

Tender Documents

Wivelsfield Village Hall

7 August 2020
BN27064

Wivelsfield Village Hall Tender Documents

Contract Documents

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SECTION 1

Information To Tenderers

INTRODUCTION

This document is aimed at providing tenderers with background and supporting information in order to facilitate the submission of a tender for the alterations to Wivelsfield Village Hall, Eastern Road, Wivelsfield Green, East Sussex RH17 7QG.

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PART A: PROJECT OVERVIEW

1.0 BACKGROUND TO PROJECT

Eastern Road, Wivelsfield Green is a residential area with the Green on West side. Residential parking dominates the roads. The Village Hall is off the Green and is served by a Car Park. The project involves the refurbishment and extension to the existing hall to create a new entrance lobby. An option for the extension to provide the Kitchen store, an extension to provide the Parish Council office and stores rooms serving the Renshaw Room. Full details are contained within the Architect's drawings.

2.0 SCOPE OF THE PROJECT

Wivelsfield Parish Council and Wivelsfield Village Hall & Recreation Ground Management Committee has appointed the following team to develop the tender documents and oversee the contract:

- | | |
|-----------------------------|--------------------------------|
| - Contract Administrator | Robinson Low Francis |
| - Architect | Crowther Associates Architects |
| - Structural/Civil Engineer | Stephen Wilson Partnership |
| - Services Engineer | Crofton Consulting |
| - Principal Designer | Robinson Low Francis |
| - Quantity Surveyor | Robinson Low Francis |

2.1 General Project Objectives

- 2.1.1 The Project comprises the alterations and extension to the existing Wivelsfield Village Hall.

3.0 PROCUREMENT

3.1 General

Funding for the project will come from the Wivelsfield Parish Council and Wivelsfield Village Hall & Recreation Ground Management.

Wivelsfield Parish Council and Wivelsfield Village Hall & Recreation Ground Management Committee will act as Joint Employer.

The procurement route selected, to minimise the risk to the Client and maximise potential for success, is a 'traditional single stage' contract. The Contract for the works is the JCT Intermediate Building Contract with Contractor's Design, 2016 Edition.

The tender process will be single stage with a detailed set of tender documents issued to the tenderers that were successfully shortlisted. The tenderers will be required to provide a price for the Works. The Tender Period is 6 (six) weeks, with documentation issued on 10 August 2020 with tenders returned 21 September 2020.

4.0 PROGRAMME

Listed below are the key milestone dates leading to completion of the works.

Nr	Task	Milestone
1	Tender invitation out	10 August 2020
2	Tenders returns (6 weeks)	21 September 2020
3	Tender review	2 weeks
4	Appoint successful contractor	5 October 2020
5	Contractor Mobilisation/Issue notices	4 weeks
6	Commencement Date	2 November 2020
7	Construction period	26 Working weeks
8	Completion Date	17 May 2021

PART B: INSTRUCTIONS TO TENDERERS

5.0 GENERAL INFORMATION

5.1 Tender Documents

Content

The Tender documents comprise the documents included on the Portal system.

Where both hard and electronic copies of all/any of the Tender documents have been issued to Tenderers by the Employer, should there be any discrepancy in the Tender documents between the hard copy and the electronic version, the electronic copy shall prevail in these Tender documents.

The Tenderer shall return information which is requested to be returned in electronic format in Windows Office compatible format (Word and Excel) or in portable document format (PDF). Tender documents in hard copy will not be accepted.

Ambiguities, Errors and Omissions

The Tenderer shall advise the Employer's Quantity Surveyor of any ambiguities, errors or omissions in the Tender documentation immediately they are found and in doing so shall follow the communications procedure described below. The Employer's Quantity Surveyor will then advise the Tenderer of any changes to be made to the Tender documents.

5.2 Communications

Any correspondence or clarification questions must be sent through the Portal by the deadline stipulated. Failure to comply may lead to exclusion.

All questions will be responded to by the date shown below. All Bidders will receive the answers to all questions submitted, unless the question asked is deemed commercially sensitive to the organisation who submitted it.

5.3 Tender Costs

Costs and expenses incurred by the Tenderer in connection with the preparation and submission of the Tender and any other related activities will be borne by the Tenderer and will not be reimbursed.

6.0 TENDER SUBMISSION

6.1 Completion of Tender Documents

The Tender Documents must be fully priced, extended and completed in **Black Ink** suitable for photocopying, to produce the amount of the Tender. This amount should be carried to the Form of Tender.

6.2 Tendering

Procedure

The Tender will be conducted in accordance with the principles of the NBS Guide to Tendering for Construction Projects. Arithmetic errors in the tender will be dealt with in accordance with alternative 2 (confirm tender or amend).

6.3 Submission Documents

The Tenderer shall comply fully with these Instructions and the accompanying Tender documents. The Tender shall be for the whole of the works, separate costs for the phasing to be identified, and no unauthorised amendments are to be made to the Tender documents. The Tender shall be submitted in accordance with the format set out below.

Part 1: Commercial Submission (bound separately from other parts)

- 1.1 Completed Form of Tender
- 1.2 Completed Main Summary
- 1.3 Priced Preliminaries Breakdown
- 1.4 Completed Pricing Document
- 1.5 Authority to Sign the Form of Tender

Part 2: Technical Submission

- 2.1 Technical Question Responses

6.4 Tender Submissions

Bidders should ensure the appropriate information detailed in the documents is completed and submitted electronically via the Portal by the closing date specified in the tender project.

All forms and documents MUST be sent through the Portal:

Under no circumstances should any tenders be submitted by any other means to the Employer.

Bidders are advised to make themselves familiar with the process for submitting tenders on the Employers e-tendering system in good time before the deadline date. All advice on the system should be sought from contact details shall be found on the Portal itself.

Do not leave your response to the last minutes/hours before the deadline (if you experience connection problems you will miss the deadline and your response may be deemed non-compliant and rejected). Always upload early to avoid last minute pressure.

Tenders submitted after the time and date shown may be rejected by the Employer unless there is clear evidence available to demonstrate that the tender was submitted via the Employer's e-tendering system before the deadline.

6.5 Tender

Base Tender

The Tenderer shall submit a base tender price for the works described in the Tender Documents. The Tender must be submitted on a VAT exclusive basis and in accordance with the Conditions of Contract. Tenders are to be on a firm price basis for completion within the period outlined in the Tender documents.

This Tender shall be a conforming Tender fully in accordance with the requirements of the Tender documents.

Qualifications

Whilst the Employer requires a fully compliant Tender to be submitted, should the Tenderer deem it necessary to submit qualifications then these shall be submitted clearly on a separately marked up document.

Tenderer's qualifications shall include sufficient detailed information to enable the proposed qualification and the implications to be fully evaluated.

6.6 Commercial Submission Detailed Requirements (70% Weighting)

Form of Tender

The Tenderer shall complete and submit the Form of Tender which shall be duly executed by an authorised representative.

The Tenderer shall provide a document to demonstrate that the person(s) signing the Form of Tender has (have) proper authority to do so. The document may for example be a power of attorney in the form of a Deed executed under the Company seal or otherwise signed as a Deed in accordance with the articles of association of the Company tendering.

Main Summary

It is important that the main summary should be signed and bear the tenderers name, address and date of tender. Confirmation of the tenderers overhead and profit percentage should be identified in the Main Summary, this will be used in the assessment of any post contract instructions issued.

Priced Preliminaries

The tenderer is to provide a fully detailed breakdown to the priced preliminaries with the Tender submission. This should identify those charges that are "Fixed" and "Time Related" as applicable.

The total of the amounts entered should be carried to the main summary. Costs relating to items which are not priced will be deemed to have been included elsewhere within the Tender.

Pricing Document

The completed Pricing Document as provided in Section 4 shall be returned in electronic format, using Microsoft Excel or compatible format. A blank copy in Microsoft Excel is included in the tender for this purpose.

