

PROJECT: Buckton Fields Primary School Opening Up Works
SECTION: Preambles

	THE WORKS		
1.0	GENERALLY		
1.1	Scope of the Works		
1.1.1	<p>The Works comprise opening up of construction elements at various locations to enable AECOM to verify and confirm the form of construction at each point, against the designed and as-built information. The contractor will be responsible for making safe and reinstating all opening up works prior to the school re-occupation.</p> <p>Buckton Fields Primary School School Main Block is modular construction and was constructed in 2019/20.</p> <p>Site Address: Buckton Fields Primary School, Home Farm Drive, Buckton fields, Northampton, NN2 8ES.</p>		
1.2	Drawings & Specification & Schedule		
1.2.1	<p>This document is to be read in conjunction with the following documents:</p> <p>Annotated Opening Location Drawings</p> <ul style="list-style-type: none"> • FS01816-STL-XX-GF-DR-A-00-0103 • FS01816-STL-XX-01-DR-A-00-0104 • FS01816-STL-XX-EL-DR-A-00-0202 • FS01816-STL-XX-EL-DR-A-00-0203 <p>Buckton Fields Primary Opening Up investigation Schedule and Pricing Document</p> <p>Contract Preliminaries</p> <p>Form of Tender</p>		
1.3	Contract & Programme & Pricing		
1.3.1	Contract - JCT Minor Works.		
1.3.2	Contract Period – 2 weeks with potential for further opening up works to follow.		
1.3.3	Construction Period – School Easter Break (incorporating weekends and inset days as required) – Saturday 1 st April up to an including Sunday 16 th April. Further work may be required during subsequent school holiday periods.		
1.3.4	Approximate works value - £50K.		
1.3.5	Tender Return date – 1700hrs Monday 27 th February 2023 to		

PROJECT: Buckton Fields Primary School Opening Up Works
SECTION: Preambles

	hasan.sidat@aecom.com .		
1.3.6	<p>Contractor is to provide with the tender return:</p> <ul style="list-style-type: none"> • Completed Buckton Fields Primary Opening Up investigation Schedule and Pricing Document. • Schedule of Day rates for key personnel and trades. • Completed Form of Tender. • Programme. <p>Both the Completed Buckton Fields Primary Opening Up investigation Schedule and Pricing Document and the Schedule of Day rates will be evaluated and scored.</p>		
1.3.7	The Contractor can, by request, visit site to assess the works during the tender period. Arrangements to visit the site are to be made with Hasan Sidat, Project Manager, AECOM on tel: 07552 571501.		
1.3.8	All queries during the tender period are to be directed to Hasan Sidat (as above). The contractor is under NO circumstances to contact the School or the DfE directly.		
1.4	Construction (Design and Management) Regulations 2015		
1.4.1	Principal Contractor - The Main Contractor is to undertake the Principal Contractor's role, as required by the Regulations, and is to comply with the Regulations in respect of this function. This role is to include the work being undertaken by the Mechanical and Electrical Sub-Contractors and other specialists.		
1.4.2	Construction Phase Plan – The Contractor is to ensure that the Construction Phase Plan is in place and that Welfare facilities, in compliance with Schedule 2 of the Regulations are all in place prior to work commencing on site.		
1.4.3	In developing the Construction Phase Plan, the Principal Contractor is to indicate to the Principal Designer, his compliance with the Regulations by regular reports on the progress of his developments of the Plan in a format to allow the latter to assess the former's compliance with the Regulations.		
1.4.4	No extensions of time will be granted for work being delayed, due to the Principal Contractor failing to offer the appropriate method statements and/or risk assessments for appraisal prior to the relevant matters being commenced.		
1.4.5	Health and Safety File – the Principal Contractor is to prepare and maintain accurate as-installed drawings and information as the project progresses. The Principal Contractor is to hand the as-installed information to the Contract Administrator (CA) in order that formal as-built drawings can be prepared for inclusion within the Health and Safety File. In the case of any Mechanical and Electrical work, the Mechanical and Electrical Sub-Contractors are to provide additional copies of the M & E , O & M Manuals and drawings as part of the		

PROJECT: Buckton Fields Primary School Opening Up Works
SECTION: Preambles

	<p>Mechanical and Electrical O & M Manual indicating the as-installed installation. The Principal Contractor is to provide the Principal Designer with all necessary information in order that the latter can compile the Health and Safety File.</p>		
1.4.6	<p>The Contractor is to provide one hard copy and one electronic copy (on a CD) of the aforementioned information for inclusion within the Health and Safety File. This is in addition to the similar information required for the M&E O&M Manuals.</p>		
1.5	<p>Overlapping with the adjacent client/user operation</p>		
1.5.1	<p>The school will be closed to pupils over the initial construction period of the School Easter Break. If the works are required to continue outside of the school holiday period or further opening up and remediation is required then the Client may decide these should be undertaken during normal school and pupil operations.</p>		
1.5.2	<p>All operatives working on the site are required to be in possession of a current DBS Check Certificate. If they do not the Contractor will be required to obtain DBS checks for all operatives to work on site at a cost to the Contractor.</p>		
1.5.3	<p>The adjacent Buildings and roadways on the site will remain occupied and in use, outside of the School Easter Break, and as such they are not to be obstructed by the works. Routes and access ways are to remain clear to all areas of the site.</p>		
1.5.4	<p>The contractor is to ensure that the adjacent buildings are considered and the Client Project Manager will ensure that there is liaison and consultation between Contractor and adjoining building users for accessing areas to carry out works.</p>		
1.6	<p>Security and Protection</p>		
1.6.1	<p>The Contractor is to adhere to School and DfE requirements in respect of the construction personnel working on the site. This will necessitate adherence to the daily reporting to reception and signing in.</p>		
1.6.2	<p>All existing structures/surfaces/buildings within the working areas that are not specified to be worked on as part of the opening up work are to be fully protected throughout the contract period. Any damage to such areas will be the responsibility of the Contractor to make good at his own cost and to the satisfaction of the Contract Administrator.</p>		
1.6.3	<p>The Contractor shall ensure that the guidance of the School Premises Manager is followed at all times in relation to school operations and school health and safety.</p>		
1.7	<p>Access Arrangements</p>		
1.7.1	<p>Access to the site is via the visitor entrance off Home Farm Road. With the school on the right hand side when on Home Farm Road, the visitor entrance is</p>		

PROJECT: Buckton Fields Primary School Opening Up Works
SECTION: Preambles

	located further down.		
1.7.2	The Contractor will be responsible for ensuring that the site roads are kept clean and clear, and that the construction traffic does not impact upon the Client's use of the adjacent areas.		
1.8	Delivery and Storage of Materials		
1.8.1	All deliveries shall be managed by the Contractor giving due consideration to the operations of the school site.		
1.8.2	The Contractor can create a materials and welfare compound. The location will be agreed prior to commencement of works on site and will be tailored to the current area of work.		
1.8.3	The Contractor is to ensure the security of the storage of any materials.		
1.9	Parking and Removal of Debris		
1.9.1	Contractors' skips are to be located within the materials compound as described above. Skips and the debris within are to be secured, with lockable lids. Collection of skips is to be agreed with school personnel to not cause inconvenience to school operations. Debris is not to be stored unsecured on the site or surrounding areas and should be loaded into skips at the end of each day minimum.		
1.9.2	All removed materials are to become the property of the Contractor and be removed from site and disposed of in an appropriate manner, unless indicated otherwise. The Contractor shall retain and provide a copy of all waste transfer notes and disposal receipts.		
1.9.3	Parking provision is available in the visitors car park.		
1.10	Out of Hours Working		
1.10.1	Out of Hours working is encouraged over weekends to ensure that the maximum amount of opening works are carried out over the School Easter Break. This may include bank holidays.		
1.10.2	Normal working hours will be 8.00am to 16.30pm Monday to Friday.		
1.11	Specified Materials & Reinstatement		
1.11.1	Materials used during reinstatement of the opening up works are to match the existing as removed during the course of opening up.		
1.11.2	The Pre-Construction information provided with the tender documents detail the design of all of the elements that are to be opened up, enabling the Contractor to identify the materials required to make good.		

PROJECT: Buckton Fields Primary School Opening Up Works
SECTION: Preambles

2.0	THE WORKS		
2.1	Opening Up works to be carried out in locations as identified within the annotated drawings and the Haygrove Opening Up investigation Schedule and Pricing Document.		
2.2	At each opening up location the contractors is to carefully record against each location number: Photograph prior to opening. Photographs at each stage of opening up. Identify any products names on materials. Identify any concerns in relation to materials and/or the method of construction or detail.		
2.3	At each opening up location the Contractor is to facilitate AECOM (and their representatives) to carry out the following: Photograph the construction in detail. List construction Build Up. Identify materials/brands/manufacturers. Measure section through opened area to produce section drawing. Record who is present during inspection.		

PROJECT: Buckton Fields Primary School Opening Up Works
SECTION: Preambles

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AECOM

Buckton Fields School Opening Up Investigation Works

01

Opening Work Investigation Preliminaries
Tender

09-02-2023

Contents

PM_10 Project information 1

PM_30 Site, ground and environmental information..... 5

PM_40 Design and approvals information..... 6

PM_50 Financial and commercial information 10

PM_55 Contract information 12

PM_60 Construction management information..... 16

PM_70 Testing, commissioning and completion information 31

Ro Roles..... 33

PM_10

Project information

Project management

PM_10_10_60/10 Project description

1. Project reference: 60696881
2. Project title: Buckton Fields School Opening Up Investigation
3. Project description: Opening up works to expose various construction and structural details

PM_10_10_60/20 Drawings and other documents

1. Details: Drawings as listed in the Preambles
2. Reference: -
3. Status: Tender
4. Format: Electronic.
5. Provision: Provided.
6. Contract drawings
 - 6.1. Generally: The same as the tender drawings.
 - 6.2. Exceptions: None
 - 6.3. CAD data: In accordance with [BS EN ISO 19650-1](#).
7. Cross references
 - 7.1. Accuracy: Check remainder of the annotation or item description against the terminology used in the cited section or clause.
 - 7.2. Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
 - 7.3. Relevant clauses: Clauses in the cited specification section dealing with general matters, ancillary products and execution also apply.
 - 7.4. Discrepancy or ambiguity: Give immediate notice in writing setting out the nature and assessed impact of the conflict. Do not proceed until instructions are received.
 - 7.5. Document precedence: Specification takes precedence over referenced documents.
8. Dimensions: Use numbered dimensions only. Do not scale direct from drawings.
9. Additional copies: To be printed by Contractor

PM_10_10_60/30 Project locations

1. Details: Buckton Fields Primary School
2. Address
 - 2.1. Number/ Street: Home Farm Drive
 - 2.2. Town/ City: Buckton Fields, Northampton
 - 2.3. Postcode: NN2 8ES
3. Site grid reference:
4. Site altitude:

PM_10_10_60/40 Existing buildings on, or adjacent to the site

1. Details: Works to main block, with other school buildings in proximity.

PM_10_10_60/50 Surrounding land and building uses

1. Details: Residential areas surround the school site.

PM_10_10_60/60 Access

1. Details: Vehicular and pedestrian access off main road.
2. Limitations: Parking in school car park restricted in term time.

PM_10_10_60/70 Preparatory work by others

1. Details: None
2. Timescale: N/A

PM_10_10_60/80 The works/ services

1. Details: Opening up of construction elements at various locations to verify and confirm the form of construction at each point, against the designed and as-built information.
2. Related works: Provide trades with necessary details of related types of work. Before starting each new type or section of work, ensure that previous related work is complete, in accordance with the project documents, to a suitable standard, and in a suitable condition to receive new work.

