

**SCHEDULE OF WORKS**  
**for**  
**CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE**  
**FACILITY AND WC BLOCK**  
**at**  
**GT DUNMOW PLAYING FIELD, THE CAUSEWAY, GREAT DUNMOW, ESSEX CM6**  
**2AA**  
**for**  
**GREAT DUNMOW TOWN COUNCIL**

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August 2024

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA,  
STORAGE FACILITY AND WC BLOCK

GT DUNMOW PLAYING FIELD, THE CAUSEWAY, GREAT  
DUNMOW, ESSEX CM6 2AA

GREAT DUNMOW TOWN COUNCIL

## **MAIN SUMMARY**

August 2024

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		MAIN SUMMARY	
		£	p
	MAIN SUMMARY		
	SECTION NR 1 PRELIMINARIES		
	SECTION NR 2 THE WORKS		
	SECTION NR 3 DAYWORKS		
	APPENDICES		
	NOTE: The aggregate of any sums included here or of any sums inserted for adjustment purposes will be treated as a percentage adjustment to the total of the Schedule of Works and Preliminaries in the foregoing Sections	£	
	TOTAL TO FORM OF TENDER £		

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA,  
STORAGE FACILITY AND WC BLOCK

GT DUNMOW PLAYING FIELD, THE CAUSEWAY, GREAT  
DUNMOW, ESSEX CM6 2AA

GREAT DUNMOW TOWN COUNCIL

## **SECTION NR 1**

### **PRELIMINARIES**

August 2024

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<p style="text-align: center;"><b>SECTION NR 1</b></p> <p style="text-align: center;"><b>PRELIMINARIES</b></p> <p><b>PROJECT PARTICULARS</b></p> <p>Name and Nature of Project</p> <p>1      Car park refurbishment and alterations. New MUGA, storage facility and WC block for Great Dunmow Town Council.</p> <p>Description of Works</p> <p>2      The Works comprise the refurbishment and adaptations to existing car park to increase capacity, construction of new MUGA and floodlighting, demolition of existing WC block and construction of new storage facility and WC block, including external works to form walkways and access.</p> <p>         The client has advised that Asbestos record information is held at each site and they will make this available for review prior to commencement.</p> <p>Employer and Consultants</p> <p>3      The Employer will be:-</p> <p>         Great Dunmow Town Council          47 Stortford Road          Great Dunmow          Essex, CM6 1DG</p> <p>4      The Architect will be:-</p> <p>         LAP Architects and Interior Designers Ltd          123 New London Road          Chelmsford          Essex          CM2 0QT</p> <p>         Telephone: 01245 269755          E-mail:        sgenco@lap-architects.co.uk</p> <p>         and all references to the Architect hereafter shall refer to them</p>				
1/1		To Collection    £			

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>PROJECT PARTICULARS (CONT)</b>				
5	<p>The Contract Administrator/Project Manager will be:-</p> <p>Hoggarth Cooke Knight 17 Langham Barns Langham Lane Colchester Essex, CO4 5ZS</p> <p>Telephone: 01206 273300 E-mail: gary@hoggarthcookeknight.co.uk</p> <p>and all references to the Contract Administrator/Project Manager hereafter shall refer to them</p>				
6	<p>The Structural Engineers will be:-</p> <p>Superstructures Clydesdale House 1-5 Queen Street Ipswich Suffolk, IP1 1SW</p> <p>Tel: 01473 217959 Email: craig@super-structures.co.uk</p> <p>and all references to Structural Engineer hereafter shall refer to them</p>				
7	<p>The Civil Engineers will be:-</p> <p>Ingent Consulting Engineers Unit 10, Brightwell Barns Waldringfield Road Brightwell Suffolk, IP10 0BJ</p> <p>Tel: 01473 598038 Email: dharper@ingent.co.uk</p> <p>and all references to Civil Engineer hereafter shall refer to them</p>				
8	<p>The Mechanical and Electrical Services Engineer will be:-</p> <p>The MEP Consultancy Room 6, First floor Fountain House (Clearway) Anchor Boulevard Dartford, DA2 6QH</p> <p>Tel: 0203 862 4955 E-mail: andrewstevenson@mep-consultancy.com</p> <p>and all references to the Mechanical and Electrical Services Engineer hereafter shall refer to them</p>				
1/2 To Collection £					

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
9	<p>The Principal Designer will be:-</p> <p>LAP Architects and Interior Designers Ltd 123 New London Road Chelmsford Essex CM2 0QT</p> <p>Telephone: 01245 269755 E-mail: sgenco@lap-architects.co.uk</p> <p>and all references to the Principal Designer hereafter shall refer to them</p>				
10	<p><b>DRAWINGS</b></p> <p>The following drawings were used in the preparation of this Schedule of Works are listed at Appendix A to this document;</p> <p>Architectural drawings;</p> <ul style="list-style-type: none"> <li>• 9169-100 Proposed site plan 1 of 2</li> <li>• 9169-101 Proposed site plan 2 of 2</li> <li>• 9169-102 Proposed site plan – Temporary car park</li> <li>• 9169-110 Proposed Toilet block – plans/sections/elevation</li> <li>• 9169-111 Proposed Toilet block – Construction details</li> <li>• 9169-120 Proposed storage unit – Plans</li> <li>• 9169-121 Proposed storage unit - Elevations</li> <li>• 9169-122 Proposed storage unit – Sections</li> <li>• 9169-123 Proposed storage unit – Construction details</li> <li>• 9169-133 External steps detail</li> <li>• 9169-134 External steps/ramp detail 1 of 2</li> <li>• 9169-135 External steps/ramp detail 2 of 2</li> </ul> <p>Structural and Civil Engineering drawings;</p> <ul style="list-style-type: none"> <li>• SS23088/100 – Foundation layout Toilet block and detail</li> <li>• SS23088/101 – Foundation layout storage unit</li> <li>• SS23088/102 – Foundation detail storage unit</li> <li>• SS23088/103 – Tree zones</li> <li>• SS23088/104 – Reinforcement layout</li> <li>• SS23088/104 – BBS</li> <li>• SS23088/110 – GF plan – toilet block</li> <li>• SS23088/105 – Foundation layout and detail stair/ramp adjacent MUGA</li> <li>• SS23088/106 – Foundation layout and detail stair adjacent WC</li> <li>• 2304-800-SK001 – Drainage strategy sheet 1</li> <li>• 2304-800-SK002 – Drainage strategy sheet 2</li> <li>• 2304-800-060 – Private pavement construction details 1</li> <li>• 2304-800-065 – Private drainage construction details 1</li> <li>• 2304-800-066 – Private drainage construction details 2</li> <li>• 2304-800-070 – Engineering layout 1</li> <li>• 2304-800-071 – Engineering layout 2</li> </ul>				
1/3		To Collection £			

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	Structural and Civil Engineering drawings (continued); <ul style="list-style-type: none"> <li>• 2304-800-072 – Interim engineering layout 1</li> <li>• 2304-800-073 – Interim engineering layout 2</li> </ul> Mechanical and Electrical Engineering drawings; <ul style="list-style-type: none"> <li>• MEP-188-M001 – Existing site plan</li> <li>• MEP-188-M002 – Proposed site plan</li> <li>• MEP-188-M003 – Toilet block Water services and heating layout</li> <li>• MEP-188-M004 – Toilet block ventilation layout</li> <li>• MEP-188-E001 – Proposed site plan</li> <li>• MEP-188-E002 – Small power and fire alarm WC and storage</li> <li>• MEP-188-E003 – Lighting power WC and storage</li> <li>• MEP-188-E003 – MUGA pitch flood lighting</li> </ul> Landscape Architecture drawings and specification; <ul style="list-style-type: none"> <li>• 23046-GUA-DR-L-1000 Detailed hard and soft landscape proposals</li> <li>• 23046-GUA-DR-L-1001 Detailed hard and soft landscape proposals</li> <li>• 23046-GUA-DR-L-1002 Outline specification, Schedules and Details</li> </ul>				
	<b>TENDER DOCUMENTS</b>				
11	The tender documents consist of the Schedule of Works, including all Appendix information, Letter of Invitation and Form of Tender				
12	If, during the preparation of a tender, discrepancies are discovered between the drawings, Schedule of Works and/or Specification these are to be brought to the attention of the Contract Administrator immediately for clarification				
13	No alterations, erasures, omissions or additions are to be made to the text of this document unless so directed by the Contract Administrator in writing				
14	The tender must be submitted on the Form of Tender provided and by the date and time stated. Tenders submitted after the stipulated time will not be considered				
	<b>TENDER AND EXPENSES</b>				
15	The Employer does not bind himself to accept the lowest, or any tender, to pay any expenses incurred by the Contractor in the preparation of any estimate, measurement or variations or settlement of the final accounts. The tender is to remain open for acceptance for twelve weeks				

