

Highways England

Technical Surveys and Testing
Professional Services Short Contract
for
559210 – Area 7 – Structural Inspection
Package 1 2019/20

Scope

CONTENTS AMENDMENT SHEET

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LIST OF ANNEXES

- Appendix 1 Structures List**
- Appendix 2 Pre-construction H&S Plan**
- Appendix 3 Draft TM Programme**
- Appendix 4 SMIS Standard Format Template**
- Appendix 5 Supplementary Constraints**

1 PURPOSE OF THE SERVICES

1.1 Project objectives

- 1.1.1 The principle objective of this project is to plan, carry out and report General, Principal, Monitoring and Special Structures Inspections for Structures in the East Midlands Asset Delivery Region. The inspections will require various specialist access techniques to complete.
- 1.1.2 The specification that applies to the *services* is included in Section 6.

1.2 Scope of services

- 1.2.1 The *services* to be provided under this contract are:
- (1) Plan the structures inspections; identifying access techniques, verifying traffic management requirements, reviewing previous inspection and as-built information.
 - (2) Verify the programme and requirements for traffic management for carrying out each of the inspections. Where possible structures should be linked and incorporated under the same traffic management.
 - (3) From the provided list of structures in Appendix 1, each structure listed has an inspection due date taken from SMIS. To comply with BD63/17, inspections should be undertaken within 6 months of this due date, with all inspections reported on and authorised no later than 9 months past the due date. Where traffic management constraints allow, this should be adhered to, with inspection and reporting of structures past or nearing the 6 and 9 month dates prioritised and completed as soon as possible.
 - (4) All structures listed must also be completed with reports authorised by 27th March 2020.
 - (5) Provide and use necessary access equipment to allow the inspections to be completed safely and to the requirements of BD63/17.
 - (6) Carry out inspections on site in accordance to BD63/17. All headroom's for bridges and gantries shall be taken and recorded in the inspection report.
 - (7) Produce inspection reports on IAMIS (Highways England Structures database). The format of the inspection report shall be equivalent to that of the template provided by Highways England within the tender documents in Appendix 4.
 - (8) Where structures listed as requiring a principal inspection span over a watercourse, a level 1 scour assessment shall be undertaken and reported as specified in BD97/12.

- (9) CAD drawings are to be produced when reporting on a structure with defects where extents and location cannot be easily determined by photographs. A pdf version of the drawing is to be attached to the inspection report.

1.3 Deliverables

1.3.1 The *Consultant* is required to produce the following deliverables:

- (1) Produce a programme showing proposed inspection dates, number of shifts to complete the inspections, and requirements for traffic management.
- (2) Produce inspection reports for the structures inspected in IAMIS, using the provided inspection report template or equivalent.
- (3) All reports must be submitted to Highways England for authorisation within 1 month of the completion of the inspection on site.

1.4 Payment

1.4.1 Payment will be made in accordance with the contract.

1.4.2 The rates and prices entered in the Price List shall be deemed to be the full inclusive value of the work covered by the items including the following, unless expressly stated otherwise:

- i. Labour and costs in connection therewith
- ii. Mobilisation, site-set and demobilisation
- iii. Supervision, management and programming and the like to provide the *Services*
- iv. Cost of subcontractors if the *Consultant* subcontracts any part of the *Service* except in accordance with para 1.4.3
- v. All travel, transportation and delivery to, from and within any site
- vi. Subsistence and overnight accommodation
- vii. Welfare facilities when none is provided by the *Client* or others employed by the *Client*
- viii. Complying with the requirements of the Construction (Design and Management) Regulations 2015 including acting as principal contractor when required
- ix. Establishment charges, overheads and profit
- x. Plant, equipment and costs in connection therewith except in accordance with para 1.4.3
- xi. The supply of materials, goods, storage and costs in connection therewith including delivery to site. Taking delivery of materials and goods supplied by others, unloading, storage, and costs in connection therewith
- xii. Fixing, erecting and installing or placing of materials and goods in position
- xiii. Temporary works
- xiv. The effect on the phasing of the *services* or any element of the *Services* to the extent set forth or reasonably implied in the documents on which the tender is based

- xv. General obligations, liabilities and risks involved in providing the *Services* set forth or reasonably implied in the documents on which the tender is based
- xvi. Waste
- xvii. Preparation, checking, inspecting, examining, measuring and verifying goods, materials and workmanship including supplying results, reports, detailed working drawings and certificates
- xviii. Awaiting approvals and consent
- xix. Waiting time resulting from traffic management installation and demobilisation

