damage and theft.
- Take all reasonable precautions to prevent unauthorised access to the site the Works and adjoining property.

161 STABILITY

Accept responsibility for the stability and structural integrity of the Works during the contract and support as necessary to prevent overloading.

211 CONTRACT ADMINISTRATOR'S SITE VISITS

Inform the Contract Administrator in advance of all safety provisions and procedures (including those relating to materials which may be deleterious) which will require the compliance of the Employer or his representatives when visiting the site.

Provide protective clothing and/or equipment to the Employer and his representatives as appropriate.

PROTECT AGAINST THE FOLLOWING**330 NOISE CONTROL**

- Comply generally with the recommendations of BS 5228-1 clause 9.3 to minimise noise levels during the execution of the Works;

Restrictions:

- The normal working hours within the site shall be Monday to Friday between 08.00 and 17.00 hours. No work shall be carried out on Sundays and public holidays without consent from the Contract Administrator. A minimum of 3 working days notice in writing is required from the Contractor when seeking such consent. Whilst the School is operational, the Contractor should coordinate all deliveries with main school entry/exit times.

340 POLLUTION

Protect the site the Works and the general environment including waterways against pollution.

370 ASBESTOS BASED MATERIALS

Report immediately to the Contract Administrator any suspected asbestos based materials discovered during execution of the works.

Avoid disturbing such materials until methods for safe removal or encapsulation have been agreed with the Contract Administrator.

380 FIRE PREVENTION

Prevent personal injury, death and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites - 5th Ed' published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

390 SMOKING OR VAPING ON SITE

Smoking or vaping will not be permitted on site except in designated areas which must be carefully controlled equipped with fire fighting equipment and receptacles for the safe disposal of smokers' materials and inspected to guard against the risk of fire.

400 BURNING MATERIALS ON SITE

Burning of materials arising from the work will not be permitted.

430 WASTE

- Remove rubbish debris surplus material and spoil regularly and keep the Works clean and tidy.
- Remove all rubbish dirt and residues from voids and cavities before closing in.
- Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.

Retain waste transfer documentation on site.

PROTECT THE FOLLOWING

510 EXISTING SERVICES

- Before starting work check and mark positions of existing mains/services. The Contractor should identify and make an allowance for working around any service cables located on the roof.
- Observe service authority's recommendations for work adjacent to existing services. Do not interfere with their operation without consent of the service authority or owner.
- If any damage to services results from the execution of the Works notify the Contract Administrator and appropriate service authority without delay. Make arrangements for making good without the delay to the satisfaction of the service authority or owner as appropriate.

560 EXISTING FEATURES

Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features during the execution of the Works.

Include for making good any damaged paved or unpaved surfaces following completion of the works.