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CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
16	The Contractor shall provide the Contract Administrator with the details of the pricing of his tender or subsequent estimates if so requested				
17	The Contractor's attention is particularly drawn to the fact that this will be a fixed price contract				
18	In the event of an error requiring correction, the Tenderer will be given an opportunity of confirming his offer or of amending it to correct genuine errors. The procedures for dealing with errors will be Alternative 2 as set out in Clause JCT 2012 Practice Note Tendering				

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CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>CONTRACT</b>				
	Contract Documents				
20	The Contract Documents will comprise the Schedule of Works, and Conditions of Contract all duly signed by the parties thereto				
	Form of Contract				
21	The Articles of Agreement to be entered into and the Minor Works Building Contract with contractor's design 2016 (MWD 2016) Edition (with all necessary amendments up to and including the latest amendments issued seven days prior to the date of tender) issued by the Joint Contracts Tribunal and subject to any initialled amendment in the signed Articles of Agreement and/or Conditions of Contract				
22	The Contract will be executed as a deed				
26	Contract Particulars:-				
	The following is a copy of the Contract Particulars which will be inserted before signing of the Contract:-				
	Fifth Recital and Schedule 2 (paragraphs 1.1, 1.2, 1.5, 1.6, 2.1 and 2.2)	Base Date	10 days prior to the return of tender date		
	Fifth Recital and clause 4.2	Construction Industry Scheme (CIS)	Employer at the Base Date is a <del>'contractor'</del> /is not 'a contractor' for the purposes of the CIS		
	Sixth Recital	CDM Regulations	the project is/is not notifiable		
	Seventh Recital	Framework Agreement (if applicable)	Not applicable		
	Eighth Recital and Schedule 3	Supplemental Provisions			
		Collaborative working	Supplemental Provision 1 applies/ <del>does not apply</del>		
		Health and safety	Supplemental Provision 2 applies/ <del>does not apply</del>		
1/6		To Collection £			

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL				PRELIMINARIES		SECTION NR 1	
				Fixed Charge		Time Related Charge	
				£	p	£	p
26		Cost savings and value improvements	Supplemental Provision 3 <del>applies/does not apply</del>				
		Sustainable development and environmental considerations	Supplemental Provision 4 <del>applies/does not apply</del>				
		Performance indicators and monitoring	Supplemental Provision 5 <del>applies/does not apply</del>				
		Notification and negotiation of disputes	Supplemental Provision 6 <del>applies/does not apply</del>				
		Where paragraph 6 applies, the respective nominees of the Parties are	Employer's nominee  Contractor's nominee				
	Article 7	Arbitration	Article 7 and Schedule 1 ( <del>Arbitration</del> ) <del>apply/does not apply</del>				
	2.3	Works commencement date	14 October 2024 (see also Form of Tender)				
	2.3	Date for Completion	31 January 2025 (see also Form of Tender)				
	2.9	Liquidated damages	at the rate of <u>£1,000.00 (One Thousand pounds)</u> per week or pro-rata thereof				
	2.11	Rectification Period	12 months from the date of practical completion				
1/7 To Collection £							

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL				PRELIMINARIES		SECTION NR 1	
				Fixed Charge		Time Related Charge	
				£	p	£	p
26	4.3	Interim payments – Interim Valuation Dates <i>(unless otherwise stated , the first Interim Valuation Date is one month after the Works commencement date specified in these Particulars (against the reference to clause 2.2) and thereafter at monthly intervals.)</i>	The first Interim Valuation Date is 14 November 2024 and thereafter at intervals of one month				

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CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL				PRELIMINARIES		SECTION NR 1	
				Fixed Charge		Time Related Charge	
				£	p	£	p
26	<b>CONTRACT (CONT)</b>						
	Form of Contract (cont)						
	Contract Particulars (cont):-						
	4.3	Payments due prior to practical completion – percentage of the total value of work etc.	95 per cent				
	4.3	Payments becoming due on or after practical completion – percentage of the total amount to be paid to the Contractor	97½ per cent				
	4.3 and 4.8	Fluctuations provision	Schedule 2 (Contribution, levy and tax changes) applies/ no fluctuations provision applies/ <del>the following fluctuations provision applies</del>				
	4.3 and 4.8	Percentage addition for Schedule 2 (paragraph 13) (if applicable)	Not applicable				
	4.8.1	Supply of documentation for computation of amount to be finally certified	3 months from the date of practical completion				
	5.3	Contractor's Public Liability insurance; injury to persons or property - the required level of cover is not less than	<u>£1,000,000</u> for any one occurrence or series of occurrences arising out of one event				

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL				PRELIMINARIES		SECTION NR 1	
				Fixed Charge		Time Related Charge	
				£	p	£	p
26	<b>CONTRACT (CONT)</b>						
	Form of Contract (cont)						
	Contract Particulars (cont):-						
	5.4, 5.5 and 5.6	Insurance of the Works, etc - alternative provisions	Clause 5.4A/ <del>Clause 5.4B/</del> Clause 5.4C applies				
	5.4 and 5.5	Percentage to cover professional fees	15 per cent				
	5.6	Insurance arrangements – details of the required policy or policies	are set out in the following document(s)				
	7.2	Adjudication	The Adjudicator is				
		Nominating body - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established)	<del>Royal Institute of British Architects</del> Royal Institution of Chartered Surveyors <del>constructionadjudicator</del> <del>s.com</del> Association of Independent Construction Adjudicators <del>Chartered Institute of Arbitrators</del>				
	Schedule 1 (paragraph 2.1)	Arbitration - appointor of Arbitrator (and of any replacement)	President or a Vice-President: <del>Royal Institute of British Architects;</del> Royal Institution of Chartered Surveyors; <del>Chartered Institute of Arbitrators</del>				
1/10				To Collection £			

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>CONTRACT (CONT)</b>  Form of Contract (cont)  27 Each clause heading of the Conditions of Contract is consecutively set out hereafter and the Contractor is to include against the items any costs occasioned by compliance with the Conditions of Contract which he shall be deemed to have examined and read in full  Section 1: Definitions and Interpretation  1.1 Definitions  1.2 Agreement etc. to be read as a whole  1.3 Headings, references to persons, legislation etc.  1.4 Reckoning periods of days  1.5 Contracts (Rights of Third Parties) Act 1999  1.6 Notices and other communications  1.7 Consents and approvals  1.8 Applicable law  Section 2: Carrying out the Works  2.1 Contractor's obligations  2.2 Materials, goods and workmanship  2.3 Commencement and completion  2.4 Architect/Contract Administrator's duties  2.5 Correction of inconsistencies  2.6 Divergences from Statutory Requirements  2.7 Fees or charges legally demandable  2.8 Extension of time  2.9 Damages for non-completion  2.10 Practical completion  2.11 Defects  2.12 Certificate of making good				
1/11		To Collection £			