If successful, the tenderer will be asked to provide any further breakdown used to arrive at the totals inserted in this document for the purposes of assessing valuations and variations.

6.7 Technical Submission (30% Weighting)

The Commercial (price) will account for 70% of the total score for the contractor. The remaining 30% will come from the Technical assessment.

The Technical assessment is set out at the end of this information to Tenderers. Please refer to the table highlighting the questions and the strict maximum word count.

6.8 Tender Language

The Tender language is English and all submissions and support documentation submitted by the Tenderer shall be in English.

6.9 Tender Currency

The Tender currency shall be pounds sterling (£) and all rates and prices in the Tender document shall be in pounds sterling.

7.0 TENDER ACCEPTANCE AND VALIDITY

7.1 Tender Acceptance

The Employer is not bound to accept the lowest or any tender nor bound to pay the cost of tendering to successful or unsuccessful Tenderers, or to pay any costs if all Tenders are rejected. The Employer is not obliged to award the whole or any part of the works or the Contract to any Tenderer, and the Employer shall have the right to omit any part of the works from any award of a contract relating to the works referred to in these tender documents.

7.2 Tender Validity Period

The Tender shall be open for acceptance for the full period stated in the Form of Tender (90 days) and the Tender shall not be subject to withdrawal by the Tenderer during this period.

7.3 Contract Award

Upon making a contract award decision, Wivelsfield Parish Council and Wivelsfield Village Hall & Recreation Ground Management Committee will notify all Bidders, both successful and unsuccessful, in writing, of the outcome.

8.0 CONFIDENTIALITY

8.1 Tender Documents

The Tender documents shall at all times be treated as private and confidential and may only be copied for valid tendering purposes. In the event that a Tender is not accepted then the original and all copies shall be destroyed by the unsuccessful Tenderer and a letter of confirmation of the destruction of the documents shall be provided by the unsuccessful Tenderer to the Employer's Quantity Surveyor.

8.2 Tender Confidentiality

The Tender and any subsequent communications and meetings shall be kept confidential to the extent applicable under normal procurement procedures. The Tenderer shall facilitate this by ensuring that the Tender is properly submitted in accordance with the stated requirements and that all communications after submission of the Tender are marked Confidential and addressed to the person nominated by the Employer's Quantity Surveyor for this purpose.

Wivelsfield Parish Council and Wivelsfield Village Hall & Recreation Ground Management Committee undertakes to use its best endeavours to hold confidential, any information provided by you in your tender submission, subject to its obligations under law, including the Freedom of Information Acts. Should you wish any of the information supplied by you in your submission not to be disclosed because of its sensitivity, you should, when providing the information, identify the same and specify the reasons for its sensitivity. Wivelsfield Parish Council will consult with you about this sensitive information before making a decision on any Freedom of Information request received. If no information is identified as sensitive, with supporting reasons, then it is likely to be released in response to an FOI request.

All information concerning the Tender available to the Tenderer before or after the submission of the Tender shall likewise be kept confidential.

8.3 Press / Media

No information concerning the Tender invitation, the status of the Employer's evaluation/award or any other matters relating to the Tender or the Employer which the Tenderer is or becomes aware of as a result of or during the Tender process shall be given or disclosed to the Press or Media. The Tenderer shall keep all such information secure and confidential.

Any Press or Media release concerning an award of the Contract shall be submitted to the Employer for approval prior to its release.

9.0 TENDER PERIOD PROCEDURES

9.1 Site

Visit

The tenderer will be deemed to have visited site during the tender period to ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the works. Details for arranging site visits are given in section A12 of the preliminaries and general conditions of the Tender documents.

9.2 Tender Clarifications and Questions

9.2.1 Addenda

Responses to Tenderers' questions or requests for clarification, together with any amendments the Employer's Quantity Surveyor requires to the Tender documents, will be issued as numbered Addenda to all Tenderers. The identity of the questioner will not be stated. The Tenderer shall promptly acknowledge receipt of all Addenda, and record, on the Form of Tender, that the Tender takes account of the Addenda.

9.2.2 Latest Date for Clarifications and Questions

Questions or requests for clarification may be queried up to five working days prior to the Tender submission date. The Employer's Quantity Surveyor cannot guarantee to respond to clarification questions received after that time. No Addenda, except to respond to clarifications or to extend the Tender return date, shall be issued less than seven working days prior to the Tender submission date.

10.0 TENDER EVALUATION

10.1 General

10.1.1 Communications

All communications should be through the Portal as discussed in Section 6.4.

Communications with other members of the project team or the Employer shall be permitted only on the authority of the Employers Quantity Surveyor's nominated person and a written copy of any such communication shall also be forwarded, by the Tenderer, to the nominated person.

10.1.2 Meetings

Clarification meetings may be held during the tender evaluation period if it is felt necessary. The meetings will be held at RLF's offices and the Tenderer shall make key personnel available. An agenda will be issued prior to the meeting and minutes shall be taken and issued by the Contract Administrator.

10.1.3 Confidential Assessment

The Employer's evaluation process is strictly confidential and shall be based entirely on the Tender submissions, written clarifications, site tour, presentations, and minutes of the meetings as Clause 10.1.2. The Tenderer shall therefore ensure that the submission and any clarifications fully reflect the proposals.

10.1.4 Notification

The Tenderer shall be advised in writing of the success or otherwise of the Tender. The Tenderer should not assume that it has been, or will be awarded, a Contract until written confirmation is received.

It is intended to inform unsuccessful Tenderers as soon as decisions are taken which mean that they have no realistic chance of being awarded the Contract, and to confirm the appointment of the successful tenderer within 14 days of tender being returned.

10.2 Evaluation Criteria

Tender evaluation will be carried out based on an assessment of the ability of the Tenderer to comply with both the technical and commercial requirements of the Tender together with a detailed evaluation of the Tenderer's proposals to determine the most economically advantageous Tender. The Employer's objectives are to complete the works within the timescale, safely, and to the required quality and cost effectively. The Tender evaluation process is therefore designed to identify the Tenderer most likely to be able to deliver this Contract to meet these objectives.

The evaluation will assess the robustness and flexibility of the Tenderer's proposals, which should demonstrate and give confidence in the Tenderer's understanding of the requirements of the Contract and ability to fulfil those requirements.

The commercial proposal will be examined in detail, to assess and compare the Prices included against the elemental headings, priced preliminaries, overheads and profit.

10.3 Evaluation Process

Tender Evaluation

Tender evaluation will be carried out on both the Technical and Commercial submissions.

Technical Evaluation

The technical assessment will contribute 30% of the contractors overall score. Each question will be marked out of 5, each mark scored will contribute 1% towards the contractors overall score. The scoring will be assessed as below:

Score	Basis of Score
0	Cannot be scored. No information provided or incapable of being taken forward either because the Tenderer does not demonstrate an understanding or because the solution is incapable of meeting our requirements.
1	Unsatisfactory. Although the Tenderer does demonstrate an understanding of our requirements there are some major risks or omissions in relation to the proposed solution to deliver the service and we would not be confident of our requirements being met.
2	Adequate. A response which is capable of meeting our requirements but is unlikely to go beyond this.
3	Satisfactory. A response that shows that the Tenderer demonstrates an understanding of our requirements, has a credible methodology to deliver the service and could evolve into additional benefits.
4	Good. A response that shows that the Tenderer demonstrates an understanding of our requirements, has a credible methodology to deliver the service alongside a clear process and plan to deliver additional benefits and deliver value.
5	Excellent. A response which shows how the service can comprehensively be taken to the next level in terms of exceeding our requirements and/or offering significant added value to our requirements and objectives.

Commercial Evaluation

The commercial proposal will be examined in detail, to assess and compare the Prices included against the Contract Sum Analysis and review the impact of commercial qualifications. This will include a review of the OHP percentages that will apply to post contract instruction.