PM_10_10_60/90 Section details

1. Details: Drawings, Preambles, Preliminaries, Schedule and Pricing Document, Form of Tender.

PM_10_10_60/100 Work by others concurrent with the contract

1. Details: None
2. Timescale: N/A

PM_10_10_60/110 The subcontract work

1. Details: Opening up of building elements, and making good following by reinstating insulation, plasterboard, fire stopping, brick work, floor slab and decorations, floor coverings.

PM_10_10_60/120 Completion work by others

1. Details: None
2. Timescale: N/A

PM_10_10_60/130 Work by, or on behalf of employer/ client/ purchaser

1. Details: None
2. Carried out by: N/A
3. General attendance : Provide.
4. Special attendance: N/A

PM_10_10_60/140 Products provided by, or on behalf of, employer/ client/ purchaser

1. General: Details of products to be fixed as part of the contract work are given in the work sections. Use for no other purpose than the works.
2. Handling: Accept delivery, check against receipts and take into appropriate storage.
3. Surplus products: Keep safe and obtain instructions.

PM_10_10_60/150 Work subject to nominated or named subcontract

1. Title: None
- AECOM
09-02-2023

PM_10_10_60/160 Work undertaken by 'listed' domestic subcontractor

1. General: The following work and/ or services will be carried out by persons selected from a list.
2. Details
 - 2.1. Description: None

PM_10_10_60/170 Nominated supply

1. Details: None

PM_10_10_60/180 Work by local authority

1. Details: None

PM_10_10_60/190 Work by statutory undertakers

1. Details: None

PM_10_10_60/200 Work subject to advance procurement

1. Details: None

PM_10_10_60/210 Other contract work

1. Details: None

PM_10_10_60/220 Provisional sum for defined work

1. Details: None

PM_10_10_60/230 Provisional sum for undefined work

1. Details: For additional opening works as required
2. Provisional Sum: £5000
3. General attendance: Provide.

PM_10_10_60/240 Prime cost sum

1. Details: None

PM_10_20_26 Environmental policy

1. Details:
 1. Excellence in education and skills for a changing world: preparing all young people for a world impacted by climate change through learning and practical experience.
 2. Net zero: reducing direct and indirect emissions from education and care buildings, driving innovation to meet legislative targets and providing opportunities for children and young people to engage practically in the transition to net zero.
 3. Resilient to climate change: adapting our education and care buildings and system to prepare for the effects of climate change.
 4. A better environment for future generations: enhancing biodiversity, improving air quality and increasing access to, and connection with, nature in and around education and care settings.
2. Project Environmental Management System
 - 2.1. General: Develop a system compatible with the existing policy.

- 2.2. **Specific Requirements:** No specific environmental requirements for these works beyond base level re-use/recycle where possible and responsible disposal of waste.

Ω End of Section

PM_30

Site, ground and environmental information

Project management

PM_30_10_93 Utilities and services survey information

1. Details: Services Plan within PCI.

Ground investigation and survey reports

PM_30_20_35 Ground investigation report

1. Details: N/A

Environmental information

PM_30_30_25 Ecology survey report

1. Details: N/A

PM_30_30_27 Environmental impact report

1. Scheme type: Not required.

PM_30_30_85 Sustainability information

1. Assessment Information
 - 1.1. Scope and content: N/A

Hazardous substances information

PM_30_40_06 Asbestos survey report

1. Details: N/A

PM_30_40_46 Lead survey report

1. Details: N/A

Ω End of Section

PM_40

Design and approvals information

Project management

PM_40_30_23 Design philosophy statement

1. **Content:** Explanation of measures to meet stated objectives in terms of the evolution of the landscape and provision of a service to the public and users.
2. **Submittal date:** Not required.

PM_40_30_27 Energy target

1. **Calculation documentation**
 - 1.1. **Number of copies:** N/A
 - 1.2. **Assessor:** N/A
2. **Deliver to:** Energy performance certificate assessor, and also lodge in the building manual.

PM_40_50_21 Design submittals

1. **Design proposals**
 - 1.1. **Requirement:** Not required.

PM_40_50_69 Project team agreement

1. **Execution :** Not required

PM_40_60_05 Activities terminology

1. **Advise:** See 'Communicate'.
2. **Agree:** See 'Communicate'.
3. **Approve:** Record conformance of work to specified criteria by giving formal or official sanction.
4. **Communicate:** Includes advise, inform, agree, confirm, notify, seek, provide or obtain information, consent or instructions, or make arrangements.
5. **Confirm:** See 'Communicate'.
6. **Ease:** Adjust moving parts of designated products, systems or work to achieve free movement and good fit in open and closed positions.
7. **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging; to include labour, materials and site equipment for that purpose.
8. **Give notice:** Communicate in writing to the person administering the contract at the address listed.
9. **Inform:** See 'Communicate'.
10. **Keep for recycling:** As 'Keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
11. **Keep for reuse:** Do not damage designated products, systems or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the employer or purchaser, or for use in the works as instructed.
12. **Make good:** Execute local remedial work to designated work. Make secure, sound and neat.
13. **Match existing:** Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
14. **Notify:** See 'Communicate'.
15. **Quote:** Use 'Estimate'.

16. **Recycle:** Collect, sort, process and convert discarded or recovered components into raw materials for use in the creation of new products.
17. **Refix:** Fix previously removed products.
18. **Remove:** Disconnect, dismantle as necessary and take out the designated products or work, together with associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials.

Removal of an item excludes removal and disposing of associated pipework, wiring, ductwork or other services.

Removal of a system includes this work.

19. **Remediate:** Take action or measures to lessen, clean up, remove or mitigate the existence of hazardous materials existing on a property; in accordance with standards, specifications or requirements as may be required by statutes, rules, regulations or specification.
20. **Repair:** Execute remedial work to restore something to its original working state. Make secure, sound and neat.

Excludes redecoration and replacement.

21. **Replace:** Supply and fix new products matching those removed. Execute work to match the original new state of that removed.
22. **Reuse:** Recover complete items to be fixed or used in the project or elsewhere without the requirement for recycling.
23. **Submit:** Deliver in a specified format to a specified person within a specified timeframe.
24. **Submit proposals:** Submit information in response to specified requirements.
25. **Supply and fix:** Supply of products, components or systems to be fixed, together with everything necessary for their fixing.

PM_40_60_08 BIM execution plan

1. **The pre-contract plan**
 - 1.1. **Contents:** Not required.
 - 1.2. **Submittal date:** With the tender.
2. **The post-contract plan:** Update and resubmit as described in the employer's information requirements (EIR).

PM_40_60_22 Data security policy

1. **Records:** Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the [Freedom of Information Act](#).
2. **Received requests:** Obtain instruction before proceeding.

Do not supply information to those who are not project participants without express written permission.

3. **Confidentiality:** Maintain at all times.

PM_40_60_23 Description terminology

1. **Attendance:** Includes:

The provision of temporary roads, pavings and paths, standing scaffolding, standing power-operated hoisting plant;

The provision of temporary lighting of an equivalent brightness to the finished lighting brightness;

The provision of water;

The clearing away of rubbish and paying all charges in connection with its disposal, the provision of secure hard standing space for the sub-contractor's own offices, plant and material storage;

The use of standing mess rooms, sanitary accommodation and welfare facilities; and

The provision of all health and safety facilities and all fire safety precautions, services, equipment, signage, facilities, marshals and the like necessary to comply with the relevant parts of the [Joint Fire Code](#).

Additional requirements should be described as 'Special Attendance'.

2. **Building Manual:** A document containing information of use to subsequent building owners, occupiers and users about the requirements and procedures for effective operation, maintenance, decommissioning and demolition of the building.
3. **Construction Work:** Permanent work together with temporary work.
4. **Contractor :** The party who undertakes to perform the services, supply goods or carry out work defined in a contract. Includes main contractor, prime contractor, supplier, service provider, builder, subcontractor, etc. as the context dictates, which may be defined terms in certain standard contract forms.
5. **Contractor's choice:** Selection delegated to the contractor, but liability to remain with the specifier.
6. **Contractor's design:** Design to be carried out or completed by the contractor, supported by appropriate contractual arrangements, to correspond with specified requirements.
7. **Cost:** The amount paid or given by one party to another in exchange for goods, work, supplies or services.
8. **Designer:** A person or organization carrying out design on a project.
9. **Deviation:** Difference between a specified dimension or position and the actual dimension or position.
10. **Drawings:** Definitions as [BSRIA Building Applications Guide: Design framework for building services. 5th edition](#).
11. **Employer:** The party to the contract for whom the goods, work, supplies or services are provided. Includes client (in consultancy contracts and CDM Regulations), the employer, building owner or purchaser (in construction contracts), the developer (in development agreements and funding agreements), or the 'Main' contractor in contractor/ subcontractor agreements – which may be defined terms in certain standard contract forms.
12. **Estimate:** An approximate evaluation of quantity, number, extent, time or cost of part or the whole of a project.
13. **Execute:** To complete a task fully and put into effect. To fix, apply, install or lay products securely, accurately, plumb and in alignment.
14. **Existing:** Items retained in place to receive new work.
15. **Fastener:** Device for mechanically attaching something to something else.
16. **Manufacturer and Product reference:** Manufacturer – the person or legal entity under whose name or trademark the particular product, component or system is marketed.

Product reference – the proprietary brand name and/ or identifier by which the particular product, component or system is described.

References are as specified in the manufacturer's technical literature current on the date specified.

17. **Manufacturer's standard:** Where used in conjunction with a specified proprietary product, accessories to be those recommended by the product manufacturer.
18. **Permanent Work:** Work to be constructed and completed in accordance with the contract.
19. **Price:** An indication of the amount required to be paid by one party to another in exchange for goods, work, supplies or services.

20. **Product:** Material, both manufactured and naturally occurring, goods and accessories for permanent incorporation into the works.
21. **Requirements:** A description in outline or detailed form of the development, or a part of it, which one party wants another to undertake, design and/ or construct.
22. **Schedule of rates:** The subdivision of product and execution prices by a predetermined unit basis.
23. **Schedule of Work/ Work Schedule:** The subdivision of work items by a predetermined classification. Can form the basis of a pricing document where bills of quantities are not used.
24. **Schematic:** A drawing of a system showing components, products, systems and their interconnections.
25. **Site equipment:** The contractor's apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the works and the remedying of defects.

Includes appliances, vehicles, consumables, tools, temporary work, scaffolding, cabins and other site facilities.

Excludes: temporary work, employer's products and equipment or anything intended to form or forming part of the permanent works.

26. **Specification:** Written description of requirements.
27. **System:** Products, components, equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.
28. **Temporary work:** Incidental work to undertaken during construction but not intended to form part of the completed work.

PM_40_60_27/10 Electronic Data Interchange (EDI)

1. **Types and classes of communication:** No specific protocol.
2. **Parties:** All parties to transfer data electronically.
3. **Requirements:** No specific requirements.

Ω End of Section

PM_50

Financial and commercial information

Project management

PM_50_50_10 Tender enquiry

1. Details: Raised on Contract Finder

PM_50_50_15 Tender invitation

1. Number of tenders to be invited (maximum): 3.

PM_50_50_15/10 The invitation to tender

1. Form: Online portal.
2. Tender documents location: Contracts Finder portal.

PM_50_50_30 Tender acceptance criteria

1. Tender acceptance period: Tenders must remain open for acceptance, unless previously withdrawn, for a minimum of 13 weeks from the date for return of tender.
2. Assurance: Nothing contained in this document or its application should be inferred to guarantee that a tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.