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>CONTRACT (CONT)</b>  Form of Contract (cont)  Section 3: Control of the Works  3.1 Assignment  3.2 Person-in-charge  3.3 Sub-contracting  3.4 Architect's/Contract Administrator's instructions  3.5 Non-compliance with instructions  3.6 Variations  3.7 Provisional Sums  3.8 Exclusion from the Works  3.9 CDM Regulations  Section 4: Payment  4.1 VAT  4.2 Construction Industry Scheme (CIS)  4.3 Interim payments – dates and certificates  4.4 Contractor's applications and payment notices  4.5 Payments – amount and notices  4.6 Failure to pay amount due  4.7 Contractor's right of suspension  4.8 Final certificate and final payment  4.9 Fixed price and fluctuations provisions				
1/12		To Collection £			



CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>CONTRACT (CONT)</b>  Form of Contract (cont)  Section 5: Injury, Damage and insurance  5.1 Contractor's liability - personal injury or death  5.2 Contractor's liability – loss, injury or damage to property  5.3 Contractor's insurance of his liability  5.4 Joint names insurance of the Works by Contractor  5.5 Joint names insurance of existing structures and the Works by Employer  5.6 Insurance of the Works and existing structures by other means  5.7 Evidence of insurance  5.8 Loss or damage – insurance claims and reinstatement  5.9 Loss or damage to existing structures – right of termination  Section 6: Termination  6.1 Meaning of insolvency  6.2 Notices under section 6  6.3 Other rights, reinstatement  6.4 Default by Contractor  6.5 Insolvency of Contractor  6.6 Corruption and regulation 73(1)(b) of the PC Regulations  6.7 Consequences of termination under clauses 6.4 to 6.6  6.8 Default by Employer  6.9 Insolvency of Employer  6.10 Termination by either party and regulations 73(1)(a) and 73(1)(c) of the PC Regulations  6.11 Consequences of termination under clauses 6.8 to 6.10				
1/13		To Collection £			

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>CONTRACT (CONT)</b>  Form of Contract (cont)  Part 7: Settlement of Disputes  7.1 Mediation  7.2 Adjudication  7.3 Arbitration  Schedules  Schedule 1: Arbitration  Schedule 2: Fluctuations – Contribution, levy and tax changes  Schedule 3: Supplementary Provisions  Schedule of Contract Amendments  The following clauses of the Conditions of Contract will be amended/deleted as follows:-  28 Clause 4.3 will be amended as follows:-  In the last line delete “14 days” and insert “28 days”  29 Clause 4.8.3 will be amended as follows:-  In the last line delete “14 days” and insert “28 days”				
1/14		To Collection £			

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>SITE INSPECTION</b>				
30	Before submitting his tender, the Contractor is advised to visit the site and fully examine all tender documents, acquaint himself with the position regarding the supply of water and electricity, the accessibility of the site, the full character of the operations required, the supply of and condition affecting the cost of labour, the availability and prices of materials and all other conditions of the locality in which the Works are to be carried out which might affect his tender as no claim for extra costs arising from lack of knowledge in respect of the foregoing will be allowed. Visits to the site during the tender period can be made strictly by prior arrangement with the Great Dunmow Town Council Operations Manager as follows; <ul style="list-style-type: none"> <li>Mr Terry Moule – M: 07483 326934</li> </ul>				
31	A copy of the Asbestos Register/Survey is available at each of the sites and can be reviewed during the site visit.				
32	The Contractor shall keep all workmen including those employed by the Sub-Contractors under his control within the boundaries of the site. Workmen are only to occupy or to be in that part of the site or other buildings necessary for the performance of the Works and special instructions are to be given by the Contractor to enforce this requirement				
33	The playing of portable music devices will not be permitted under any circumstances on the site. The Contractor's attention is drawn to the fact that services/events could be in progress in adjacent areas and the Contractor should endeavour to keep noise levels to the minimum. Where this is impossible the Contractor must give to the Contract Administrator a minimum of 48 hours notice and be prepared to stop such work temporarily during services/events or when otherwise requested to do so by the Contract Administrator				
1/15		To Collection £			





CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>SITE ORGANISATION</b>				
44	The Contractor shall maintain an adequate site organisation under the full-time control of an experienced supervisor who is conversant with British Standards and Codes of Practice and capable of assuming complete responsibility for a contract of this description				
45	The Contractor shall properly organise the Works in order to fulfil the agreed programme and shall co-ordinate and generally supervise the work of the Sub-Contractors				
46	<p>The Contractor shall hold such regular site meetings as are necessary for the proper management and co-ordination of the contract and shall report to the Contract Administrator each month (or at such shorter or longer intervals as may be directed by the Contract Administrator) in the form set out below:</p> <p>Name of Site: _____</p> <p>Report Nr: _____</p> <p>Name of Contractor: _____</p> <p>Report Nr: _____</p> <ol style="list-style-type: none"> <li>1. Contract Completion Date. With note of any extension of time agreed or now claimed, with reasons.</li> <li>2. Progress Programmed and Progress Achieved. With comments and reasons where behind programme and note of action being taken.</li> <li>3. Labour, Plant and Materials. Note on any shortage and action being taken.</li> <li>4. Sub-Contracts. Note of any difficulties or delays, with action being taken.</li> <li>5. Information Required. Note on any information or instructions required. The Contractor and such Sub-Contractors as are in the opinion of the Contractor appropriate to the problem in hand, shall attend any meeting called by the Contract Administrator to receive and consider the Contractor's progress report and to discuss any matter to which the Contract Administrator wishes to draw to the Contractor's attention</li> </ol>				
47	If any employees of the Contractor misconduct themselves, or in the opinion of the Contract Administrator are incompetent, the Contractor shall, if so directed, remove such employees from employment on the Works				
1/18		To Collection £			



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		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>DAYWORKS (CONT)</b>				
54	Where authority is given, all relevant time and material sheets shall be sent to the Contract Administrator within three days from the last working day of the week in which the work is carried out				
55	Each daywork sheet shall be referenced to the Contract Administrator's Instruction under which the work is authorised				
	<b>PROVISIONAL SUMS</b>				
56	Where Provisional Sums are included, the Contract Administrator shall issue instructions as to their expenditure				
57	In an instruction for the expenditure of a Provisional Sum the Contract Administrator may require work to be executed by a named person who is to be employed by the Contractor as a Sub-Contractor				
	<b>VARIATIONS</b>				
58	No variations are to be made from the drawings or specifications unless so directed by the Contract Administrator				
59	The Contractor shall not be entitled to any payment in respect of work omitted either by way of profit, compensation or otherwise. The Employer shall not be liable for the cost of any additions unless instructions for these are given by the Contract Administrator in writing				
60	For the purpose of ascertaining the cost of variations, if any, the Contractor shall submit a priced copy of the Schedule of Works				
	<b>SURVEY OF EXISTING CONDITIONS</b>				
61	The Contractor shall, before commencing the Works, prepare and agree a schedule of existing conditions with the Contract Administrator				
	<b>EXISTING PREMISES IN USE</b>				
62	The Contractor is to note that the existing buildings, access roads and footpaths will be in constant use during the progress of the Contract and he will be required to execute the Works, arrange for deliveries to and cartage from the site so as to cause the minimum of inconvenience to others				
1/20		To Collection £			





CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>SAFETY AND WELFARE MEASURES (CONT)</b>				
70	<p>The Contractor's attention is drawn in particular to the following list of legal requirements which is not exhaustive and does not excuse the Contractor from non-compliance with any legislation not listed below. Contractors are required to be aware of all Regulations affecting their work operations on behalf of the Employer:</p> <p>The Health and Safety at Work etc Act 1974</p> <p>Management of Health and Safety at Work Regulations 1999</p> <p>Health and Safety Executive Publication number G28 and 29</p> <p>Provision and Use of Work Equipment Regulations 1998</p> <p>Personal Protective Equipment at Work Regulations 1992</p> <p>Manual Handling Operations Regulations 1992</p> <p>Workplace (Health, Safety &amp; Welfare) Regulations 1992</p> <p>Control of Asbestos at Work Regulations 2012</p> <p>Control of Substances Hazardous to Health Regulations 2002</p> <p>Control of Noise at Work Regulations 2005</p> <p>Control of Vibration at Work Regulations 2005</p> <p>Electricity at Work Regulations 1989</p> <p>Reporting of Injuries, Diseases &amp; Dangerous Occurrences Regulations 1995</p> <p>Health &amp; Safety Information for Employees Regulations 1989</p> <p>The Control of Pollution Act 1974</p> <p>The Factories Act 1961</p> <p>The Lifting Operations and Lifting Equipment Regulations 1998</p> <p>Work at Heights Regulations 2005</p> <p>The Construction (Design &amp; Management) Regulations 2015</p>				
71	All amendments to the above mentioned Acts and Regulations				
1/22		To Collection £			