The formula used to calculate the weighted scores (total 70%) for pricing are as follows:

60% will be calculated as follows:

$$(\text{Lowest Price} * 60\% / \text{Bidders Price})$$

10% of marks will be awarded as follows:

Awarded based on an assessment of the level of clarifications/qualifications, level of provisional sums and OHP percentage included.

SECTION 2

Preliminaries

		FIXED RATE £	TIME RELATED £
	<u>PRELIMINARIES</u>		
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A30	TENDERING/ SUBLETTING/ SUPPLY		
A31	PROVISION, CONTENT AND USE OF DOCUMENTS		
A32	MANAGEMENT OF THE WORKS		
A33	QUALITY STANDARDS/ CONTROL		
A34	SECURITY/ SAFETY/ PROTECTION		
A35	SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING		
A36	FACILITIES/ TEMPORARY WORK/ SERVICES		
A37	OPERATION/ MAINTENANCE OF THE FINISHED WORKS		
A40	CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF		
A41	CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION		
A42	CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES		
A43	CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT		
A44	CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS		
A54	PROVISIONAL WORK/ITEMS		

**WIVELSFIELD VILLAGE HALL
PRELIMINARIES**

		FIXED RATE £	TIME RELATED £
A10	<u>PROJECT PARTICULARS</u>		
110	<p>THE PROJECT</p> <p>Name: Wivelsfield Village Hall</p> <p>Nature: The refurbishment and extension to the Village Hall including forming new entrance and reading room, WC reconfiguration and associated external works.</p> <p>Phasing: The project has been split into four phases as identified in Clause A12/111. Tenders are being sought for the works to form the new front entrance and all associated works in Phase 1 as shown on the Crowther Associates drawing C-1732 (08) 07 Rev T1. Separate prices are requested for other Phases of work that may or may not be incorporated into the Contract.</p> <p>Location: Wivelsfield Village Hall Eastern Road Wivelsfield Green Haywards Heath East Sussex RH17 7QG</p> <p>Length of contract: 26 Working Weeks</p>		
120	<p>JOINT EMPLOYER (CLIENT)</p> <p>Name: Wivelsfield Parish Council</p> <p>Address: Parish Council Office The Cock Inn North Common Road Wivelsfield Green Haywards Heath East Sussex RH17 7RH</p> <p>Contact: Ian Dawson Email: cllrdawson@wivelsfield.org.uk</p> <p>Contact: Liz Gander Email: clerk@wivelsfield.org.uk</p>		

**WIVELSFIELD VILLAGE HALL
PRELIMINARIES**

		FIXED RATE £	TIME RELATED £
A10	<u>PROJECT PARTICULARS (Continued)</u>		
122	<p>JOINT EMPLOYER (CLIENT)</p> <p>Name: Wivelsfield Village Hall & Recreation Ground Management Committee</p> <p>Contact: Peter Burton</p> <p>Email: wvhhip@outlook.com</p> <p>Email: villgehalllettings@gmail.com</p>		
130	<p>PRINCIPAL CONTRACTOR (CDM)</p> <p>Name: The Contractor</p> <p>Address:</p> <p>Contact:</p> <p>Telephone:</p> <p>Email:</p>		
140	<p>PERSON EMPOWERED BY THE CONTRACT TO ACT ON BEHALF OF THE EMPLOYER</p> <p>Title: Contract Administrator</p> <p>Name: Robinson Low Francis</p> <p>Address: 5th Floor 98/99 Queens Road Brighton East Sussex BN1 3XF</p> <p>Contact: Guy Roberts</p> <p>Telephone: 01273 - 325781</p> <p>Email: guy.roberts@rlf.co.uk</p>		
150	<p>PRINCIPAL DESIGNER</p> <p>Name: Robinson Low Francis</p> <p>Address: 5th Floor 98/99 Queens Road Brighton East Sussex BN1 3XF</p> <p>Contact: Alan Prodger</p> <p>Telephone: 01273 - 325781</p> <p>Email: alan.prodger@rlf.co.uk</p>		
160	<p>QUANTITY SURVEYOR</p> <p>Name: Robinson Low Francis</p> <p>Address: 5th Floor 98/99 Queens Road Brighton East Sussex BN1 3XF</p> <p>Contact: Guy Roberts</p> <p>Telephone: 01273 - 325781</p> <p>Email: guy.roberts@rlf.co.uk</p>		

**WIVELSFIELD VILLAGE HALL
PRELIMINARIES**

		FIXED RATE £	TIME RELATED £
A10	<u>PROJECT PARTICULARS (Continued)</u>		
200	<p>CONSULTANTS</p> <p>Description: Architect</p> <p>Name: Crowther Associates Architects LLP</p> <p>Address: Pelham House 25 Pelham Square Brighton East Sussex BN1 4ET</p> <p>Contact: Gary Thompson</p> <p>Telephone: 01273 - 695535</p> <p>Email: gthompson@crowtherassociates.co.uk</p>		
210	<p>CONSULTANTS</p> <p>Description: Structural Engineer</p> <p>Name: Stephen Wilson Partnership Ltd</p> <p>Address: Unit C Dittons Business Park Dittons Road Polegate East Sussex BN26 6HY</p> <p>Contact: Mark Gibb</p> <p>Telephone: 01323 - 412020</p> <p>Email: mark.gibb@swphove.org.uk</p>		
220	<p>CONSULTANTS</p> <p>Description: Services Engineer</p> <p>Name: Crofton Design</p> <p>Address: The Hoppers Goblands Farm Business Centre Cemetery Lane Hadlow Kent TN11 0LT</p> <p>Contact: Barry Henson</p> <p>Telephone: 01732 – 850440</p> <p>Email: barry.henson@crofton.consulting</p>		

		FIXED RATE £	TIME RELATED £
A11	<u>TENDER AND CONTRACT DOCUMENTS</u>		
110	TENDER DRAWINGS The tender drawings are: As Listed in Section 5.		
120	CONTRACT DRAWINGS The contract drawings: Same as the Tender drawings.		
121	CONTRACT SPECIFICATION The contract specifications are: As listed in Section 5.		
160	PRECONSTRUCTION INFORMATION Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents. See Section 6.		
260	PRICING DOCUMENT Employers Requirements are outlined in the Employers Requirements documents which comprises the following		
	- Section 1 Information to Tenderers		
	- Section 2 Preliminaries:		
	- Section 3 Form of Tender		
	- Section 4 Pricing Document and Main Summary		
	- Section 5 Drawings and Specifications		
	- Section 6. Supporting Information		

		FIXED RATE £	TIME RELATED £
A12	<u>THE SITE/ EXISTING BUILDINGS</u>		
110	<p>THE SITE Description: Wivelsfield Village Hall is located off Eastern Road, bounded to the North, East and West by playing fields. Wivelsfield Village Hall is a single-storey building with storage in the part of the roof space. The building will remain in use during the works. Wivelsfield Village Green is an active sports ground and will remain in use during the works.</p>		
111	<p>PHASING OF THE WORKS The Works have been split into four phases. as shown on the Crowther Associates drawing C-1732 (08) 07 Rev T1.</p> <p>Phase 1 Form new Entrance Lobby including works to the Male and Female WC's, accessible WC, the Reading Room and forming the staircase to the first floor level. This phase also includes the External Works. This is all identified in Light Green on the Architect's drawing.</p> <p>Phase 1a Works to the Kitchen and Servery and includes forming the new store room extension to the Main Hall including altering and adapting the roof to suit. This is all identified in Orange on the Architect's drawing.</p> <p>Phase 2 Works to the Parish Council Offices consists of forming a new two-storey extension to the west end of the hall, altering and adapt the roof to suit, and forming new access through to the Renshaw Room. This is identified in Blue on the Architect's drawing.</p> <p>Phase 2a Works to The Renshaw Room including works to the back of stage and forming new single store room storey extension including altering and adapting the roof to suit. This is identified in Blue on the Architect's drawings.</p> <p>Tenders are being sought for all phases of the works but with separate prices requested for individual Phases that may or may not be incorporated into the Contract.</p>		