PM_50_50_35 Tender documents

1. Tender documents: As described in the relevant section.
2. Number of hard copy documents provided: None.

PM_50_50_45 Tender clarification report

1. Notification requirements: Hasan Sidat AECOM. Hasan.sidat@aecom.com

PM_50_50_50 Tender instruction

1. Qualifications: Do not amend or alter documents without written instruction.
2. Confidentiality: Do not reveal details of parts of the tender or supporting documents (except for the necessary purposes of preparing that tender) without express written permission.

PM_50_50_50/10 Compliance with tender rules

1. Compliance: Failure to comply may result in tenders being rejected at the sole discretion of the employer.
2. Costs: No liability is accepted for costs incurred in the preparation of a tender.

PM_50_50_50/20 Pricing

1. Pricing: Price and extend each item individually as instructed. Do not group items together.
2. Currency: Pounds sterling.

PM_50_50_55 Tender site visit strategy

1. Nature of the site: Ascertain before tendering, including access thereto and local conditions and restrictions likely to affect the execution of the work.
2. Arrangements for visit: If required through Hasan Sidat AECOM. hasan.sidat@aecom.com

PM_50_50_60 Tender return

1. Tender submission
 - 1.1. Destination: hasan.sidat@aecom.com
 - 1.2. Time and date: Monday 27th February 2023 - 1700 hrs
 - 1.3. Format: Electronic
 - 1.4. Special procedures: None
2. Documents to be included: Completed documents as outlined in Preambles.
3. Inability to tender: Advise immediately if the work as defined in the tender documents cannot be tendered.

Define those parts, stating reasons for the inability to tender.

PM_50_50_65 Tender assessment report

1. Tender assessment
 - 1.1. Number to be assessed in detail: Two.
 - 1.2. Assessment criteria: Most economically advantageous. Contractor experience assessed.
 - 1.3. Assessment model details: No model. Contractor to provide details of previous similar work and CV's of those intended to manage the works.
2. Alternative Tenders
 - 2.1. Submission: Permitted in conjunction with compliant tender.
 - 2.2. Basis : Method or Time-based alternatives.

PM_50_50_75/10 Error resolution

1. **Arithmetical errors:** Tender price will prevail. An opportunity will be given to confirm the tender or withdraw.
2. **Technical errors:** The tender is deemed to meet or exceed the requirements of the tender documents. Amendment of the tender to reflect this will not constitute a variation, and no claim for additional costs will be accepted.
3. **Corrections:** An endorsement will be added to the priced documents indicating that rates or prices (excluding preliminaries, contingencies, prime cost and provisional sums) inserted therein will be adjusted in the same proportion as the corrected total differs from that stated incorrectly.

PM_50_50_75/20 Error resolution

1. **Arithmetic and technical errors:** The tenderer will be given an opportunity to confirm an offer, or amend it to correct genuine errors. If correction means that the tender is no longer eligible for acceptance under the selected assessment criteria then it will be disqualified from that process.

PM_50_50_85 Post-tender negotiation

1. **Negotiations:** May be required.
2. **Details:** Dependent upon cost and programme agreement may be required to reduce or change the scope of work to fits the projects time and cost restraints.

PM_50_50_90 Tender notification

1. **Notification method:** Email, within 2 weeks of award of contract.

Ω End of Section

PM_55

Contract information

Clauses

JCT Minor Works Building Contract (MW)

- The Contract: JCT Minor Works Building Contract 2016 Edition
- Requirement: Allow for the obligations, liabilities and services described

THE RECITALS

First The Works and the Contract Administrator

- The work comprises: Opening up of construction elements at various locations to allow AECOM to verify and confirm the form of construction at each point, against the designed and as-built information.
- Architect/ Contract Administrator: AECOM

Second Contract Documents

- Contract drawings : As listed in Preambles attached.
- Contract documents
 - The following have been prepared which show and describe the work to be done: Opening Up Investigation Schedule and Pricing Document.

Third Priced documents

- Documents to be priced or provided by the Contractor: Work schedules. Schedule of rates. Form of Tender. Programme.

ARTICLES

3 Contract Administrator

- Architect/ Contract Administrator: AECOM

4 and 5 Principal Designer/ Principal Contractor

- Principal Designer: AECOM.
- Principal Contractor: Contractor

CONTRACT PARTICULARS

Fourth Recital and Schedule 2 Base date

- Base date: 17th February 2023

Fourth Recital and clause 4.2 Construction industry scheme (CIS)

- Employer at the Base Date: Is a 'contractor' for the purposes of the CIS.

Fifth Recital CDM Regulations

- The project: is not notifiable.

Sixth Recital Framework agreement

- Framework agreement: Does not apply.
- Details
 - Date:
 - Title:
 - Parties:

Seventh Recital and Schedule 3 Supplemental provisions

- Collaborative working: Supplemental Provision 1 applies.
- Health and safety: Supplemental Provision 2 applies.
- Cost savings and value improvements: Supplemental Provision 3 applies.
- Sustainable development and environmental considerations: Supplemental Provision 4 applies.
- Performance indicators and monitoring: Supplemental Provision 5 applies.
- Notification and negotiation of disputes: Supplemental Provision 6 applies.
- Where Supplemental Provision 6 applies
 - Employer's nominee (Or such replacement as may be notified): AECOM
 - Contractor's nominee (Or such replacement as may be notified): TBC

Article 7 Arbitration

- Article 7 and Schedule 1: Apply.

Clause 2.2 Commencement and Completion

- Works commencement date: Saturday 1st April 2023
- Date for Completion: Sunday 16th April 2023

Clause 2.8 Liquidated damages

- Damages
 - Rate: Nil
 - Per: N/A

Clause 2.10 Rectification period

- Period: Twelve months from the date of practical completion.

Clause 4.3 Interim payments

- Interim Valuation Dates
 - The first Interim Valuation Date: Upon completion.
 - Thereafter at intervals of: N/A
- Payments due prior to practical completion
 - Percentage of the total value of the work, etc.: 95 per cent.
- Payments becoming due on or after practical completion
 - Percentage of the total amount to be paid: 97½ per cent.

Clause 4.3 and 4.8 Fluctuations provision

- The following fluctuations provision applies: No fluctuations provision applies.

- Where Schedule 2 applies, the percentage addition (paragraph 13) is: N/A

Clause 4.8.1 Supply of documentation for computation of amount to be finally certified

- Period: Three months.

Clause 5.3. Contractor's Public Liability insurance – injury to persons or property

- Insurance cover: For any one occurrence or series of occurrences arising out of one event.
- Amount: Not less than £2million.

Clauses 5.4A, 5.4B and 5.4C Insurance of the Works etc. – alternative provisions

- Clause: 5.4B (Works and existing structures insurance by Employer in Joint Names) applies.
- Where Clause 5.4A or 5.4B applies, percentage to cover professional fees: 15%.
- Where Clause 5.4C applies, details of the required policy or policies: N/A

Clause 7.2 Adjudication

- The Adjudicator is: To be appointed by nominating body.
- Nominating body: The Royal Institution of Chartered Surveyors.

Schedule 1 paragraph 2.1 Arbitration

- Appointor of Arbitrator (and of any replacement): President or a Vice president of the Royal Institution of Chartered Surveyors.

CONDITIONS - No Amendments

Section 1: Definitions and Interpretation - No Amendments

Section 2: Carrying out the Works - No Amendments

Section 3: Control of the Works - No Amendments

Section 4: Payment - No Amendments

Section 5: Injury, Damage and Insurance - No Amendments

Section 6: Termination - No Amendments

Section 7: Settlement of Disputes - No Amendments

EXECUTION

EXECUTION

- The Contract: Will be executed as a deed.

CONTRACT GUARANTEE BOND

CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: N/A

PM_60

Construction management information

Project management

PM_60_10_50 Site access information

1. Details: Site entrance shown on site plan in PCI.
2. Limitations: No restrictions unless works continue outside of the school holiday.
3. Access for inspections: Provide access at reasonable times for both on-site and off-site work.

PM_60_10_55/10 Name boards and advertisements

1. Name boards and advertisements: Not permitted.

PM_60_10_65/10 Health and safety information

1. Content: Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect.
2. Include
 - 2.1. Policy document: A copy of the contractor's health and safety policy documents, including risk assessment procedures.
 - 2.2. Records: Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
 - 2.3. Training: Records of training and training policy.
 - 2.4. Personnel : The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
3. Submittal date: Within one week of request.

PM_60_10_75/10 Use of the site

1. General: Do not use the site for any purpose other than carrying out the contract work.
2. Limitations: Only building(s) identified to be worked on are to be accessed.

PM_60_10_75/30 Traffic and vehicles

1. Limitations: Parking in agreed areas only.

PM_60_10_75/40 Storage, accommodation, mechanical plant, temporary works and services

1. Position: Submit proposed details of intended siting.
2. Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

PM_60_10_75/50 Management and staff – contract minimum requirement

1. Details: Allow for compliance with contract obligations.
2. Cost-significant items: None required to be listed separately.

PM_60_10_75/60 Management and staff – additional requirement

1. Dedicated staff role: Site Manager

PM_60_10_75/70 Control and protection – contract minimum requirement

1. Details: Allow for compliance with contract obligations.

2. Cost-significant items: None required to be itemised separately.

PM_60_10_75/80 Control and protection – additional requirement

1. Provide the following: N/A

PM_60_10_77/10 Security – contract minimum requirement

1. Details: Allow for compliance with contract obligations.
2. Cost-significant items: None

PM_60_10_77/30 Safety and environmental protection – contract minimum requirement

1. Details: Allow for compliance with contract obligations.
2. Cost-significant items: None

PM_60_10_83 Temporary services information

1. Details: Allow for compliance with contract obligations.
2. Cost-significant items: None

PM_60_10_83/10 Water

1. Supply: The existing mains may be used for the works as follows:
2. Metering: Free of charge.
3. Source: On site
4. Point of supply: On site
5. Conditions and restrictions: Fair and reasonable use.
6. Continuity: No liability will be accepted for the consequences of failure or restriction in supply.

PM_60_10_83/40 Water restrictions

1. Emergency legislation: If the water supply is or is likely to be restricted, inform without delay and ascertain the availability of water from alternative sources.
2. Suitability: Check pH value of water from a proposed new source and ensure that it is suitable for the plants, soil and turf being watered.
3. Cost: *Ascertain and inform immediately*

PM_60_10_83/50 Gas

1. Supply: The existing mains may be used for the works as follows:
2. Metering: Free of charge.
3. Source: On site
4. Point of supply: On site
5. Conditions and restrictions: Fair and reasonable use
6. Continuity: No liability will be accepted for the consequences of failure or restriction in supply.

PM_60_10_83/70 Lighting and power

1. Supply: Electric power from the existing mains may be used for the works as follows:
2. Metering: Free of charge.
3. Point of supply: On site
4. Anticipated voltage and capacity: As expected within a modern school building.
5. Continuity: No liability will be accepted for the consequences of failure or restriction in supply.