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>SAFETY AND WELFARE MEASURES (CONT)</b>				
72	The Contractor must obtain the approval of the Contract Administrator before any work is carried out beyond the perimeter of the site. At least 72 hours notice must be given to enable the Contract Administrator to obtain the necessary safety and security clearances. If required by the Contract Administrator suitable warning notices shall be provided by the Contractor				
73	All corridors, entrances and staircases must be left free from obstruction and in a safe condition at all times				
74	The Contractor shall generally provide and maintain on the site all necessary facilities as required for his own employees, for those employed by Sub-Contractors and for contractors or others employed direct				
76	The Contractor shall prevent the use of existing sanitary facilities in the Church building for the duration of the Contract				
	<b>Safeguarding and Disclosure and Barring Service Checks</b>				
76A	<b>All personnel working on site will be required to have up to date Disclosure and Barring Service (DBS) checks where required by the client. The client will require the numbers of every DBS document a minimum of 5 working days in advance any person arriving on site for the first time</b>				
	<b>CONSTRUCTION (DESIGN &amp; MANAGEMENT) REGULATIONS 2015</b>				
77	The Contractor shall ensure that adequate resources are allocated or will be allocated to the Works to enable him to comply with the requirements and prohibitions imposed on him by the Construction (Design & Management) Regulations 2015 and specific requirements laid down in this document and the Pre-Construction Information. The Contractor shall allow in his tender for all costs associated with complying with these requirements.				
78	For the purpose of this contract it is proposed that the Principal Contractor shall be the Contractor who is party to the Contract				
79	The Contractor should refer to the Pre-Construction Information included with the tender documents to ensure that he is fully aware of the project's health, safety and welfare requirements				
80	Practical Completion will not be deemed to have been reached until this information has been passed to the Contract Administrator				
1/23		To Collection £			

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>ASBESTOS AND ASBESTOS BASED PRODUCTS</b>				
81	The Contractor is required to notify the Contract Administrator if asbestos is suspected within the site area and is expected to operate the requirements of the Health and Safety at Work etc Act 1974 and the Health and Safety Inspector as necessary. ON NO ACCOUNT IS THE CONTRACTOR TO HANDLE ASBESTOS OR ASBESTOS BASED PRODUCTS PRIOR TO AN INSPECTION BY THE CONTRACT ADMINISTRATOR and the provision of a risk assessment and method statement for its removal for comment by the Contract Administrator				
82	Nothing in the above clause shall be construed as to prevent the Contractor from proceeding with the Works in areas unaffected by asbestos fibres				
	<b>FIRE PRECAUTIONS</b>				
83	The Contractor shall comply with fire safety requirements within the existing building and standards relevant to building sites and take all other reasonable precautions against fire				
84	The Contractor is to ensure that adequate access to the building is provided and maintained for the use of fire appliances, etc				
85	Scrap timber, cement sacks and other combustible building debris should be collected and disposed of at regular intervals				
86	Where oil or gas heaters are used as anti-frost precautions, or for drying out purposes, etc care should be taken to ensure that they are sited at a safe distance from any combustible materials				
87	Naked lights should be prohibited within storage areas and prominent notices to this effect should be posted				
88	Smoking on site is not permitted at any time				
89	Adequate supplies of water for fire fighting purposes and suitable portable extinguishers should be available at all storage sites				
90	Temporary huts and storage areas should be provided with two gallon soda/acid or water gas expelled extinguishers, suitably positioned and readily available for use. Carbon dioxide extinguishers should be provided for the protection of electrical risks on site				
1/24 To Collection £					

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>FIRE PRECAUTIONS (CONT)</b>				
92	The Contractor shall ensure that all personnel engaged upon the site are aware of the agreed arrangements of fire precautions and shall instruct all such personnel and provide suitable notices of instruction concerning the action to be taken in the event of fire including the means of raising the alarm, the telephones to be used and the persons to be notified				
	<b>SAFETY HELMETS</b>				
93	The Contractor shall arrange for industrial safety helmets to BS 2826 to be provided for use by all personnel on site, including all Sub-Contractors' staff. The Contractor will be expected to ensure that helmets are worn by all personnel on site				
	<b>DISBURSEMENTS</b>				
94	Provide for all costs and expenses in respect of all work people for:				
	1. National Insurance Contributions				
	2. Pensions				
	3. Annual and Public holidays				
	4. Travelling time, expenses, fares and transport				
	5. Guaranteed time				
	6. Non-productive time and other expenses in connection with overtime				
	7. Incentive and bonus payments				
	8. Extra payment to leading tradesmen and working foreman				
	9. Lodging and other similar allowance in conformity with the Working Rule Agreement				
	10. Construction Industry Training Board levies				
	11. Disbursements under the Sick Payments Scheme				
	12. Any other disbursements arising from employment of labour				
1/25		To Collection £			

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>BUILDING REGULATIONS</b>				
95	The Contractor shall submit a building notice to the controlling authority under the current Building Regulations. The notice shall be served at least 48 hours before commencing the Works on site				
	<b>TRAFFIC REGULATIONS</b>				
96	The Contractor shall allow for complying with all traffic, police or similar regulations which, from time to time, may be in force and which may affect operations on or about the site				
	<b>NOISE CONTROL</b>				
97	The Contractor shall ensure that all measures to control the noise level produced by his operations on site required under or by virtue of any enactment or regulation, or the working rules of any industry, are strictly complied with				
98	If hoists are used these shall be driven by electric motors				
99	Guidance on measures which can be taken to control noise levels is given in the Department of the Environment Advisory Leaflet 72 on "Noise Control on Building Sites". Specifically, the Contractor shall arrange, in respect of all work done under this contract: <ul style="list-style-type: none"> <li>1. that all compressors used on the site are silenced either by using only fully silenced models, fitted with effective exhaust silencers and properly lined and sealed acoustic covers, all to the designs of the manufacturers of the compressors, or by the use of effective acoustic screens around the noise source;</li> <li>2. that ancillary pneumatic percussive tools used on the site are fitted with silencers of a type recommended by the manufacturers of tools; and</li> <li>3. that every such compressor, silencer or contrivance is maintained in good and efficient working order and shall not have been altered in such a way that the noise caused in operation is made greater by the alteration.</li> </ul>				
1/26		To Collection £			

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>PROTECTION OF PROPERTY, ETC</b>				
103	The Contractor must take all steps to prevent interference with and must allow for protecting and maintaining public property and all gas, water, electricity, telephone or other mains and services and any sewers and ducts, etc that may be met with and making good any damage caused by reason of the Works				
104	The Contractor will be held responsible for any damage sustained to the boundary fences and gates, public and private roadways, paved areas, footpaths, kerbs, channels, trees, lawns, etc and to the existing adjoining buildings resulting from any cause whatsoever in connection with this contract. The Contractor is to allow for all adequate protection for the foregoing. In the event of such damage, the Contractor must make it good at his own expense to the satisfaction of the Contract Administrator and pay all claims legally demanded in respect of the same				
105	Allow for adequately protecting the adjoining properties including roofs, walls, gardens, fences, etc and give any notices required to adjoining owners and tenants and make all necessary arrangements with owners or tenants for permission to enter land or premises adjoining the Works. The Contractor shall use all reasonable measures to avoid causing inconvenience and shall indemnify the Employer from any claim or action for damages on account of unauthorised trespass or other misconduct of his or any Sub-Contractors' employees				
106	The Contractor shall note that access to the working areas on the site is from within the existing grounds.				