		FIXED RATE £	TIME RELATED £
A12	<u>THE SITE/ EXISTING BUILDINGS (Continued)</u>		
120	<p>EXISTING BUILDINGS ON/ ADJACENT TO THE SITE</p> <p>Description: There is an existing cricket pavilion immediately to the West of the Hall, and a block of 6 nr. residential garages immediately to the South. Every care must be taken to protect such adjacent buildings, roads, footpaths, etc. from dust, dirt or damage. The works are to be executed in such a manner as will cause the minimum of inconvenience, disturbance or nuisance to the adjacent buildings and general public. Such arrangements are to be made in execution and sequence of the works that the use of the adjacent properties and activities will not in any way be interrupted.</p> <p>The Contractor is reminded to be fully aware at all times of the danger posed to members of the public around the site in the carrying out of the works.</p>		
140	<p>EXISTING UTILITIES AND SERVICES</p> <ul style="list-style-type: none"> - Drawings: (Information shown is indicative only): none available. - Other information: The Contractor shall take all reasonable precautions to avoid damage to any existing services which he may meet in carrying out the Works and must adequately protect and support them. If any damage occurs to the existing services which is caused by the Contractor, notwithstanding any precautions the Contractor has taken as provided by the foregoing clauses, then the Contractor shall make good such damage at his own expense. <p>Any temporary disconnection or isolation of services, which may be necessary, must be agreed with the person named in clause A10/140 prior to any disconnection or isolation being made. All existing underground and above ground services requiring temporary or permanent diversion should have their new location agreed with the person named in clause A10/140.</p>		
160	<p>SOILS AND GROUND WATER</p> <p>Not Applicable</p>		
170	<p>SITE INVESTIGATION</p> <p>Not Applicable</p>		
180	<p>HEALTH AND SAFETY FILE</p> <ul style="list-style-type: none"> - Availability for inspection: The Health and Safety File for the site/ building may be seen by appointment during normal office hours at: Wivelsfield Parish Council Office - Arrangements for inspection: Arrange with Wivelsfield Village Hall Committee (see A10/122). 		

		FIXED RATE £	TIME RELATED £
A12	<u>THE SITE/ EXISTING BUILDINGS (Continued)</u>		
200	<p>ACCESS TO THE SITE</p> <ul style="list-style-type: none"> - Description: Access is from Eastern Road. - Limitations: The existing car park will remain in use for the public. - The provision of a compound is to be located in the South-West of the car park. - The compound must not block either the vehicle or pedestrian access to the Village Hall/Green. - The Contractor must also be aware that the main site access is shared with the general public and a Traffic Management Plan should be issued by the Contractor, for agreement, a minimum of 2 weeks prior to commencement of the works. - The Contractor must comply with traffic regulations. 		
210	<p>PARKING</p> <ul style="list-style-type: none"> - Restrictions on parking of the Contractor's and employees' vehicles: Parking on site is only permitted in the site compound. The existing car park must remain in use for the public. 		
220	<p>USE OF THE SITE</p> <p>General: Do not use the site for any purpose other than carrying out the Works</p>		
240	<p>HEALTH AND SAFETY HAZARDS</p> <p>General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:</p> <ul style="list-style-type: none"> - Asbestos. <p>Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.</p> <p>Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.</p>		
250	<p>SITE VISIT</p> <p>Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.</p> <ul style="list-style-type: none"> - Arrangements for visit: Peter Burton (See Clause A10/122) 		

**WIVELSFIELD VILLAGE HALL
PRELIMINARIES**

		FIXED RATE £	TIME RELATED £
A13	<u>DESCRIPTION OF THE WORKS</u>		
110	PREPARATORY WORK BY OTHERS Works: Not Applicable		
120	THE WORKS Description: The alteration and refurbishment of Wivelsfield Village Hall. Work to Phase 1 consists of the new extension for the entrance and reconfiguration of the reading room, WC reconfiguration and external works. Other Phases of work that may or may not be incorporated into the Contract.		
130	WORK BY OTHERS CONCURRENT WITH THE CONTRACT - Description: 1 Removal and replacement of stage lighting. This will be undertaken by the Village Hall Management Committee		
140	COMPLETION WORK BY OTHERS - Description: None.		

		FIXED RATE £	TIME RELATED £
A20	JCT INTERMEDIATE BUILDING CONTRACT (IC)		
334	<p>JCT INTERMEDIATE BUILDING CONTRACT (IC)</p> <ul style="list-style-type: none"> - The Contract: JCT Intermediate Building Contract 2016 Edition. - Requirement: Allow for the obligations, liabilities and services described. <p>THE RECITALS</p> <p>First THE WORKS</p> <ul style="list-style-type: none"> - Comprise: The alteration, extension and refurbishment to the Village Hall including Phase 1 works forming the new entrance and with the reconfiguration of the reading room, Male and Female WC's, accessible WC and associated external works. Other Phases of work may be added to form the Contract. - Location: Wivelsfield Village Hall Eastern Road Wivelsfield Green Haywards Heath East Sussex RH17 7QG <p>Second CONTRACT DRAWINGS</p> <ul style="list-style-type: none"> - The Contract Drawings: As listed in clause A11/120 <p>Third OTHER DOCUMENTS SUPPLIED BY THE EMPLOYER</p> <ul style="list-style-type: none"> - Comprise: The Works Schedule. - Named person: The whole of the text referring to a named person as a subcontractor will be deleted. <p>Fourth A PRICING BY THE CONTRACTOR</p> <ul style="list-style-type: none"> - Option A will apply: Option B will be deleted. - Priced document: Within Option A the following words will be deleted: <ul style="list-style-type: none"> - 'Bills of Quantities' and 'Specification'. - Priced Activity Schedule: The words 'and has provided the Employer with a priced schedule of activities annexed to this Contract (the Activity Schedule)' will be deleted. <p>Sixth INFORMATION RELEASE SCHEDULE</p> <ul style="list-style-type: none"> - The Ninth Recital will be deleted. 		

		FIXED RATE £	TIME RELATED £
A20	<p>JCT INTERMEDIATE BUILDING CONTRACT (IC) (Continued)</p> <p>Eighth DIVISION OF THE WORKS INTO SECTIONS - The Eleventh Recital will be deleted.</p> <p>ARTICLES</p> <p>3 ARCHITECT/ CONTRACT ADMINISTRATOR - Architect/ Contract Administrator: See clause A10/140.</p> <p>4 QUANTITY SURVEYOR - Quantity Surveyor: See clause A10/160.</p> <p>5 PRINCIPAL DESIGNER - Principal Designer: See clause A10/150.</p> <p>6 PRINCIPAL CONTRACTOR - Principal Contractor: See clause A10/130.</p> <p>9 LEGAL PROCEEDINGS - Amendments: None.</p> <p>CONTRACT PARTICULARS</p> <p>Fifth Recital and Clause 4.6 CONSTRUCTION INDUSTRY SCHEME - Employer at Base Date is not a Contractor for the purposes of the CIS.</p> <p>Seventh Recital CDM REGULATIONS - The project is notifiable.</p> <p>Eighth Recital DESCRIPTION OF SECTIONS - . Not applicable.</p> <p>Ninth Recital FRAMEWORK AGREEMENT - Framework agreement: does not apply. - Details: Not applicable</p>		