PM_60_10_83/90 On-site communications

1. Communications
 - 1.1. **General:** Provide and maintain for the sole use of the other members of the project team and their representatives:
 - 1.2. **Telephones:** Mobile
 - 1.3. **Photocopier and Fax:** N/A
 - 1.4. **Internet and Email:** For site manager
 - 1.5. **Additional Facilities:** None
2. **Restrictions on use:** None
3. **Costs:** Pay fees and charges associated with connection, rental subscriptions and the like.

PM_60_10_83/150 Email and internet facility

1. **General:** As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated connection, for the use of the contractor, subcontractors and other members of the project team.
2. **Use on behalf of Employer:** Allow for the cost of a reasonable number of transmissions made by other members of the project team.
3. **Peripherals:** N/A

PM_60_10_83/170 Use of permanent heating system

1. **Permanent heating system :** May be used for drying out the works and/ or services, and for controlling temperature and humidity levels.
2. **Requirements:** Take responsibility for operation, maintenance and remedial work. Arrange supervision by and indemnification of the appropriate subcontractors. Pay fuel and associated costs.
3. **Restrictions:** Fair and reasonable use.

PM_60_10_85 Temporary works information

1. **Details:** Allow for compliance with the contract obligations.
2. **Cost-significant items:** None

PM_60_10_85/10 Temporary accommodation – use and location

1. Restrictions
 - 1.1. **Positioning:** Internal school areas can be used for an office and welfare during the school break.
 - 1.2. **Timing:** N/A

PM_60_10_85/30 Temporary accommodation made available

1. **Accommodation made available by the Employer:** The following may be used for the duration of the contract without charge provided that:

It is used solely for the purposes of carrying out the works.

The use to which it is put does not involve undue risk of damage.

Temporary adaptations are approved by or on behalf of the employer before being carried out.

It is vacated on completion of the works or determination of the contract.

When vacated, its condition is at least equivalent to its condition at the start of the contract.

2. Details: Internal school areas.
3. Provider: Employer.
4. Available services and facilities: Rooms and Welfare.

PM_60_10_85/60 Temporary works – contract minimum requirement

1. Details: Allow for compliance with contract obligations.
2. Cost-significant items: None

PM_60_10_85/80 Roads

1. Use of permanent hard surface provision: Existing paths and roads
 - 1.1. Details: As existing on site.
2. Restrictions on use: N/A
 - 2.1. Protective or remedial measures: N/A

PM_60_20_60/10 Pre-construction information

1. Scope: Integral with the project specification, including but not restricted to the following:

Description of project.

Client's consideration and management requirements.

Environmental restrictions and on-site risks.

Significant design and construction hazards.

The health and safety file.

PM_60_20_60/20 Pre-construction information

1. Availability: Integral with the project specification, including but not restricted to the following:

Description of project.

Client's consideration and management requirements.

Environmental restrictions and on-site risks.

Significant design and construction hazards.

The health and safety file.

PM_60_20_64/10 Daywork

1. Labour, plant and materials definitions: As described in 'Definition of Prime Cost of Daywork carried out under a Building Contract', published by the RICS and the Construction Confederation.
2. Percentage additions to cover overheads, incidental costs and profit
 - 2.1. Labour (before completion): Percentage to be inserted by the contractor.
 - 2.2. Labour (after completion): Percentage to be inserted by the contractor.
 - 2.3. Plant (before completion): Percentage to be inserted by the contractor.
 - 2.4. Plant (after completion): Percentage to be inserted by the contractor.
 - 2.5. Materials (before completion): Percentage to be inserted by the contractor.
 - 2.6. Materials (after completion): Percentage to be inserted by the contractor.

PM_60_20_64/80 Daywork vouchers

1. **Notice:** Give reasonable notice to person countersigning daywork vouchers before starting work to be recorded.
2. **Information requirements**
 - 2.1. **Details:** Include a full description of the work undertaken and time spent on individual tasks.
 - 2.2. **Reference:** To the instruction under which the work is authorized.
 - 2.3. **Signature:** Sign by contractor's person in charge as evidence that the operatives' names, the time spent by each, the plant and materials shown are correct.
 - 2.4. **Submittal date:** No later than the end of week following that in which the work has been done.

PM_60_30_19/40 Method statements

1. **Method statements:** Prepare describing how and when the following procedures are to be carried out.
2. **Procedures:** Opening up works
3. **Submittal date:** Within one week of request.

PM_60_30_19/80 Alternative method proposals

1. **General:** In addition to and at the same time as tendering for the works as defined in the tender documents, alternative methods of construction and installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.
2. **Alternative method proposals:** Include a complete and precise statement of the effects on cost and programme.
3. **Safety method statement:** Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the health and safety plan.
4. **Full technical data:** Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the works.
5. **Submittal date:** With the tender.

PM_60_30_19/90 Alternative time proposals

1. **General:** In addition to and at the same time as undertaking to complete the contract work by the date for completion or period specified in the contract, an alternative proposal based upon a different date or period may be submitted.
2. **Date for Completion:** If any such proposal is accepted, the date for completion or period inserted in the contract will be the date stated in or determined from the alternative proposal.

PM_60_30_20/20 Programme

1. **Master programme:** When requested and before starting work on site, submit in an approved form a master programme for the works.
2. **Include:** Times allowances for AECOM assessment of all opening up locations prior to making good.
3. **Planning:** Planning and mobilization by the contractor including subcontractor's work.
4. **Engineering services:** Running in, adjustment, commissioning and testing of engineering services and installations.
 - 4.1. **Instructions:** Work resulting from instructions issued in regard to the expenditure of provisional sums.

5. **Concurrent work:** Work by others and concurrent with the contract. The nature and scope of which, the relationship with preceding and following work and relevant limitations are suitably defined in the contract documents.
6. **Number of copies:** One copy.
7. **Submittal date:** With tender return.

PM_60_30_45/10 Method and sequence of work restrictions

1. **Specific limitations:** AECOM are required to review and measure each opening location prior to closing and making good.

PM_60_30_45/40 Adjoining property restrictions

1. **Precautions:** Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. Pay charges. Remove temporary protection and make good on completion or when directed.
2. **Damage:** Bear cost of repairing damage arising from execution of the works.

PM_60_30_45/50 Existing structures

1. **Duty:** Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
2. **Supports**
 - 2.1. **Standards:** In accordance with [BS 5975](#) and [BS EN 12812](#).
 - 2.2. **Requirements:** Provide and maintain incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, which may be endangered or affected by the works.

Do not remove until new work is strong enough to support existing structure.

Prevent overstressing of completed work when removing supports.

3. **Adjacent structures:** Monitor and immediately report excessive movement.

PM_60_30_45/90 Scaffolding

1. **Scaffolding:** Make available to subcontractors and others at all times.

PM_60_40_40/20 Domestic subcontracts

1. **Details:** Provide details of proposed subcontractors and the work for which they will be responsible.
2. **Submittal date:** With tender return.

PM_60_40_40/210 Overtime working schedule

1. **Requirement:** Prior to overtime being worked, submit notice of times, types and locations of work to be done.
2. **Notice period (minimum):** 48 hours
3. **Concealed work:** If executed during overtime for which notice has not been submitted, it may be required to be opened up for inspection and reinstatement at the contractor's expense.

PM_60_40_58 Progress photographs

1. **Number of locations:** All opening up areas
2. **Frequency of intervals:** Photo as each construction layer is removed.
3. **Image format:** Digital.

PM_60_40_60/10 Monitoring

1. Progress
 - 1.1. Records: Record on a copy of the programme kept on site.
 - 1.2. Delays: Minimize. Take appropriate action to recover lost time.
 - 1.3. Corrective action: Where progress falls below target, submit proposals.
 - 1.4. Submittal date: As soon as possible.
 - 1.5. Completion forecast: Submit on the last working day of each week.

PM_60_40_60/20 Progress meetings

1. General: Meetings will be held to review progress and other matters arising from administration of the contract.
2. Frequency: As required due to short contract duration.
3. Venue: Site
4. Accommodation: Ensure availability at the time of such meetings.
5. Attendees: As required by issues to be raised.
6. Chairperson
 - 6.1. Name: AECOM
 - 6.2. Duties: The chairperson will send invitations, receive apologies, distribute agendas, take and distribute minutes.

PM_60_50_23/40 Proposed instructions

1. Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

PM_60_50_63/100 Schedule of rates

1. Schedule of rates (unpriced): Provided. The contractor may insert additional items. Fully price all items.
2. Submittal date: With the tender.

PM_60_60_26/40 Noise and vibration

1. Noise control: In accordance with [BS: Code of practice for noise and vibration control on construction and open sites. Noise](#)
2. Noise levels from the Works: Reasonable so as not to disturb local residents.
3. Measurement area: External boundary of site.
4. Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
5. Restrictions: Obtain consent before using percussion tools and other noisy appliances.

Do not use radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

PM_60_60_26/120 Nuisance

1. Duty: Prevent nuisance from smoke, noise, dust, rubbish, vermin and other causes.
2. Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

PM_60_60_26/160 Moisture

1. Wetness or dampness: Prevent where this may cause damage to the works.

2. **Drying out:** Control humidity and the application of heat to prevent:

Blistering and failure of adhesion.

Damage due to trapped moisture.

Excessive movement.

PM_60_60_26/190 Waste

1. **Waste:** Includes rubbish, debris, spoil, containers and packaging, and surplus material requiring disposal.
2. **Requirement:** Minimize production and prevent accumulation of waste. Keep the site and works clean and tidy. Clean out voids and cavities in the construction before closing.
3. **Disposal:** Collect and store in suitable containers. Remove from site and dispose of in a safe and competent manner, as approved and directed by the Waste Regulation Authority.
4. **Recyclable material:** Sort and dispose at a materials recycling facility approved by the Waste Regulation Authority.
5. **Documentation:** Retain on site.

PM_60_60_26/220 Existing services

1. **Confirmation:** Notify service authorities, statutory undertakers and/ or adjacent owners of proposed work not less than one week before commencing site operations.
2. **Identification:** Before starting work, check and mark positions of mains and services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
3. **Work adjacent to services:** Comply with service authority's or statutory undertaker's recommendations.

Adequately protect, and prevent damage to services.

Do not interfere with their operation without consent of service authorities, statutory undertakers or other owners.

4. **Identifying services**
 - 4.1. **Below ground:** Use signboards, giving type and depth.
5. **Overhead:** Use headroom markers.
6. **Damage to services**
 - 6.1. **Action:** Immediately give notice and notify appropriate service authority or statutory undertaker.
 - 6.2. **Repair:** Make arrangements for making good without delay to the satisfaction of service authority, statutory undertaker or other owner as appropriate.
7. **Liability:** Measures taken to deal with an emergency will not affect the extent of the contractor's liability.
8. **Marker tapes or protective covers:** Replace, if disturbed during site operations, to service authority's or statutory undertakers recommendations.

PM_60_60_26/240 Roads and footpaths

1. **Duty:** Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
2. **Damage:** Make good if caused by site traffic, or otherwise consequent upon the works, to the satisfaction of the employer, local authority or other owner.

PM_60_60_26/270 Existing topsoil and subsoil

1. **Duty:** Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the works.
2. **Protection:** Submit proposals.
3. **Submittal date:** Before starting work.

PM_60_60_26/280 Retained trees, shrubs and grassed areas

1. **Protection:** Preserve and prevent damage.
2. **Replacement:** Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the contractor's negligence, must be replaced with those of a similar type and age at the contractor's expense.