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CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>SCAFFOLDING AND PLANT</b>				
107	Allow for providing all necessary plant, tools and vehicles and all requisite tarpaulins, temporary coverings, water chutes and lighting required for the expeditious carrying out and completion of the Works in proper sequence including Sub-Contractors' work and at completion, or earlier as the various items become superfluous, clearing the same from the buildings and the site and making good any damage or omitted parts of the structure or finishings, the execution of which may have been temporarily suspended				
108	Allow for providing, erecting, altering and adapting as necessary, dismantling and finally clearing away all scaffolding necessary for the proper execution and easy access to the Works, including work undertaken by Sub-Contractors				
109	Scaffolding is to mean all putlog and independent tied or other scaffolding of the standard prescribed by the Construction Regulations and all subsequent amendments, properly erected and boarded to the requirements of his own tradesmen and Sub-Contractor's specialist tradesmen				
110	All glazed rooflights below or adjacent to scaffolding and work areas are to be fully boarded for protection				
111	The Contractor is to allow for all notices, temporary lighting and safety requirements to allow tenants and others proper access into and around the buildings				
113	Where scaffold is being erected on or near a public footpath or thoroughfare effective measures, including warning signs and barriers, shall be taken to exclude the general public from the area. This shall also apply when dismantling scaffold				
115	Where scaffold is erected on the roof of any adjoining building (following consent of the Contract Administrator and adjoining owner) the Contractor must provide all necessary temporary support and protection work and must make good any damage on completion of the Works to the satisfaction of the Contract Administrator				
117	At the end of each working day all ladders or other means of access must be removed and the scaffolding, as far as possible, rendered unclimbable. The Contractor is to take special precautions to any areas vulnerable to climbing				
1/28 To Collection £					



CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>HOARDINGS, FENCES, SCREENS, TEMPORARY ROOFS, ETC</b>				
121	Allow for providing, erecting, maintaining, altering and adapting as necessary, dismantling and clearing away on completion any temporary fencing, hoardings, fans, planked footways, guard rails, gantries and the like as may be necessary for protecting the public, for the proper execution of the Works and for meeting the requirements of any local authority				
122	The Contractor shall also allow for any temporary screens within the building he considers necessary to protect sections of the building and the Works				
	<b>ELECTRICITY FOR CONSTRUCTIONAL PURPOSES</b>				
125	Where practical, power for the Works may be taken from existing supplies with the approval of the Contract Administrator				
126	The cost of extensions for the mains and all fittings required shall be borne by the Contractor including such extensions and fittings required for Sub-Contract works				
128	The Contractor shall be responsible for the maintenance of the electricity services outwards from the point of connection of his supply, including the supply and renewal of lamps				
129	The installation shall comply with CP 1017 and to maintain this standard the Contractor shall nominate a competent person to be in charge of the installation who shall accept full responsibility for the installation, its use and maintenance for any alteration or extension				
130	The Contractor shall, at his own expense, provide artificial lighting to ensure that a normal working week can operate despite loss of natural light				
	<b>WATER FOR CONSTRUCTIONAL PURPOSES</b>				
131	The Contractor shall be responsible for the provision of clean, fresh water for the construction of the Works together with necessary temporary receptacles and plumbing. He shall alter them as required and clear away at completion and make good all work disturbed				
132	The Contractor shall give due notice to the local water undertaker and shall pay all charges. He shall make approved connections to the mains at such points as the Contract Administrator may agree				
133	Where practical, water for the Works may be taken from existing supplies with approval of the Contract Administrator				
1/29 To Collection £					

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>SERVICE SHUTDOWNS AFFECTING OTHER AREAS</b>				
134	The Contractor should note that any service shutdowns to facilitate the Works may affect other areas of the building and must not be made without obtaining the approval of the Contract Administrator. Notice must be given at least 7 days before the required shutdown giving dates, duration and possible effects				
135	Supplies must not be reinstated without the approval of the Contract Administrator.				
	<b>MATERIALS</b>				
136	The Employer will not be held responsible for any errors, loss or expense incurred by the Contractor contingent upon his use of the specification for the purpose of ordering materials				
137	The letters BS followed by a number refer to particular British Standards published by the British Standard Institution. The relevant item must comply with the quoted BS together with all amendments current at date of tender				
138	Where a standard issued by the British Standards Institution is current at the date of tender and is appropriate, goods and materials used in the Works shall be in accordance with the Standard				
139	Where materials are described by catalogue numbers, trade or brand names, etc or to be supplied by a particular manufacturer, such descriptions are intended merely to indicate a standard and other products of similar quality may be used if approved by the Contract Administrator				
140	The Contractor shall include in his tender for any tax other than VAT payable or any items not covered by a Provisional Sum				
141	All work described in this document is to be taken as new unless otherwise distinctly stated and as including all labour and materials, packing, carriage, cartage, risk, moving and hoisting and fixing in the required positions and also the use of all tools, machinery and other matters necessary for its execution.				
1/30		To Collection £			

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>PROTECTION OF WORK</b>				
142	The Contractor is to cover up and protect all materials, work, etc in all trades including work executed by Sub-Contractors, from injury or damage by weather or any other cause and clear away protection on completion or when no longer required. If such damage should occur, the Contractor will be required to make good at his own cost to the satisfaction of the Contract Administrator including the re-erecting, dismantling and clearing away any scaffolding necessary and leaving all perfect on completion. Protection is to include tarpaulins, temporary gutters, downpipes, water chutes, channels, etc and whatever else may be necessary				
143	Allow for protecting existing service pipes exposed in excavation against frost, etc				
	<b>DIMENSIONS AND LEVELS</b>				
144	Figured dimensions on the drawing shall be followed in preference to the scale				
145	Before any work is commenced, dimensions and levels shown on drawings shall be checked by the Contractor on the site				
	<b>REMOVAL OF RUBBISH AND CLEANING ON COMPLETION</b>				
149	The Contractor is to clear away all dirty, rubbish and superfluous materials as they accumulate including that caused by Sub-Contractors and on completion clear away, including all plant, scaffolding, etc. No rubbish, tools, plant, etc is to be left on or under floors, in roof spaces or other voids or on the surrounding property				
150	On completion wash down fencing, sweep clean and pressure wash all hard landscaped areas, rod and flush drains etc and leave the whole of the premises in an orderly condition fit for immediate occupation				
	<b>ADVERTISEMENTS</b>				
151	The Contractor shall not display advertisements on the site, neither shall he permit advertisements to be displayed without the written consent of the Contract Administrator and he shall remove advertisements displayed without consent. He shall permit advertisements to be displayed by any person authorised by the Contract Administrator				
1/31		To Collection £			

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	<b>SUB-CONTRACTORS</b>				
152	The Contractor shall be responsible for the supervision and administration of all Sub-Contracts in accordance with the Conditions of Contract and shall arrange a progress programme with each Sub-Contractor to permit the Contract being completed by the date for completion				
153	The Contractor shall provide all necessary exact and legible documents to all firms where it is proposed to sub-let any portion of the work  The Contractor shall submit for approval a list of firms he proposes to employ as Sub-Contractors for trade or specialist items. Where lists of approved firms for particular services are provided, only firms on such lists shall be invited to tender				
154	The Contractor shall be responsible for and is to ascertain from the Sub-Contractors all particulars relating to their work in regard to the positions in which chases, holes, mortices and similar items will be required to be formed, left or cut and this will be deemed to be allowed for as part of the Contractor's attendance. No claim will be considered for the extra cost of cutting away work already built in consequence of any neglect on the part of the Contractor to ascertain these particulars beforehand				
155	The Contractor shall allow for attendance on each Sub-Contractor which shall include the use of the Contractor's temporary roads, pavings and paths, scaffolding, standing power operated hoisting plant, the provision of temporary lighting and water supplies, clearing away rubbish, provision of space for the Sub-Contractors own offices and for the storage of his plant and materials and the use of messrooms, sanitary accommodation and welfare facilities				
	<b>NAMED SUPPLIERS</b>				
156	Tenders may be invited for the goods and materials for which Provisional Sums are included elsewhere				
157	The Contractor shall allow for unloading, storing, hoisting the goods and materials and returning packing materials to the nominated supplier, carriage paid, and obtaining credits therefore shall be deemed to be included within the items for and fixing. Particulars shall be given where the Contractor is required to pay the cost of conveying goods				
158	"Fixing" shall include for assembling and fitting together and otherwise preparing and fixing in accordance with the directions supplied by the suppliers				
1/32 To Collection £					



CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		PRELIMINARIES		SECTION NR 1	
		Fixed Charge		Time Related Charge	
		£	p	£	p
	Brought Forward £				
	COLLECTION (CONT)				
	Page Nr 1/24				
	Page Nr 1/25				
	Page Nr 1/26				
	Page Nr 1/27				
	Page Nr 1/28				
	Page Nr 1/29				
	Page Nr 1/30				
	Page Nr 1/31				
	Page Nr 1/32				
	£		£		
	<u>ADD</u> Fixed Charge		£		
	SECTION NR 1 - PRELIMINARIES To Main Summary		£		

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA,  
STORAGE FACILITY AND WC BLOCK

GT DUNMOW PLAYING FIELD, THE CAUSEWAY, GREAT  
DUNMOW, ESSEX CM6 2AA

GREAT DUNMOW TOWN COUNCIL

## **SECTION NR 2**

### **THE WORKS**

August 2024

## 2.0 The Works

This schedule is to be read in conjunction with all previous work specification sections and the contract drawings. The contract drawings to accompany this specification are as follows;

### Architectural drawings;

- 9169-100 Proposed site plan 1 of 2
- 9169-101 Proposed site plan 2 of 2
- 9169-102 Proposed site plan – Temporary car park
- 9169-110 Proposed Toilet block – plans/sections/elevation
- 9169-111 Proposed Toilet block – Construction details
- 9169-120 Proposed storage unit – Plans
- 9169-121 Proposed storage unit - Elevations
- 9169-122 Proposed storage unit – Sections
- 9169-123 Proposed storage unit – Construction details
- 9169-133 External steps detail
- 9169-134 External steps/ramp detail 1 of 2
- 9169-135 External steps/ramp detail 2 of 2

### Structural and Civil Engineering drawings;

- SS23088/100 – Foundation layout Toilet block and detail
- SS23088/101 – Foundation layout storage unit
- SS23088/102 – Foundation detail storage unit
- SS23088/103 – Tree zones
- SS23088/104 – Reinforcement layout
- SS23088/104 – BBS
- SS23088/110 – GF plan – toilet block
- SS23088/105 – Foundation layout and detail stair/ramp adjacent MUGA
- SS23088/106 – Foundation layout and detail stair adjacent WC
- 2304-800-SK001 – Drainage strategy sheet 1
- 2304-800-SK002 – Drainage strategy sheet 2
- 2304-800-060 – Private pavement construction details 1
- 2304-800-065 – Private drainage construction details 1
- 2304-800-066 – Private drainage construction details 2
- 2304-800-070 – Engineering layout 1
- 2304-800-071 – Engineering layout 2
- 2304-800-072 – Interim engineering layout 1
- 2304-800-073 – Interim engineering layout 2

### Mechanical and Electrical Engineering drawings;

- MEP-188-M001 – Existing site plan
- MEP-188-M002 – Proposed site plan
- MEP-188-M003 – Toilet block Water services and heating layout
- MEP-188-M004 – Toilet block ventilation layout
- MEP-188-E001 – Proposed site plan
- MEP-188-E002 – Small power and fire alarm WC and storage
- MEP-188-E003 – Lighting power WC and storage
- MEP-188-E003 – MUGA pitch flood lighting

### Landscape Architecture drawings and specification;

- 23046-GUA-DR-L-1000 Detailed hard and soft landscape proposals
- 23046-GUA-DR-L-1001 Detailed hard and soft landscape proposals
- 23046-GUA-DR-L-1002 Outline specification, Schedules and Details

TO COLLECTION

£ p



And the Appendices to accompany this specification are as follows;

- Appendix A – Architectural tender design pack by LAP Architects
- Appendix B – MEP tender design pack by MEP Consultancy
- Appendix C – Structural tender design pack by Superstructures
- Appendix D – Civils tender design pack by Ingent
- Appendix E – Landscape Architect tender design pack by Guarda
- Appendix F – Pre-Construction Information by LAP Architects

## 2.1 Scope of works

The works are to carry out car park refurbishment and alterations, construct new MUGA with perimeter fencing and floodlights, construct new storage facility and demolish and construct new WC block at the Great Dunmow Recreation ground for Great Dunmow Town Council.

The key client contact for the works is Mrs Caz Burton, Amenities Manager, and the Operations Manager is Mr Terry Moule who can be contacted on M: 07483 326934 to arrange site visits during the tender period.

Normal working hours are to be Monday to Friday 8.00am to 5.00pm. Contractor to note that the programme of work is to be delivered strictly in accordance with the proposed programme detailed below, or to their alternative tender programme submitted with the tender and accepted by the client. The site may be occupied by the general public for the duration of the works, and site delivery plans must consider suitable access routes and times to ensure the working areas are left free for construction works. Allow for temporary fencing and signage to re-direct members of the public to other access points on the recreation ground as required.

NB: Contractor **must** ensure that all sections of the schedule of works are priced separately and the breakdown of costs is submitted with their tender to ensure that all details can be checked and the tender report submitted to the client at the earliest possible convenience. With potential tight lead in times on some materials and appointment of specialist MUGA contractor, this detail needs to be submitted with the tender to ensure that the contract can be awarded as a matter of urgency.

The contractor is to dispose of all waste materials off site and leave the working area clean and tidy at the end of each working day. Contractor must allow to screen off all working areas to minimise the transfer of dust and debris to adjacent areas of the site.

An asbestos register is available for the existing Dourdan Pavilion which the contractor must assess prior to commencement to ensure that no such materials will be disturbed during the works. Whilst on site, if the contractor locates any suspected asbestos containing materials, the CA must be notified immediately and works suspended until further investigations have been carried out.

The works are to be carried out in accordance with the following programme and the contractor must allow to provide sufficient labour to ensure that the contract dates are complied with;

**Start on site: 14<sup>th</sup> October 2024**

**Practical completion: 31<sup>st</sup> January 2025**

The contractor must leave the sites and working areas secure at the end of each working day. No storage will be allowed within existing buildings and WC facilities, water and power need to be allowed for in the tender. When working in adjacent facilities, contractor must ensure that all areas are left clean and tidy for the building users and a polite and courteous manner must be adopted by contractors staff at all times when the building is occupied. No abusive language, radios or smoking are allowed on site at any times.