		FIXED RATE £	TIME RELATED £
A20	<p>JCT INTERMEDIATE BUILDING CONTRACT (IC) (Continued)</p> <p>Tenth Recital and Schedule 5 SUPPLEMENTAL PROVISIONS</p> <ul style="list-style-type: none"> - 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 does not apply. - Notification and negotiation of disputes: Supplemental Provision 6 applies. - Where Supplemental Provision 6 applies, the respective nominees of the parties are: <ul style="list-style-type: none"> - Employer's nominee: Ian Dawson. - Contractor's nominee: To be agreed or such replacement as each party may notify to the other from time to time. <p>Article 8 ARBITRATION</p> <ul style="list-style-type: none"> - Article 8 and clauses 9.3 to 9.8 (arbitration) do not apply. <p>Clause 1.1 BASE DATE</p> <ul style="list-style-type: none"> - Base Date: ten days before the date of tender return. <p>Clause 1.1 BIM PROTOCOL</p> <ul style="list-style-type: none"> - BIM Protocol (where applicable): Not applicable. <p>Clause 1.1 DATES FOR COMPLETION OF THE WORKS</p> <ul style="list-style-type: none"> - Dates for completion of the Works (where completion by sections does not apply): 17 May 2021. <p>Clause 1.7 ADDRESSES FOR SERVICE OF NOTICES</p> <ul style="list-style-type: none"> - Employer: Wivelsfield Parish Council <ul style="list-style-type: none"> - Address: Parish Council Office, The Cock Inn, North Common Road, Wivelsfield Green, Haywards Heath, East Sussex, RH17 7RH - Contractor: <ul style="list-style-type: none"> - Address: to be completed by the Contractor. <p>Clause 2.4 DATE OF POSSESSION OF THE SITE</p> <ul style="list-style-type: none"> - Dates of possession of the site: 2 November 2020. 		

		FIXED RATE £	TIME RELATED £
A20	<p>JCT INTERMEDIATE BUILDING CONTRACT (IC) (Continued)</p> <p>Clause 2.5 DEFERMENT OF POSSESSION OF THE SITE</p> <ul style="list-style-type: none"> - Clause 2.5 applies. - Where clause 2.5 applies, maximum period of deferment (if less than six weeks) is: six weeks. <p>Clause 2.23.2 LIQUIDATED DAMAGES</p> <ul style="list-style-type: none"> - Damages: At the rate of £1,500.00 per week or part thereto. <p>Clause 2.30 RECTIFICATION PERIOD</p> <ul style="list-style-type: none"> - Period: Six months from the date of practical completion of the Works. <p>Clause 4.3 and 4.9 FLUCTUATIONS PROVISION</p> <ul style="list-style-type: none"> - Fluctuations Provision: No Fluctuations Provision applies. <p>Clause 4.7 ADVANCE PAYMENT AND ADVANCE PAYMENT BOND</p> <ul style="list-style-type: none"> - Advance payment: Clause 4.7 does not apply. <p>Clause 4.8.1 INTERIM PAYMENTS - INTERIM VALUATION DATES</p> <ul style="list-style-type: none"> - The first interim valuation date is: To be agreed, and thereafter the same date in each month or the nearest Business Day in that month. <p>Clause 4.9.1 INTERIM PAYMENTS - PERCENTAGE OF VALUE</p> <ul style="list-style-type: none"> - Not achieved practical completion: Where the Works, or those works in a section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is 95 percent. - Completed works: Where the Works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is 97.5 percent. <p>Clause 4.10.4 LISTED ITEMS - UNIQUELY IDENTIFIED</p> <ul style="list-style-type: none"> - Listed items: Clause 4.10.4 will be deleted. <p>Clause 4.10.5 LISTED ITEMS - NOT UNIQUELY IDENTIFIED</p> <ul style="list-style-type: none"> - Listed items: Clause 4.10.5 will be deleted. 		

		FIXED RATE £	TIME RELATED £
A20	<p>JCT INTERMEDIATE BUILDING CONTRACT (IC) (Continued)</p> <p>Clause 6.4.1 CONTRACTOR'S PUBLIC LIABILITY INSURANCE: INJURY TO PERSONS OR PROPERTY</p> <ul style="list-style-type: none"> - Insurance cover for any one occurrence or series of occurrences arising out of one event: £10,000,000. <p>Clause 6.5.1 INSURANCE - LIABILITY OF EMPLOYER</p> <ul style="list-style-type: none"> - Insurance may be required. - Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event: £2,000,000. <p>Clause 6.7 and Schedule 1 WORKS INSURANCE - INSURANCE OPTIONS</p> <ul style="list-style-type: none"> - Schedule 1: Insurance option C applies. - Percentage to cover professional fees: 15 percent. - Where Insurance Option C applies, Paragraph C1: Applies. <p>Clause 6.10 and Schedule 1 TERRORISM COVER</p> <ul style="list-style-type: none"> - Details of the required cover: Pool Re Cover is required. <p>Clause 6.15 JOINT FIRE CODE</p> <ul style="list-style-type: none"> - Joint Fire Code: Applies. - Application: State whether the insurer under Insurance Option A, B or C (paragraph C.2) has specified that the Works are a 'Large Project': No. <p>Clause 6.18 JOINT FIRE CODE - AMENDMENTS/ REVISIONS</p> <ul style="list-style-type: none"> - Joint Fire Code - Amendments/ revisions: The cost, if any, of compliance with amendments or revisions to the Joint Fire Code shall be borne by the Contractor. <p>Clause 7.2.1 PERFORMANCE BOND OR GUARANTEE</p> <ul style="list-style-type: none"> - Bond or guarantee from bank or other approved surety: is not required. <p>Clause 7.2.2 GUARANTEE FROM THE CONTRACTOR'S PARENT COMPANY</p> <ul style="list-style-type: none"> - Guarantee: is not required <p>Clause 7.3 COLLATERAL WARRANTIES</p> <ul style="list-style-type: none"> - Details: are not required 		

		FIXED RATE £	TIME RELATED £
A20	<p>JCT INTERMEDIATE BUILDING CONTRACT (IC) (Continued)</p> <p>Clause 8.9.2 PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR) - Period of suspension: Two months.</p> <p>Clauses 8.11.1.1 to 8.11.1.5 PERIOD OF SUSPENSION (TERMINATION BY EITHER PARTY) - Period of suspension: Two months.</p> <p>Clause 9.2.1 ADJUDICATION - The Adjudicator is: to be appointed by the nominated body. - Nominating body - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): Royal Institution of Chartered Surveyors.</p> <p>Clause 9.4.1 ARBITRATION - Does not apply.</p> <p>THE CONDITIONS</p> <p>SECTION 1: DEFINITIONS AND INTERPRETATION</p> <p>1.5 RECKONING PERIODS OF DAYS - Amendments: None.</p> <p>1.12 APPLICABLE LAW - Amendments: None.</p> <p>SECTION 2: CARRYING OUT THE WORKS</p> <p>SECTION 3: CONTROL OF THE WORKS</p> <p>SECTION 4: PAYMENT</p> <p>SECTION 5: VARIATIONS</p> <p>SECTION 6: INJURY, DAMAGE AND INSURANCE</p> <p>SECTION 7: ASSIGNMENT AND COLLATERAL WARRANTIES</p> <p>SECTION 8: TERMINATION</p> <p>SECTION 9: SETTLEMENT OF DISPUTES</p> <p>EXECUTION - The Contract: Will be executed underhand.</p>		

		FIXED RATE £	TIME RELATED £
A30	<u>TENDERING/ SUBLETTING/ SUPPLY</u>		
	MAIN CONTRACT TENDERING		
110	SCOPE General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.		
145	TENDERING PROCEDURE - General: In accordance with NBS Guide to Tendering for Construction Projects. - Errors: Alternative 2 is to apply.		
160	EXCLUSIONS - Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered. - Relevant parts of the work: Define those parts, stating reasons for the inability to tender.		
170	ACCEPTANCE OF TENDER - Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given. - Costs: No liability is accepted for any cost incurred in the preparation of any tender.		
190	PERIOD OF VALIDITY Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 90 days. Date for possession/ commencement: See section A20.		
195	CONTRACTOR'S DESIGN Scope: Undertake and take full responsibility for the design of the following parts of the Works: - Piling Drawings and supporting documentation: Submit with tender.		
	PRICING/ SUBMISSION OF DOCUMENTS		
210	PRELIMINARIES IN THE SPECIFICATION - Measurement rules: Preliminaries/ General Conditions must not be relied on as having been prepared in accordance with NRM2.		
220	PRICING OF PRELIMINARIES - Charges: When pricing Preliminaries, identify separately for each item where, for the purpose of valuing the work, the charge for that item is considered to be: - Fixed (i.e. where the charge for the item does not depend on duration). - Time related (i.e. where the charge for the item is dependent on duration).		