PM_60_60_26/300 Retained trees

1. **Protected area:** Unless agreed otherwise, do not dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within the root protection area.
2. **Roots:** Do not sever if exceeding 25mm in diameter. If unintentionally severed, give notice and seek advice.
3. **Ground levels:** Do not change within an area 3m beyond branch spread.

PM_60_60_40/10 Insurance

1. **Documentary evidence:** Before starting work on site submit details and/ or policies and receipts for the insurances required by the conditions of contract.

PM_60_60_40/110 Insurance claims

1. **Notice:** If an event occurs which may give rise to a claim or proceeding in respect of loss or damage to the works or injury or damage to persons or property arising out of the works, immediately give notice to the employer/ client, the person administering the contract on their behalf and the insurers.
2. **Failure to notify:** Indemnify the employer/ client against loss, which may be caused by failure to give such notice.

PM_60_60_60/10 Removal or replacement of existing work

1. **Extent and location:** Agree before commencement.
2. **Execution:** Carry out in ways that minimize the extent of work.

PM_60_60_60/20 Ownership of materials

1. **Alteration or clearance work:** Materials arising become the property of the contractor except where otherwise stated. Remove from site as work proceeds.

PM_60_60_60/30 Measurement

1. **Covered work:** Give notice before covering work required to be measured.

PM_60_60_60/40 Service runs

1. **General:** Provide adequate space and support for services, including unobstructed routes and fixings.
2. **Ducts, chases and holes:** Form during construction rather than cut in situ.
3. **Coordination with other works:** Submit details of locations, types and methods of fixing of services to fabric and identification of runs and fittings.

PM_60_60_60/50 Security

1. **Protection:** Safeguard the site, the works, products, materials, and existing buildings affected by the works from damage and theft.
2. **Access:** Take reasonable precautions to prevent unauthorized access to the site, the works and adjoining property.
3. **Special requirements:**

PM_60_60_60/70 Stability

1. **Responsibility:** Maintain the stability and structural integrity of the works and adjacent structures during the contract.
2. **Design loads:** Obtain details, support as necessary and prevent overloading.

PM_60_60_60/90 Access control

1. **Controlled areas:** Other buildings on site.
2. **Control type:** Site Premises manager will access if needed.
3. **Authorized persons:** Submit a list of the names of persons requiring access together with other related information reasonably required.
4. **Return of equipment :** On request or on completion of the work to which it relates.

PM_60_60_60/100 Occupier's rules and regulations

1. **Occupier's rules and regulations:** Comply.
2. **Details**
 - 2.1. **Location:** Reception
 - 2.2. **Arrangements for inspection:** Signing in terminal

PM_60_60_75/20 Explosives

1. **Use:** Not permitted.

PM_60_60_75/50 Fire prevention

1. **Requirement:** Prevent personal injury or death, and damage to the works or other property from fire.
2. **Standard:** Comply with the [Joint Fire Code: Fire Prevention on Construction Sites](#).

PM_60_60_75/60 Smoking on site

1. **Smoking on site:** Not permitted.

PM_60_60_75/70 Burning on site

1. **Burning on site:** Not permitted.

PM_60_60_75/100 Electromagnetic interference

1. **Duty:** Prevent excessive electromagnetic disturbance to other susceptible apparatus.

PM_60_60_75/120 Laser equipment

1. **Construction laser equipment:** Install, use and store in accordance with [BS EN 60825-1](#) and the manufacturer's instructions.
2. **Class 1 or Class 2 laser equipment:** Ensure laser beam is not set at eye level and is terminated at the end of its useful path.

3. **Class 3A and Class 3B laser equipment:** Do not use without approval and subject to submission of a method statement on its safe use.

PM_60_60_75/140 Powder-actuated fixing systems

1. **Use:** Not permitted.

PM_60_60_75/150 Existing features

1. **Protection:** Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features which are to remain in position during execution of the works.
2. **Special requirements:** None

PM_60_60_75/160 Existing work

1. **Protection:** Prevent damage to existing work, structures or other property during the execution of the works.
2. **Removal:** Minimum amount necessary.
3. **Replacement work:** To match existing.

PM_60_60_75/170 Building interiors

1. **Protection:** Prevent damage from exposure to the environment, including weather, flora, fauna and other causes of material degradation during the execution of the works.

PM_60_60_75/180 Existing furniture, fittings and equipment

1. **Protection:** Prevent damage or move as necessary to enable the works to be executed. Reinstate in original positions.

PM_60_60_75/210 Especially valuable or vulnerable items

1. **Protection:** Ensure provision and maintenance of special protective measures to prevent damage.
2. **Items:** Specific equipment located in classrooms or other rooms where opening up may take place e.g. video screens, computers, sports equipment, science equipment.
3. **Method statement:** Submit within one week of request describing special protection to be provided.

PM_60_60_88/20 Mechanical plant – contract minimum requirement

1. **Details:** Allow for compliance with contract obligations.
2. **Cost-significant items:** None

PM_60_70_17/10 Outline construction phase health and safety plan

1. **Content**
 - 1.1. **Risk assessment:** Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.
 - 1.2. **Management system:** Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.
 - 1.3. **Selection:** Proposed procedure for ensuring competency of other contractors, the self-employed and designers.
 - 1.4. **Communication:** Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.
 - 1.5. **Emergency:** Procedures including those for fire prevention and escape.

- 1.6. **Records:** Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.
 - 1.7. **Personnel :** Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the views of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.
 - 1.8. **Monitoring:** Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.
2. **Submittal date:** Within one week of request.

PM_60_70_17/20 Construction phase health and safety plan

1. **Delivery to the Client:** No later than one week after request.
2. **Confirmation:** Do not start construction work until written confirmation is received that the construction phase health and safety plan includes the procedures and arrangements required by the [Construction \(Design and Management\) Regulations](#).
3. **Content:** Develop the plan from and draw on the outline construction phase health and safety plan and the pre-construction information.

PM_60_70_20/10 Execution hazards

1. **Common hazards:** Not listed. Control by good management and site practice.

PM_60_70_25/10 Health and safety hazards

1. **Hazards:** No special site hazards identified.
2. **Limitations:** The nature and condition of the site and/ or buildings cannot be fully ascertained before they are opened up.
3. **Information:** The accuracy and sufficiency of this information is not guaranteed. Ascertain if additional information is required to ensure the safety of persons and the works.
4. **Training:** Ensure that all relevant personnel are aware of the hazards listed and have received appropriate training to deal with them.

PM_60_70_40/20 Health and safety information

1. **Content:** Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect.
2. **Include**
 - 2.1. **Policy document:** A copy of the contractor's health and safety policy documents, including risk assessment procedures.
 - 2.2. **Records:** Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
 - 2.3. **Training:** Records of training and training policy.
 - 2.4. **Personnel :** The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
3. **Submittal date:** Within one week of request.

PM_60_70_40/80 Health and safety file information

1. **Information:** Provide as required by principal designer.
2. **Details:**
3. **Specification reference:**

PM_60_70_75/10 Supervision

1. **Requirement:** The whole of the contract work and any significant parts must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality, progress and coordination.
2. **Evidence:** Submit, including: details of the person proposed; their relevant skills, training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history; work-related assessments; and management structure.
3. **Submittal date:** With Tender Return
4. **Replacement of supervisory personnel:** Give maximum possible notice before changing supervisory personnel.

PM_60_90_40/10 Safety provisions for site visits

1. **Access:** Provide at reasonable times.
2. **Inspections:** Agree dates and times several days in advance, to enable affected parties to be present.
3. **Safety:** Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious) which will require compliance when visiting the site.
4. **Protective clothing and/ or equipment:** Provide and maintain on site for visitors to the site.

PM_60_90_40/30 Inspections

1. **Standard:** Inspection, or other action, of products or executions must not be taken as approval, unless confirmed in writing and including: date of inspection; part of the work inspected; respects or characteristics which are approved; extent and purpose of the approval; and associated conditions.

PM_60_90_40/40 Defects in existing work report

1. **Undocumented defects:** When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
2. **Documented remedial work:** Do not execute work which may hinder access to defective products or executions, or be rendered abortive by the remedial work.

PM_60_90_70 Quality control and management report

1. **Details:** If products of different manufacture to those specified are proposed, submit details with the tender, giving reasons for each proposed substitution. Unless notified at tender stage, proposals for substitutions may not be considered.
2. **Compliance:** Substitutions accepted will be subject to verification requirements detailed in the specification.

PM_60_90_70/20 Substitution of products

1. **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
2. **Reasons:** Submit reasons and relevant information for the proposed substitution.
3. **Information to be submitted:** Manufacturer and product reference.

Cost.

Availability.

Relevant standards.

Performance.

Function.

Compatibility of accessories.

Proposed revisions to drawings and specification.

Compatibility with adjacent work.

Appearance.

Copy of warranty or guarantee.

4. **Alterations to adjacent work:** If needed, provide details of scope, nature and cost.
5. **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

PM_60_90_70/40 Substitution of standards

1. **Specification:** To British Standard or European Standard.
2. **Substitution:** May be proposed, complying with a grade or category within a national standard of another Member State of the European Community, or an International Standard recognized in the UK.
3. **Ordering:** Submit notification of all such substitutions before ordering.
4. **Documentary evidence:** Submit for verification when requested. Submitted foreign language documents must be accompanied by certified translations into English.

PM_60_90_70/60 Currency of documents

1. **Currency:** References to published documents are to the editions, including amendments and revisions, current on the date of the invitation to tender.

PM_60_90_70/70 Incomplete documentation

1. **Products and executions:** Where and to the extent that products or executions are not fully documented, they are to be as follows.
2. **Requirements**
 - 2.1. **Standard:** Of a kind and quality appropriate to the nature and character of the part of the works where they will be used.
 - 2.2. **Suitability:** Suitable for the purposes stated or to be reasonably inferred from the project documents.
3. **Contract documents:** Omissions or errors in description and/ or quantity shall not vitiate the contract, nor discharge any obligations or liabilities under it.

PM_60_90_70/80 Workmanship skills

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

PM_60_90_70/120 Quality of products

1. **Generally:** New.
2. **Supply:** Each product from the same source or manufacturer.
3. **Quantity:** Whole quantity of each product required to complete the works is to be of consistent kind, size, quality and overall appearance.
4. **Tolerances:** Where critical, measure a sufficient quantity to determine compliance.

5. **Deterioration:** Prevent. Order in suitable quantities to a programme and use in appropriate sequence.
6. **Recycling:** Proposals for recycled products may be considered.

PM_60_90_70/210 Quality of execution

1. **Generally:** Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
2. **Colour batching:** Do not use different colour batches where they can be seen together.
3. **Dimensions:** Check on site.
4. **Finished work:** Not defective, damaged, disfigured, dirty, faulty or out of tolerance.
5. **Appearance :** Adjust joints open to view so that they are even and regular.

PM_60_90_70/260 Samples

1. **Products or executions:** Comply with specification requirements and, in respect of the stated or implied characteristics, either to an express approval or to match a sample expressly approved as a standard for the purpose.

PM_60_90_70/270 Approval of products

1. **Programme:** Undertake or arrange submissions, samples, inspections and tests to suit the works programme.
2. **Approval:** Relates to a sample of the product and not to the product as used in the works. Do not confirm orders or use the product until approval of the sample has been obtained.
3. **Complying sample:** Retain on site in good, clean condition. Remove when no longer required.

PM_60_90_70/280 Approval of execution

1. **Programme:** Undertake or arrange submissions, samples, inspections and tests to suit the works programme.
2. **Approval:** Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required, this is specified separately.) Do not conceal or proceed with affected work until compliance with requirements is confirmed.
3. **Complying sample:** Retain on site in good, clean condition. Remove when no longer required.