TO MAIN SUMMARY

£ p

	£	p
<p>Electric power will be required in the Dourdan Pavilion at certain times when it is in use which will be advised by the client following contract award, and any power down required must allow for the supply or temporary supply to the entire building as required. Advance notice of any service interruptions must be notified to the site manager at least 48 hours prior to the event.</p>		
<p>The exact positioning of contractor's plant and storage facilities are to be agreed at the pre-contract site meeting. The location of the compound area is to be agreed with the site prior to the commencement of the works. The compound area must be fenced with suitable height unclimbable Heras fencing or similar approved security fencing where necessary.</p>		
<p>Any scaffolding, Heras fencing, or such like materials are to be delivered, fully erected, struck and carted away during working hours. Contractor must fence off all site compound areas and fully protect to ensure that access is not available to the general public.</p>		
<p>Routes and locations of any cables, pipework etc across the areas of work are not known. Therefore all necessary precautions will need to be taken in order to ensure, as much as is possible, that any such cables that are uncovered are protected during the course of the works.</p>		
<p>All site operatives must be identifiable and signed in at the start of each working period by the site manager. The Contractor will be responsible for site security.</p>		
<p>The contractor must allow for the protection of surfaces adjacent to each area of works where required, when working both internally and externally on the site.</p>		
<p>Access to deliver to site shall be via the main entrance to the car park area. The contractor must be aware that restrictions to access this car park may be in place when events are scheduled.</p>		
<p>The contractor will need to be on site to receive deliveries. The client will not accept deliveries on the contractor's behalf.</p>		
<p>The site foreman will be responsible for completing the site visitor's log each day for each person working on site and for signing out at the end of each day, with a copy provided to the client for the attention of the Operations Manager where required.</p>		
<p>The contractor must provide skips as necessary for the collection of debris and rubble. The skips are to be fenced off at the end of the working day and must be emptied at the end of each working week. Skips are to be located within the contractor's compound area or to an alternate location agreed prior to commencement of the works.</p>		
<p>Planning permission has been granted for the works as detailed within the tender information, and the conditions of the approval must be strictly adhered to. Building Regulations is also required and an application has been submitted to Shore Engineering, and the successful contractor will need to manage site inspections and sign off of relevant phases of the works as they progress. Full details of these applications will be provided in the pre-contract meeting.</p>		
<p>All schedule of works items below are to be carried out in accordance with the full detailed designs on the contract drawings detailed above.</p>		
<p><b>2.2 Demolition of existing and construction of new WC block and associated external works</b></p>		
<p>2.2.1 Allow for all necessary works to cap off services to existing WC block and leave ready for adaptation and relocation where specified, then demolish existing WC block. Break up and remove existing foundations and dispose of all debris off site.</p>		
<p>2.2.2 In new location as shown on the contract drawings, prepare surface and excavate for new foundations to be formed for the new WC block. Include for excavations or surface preparation of adjacent areas to form new tarmac surfacing providing access to the new block. Also include for all necessary excavations for new retaining wall, ramp and steps to be formed adjacent to the WC block.</p>		
<p>TO MAIN SUMMARY</p>		

	£	p
2.2.3 Allow for all necessary excavations for new drainage runs as shown on the contract drawings, prepare excavations and install all new drainage pipework, form new inspection chambers, install gulleys, form drainage channels and all associated connections, fixtures and fittings in accordance with the tender design information.		
2.2.4 Form new foundations for WC block to required levels and in accordance with the tender design information.		
2.2.5 Form new retaining wall, ramp and steps adjacent to WC block, and all new tarmac surfacing surrounding WC block up to where it joins existing car park and new grasscrete area for storage facility in accordance with the tender design information. Also allow for all works to install tactile paving and handrails in accordance with Building Regulations.		
2.2.6 Allow to construct new external walls and internal partitions for new WC block up to wall plate level, and form new internal ceiling in all areas as specified on the tender design information. Leave surfaces ready for decorations.		
2.2.7 Allow to form new roof over WC block in accordance with the tender design information, and allow for all necessary roof finishes, fascia and soffit and rainwater goods as required.		
2.2.8 Supply and install new external doors, frames, threshold details, ironmongery, signage, locking mechanisms, hinges, coat hooks and associated fixtures and fittings in all locations as shown on the tender drawings.		
2.2.9 Supply and install all new internal WC wall panelling systems, sanitaryware, taps, wastes, water filling station and associated fixtures and fittings, and connect to new mechanical service pipework to leave in full working order on completion.		
2.2.10 Install new basin splashbacks to areas as specified in the tender design information.		
2.2.11 Allow for internal redecorations to all areas in the new WC block in accordance with the tender design information.		
2.2.12 Carry out all necessary electrical works to provide the new WC block with power and lighting circuits in accordance with the MEP tender design information. Then supply and install all new electrical fixtures and fittings. Test and commission, and leave services in full working order. Contractor must also allow for all necessary works to liaise with UKPN where required to extend existing electrical supplies.		
2.2.13 In locations as shown on the tender design drawings, supply and install new electric hand dryers and connect to new services. Test and commission, and leave in full working order		
2.2.14 Carry out all necessary mechanical works to provide the new WC block with services from existing supplies in the Dourdan Pavilion to new sanitary fittings in accordance with the MEP tender design information. Also allow to supply and install new extract ventilation systems in accordance with the mechanical design tender information. Test and commission, and leave services in full working order.		
<b>2.3 <u>New storage facility and associated external works</u></b>		
2.3.1 In location as shown on the contract drawings, prepare surface and excavate for new foundations to be formed for the new storage facility. Include for excavations or surface preparation of adjacent areas to form new grasscrete access walkways providing access to the new storage block.		
2.3.2 Allow for all necessary excavations for new drainage runs as shown on the contract drawings, prepare excavations and install all new drainage pipework, form new inspection chambers, install gulleys and all associated connections, fixtures and fittings in accordance with the tender design information.		
TO MAIN SUMMARY		

	£	p
2.3.3 Form new foundations for storage facility to required levels and in accordance with the tender design information.		
2.3.4 Form new grasscrete surfacing surrounding storage facility up to where it joins new tarmac surfacing for WC block.		
2.3.5 Allow to construct new structural frame, external walls and internal partitions for new storage facility up to roof level, and form new internal ceiling in all areas as specified on the tender design information. Leave surfaces ready for decorations.		
2.3.6 Allow to form new roof over storage facility in accordance with the tender design information, and allow for all necessary roof finishes, fascia and soffit and rainwater goods as required.		
2.3.7 As a Contractors Design Portion (CDP), design and propose new roof mounted Solar PV installation. Installation should be sized to suit available roof space and designed in accordance with permissible loading allowances for roof and storage facility structure, then approved by the appointed Structural Engineer.		
2.3.8 Supply and install new external doors, roller shutters, frames, threshold details, ironmongery, signage, locking mechanisms, hinges and associated fixtures and fittings in all locations as shown on the tender drawings.		
2.3.9 Allow for internal redecorations to all areas in the new storage facility in accordance with the tender design information.		
2.3.10 Carry out all necessary electrical works to provide the new storage facility with power and lighting circuits in accordance with the MEP tender design information. Then supply and install all new electrical fixtures and fittings. Test and commission, and leave services in full working order. Contractor must also allow for all necessary works to liaise with UKPN where required to extend existing electrical supplies.		
2.3.11 Carry out all necessary mechanical works to provide the new storage facility with services from existing supplies where required, all in accordance with the MEP tender design information. Test and commission, and leave services in full working order.		
2.3.12 In locations as shown on the tender design drawings, cut back existing hedge and remove cuttings from site.		
2.3.13 Allow to form new hedge line in location as shown on the tender design drawings and in accordance with specifications.		
<b>2.4 <u>New MUGA, fencing, floodlighting and associated external works</u></b>		
2.4.1 In location as shown on the contract drawings, prepare surface and excavate for new foundations to be formed for the new MUGA. Include for excavations or surface preparation of adjacent areas to form new grasscrete access walkways providing access to the new storage block. Also include for all necessary excavations for new retaining wall, ramp and steps to be formed to the entrance area. Contractor to note the drawings showing the existing underground mains runs where restrictions to building zones apply.		
2.4.2 Allow for all necessary excavations for new drainage runs as shown on the contract drawings, prepare excavations and install all new drainage pipework, form new inspection chambers, install gulleys and all associated connections, fixtures and fittings in accordance with the tender design information.		
2.4.3 As a Contractors Design Portion (CDP), allow to appoint specialist MUGA contractor to design and construct foundations, new tarmac surfacing, perimeter fencing, entrance gates and floodlighting all in accordance with the tender design information and the Planning Permission.		
TO MAIN SUMMARY		