		FIXED RATE £	TIME RELATED £
A30	<u>TENDERING/ SUBLETTING/ SUPPLY (Continued)</u>		
250	<p>PRICED DOCUMENTS</p> <ul style="list-style-type: none"> - Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected. - Measurements: Where not stated, ascertain from the drawings. - Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender. - Submit: With the tender. 		
300	<p>QUANTITIES IN THE PRICED DOCUMENT</p> <ul style="list-style-type: none"> - Quantities: Where included in the priced document, these have been prepared in accordance with NRM2 only where and to the extent stated. - Other items, descriptions and measurements not prepared in accordance with NRM2: Must be priced taking account of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work. 		
310	<p>TENDER</p> <ul style="list-style-type: none"> - General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works. 		
350	<p>PC AND PROVISIONAL SUMS</p> <ul style="list-style-type: none"> - Provisional sums and items: Included in Preliminaries sections A53, A54 and A55 not in the pricing document. - Submit: A copy of sections A51-A55 (as applicable), priced to include profit, attendance and percentage adjustments with the tender. 		
480	<p>PROGRAMME</p> <ul style="list-style-type: none"> - Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded. - Submit: Within one week of request. 		

		FIXED RATE £	TIME RELATED £
A30	<u>TENDERING/ SUBLETTING/ SUPPLY (Continued)</u>		
512	<p>PHASING/ALTERNATIVE METHOD TENDERS</p> <p>The Works have been split into four phases. as shown on the Crowther Associates drawing C-1732 (08) 07 Rev T1.</p> <p>Phase 1 Form new Entrance Lobby including works to the Male and Female WC's, accessible WC, the Reading Room and forming the staircase to the first floor level. This phase also includes the External Works. This is all identified in Light Green on the Architect's drawing.</p> <p>Phase 1a Works to the Kitchen and Servery and includes forming the new store room extension to the Main Hall including altering and adapting the roof to suit. This is all identified in Orange on the Architect's drawing.</p> <p>Phase 2 Works to the Parish Council Offices consists of forming a new two-storey extension to the west end of the hall, altering and adapt the roof to suit, and forming new access through to the Renshaw Room. This is identified in Blue on the Architect's drawing.</p> <p>Phase 2a Works to The Renshaw Room including works to the back of stage and forming new single store room storey extension including altering and adapting the roof to suit. This is identified in Blue on the Architect's drawing</p> <ul style="list-style-type: none"> - General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/alteration may be submitted for consideration. Alternatives which would involve significant changes to other work, may not be considered. - Alternative tenders: Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme. - 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. - 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. - Submit: With Tender 		
520	<p>DESIGN DOCUMENTS</p> <ul style="list-style-type: none"> - Scope: Include the following in the Contractor's Proposals: <ul style="list-style-type: none"> - Design drawings: As required. - Technical information: As required. - Submit: With tender. 		

		FIXED RATE £	TIME RELATED £
A30	<u>TENDERING/ SUBLETTING/ SUPPLY (Continued)</u>		
530	<p>SUBSTITUTE PRODUCTS</p> <ul style="list-style-type: none"> - Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered. - Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200. 		
540	<p>QUALITY CONTROL RESOURCES</p> <ul style="list-style-type: none"> - Statement: Describe the organisation and resources to control the quality of the Works, including the work of subcontractors. - QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties. - Submit: With the tender. 		
550	<p>HEALTH AND SAFETY INFORMATION</p> <ul style="list-style-type: none"> - Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect. - Include: <ul style="list-style-type: none"> - A copy of the health and safety policy document, including risk assessment procedures. - Accident and sickness records for the past five years. - Records of previous Health and Safety Executive enforcement action. - Records of training and training policy. - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties. - Submit: With the tender. 		

		FIXED RATE £	TIME RELATED £
A30	<u>TENDERING/ SUBLETTING/ SUPPLY (Continued)</u>		
570	<p>OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN</p> <ul style="list-style-type: none"> - Content: Submit the following information within one week of request: <ul style="list-style-type: none"> - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed. - Details of the management structure and responsibilities. - Arrangements for issuing health and safety directions. - Procedures for informing other contractors and employees of health and safety hazards. - Selection procedures for ensuring competency of other contractors, the self-employed and designers. - Procedures for communications between the project team, other contractors and site operatives. - Arrangements for cooperation and coordination between contractors. - Procedures for carrying out risk assessment and for managing and controlling the risk. - Emergency procedures including those for fire prevention and escape. - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded. - Arrangements for welfare facilities. - Procedures for ensuring that all persons on site have received relevant health and safety information and training. - Arrangements for consulting with and taking the views of people on site. - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance. - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. - Review procedures to obtain feedback. 		
630	<p>SUBLETTING/ SUPPLY</p> <p>DOMESTIC SUBCONTRACTS</p> <ul style="list-style-type: none"> - General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'. - List: Provide details of all subcontractors and the work for which they will be responsible. - Submit: Within one week of request. 		

		FIXED RATE £	TIME RELATED £
A31	<u>PROVISION, CONTENT AND USE OF DOCUMENTS</u>		
	DEFINITIONS AND INTERPRETATIONS		
110	<p>DEFINITIONS</p> <ul style="list-style-type: none"> - Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary. 		
120	<p>COMMUNICATION</p> <ul style="list-style-type: none"> - Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements. - Format: In writing to the person named in clause A10/140 unless specified otherwise. - Response: Do not proceed until response has been received. 		
130	<p>PRODUCTS</p> <ul style="list-style-type: none"> - Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works. - Includes: Goods, plant, materials, site materials and things for incorporation into the Works. 		
135	<p>SITE EQUIPMENT</p> <ul style="list-style-type: none"> - Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works. - Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities. - Excludes: Products and equipment or anything intended to form or forming part of the permanent works. 		
140	<p>DRAWINGS</p> <ul style="list-style-type: none"> - Definitions: To BSRIA BG 6, 'A design framework for building services: Design activities and drawing definitions'. - CAD data: In accordance with ISO 19650. 		
145	<p>CONTRACTOR'S CHOICE</p> <ul style="list-style-type: none"> - Meaning: Selection delegated to the Contractor, but liability to remain with the specifier. 		
150	<p>CONTRACTOR'S DESIGN</p> <ul style="list-style-type: none"> - Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements. 		
155	<p>SUBMIT PROPOSALS</p> <ul style="list-style-type: none"> - Meaning: Submit information in response to specified requirements. 		

		FIXED RATE £	TIME RELATED £
A31	<u>PROVISION, CONTENT AND USE OF DOCUMENTS</u> <u>(Continued)</u>		
160	<p>TERMS USED IN SPECIFICATION</p> <ul style="list-style-type: none"> - Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services. - Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose. - Supply and fix: As above, but including supply or products to be fixed. All products to be supplied and fixed unless stated otherwise. - Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed. - Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement. - Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed. - Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement. - Refix: Fix removed products. - Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions. - Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible. - System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function. 		
170	<p>MANUFACTURER AND PRODUCT REFERENCE</p> <ul style="list-style-type: none"> - Definition: When used in this combination: <ul style="list-style-type: none"> - Manufacturer: The person or legal entity under whose name the particular product is marketed. - Product reference: The proprietary brand name and/ or reference by which the particular product, component or system is described. - Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender. 		