Ω End of Section

PM_70

Testing, commissioning and completion information

Project management

PM_70_85_20 Defects rectification report

1. Non-compliant items
 - 1.1. Opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution: Submit proposals
 - 1.2. Submittal date: As soon as possible after discovery of items which are, or appear to be, non-compliant.
2. Acceptability: Such proposals may be unacceptable, and contrary instructions may be issued.

PM_70_85_20/30 Measures to establish acceptability

1. General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract, and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures will be at the expense of the contractor, and will not be considered as grounds for revision of the completion date.

PM_70_85_20/40 Rectification and defects

1. Notice: Give reasonable notice for access to the various parts of the works.
2. Access arrangements: School Premises Manager via AECOM
3. Completion: Give notice when remedial works have been completed.

PM_70_85_30/10 Tests and inspection schedule

1. Timing: Agree and record dates and times of tests and inspections to enable affected parties to be represented.
2. Confirmation: Provide one working day prior to each test or inspection. If sample or test is not ready, agree a new date and time.
3. Records: Submit a copy of test certificates and retain copies on site.

PM_70_85_35/100 Work before completion

1. General: Make good damage consequent upon the works. Remove temporary markings, coverings and protective wrappings unless otherwise instructed.
2. Cleaning: Clean the works thoroughly inside and out, including accessible ducts and voids. Remove splashes, deposits, efflorescence, rubbish and surplus materials.
3. Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
4. COSHH dated data sheets: Obtain for materials used for cleaning and ensure they are used only as recommended by their manufacturers.
5. Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
6. Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.
7. Security at completion
 - 7.1. General: Leave the works secure with accesses closed and locked, where appropriate.
 - 7.2. Keys: Account for and adequately label keys. Hand over to the duly authorized person with an itemized schedule. Retain a duplicate schedule signed by that person as a receipt.

PM_70_85_40/20 The health and safety file

1. **Responsibility for production:** The contractor.
2. **Content:** Records of materials reinstated if different to what removed.
3. **Format:** Electronic
4. **Delivery to:** AECOM
5. **Latest date for submission:** Two weeks following completion.

PM_70_85_52/10 Manufacturer's recommendations and instructions

1. **General:** Comply with manufacturer's printed recommendations and instructions current on the date of the invitation to tender.
2. **Exceptions:** Submit details of changes to recommendations or instructions.
3. **Execution:** Use ancillary products and accessories supplied or recommended by main product manufacturer.
4. **Products:** Comply with limitations, recommendations and requirements of relevant valid certificates.

PM_70_90/20 Technical information

1. **Availability:** Retain on site for reference by supervisory personnel.
2. **Information:** Manufacturer's current information and relevant British Standards, relating to products to be used in the works.

Ω End of Section

Ro Roles

Roles

Ro_10_20_14 Client (K)

1. Name: Department for Education
2. Address:
3. Contact:
4. Telephone:
5. Email address:

Ro_10_20_26 Employer

1. Name: Department for Education
2. Address:
3. Contact:
4. Telephone:
5. Email address:

Delivery team roles

Ro_30_10_19 Contract administrator

1. Name: AECOM Ltd
2. Address:
3. Contact: Hasan Sidat
4. Telephone: 07552 571501
5. Email address: hasan.sidat@aecom.com

Ro_30_10_67 Project manager

1. Name: AECOM Ltd
2. Address:
3. Contact: Hasan Sidat
4. Telephone: 07552 571501
5. Email address: hasan.sidat@aecom.com

Official roles

Ro_30_30_67 Principal contractor

1. Name: TBC
2. Address:
3. Contact:
4. Telephone:
5. Email address:

Ro_30_30_68 Principal designer

1. Name: TBC

2. Address:
3. Contact:
4. Telephone:
5. Email address:

Design roles

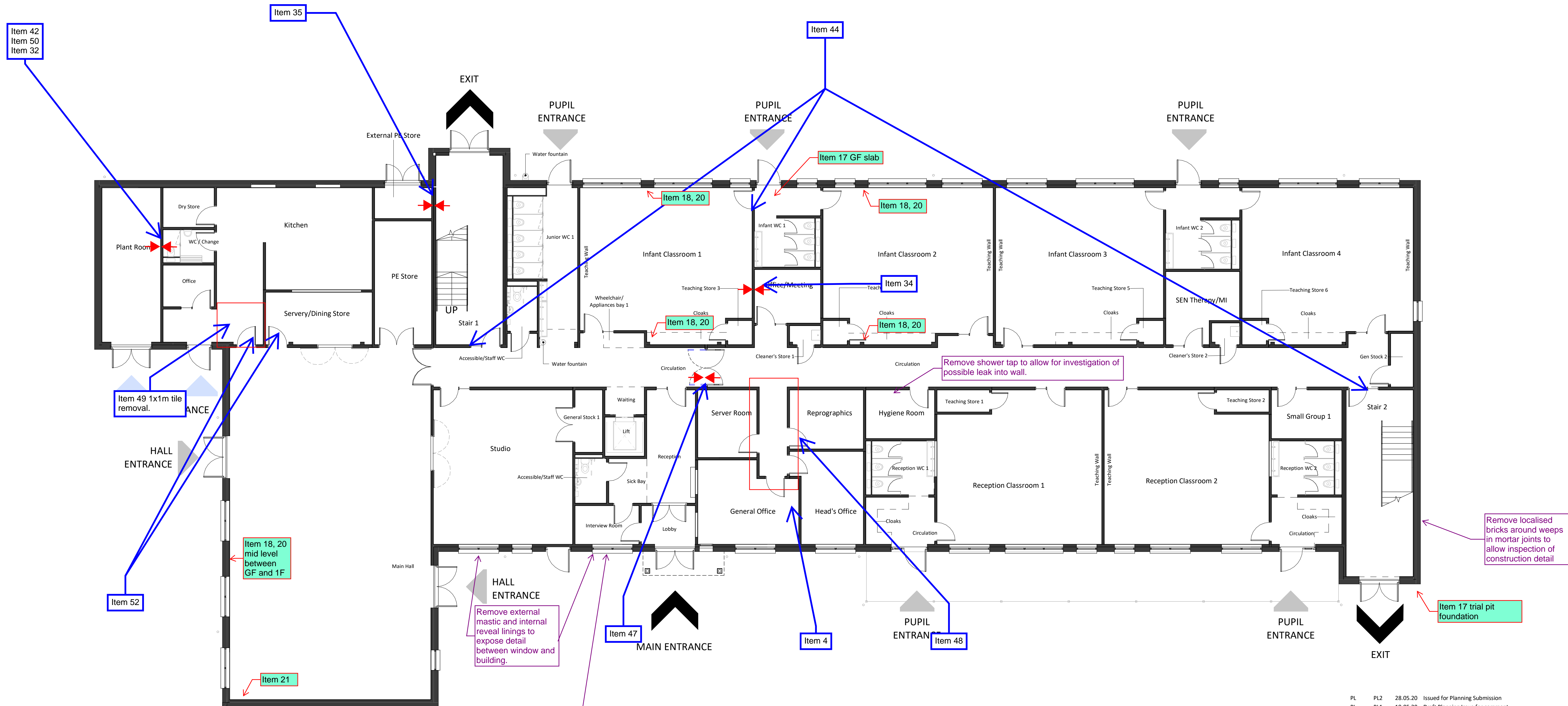
Ro_70_10_75 Quantity surveyor (Q)

1. Name: AECOM Ltd
2. Address:
3. Contact:
4. Telephone:
5. Email address:

Ω End of Section



Specification created using NBS Chorus



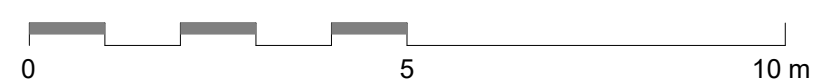
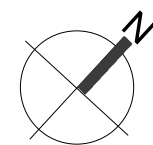
PL	PL2	28.05.20	Issued for Planning Submission
PL	PL1	19.05.20	Draft Planning Issue for comment
STATUS	REV	DATE	DESCRIPTION
CLIENT			REVISD BY
Caledonian Modular			WD
			CHECKED BY
			RB
			ORIGINATOR NO
			153608

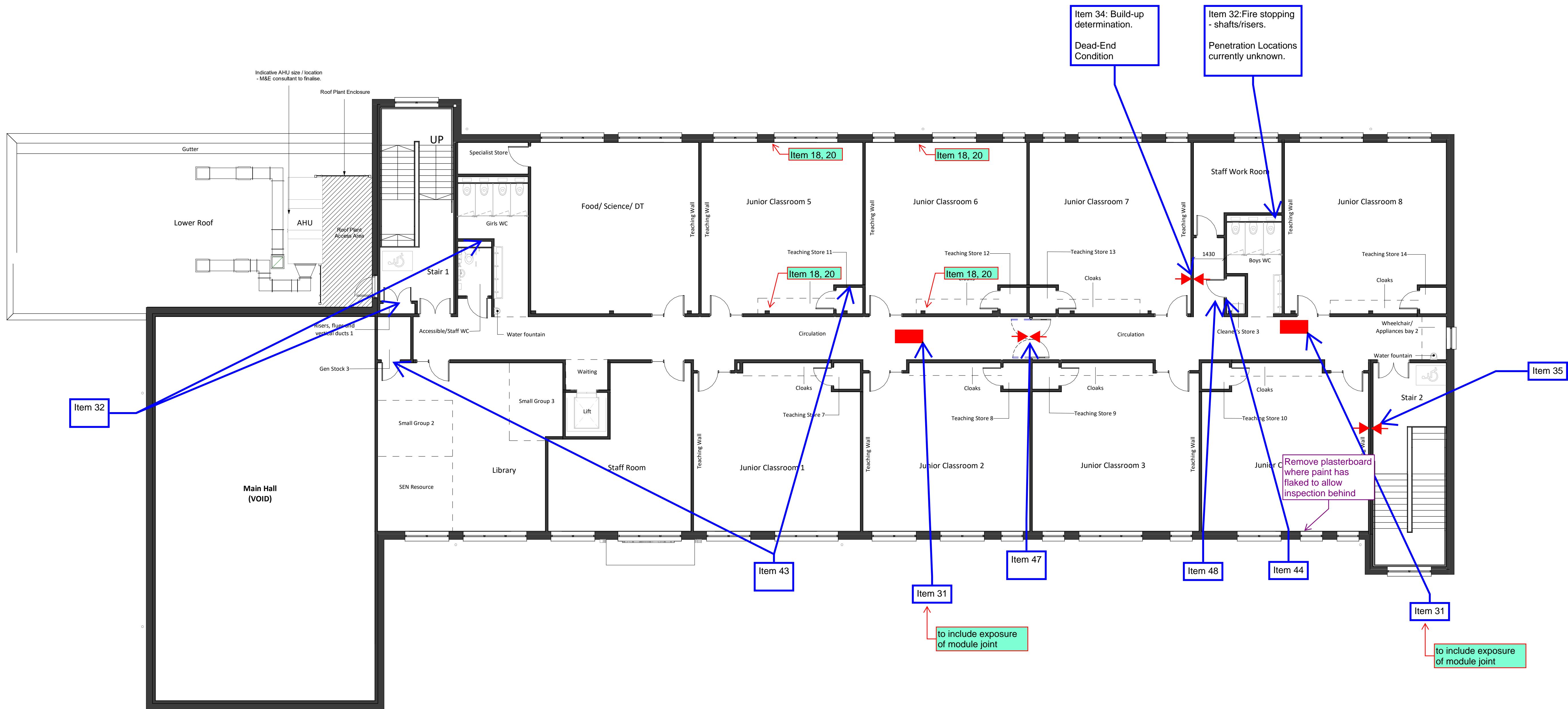
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Northampton
NN6 8AA