	£	p
2.4.4 Form new retaining wall, ramp and steps adjacent to entrance to the new MUGA, to where it joins adjacent grasscrete and tarmac areas in accordance with the tender design information. Also allow for all works to install tactile paving and handrails in accordance with Building Regulations		
2.4.5 Form new grasscrete surfacing surrounding MUGA up to where it joins new tarmac surfacing and grasscrete areas.		
2.4.6 In locations as shown in the tender design information, supply and install new Jakoustic reflective acoustic fencing adjacent to the MUGA.		
2.4.7 As a Contractors Design Portion (CDP) and in accordance with item 2.4.3 above, carry out all necessary electrical works to provide the new MUGA with power and lighting circuits in accordance with the MEP tender design information to supply the new floodlights. Test and commission, and leave services in full working order.		
<b>2.5 <u>Car park alterations and associated external works</u></b>		
2.5.1 Where shown on the tender design drawings, allow for all works to cut back existing hedges and foliage to expose full area of car park surfacing and maximise available space. Remove all cuttings from site.		
2.5.2 Allow for all necessary excavations for new drainage runs and below ground storage tanks as shown on the contract drawings, prepare excavations and install all new drainage pipework, form new inspection chambers, install gulleys and all associated connections, fixtures and fittings in accordance with the tender design information.		
2.5.3 In locations as shown on the tender design drawings, supply and install new post and rail fence all as specified. Also allow to line with new hedge and planting in accordance with the specification.		
2.5.4 In location as shown on the tender design drawing where emergency vehicular access to the recreation ground is formed, allow to supply and install new bollard set into the new tarmac surfacing all as per the specification and install in accordance with manufacturers recommendations.		
2.5.5 To the extents shown on the tender drawings and the detailed specifications in the relevant areas, allow for all necessary works to carry out surfacing repairs and to remove existing speed hump. Leave surfaces level and finish as specified in the detailed design information.		
2.5.6 In location to be agreed on site, supply and install new surface mounted speed hump, set into the new car park surfacing all in accordance with manufacturers installation guidelines. Speed hump to be full width between parking bays and in location to be agreed on site.		
2.5.7 Allow for all necessary works to mark out 40no. parking bays, including Disabled bays, and cycle parking bay markings in locations as shown on the tender design drawings.		
2.5.8 In location as shown on the tender design drawings, supply and install new cycle parking facilities all in accordance with the specifications and installed in accordance with manufacturers recommendations. New cycle hoops are to be inset into the new surfacing all as shown on the detailed tender design drawings.		
<b>2.6 <u>External landscaping works</u></b>		
2.6.1 In accordance with the Landscape Architects proposed tender design information pack in Appendix F, allow to carry out all specified works to supply and install new soft and hard landscaping and carry out all necessary works to cut back, trim and remove existing landscaping to allow all works to be carried out in accordance with the agreed design and Planning permission.		
TO MAIN SUMMARY		

		£	p
2.6.2	In locations as shown on the tender design drawings in Appendix F, allow to remove existing trees where shown all in accordance with the Landscape Architects proposed methods of removal.		
2.6.3	Generally, on completion of works to form new surfaces and where ramps and steps have been constructed, allow for all necessary works to locally regrade soft landscaping to suit new finished ground levels.		
<b>2.7</b>	<b><u>Provisional sums</u></b>		
2.7.1	Unforeseen works in accordance with underground drainage excavations and condition of existing service pipe connections. ensure that all the relevant air testing certification is included within their H&S file which is to be provided at Practical Completion, and must also provide all consignment notes for the disposal of the ACM's for the client to retain on the Asbestos Register. Practical completion will not be issued until these documents are handed to CA.		
	Provisional sum	£10,000	00
2.7.2	Unforeseen works in accordance with adapting existing electrical supplies and extending to new locations.		
	Provisional sum	£5,000	00
2.7.3	Unforeseen works in accordance with all excavations and existing materials in the ground.		
	Provisional sum	£10,000	00
2.7.4	Unforeseen additional works in accordance with car park surfacing repairs.		
	Provisional sum	£10,000	00
2.7.5	Unforeseen works in accordance with extending, connecting to and adapting mechanical service pipework.		
	Provisional sum	£5,000	00
TO MAIN SUMMARY			

COLLECTION		£	p
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CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA,  
STORAGE FACILITY AND WC BLOCK

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DUNMOW, ESSEX CM6 2AA

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### **SECTION NR 3**

#### **DAYWORKS**

August 2024



I8CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		DAYWORKS	SECTION NR 3	
	SECTION NR 3 DAYWORKS (PROVISIONAL)	£	p	
	The following sums include daywork executed by Sub-Contractors other than Nominated Sub-Contractors			
01	THE DEFINITION OF PRIME COST OF DAYWORK CARRIED OUT UNDER A BUILDING CONTRACT (2007) published by the Royal Institution of Chartered Surveyors, Building Cost Information Service and the Construction Confederation OPTION A applies subject to the amendments and clarifications stated in the following paragraphs			
02	Any reimbursement of Value Added Tax shall be by separate calculation under the Conditions of Contract			
03	Particular attention is drawn to the allocation of charges between Labour and Incidental Costs Overheads and Profit as detailed in the Definition			
04	The percentage on-cost of labour which the tenderer inserts must make allowance for the fact that the hourly base rates are not adjusted on account of their being based on the standard working week (and not the hours usually worked on site) and that they thus over-include for weekly and annually based payments and contributions. All wage payments and contributions for the calculation of hourly base rates shall be at the standard rates current at the time and in the area where the daywork is executed			
05	In the case of plumbing operatives the National Working Rules of the Joint Industry Boards for Plumbing Mechanical Engineering Services shall apply. Hourly base rates shall include contributions to the Plumbing and Mechanical Services Industry Pension Scheme for normal working hours			
	DAYWORK RATES FOR LABOUR, MATERIALS AND PLANT			
06	Where work cannot properly be measured and valued the Contractor shall be allowed payment for such work on a daywork basis as set out in the Conditions of Contract and the percentage additions inserted against the items following the Provisional Sums hereinafter shall be deemed to be the percentage additions on prime costs referred to in that Clause			
	Labour			
07	Provide the Provisional Sum of £5,000.00 for wages at the standard time rates applicable when the work is carried out and other payments all as defined in the Definition of Prime Cost of Daywork	5,000	00	
08	ADD for incidental costs, overheads and profit as defined in the Definition of Prime Cost of Daywork  _____ %			
	To Collection £			

I8CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		DAYWORKS	SECTION NR 3	
		£	p	
	DAYWORK RATES FOR LABOUR, MATERIALS AND PLANT (CONT)			
	Materials			
09	Provide the Provisional Sum of £3,000.00 for materials as defined in the Definition of Prime Cost of Daywork	3,000	00	
10	ADD for incidental costs, overheads and profit as defined in the Definition of Prime Cost of Daywork _____%			
	Plant			
11	Provide the Provisional Sum of £1,000.00 for plant as defined in the Definition of Prime Cost of Daywork and calculated in accordance with the Schedule of Basic Plant Charges published by the Royal Institution of Chartered Surveyors	1,000	00	
12	ADD for incidental costs, overheads and profit as defined in the Definition of Prime Cost of Daywork _____%			
13	Where the work is within the province of a Specialist Trade as set out in the Conditions of Contract, the Contractor shall show below in the spaces provided the name of the specialist trade and the percentage additions that he requires:  Trade .....      Trade .....      Trade ..... Labour    ____%      Labour    ____%      Labour    ____% Materials   ____%      Materials   ____%      Materials   ____% Plant       ____%      Plant       ____%      Plant       ____%			
	To Collection	£		

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA, STORAGE FACILITY AND WC BLOCK GREAT DUNMOW TOWN COUNCIL		DAYWORKS	SECTION NR 3	
			£	p
	COLLECTION			
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## **APPENDICES**

- |   |                                                    |
|---|----------------------------------------------------|
| A | Architectural tender design pack by LAP Architects |
| B | MEP tender design pack by MEP Consultancy          |
| C | Structural tender design pack by Superstructures   |
| D | Civils tender design pack by Ingent                |
| E | Landscape Architect tender design pack by Garda    |
| F | Pre-Construction Information by LAP Architects     |

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## **APPENDIX A**

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## **APPENDIX B**

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## **APPENDIX C**

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CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA,  
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## **APPENDIX D**

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## **APPENDIX E**

August 2024

CAR PARK REFURBISHMENT AND ALTERATIONS, NEW MUGA,  
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## **APPENDIX F**

August 2024