		FIXED RATE £	TIME RELATED £
A31	<u>PROVISION, CONTENT AND USE OF DOCUMENTS</u> <u>(Continued)</u>		
200	<p>SUBSTITUTION OF PRODUCTS</p> <ul style="list-style-type: none"> - Products: If an alternative product to that specified is proposed, obtain approval before ordering the product. - Reasons: Submit reasons for the proposed substitution. - Documentation: Submit relevant information, including: <ul style="list-style-type: none"> - manufacturer and product reference; - cost; - availability; - relevant standards; - performance; - function; - compatibility of accessories; - proposed revisions to drawings and specification; - compatibility with adjacent work; - appearance; - copy of warranty/ guarantee. - Alterations to adjacent work: If needed, advise scope, nature and cost. - Manufacturer's guarantees: If substitution is accepted, submit before ordering products. 		
210	<p>CROSS REFERENCES</p> <ul style="list-style-type: none"> - Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to. - Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply. - Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply. - Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions. 		
220	<p>REFERENCED DOCUMENTS</p> <ul style="list-style-type: none"> - Conflicts: Please report any conflicts in tender documents immediately. 		
230	<p>EQUIVALENT PRODUCTS</p> <ul style="list-style-type: none"> - Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included. 		

		FIXED RATE £	TIME RELATED £
A31	<u>PROVISION, CONTENT AND USE OF DOCUMENTS</u> <u>(Continued)</u>		
240	<p>SUBSTITUTION OF STANDARDS</p> <ul style="list-style-type: none"> - Specification to British Standard or European Standard: 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 recognised in the UK. - Before ordering: Submit notification of all such substitutions. - Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English. 		
250	<p>CURRENCY OF DOCUMENTS AND INFORMATION</p> <ul style="list-style-type: none"> - Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender. 		
260	<p>SIZES</p> <ul style="list-style-type: none"> - General dimensions: Products are specified by their co-ordinating sizes. - Timber: Cross section dimensions shown on drawings are: <ul style="list-style-type: none"> - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections. - Finished sizes for non-structural softwood or hardwood sawn and further processed sections. <p>DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER</p>		
410	<p>ADDITIONAL COPIES OF THE DRAWINGS/ DOCUMENTS</p> <ul style="list-style-type: none"> - Additional copies: Issued on request and charged to the Contractor. 		
440	<p>DIMENSIONS</p> <ul style="list-style-type: none"> - Scaled dimensions: Do not rely on. 		
450	<p>MEASURED QUANTITIES</p> <ul style="list-style-type: none"> - Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed. - Precedence: The specification and drawings shall override the measured quantities. 		
460	<p>THE SPECIFICATION</p> <ul style="list-style-type: none"> - Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions. 		
470	<p>DIVERGENCE FROM THE STATUTORY REQUIREMENTS</p> <ul style="list-style-type: none"> - Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities. - Action: Inform immediately. 		

		FIXED RATE £	TIME RELATED £
A31	<p><u>PROVISION, CONTENT AND USE OF DOCUMENTS</u> <u>(Continued)</u></p> <p>DOCUMENTS PROVIDED BY CONTRACTOR/ SUB-CONTRACTORS/ SUPPLIERS</p>		
510	<p>CHANGES/ AMENDMENTS TO EMPLOYER'S REQUIREMENTS</p> <ul style="list-style-type: none"> - Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information. - Employer's amendments to Employer's Requirements: If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after the variation has been carried out, may not be allowed. - Submit: one copy with the Tender. 		
600	<p>CONTRACTOR'S DESIGN INFORMATION</p> <ul style="list-style-type: none"> - General: Complete the design and detailing of parts of the Works as specified. - Provide: <ul style="list-style-type: none"> - Production information based on the drawings, specification and other information. - Liaison to ensure coordination of the work with related building elements and services. - Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and re-inspection. - Information required: To be agreed <ul style="list-style-type: none"> - Format: To be agreed - Number of copies: To be agreed - Submit: Within one week of request. 		
610	<p>PRODUCTION INFORMATION</p> <ul style="list-style-type: none"> - Contractor/ Domestic subcontractor provide: To be agreed - Submit: <ul style="list-style-type: none"> - For comment and make any necessary amendments. - Sufficient copies of final version for distribution to all affected parties. 		
620	<p>AS BUILT DRAWINGS AND INFORMATION</p> <ul style="list-style-type: none"> - Contractor's designed work: Provide drawings/ information: <ul style="list-style-type: none"> - As detailed in Section A37. - Submit: At least two weeks before date for completion. 		
630	<p>TECHNICAL LITERATURE</p> <ul style="list-style-type: none"> - Information: Keep on site for reference by all supervisory personnel: <ul style="list-style-type: none"> - Manufacturers' current literature relating to all products to be used in the Works. - Relevant British Standards. 		

		FIXED RATE £	TIME RELATED £
A31	<u>PROVISION, CONTENT AND USE OF DOCUMENTS</u> <u>(Continued)</u>		
640	<p>MAINTENANCE INSTRUCTIONS AND GUARANTEES</p> <ul style="list-style-type: none"> - Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works. - Information location: In the Building Manual. - Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: 24 Hours, Seven days a week. 		
850	<p>ELECTRONIC DATA INTERCHANGE (EDI)</p> <ul style="list-style-type: none"> - Data: Types and classes of communication: Electronic communication is generally acceptable for the following items, but confirmation of receipt is required: <ul style="list-style-type: none"> - Contract notices & certificates - requests & awards - Payment certificates - Architect Instructions - Drawing issues <p>In addition, electronic communications should adhere to the following constraints:</p> <ul style="list-style-type: none"> - All written communication should be accessible via "Microsoft" Standard Office Suite software. - All drawn and scanned documentation should be able to be viewed via an Adobe Reader. e.g. converted to a Portable Document Format (pdf) - Drawings upon request should be made available in either in DWG format for PC use or a comparable format available for Apple Macintosh users. <ul style="list-style-type: none"> - Documentation sent via email should be limited to a maximum file size of 5mb in one issue. Larger documentation should in preference be forwarded via USB 		

		FIXED RATE £	TIME RELATED £
A32	<u>MANAGEMENT OF THE WORKS</u>		
	GENERALLY		
110	<p>SUPERVISION</p> <ul style="list-style-type: none"> - General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts. - Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work. 		
115	<p>CONSIDERATE CONSTRUCTORS SCHEME</p> <ul style="list-style-type: none"> - Registration: Before starting work, register the site and pay the appropriate fee: - Contact: <ul style="list-style-type: none"> - Address: Considerate Constructors Scheme Office, PO Box 75 Great Amwell Ware Hertfordshire SG12 0YX - Tel. 01920 - 485959. - Fax. 01920 - 485958. - Freephone 0800 7831423. - Web. www.ccscheme.org.uk - Standard: Comply with the Scheme's Code of Considerate Practice. <ul style="list-style-type: none"> - Minimum compliance level: COMPLIANCE 		
118	<p>VEHICLE SAFETY REQUIREMENTS</p> <ul style="list-style-type: none"> - Vehicle equipment: Ensure that all vehicles have the following: <ul style="list-style-type: none"> - Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation. - Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside. - Properly adjusted class VI mirror/s or Fresnel lens to eliminate the nearside blind spot. - Side under run guards. - Driver training: <ul style="list-style-type: none"> - Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence. - Drivers must have a valid driving licence and be legally able to drive the vehicle. 		
120	<p>INSURANCE</p> <ul style="list-style-type: none"> - Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract. 		