DRAWING TITLE
Proposed Ground Floor Plan

SUITABILITY STATUS	SCALE
PL : PLANNING	1 : 100 @ A1

PROJECT ORIGINATOR ZONE LEVEL TYPE ROLE CLASS NUMBER	REVISION
FS0816-STL-XX-GF-DR-A-00-0103	PL2





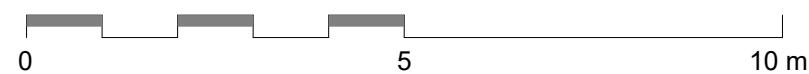
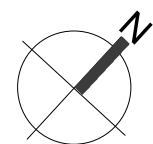
PL	PL2	28.05.20	Issued for Planning Submission
PL	PL1	19.05.20	Draft Planning Issue for comment
STATUS	REV	DATE	DESCRIPTION
CLIENT			REVISED BY WD
Caledonian Modular			CHECKED BY RB
			ORIGINATOR NO 153608

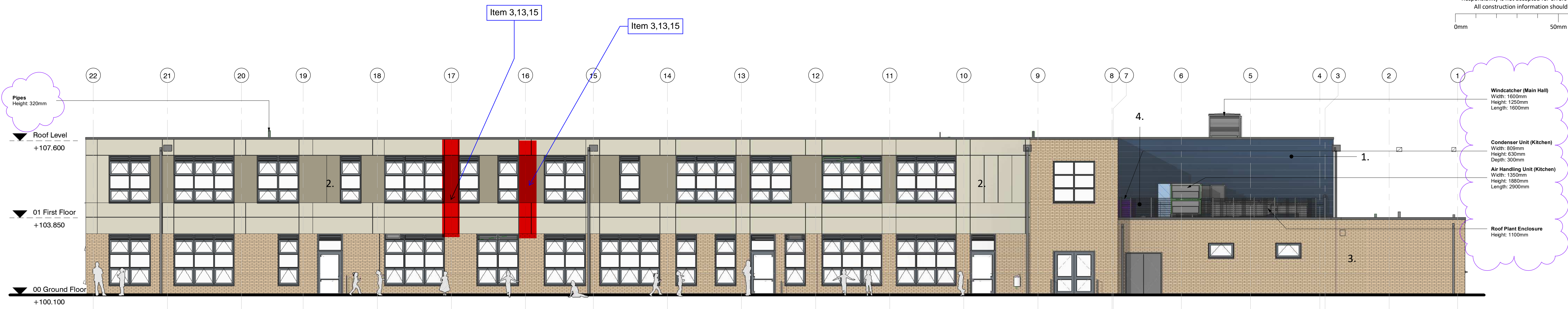
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DRAWING TITLE
Proposed First Floor Plan

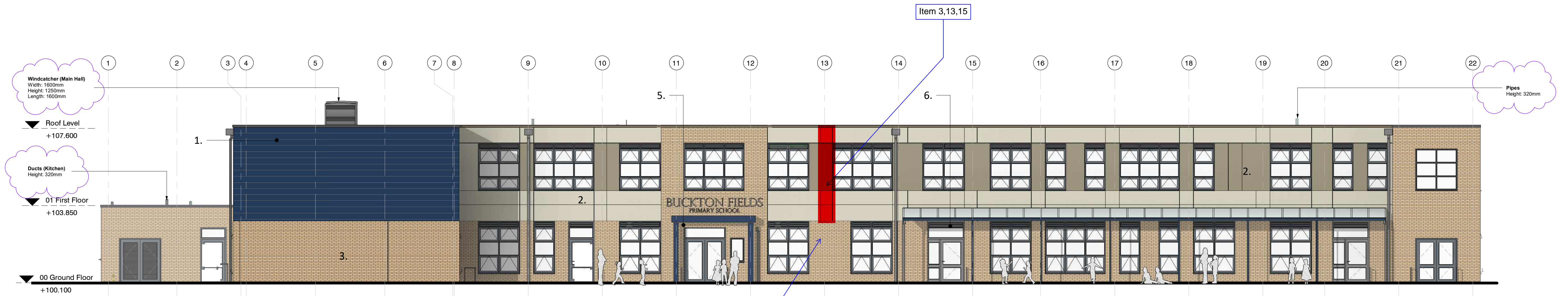
SUITABILITY STATUS PL : PLANNING	SCALE 1 : 100 @ A1
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PROJECT ORIGINATOR ZONE LEVEL TYPE ROLE CLASS NUMBER FS0816-STL-XX-01-DR-A-00-0104	REVISION PL2
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North Elevation
1 : 100



South Elevation
1 : 100

A subcontractor is to provide access to locations 13,13,& 15 suitable for the careful removal and replacement of the indicated cladding boards and the subsequent inspection of the opening by an AECOM representative.

After removal of the sections of cladding, the opening and the cladding are to be made available to AECOM for visual inspection.

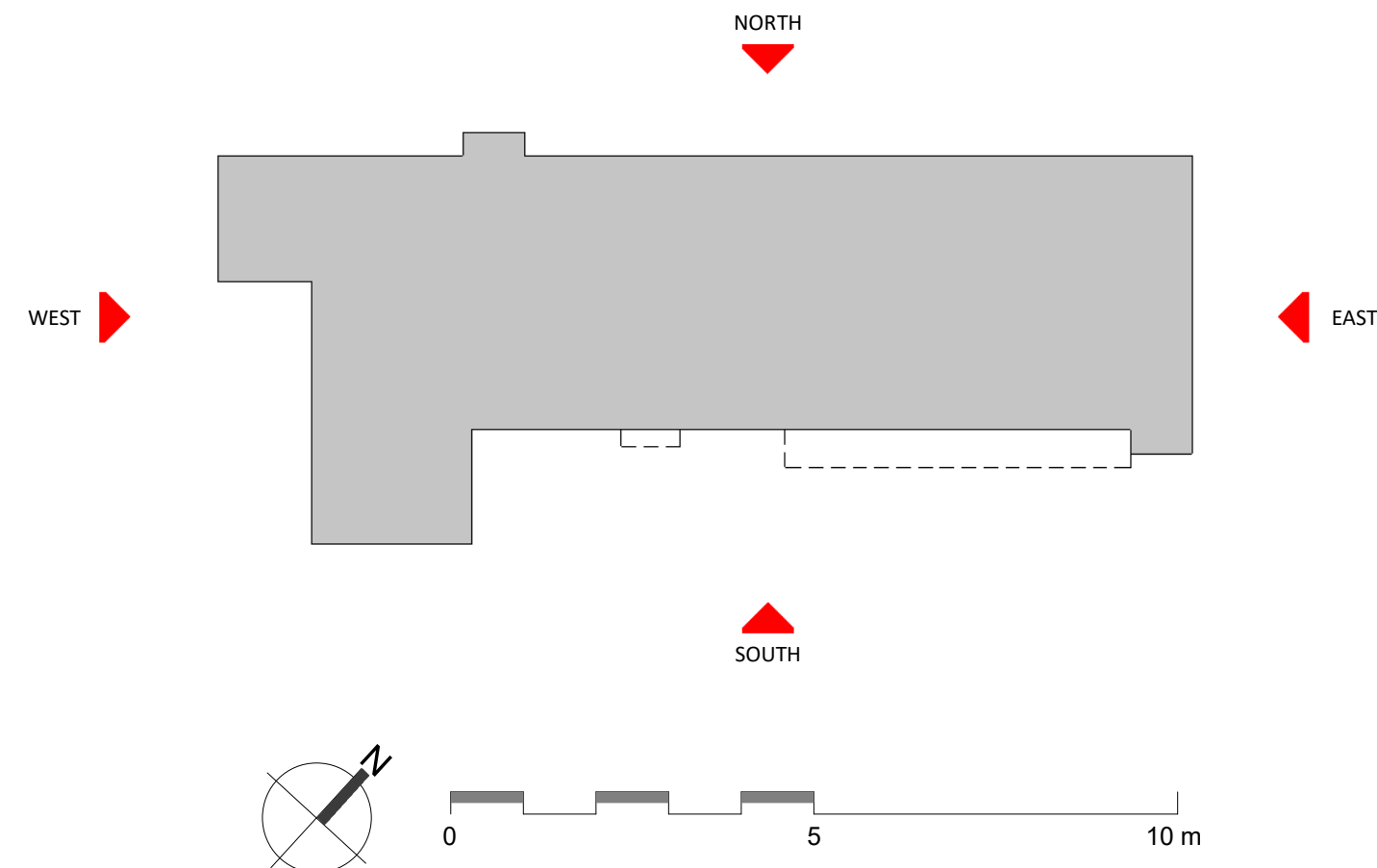
If insulation or other materials are present behind the cladding boards such as membranes or insulation, these may require removal in sequential stages until the inner substrate is determined. Access for inspection will be required by the AECOM engineer at each sequential step.

The inspection is to be located on the compartment wall line and at the head of the cavity.

The Inspection is intended to reveal the composition of the wall and to establish the presence of cavity barriers required on the compartment line, at the head of the cavity and around the windows

KEY

1. Composite cladding - Navy RAL 5003 Kingspan or similar.
2. Rainscreen cladding - warm grey and dark warm grey or similar. James Hardie Hardiepanel or similar.
3. Brickwork - buff "Village Harvest Multi" or similar. Forterra or similar.
4. Roof Plant enclosure - black metal fencing
5. Flat roof entrance canopy. Roof to be flat roof construction with Navy RAL Facia and Powdercoated metal columns also RAL 5003.
6. Canopy to provide covered area to reception classroom - clear polycarbonate roof panels to allow light into the spaces below. Powdercoated metal structure and columns RAL 5003 Navy.