- 1.4.3 The *Consultant* shall specify a fee percentage in the Price List. This fee percentage will apply to the cost of any specialist subcontractors or hired specialist plant or equipment associated with Items 10,14, 18 & 19 ONLY. The cost of subcontractors, plant or equipment employed to undertake other works shall not be claimed separately.
- 1.4.4 The *Consultant* includes on their invoices the BPA number and purchase order number.
- 1.4.5 The *Consultant* submits with any invoice such records as the *Client* requires, including a monthly statement of accounts in a format agreed by both parties. As a minimum this will consist of a measured Price List, details of subcontractor payments, details of claimed expenses (including receipts), amounts previously paid and outstanding amounts due.

2 EXISTING INFORMATION

- 2.1.1 All existing information for each structure can be found on SMIS/IAMIS. Access to the Area 7 structures stock on SMIS/IAMIS shall be provided to the *Consultant* during tender stage upon request. The *Consultant* must provide at tender stage details of which employees it intends to provide access to SMIS/IAMIS so they can be given access rights to view the information.
- 2.1.2 Typical working windows for traffic management are 21:00–06:00. Where requested, the *Client* shall provide the *Consultant* with specific working windows information to give a more accurate indication when traffic management can be used on the network, for programming purposes.

3 CONSTRAINTS ON HOW THE CONSULTANT PROVIDES THE SERVICES

3.1 General

- 3.1.1 The *Consultant* Provides the Services in such manner as to minimise the risk of damage or disturbance to or destruction of third party property.
- 3.1.2 The *Consultant* complies with the constraints and meets with the requirements outlined in Appendix 5.
- 3.1.3 The *Consultant* submits information detailing how the *Consultant* will provide the Services to the *Client* prior to the *services* commencing. This information will include any lifting plans, risk assessments, method statements, the *Consultant's* staff training information and any other relevant Health and Safety requirements.
- 3.1.4 The *Consultant* shall ensure any site vehicles are Chapter 8 compliant. All inspectors on site shall wear PPE compliant with Highways England network induction.
- 3.1.5 The *Consultant* shall be inducted onto Highways England network prior to commencement of the site works.

3.2 Working hours & site specific constraints

- 3.2.1 The *Consultant's* working hours for site works shall be dictated by road space availability and traffic management requirements. Typical working windows for traffic management are 21:00–06:00.
- 3.2.2 The *Consultant* is permitted to work during the day, overnight and at weekends if roadspace allows.
- 3.2.3 If full carriageway closures are required for the works, then this process can take 12 weeks to process.
- 3.2.4 Roadspace permission will be required for any work and traffic management carried out on Local Authority or Private Highways. The Highways England Structures team will arrange this based on the programme provided by the *Consultant*.

3.3 Health, Safety and Environment & Risk Management

Health and Safety requirements

- 3.3.1 In Providing the Services the *Consultant* meets the requirements of Annex 2 of the supplementary constraints relation to health and safety duties.

- 3.3.2 The *Consultant* shall comply with the requirements of Highways England's safety passport scheme and ensure that all of his employees, and any of his subcontractor's, are registered in accordance with the implementation of the scheme. Details on the scheme can be found here:
<http://www.highwayssafetyhub.com/safety-passport.html>
- 3.3.3 For details of the CDM duty holders, refer to the pre-construction information which can be found here 'Appendix 2 - Pre-Construction Plan - TST 1'.
- 3.3.4 The *Consultant* takes on the role of principal contractor when undertaking site works where no traffic management is employed by the *Client*.
- 3.3.5 Before commencing the construction phase of the *services*, the *Consultant* confirms to the *Client* that adequate welfare facilities are in place. Where the facilities detailed in section 5 are not deemed adequate, the *Consultant* provides all necessary facilities to Provide the Services and to comply with the minimum requirements set out in HSE guidance document L153.

Environmental requirements

- 3.3.6 In Providing the Services the *Consultant* meets the requirements of Annex 2 of the supplementary constraints in relation to environmental duties.