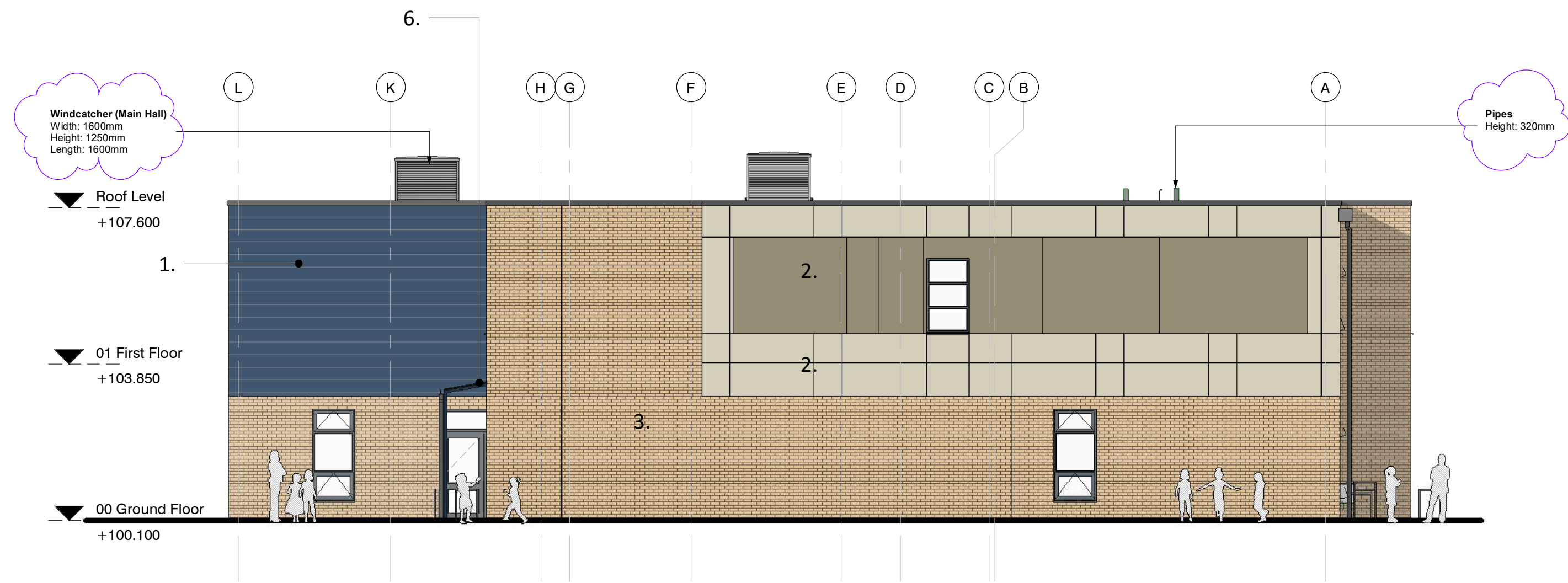


PL	PL4	27.01.21	Annotation of plant / M&E equipment added to drawing for planning condition
PL	PL3	29.07.20	Notes added and AHU updated
PL	PL2	28.05.20	Issued for Planning Submission
PL	PL1	19.05.20	Draft Planning Issue for comment
STATUS	REV	DATE	DESCRIPTION
CLIENT			REVISED BY EB
			CHECKED BY RB
			ORIGINATOR NO 153608

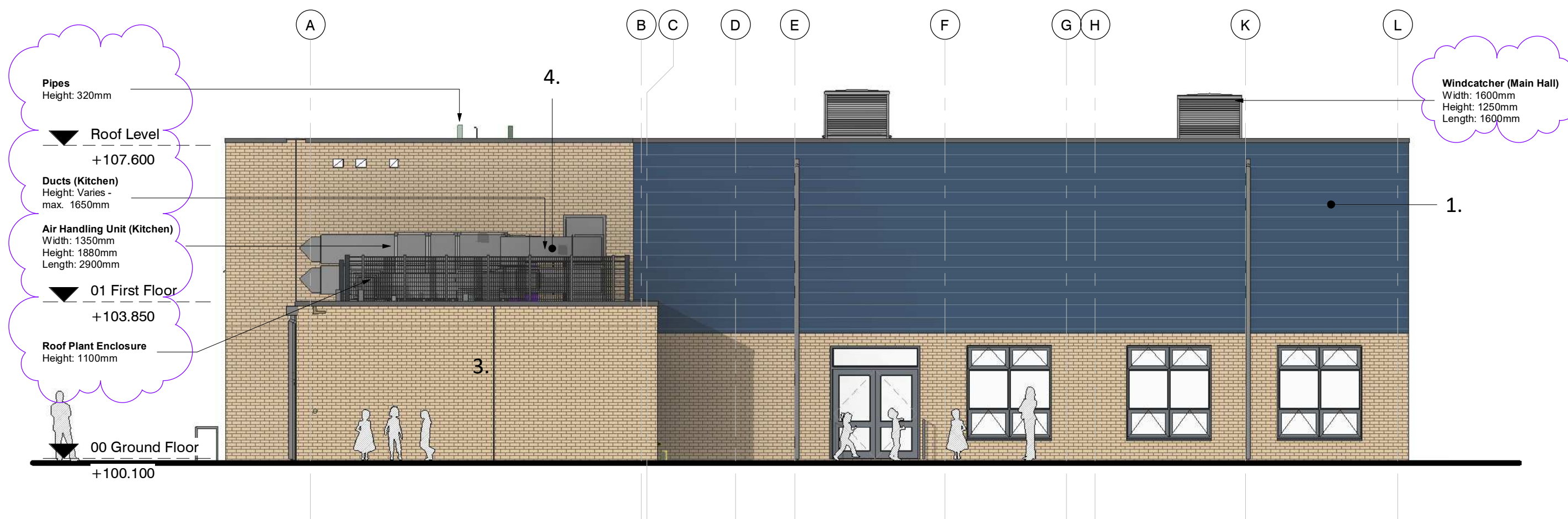
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DRAWING TITLE
Proposed External Building Elevations
North & South

SUITABILITY STATUS PL : PLANNING	SCALE As indicated @ A1
PROJECT ORIGINATOR ZONE LEVEL TYPE ROLE CLASS NUMBER FS0816-STL-XX-EL-DR-A-00-0202	REVISION PL4



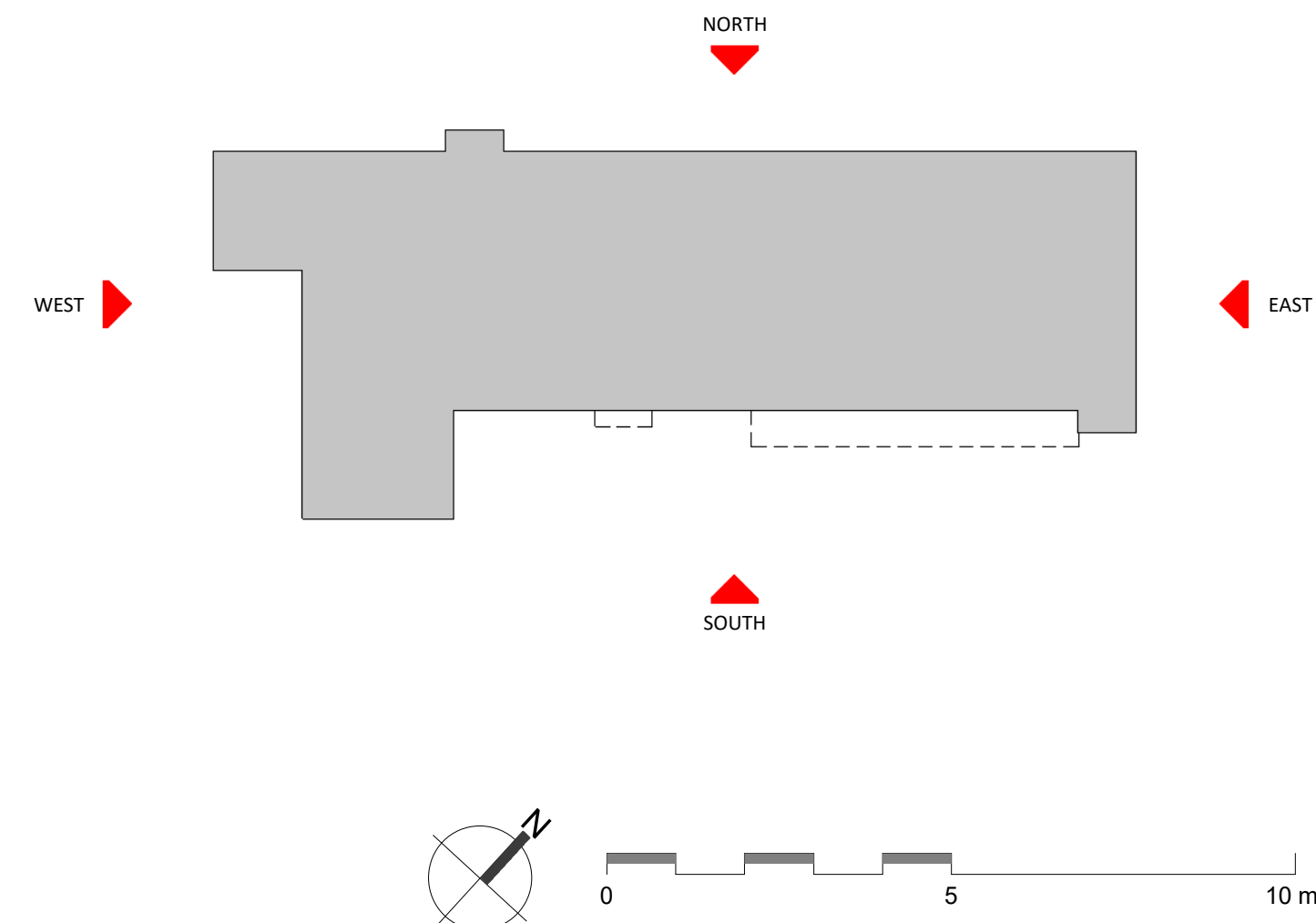
East Elevation
1 : 100



West Elevation
1 : 100

KEY

1. Composite cladding - Navy RAL 5003 Kingspan or similar.
2. Rainscreen cladding - warm grey and dark warm grey or similar. James Hardie Hardiepanel or similar.
3. Brickwork - buff "Village Harvest Multi" or similar. Forterra or similar.
4. Roof Plant enclosure - black metal fencing
5. Flat roof entrance canopy. Roof to be flat roof construction with Navy RAL Facia and Powdercoated metal columns also RAL 5003.
6. Canopy to provide covered area to reception classroom - clear polycarbonate roof panels to allow light into the spaces below. Powdercoated metal structure and columns RAL 5003 Navy.



PL	PL4	27.01.21	Annotation of plant / M&E equipment added to drawing for planning condition
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PL	PL1	19.05.20	Draft Planning Issue for comment
STATUS	REV	DATE	DESCRIPTION
CLIENT			REVISED BY EB
			CHECKED BY RB
			ORIGINATOR NO 153608

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DRAWING TITLE
Proposed External Building Elevations East & West

SUITABILITY STATUS PL : PLANNING	SCALE As indicated @ A1
PROJECT ORIGINATOR ZONE LEVEL TYPE ROLE CLASS NUMBER FS0816-STL-XX-EL-DR-A-00-0203	REVISION PL4

FORM OF TENDER

Job Title Buckton Fields Primary School
Opening Up investigation Works

I/We, the undersigned, hereby undertake to carry out the whole of the works in conformity with the Specification and Drawings prepared by the Contract Administrator and under his superintendence and to his satisfaction in a sound and workmanlike manner and to commence the works within 1 week after receipt of written instructions to begin and to complete the works within 2 weeks.

for the sum of £..... excl. VAT

The sum in words -.....

.....

The offer shall remain open until the expiration of three months from the date of this Tender.

I/We understand that the period of maintenance after completion of the works shall be 12 months.

If this Tender is accepted, I/we undertake to execute a Contract to be prepared by the contract administrator in accordance with the provisions of the Agreements and General Conditions and I/we agree that, until such Contract is prepared and executed, this Tender, together with written acceptance thereof, shall constitute a binding Contract between the client and myself/ourselves.

I/We agree that should palpable errors in pricing, or errors in arithmetic be discovered before acceptance of this Tender, that these errors be adjusted in accordance with the recommendations contained in the JCT Tendering Practice Note 2017.

Dated Day of..... 2023

Signature Witness

.....

.....

Full Name of Firm or Company

Registered VAT No.

NOTE :

This Tender form (and the completed priced Schedules) must reach Cheri Bailey of AECOM no later than 1700hrs on Monday 27th February 2023. Email submissions will be accepted.
cheri.bailey@aecom.com