Risk Management

- 3.3.7 The *Consultant* identifies, manages and mitigates risks in accordance with the principles of ISO31000.
- 3.3.8 The *Consultant* submits a risk register, which captures all risks associated with the delivery of the *services* including those identified by the *Client*, with his tender and maintains it for the contract period.
- 3.3.9 Potential risks identified:
- Unavailability of road space / SMART motorway Access
 - Ongoing schemes occupying road space.
 - Accessibility to SMIS/IAMIS; security clearance to allow users access.
 - Environmental issues
 - Adverse weather; not safe to deploy Traffic Management.
 - Culverts are filled with silt, preventing access to complete inspections.
 - Full carriageway closures required to complete inspections; authorisation period for Temporary Traffic Regulation Order (TTRO).
 - Availability of plant
 - Vegetation preventing access

4 REQUIREMENTS FOR THE PROGRAMME

- 4.1.1 The *Consultant* submits programme to the *Client* with his tender.
- 4.1.2 The *Consultant* Provides the Services taking into account the following programme constraints:
- (i) the *starting date* and *completion date* and any post site works, reporting and review period
 - (ii) The services and other things provided by *Client* (see Section 5)
 - (iii) All site inspections and reports to be completed by 27/03/20.
 - (iv) All inspection reports shall be completed and submitted for authorisation within 1 month of the inspection completion date.
 - (v) The programme shall itemise each structural inspection with the intended inspection date. Updated Programmes shall detail the actual date of inspection.
 - (vi) The programme shall provide a date for the completion of the inspection report on IAMIS.
- 4.1.3 The programme should be in the form of an activity and time related bar chart, produced as a result of a critical path analysis.
- 4.1.4 The programme should preferably be provided in either a PDF or MS Excel format and cover the full contract period including post site activities. Activities should be clearly defined and named and the programme should detail the following:
- (i) the *starting date*, *completion date* & *Consultant's* planned completion
 - (ii) for each structure the following should be shown on the programme; the planned inspection date(s), the proposed resources plant, labour and traffic management, and the planned completion of reporting date
 - (iii) review periods for any reporting requirements
 - (iv) key dates for co-ordination with Others
- 4.1.5 The *Consultant* should provide details of the proposed resources (plant, labour, subcontractors etc.) expected to deliver each activity. This information can either be shown on the programme itself or provided in an associated resource statement included in the Proposal for Providing the Services.
- 4.1.6 The *Consultant* updates the programme every 2 weeks. The *Consultant* submits an updated programme to the *Client* upon request.

5 SERVICES AND OTHER THINGS PROVIDED BY THE *CLIENT*

5.1.1 The following temporary traffic management will be provided by the *Client* to allow the *Consultant* to Provide the Works:

- (1) Traffic Management shall be provided by the HE Traffic Management CWF Contractor.
- (2) The traffic management will be based on the draft programme provided by the *Client* and verified by the *Consultant*. The *Consultant* recognises he may not be allocated his preferred traffic management and access will be dictated by the availability of roadspace.

5.1.2 The other things that will be provided by the *Client* are as follows:

- (1) AAP's for structures where asbestos containing material is confirmed.
- (2) Highways England Motorway passes and SMART Motorway passes (if required)
- (3) Contact details for CWF Traffic Management Contractor.
- (4) Access to IAMIS to allow reporting to be completed.
- (5) SMIS reporting template.

6 SPECIFICATION FOR THE SERVICES

- 6.1.1 The *Consultant* shall provide the Services in accordance with:
- 6.1.2 All inspections shall be carried out in accordance with DMRB Volume 3 Section 1 Part BD 63/17 – Inspection of Highway Structures.
- 6.1.3 The *Consultant* shall possess access to SMIS/IAMIS and shall have previous experience in the use of producing inspection reports on SMIS. If the *Consultant* does not already hold access to SMIS, then this shall be made known on the tender submission. The *Consultant* shall include an example report from SMIS that they have produced as part of the tender submission.
- 6.1.4 During the planning stage of the works, the *Consultant* shall identify any structures which may need to be de-vegetated, pumped out or de-silted to allow inspection. The *Client* will not accept non-inspection of the structure due to this following award of the contract.
- 6.1.5 In Providing the Service, the *Consultant* is required to work in low risk confined spaces. The *Consultant* complies with The Confined Spaces Regulations 1997. The operatives undertaking such activities should be trained and experienced and have a suitable confined spaces certification.
- 6.1.6 In cases where vegetation clearance is required to facilitate the inspection, the *Consultant* shall submit a request to the *Client*.
- 6.1.7 If the *Consultant* discovers any injurious and/or invasive weeds on site, they shall immediately notify the *Client*.