		FIXED RATE £	TIME RELATED £
A32	<u>MANAGEMENT OF THE WORKS (Continued)</u>		
130	<p>INSURANCE CLAIMS</p> <ul style="list-style-type: none"> - Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers. - Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice. 		
140	<p>CLIMATIC CONDITIONS</p> <ul style="list-style-type: none"> - Information: Record accurately and retain: <ul style="list-style-type: none"> - Daily maximum and minimum air temperatures (including overnight). - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost. 		
150	<p>OWNERSHIP</p> <ul style="list-style-type: none"> - Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds. 		
	PROGRAMME/ PROGRESS		
210	<p>PROGRAMME</p> <ul style="list-style-type: none"> - Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of: <ul style="list-style-type: none"> - Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31). - Planning and mobilization by the Contractor. - Earliest and latest start and finish dates for each activity and identification of all critical activities. - Running in, adjustment, commissioning and testing of all engineering services and installations - Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54) - Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents. - Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme. - Submit: Within one week of request. 		

		FIXED RATE £	TIME RELATED £
A32	<u>MANAGEMENT OF THE WORKS (Continued)</u>		
230	<p>SUBMISSION OF PROGRAMME</p> <ul style="list-style-type: none"> - Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract. 		
240	<p>COMMENCEMENT OF WORK</p> <ul style="list-style-type: none"> - Notice: Before the proposed date for commencement of work on site give minimum notice of two weeks. 		
260	<p>SITE MEETINGS</p> <ul style="list-style-type: none"> - General: Site meetings will be held to review progress and other matters arising from administration of the Contract. - Frequency: monthly. - Location: on site. - Accommodation: Ensure availability at the time of such meetings. - Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required. - Chairperson (who will also take and distribute minutes): Person named in clause A10/140. 		
265	<p>CONTRACTOR'S PROGRESS REPORT</p> <ul style="list-style-type: none"> - General: Submit a progress report at least three working days before the site meeting. - Content: Notwithstanding the Contractor's obligations under the Contract the report must include: <ul style="list-style-type: none"> - A progress statement by reference to the master programme for the Works. - Details of any matters materially affecting the regular progress of the Works. - Subcontractors' and suppliers' progress reports. - Any requirements for further drawings or details or instructions. 		
270	<p>CONTRACTOR'S SITE MEETINGS</p> <ul style="list-style-type: none"> - General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress. 		
290	<p>NOTICE OF COMPLETION</p> <ul style="list-style-type: none"> - Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works. - Associated works: Ensure necessary access, services and facilities are complete. - Period of notice (minimum): Ten business days. 		

		FIXED RATE £	TIME RELATED £
A32	<u>MANAGEMENT OF THE WORKS (Continued)</u>		
310	<p>EXTENSIONS OF TIME</p> <ul style="list-style-type: none"> - Notice: When a notice of the cause of any delay or likely delay in the progress of the Works is given under the conditions of contract, written notice must also be given of all other causes which apply concurrently. - Details: As soon as possible submit: <ul style="list-style-type: none"> - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes. - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion. - All other relevant information required. 		
	CONTROL OF COST		
410	<p>CASH FLOW FORECAST</p> <ul style="list-style-type: none"> - Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period. Base on the programme for the Works. 		
420	<p>REMOVAL/ REPLACEMENT OF EXISTING WORK</p> <ul style="list-style-type: none"> - Extent and location: Agree before commencement. - Execution: Carry out in ways that minimize the extent of work. 		
430	<p>PROPOSED INSTRUCTIONS</p> <p>Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.</p> <ul style="list-style-type: none"> - Include: <ul style="list-style-type: none"> - A detailed breakdown of the cost, including any allowance for direct loss and expense. - Details of any additional resources required. - Details of any adjustments to be made to the programme for the Works. - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction. - Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements. 		
440	<p>MEASUREMENT</p> <ul style="list-style-type: none"> - Covered work: Give notice before covering work required to be measured. 		
460	<p>INTERIM VALUATIONS</p> <p>Applications: Include details of amounts requested under the Contract together with all necessary supporting information.</p> <ul style="list-style-type: none"> - Submission: At least seven days before established dates. 		

		FIXED RATE £	TIME RELATED £
A32	<u>MANAGEMENT OF THE WORKS (Continued)</u>		
470	<p>PRODUCTS NOT INCORPORATED INTO THE WORKS</p> <ul style="list-style-type: none"> - Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values. - Evidence: When requested, provide evidence of freedom of reservation of title. 		
475	<p>LISTED PRODUCTS STORED OFF SITE</p> <ul style="list-style-type: none"> - Evidence of Title: Submit reasonable proof that the property in items stored off site to be included in valuations is vested in the Contractor. - Include for products purchased from a supplier: <ul style="list-style-type: none"> - a copy of the contract of sale; - a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge. - Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor: <ul style="list-style-type: none"> - Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled. 		
480	<p>LABOUR AND EQUIPMENT RETURNS</p> <ul style="list-style-type: none"> - Records: Provide for verification at the beginning of each week in respect of each of the previous seven days. - Records must show: <ul style="list-style-type: none"> - The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors. - The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services 		

		FIXED RATE £	TIME RELATED £
A33	<p><u>QUALITY STANDARDS/ CONTROL</u></p> <p>STANDARDS OF PRODUCTS AND EXECUTIONS</p>		
110	<p>INCOMPLETE DOCUMENTATION</p> <ul style="list-style-type: none"> - General: Where and to the extent that products or work are not fully documented, they are to be: <ul style="list-style-type: none"> - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used. - Suitable for the purposes stated or reasonably to be inferred from the project documents. - Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract. 		
120	<p>WORKMANSHIP SKILLS</p> <ul style="list-style-type: none"> - Operatives: Appropriately skilled and experienced for the type and quality of work. - Registration: With Construction Skills Certification Scheme. - Evidence: Operatives must produce evidence of skills/ qualifications when requested. 		
130	<p>QUALITY OF PRODUCTS</p> <ul style="list-style-type: none"> - Generally: New (Proposals for recycled products may be considered). - Supply of each product: From the same source or manufacturer. - Whole quantity of each product required to complete the Works: Consistent in kind, size, quality and overall appearance. - Tolerances: Where critical, measure a sufficient quantity to determine compliance. - Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence. 		
135	<p>QUALITY OF EXECUTION</p> <ul style="list-style-type: none"> - Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment. - Colour batching: Do not use different colour batches where they can be seen together. - Dimensions: Check on-site dimensions. - Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance. - Location and fixing of products: Adjust joints open to view so they are even and regular. 		

		FIXED RATE £	TIME RELATED £
A33	<u>QUALITY STANDARDS/CONTROL (Continued)</u>		
140	<p>EVIDENCE OF COMPLIANCE</p> <ul style="list-style-type: none"> - Proprietary products: Retain on site evidence that the proprietary product specified has been supplied. - Performance specification: Submit evidence of compliance, including test reports indicating: <ul style="list-style-type: none"> - Properties tested. - Pass/ fail criteria. - Test methods and procedures. - Test results. - Identity of testing agency. - Test dates and times. - Identities of witnesses. - Analysis of results. 		
150	<p>INSPECTIONS</p> <ul style="list-style-type: none"> - Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to: <ul style="list-style-type: none"> - Date of inspection. - Part of the work inspected. - Respects or characteristics which are approved. - Extent and purpose of the approval. - Any associated conditions. 		
160	<p>RELATED WORK</p> <ul style="list-style-type: none"> - Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is: <ul style="list-style-type: none"> - Appropriately complete. - In accordance with the project documents. - To a suitable standard. - In a suitable condition to receive the new work. - Preparatory work: Ensure all necessary preparatory work has been carried out. 		
170	<p>MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS</p> <ul style="list-style-type: none"> - General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender. - Exceptions: Submit details of changes to recommendations or instructions. - Execution: Use ancillary products and accessories supplied or recommended by main product manufacturer. - Products: Comply with limitations, recommendations and requirements of relevant valid certificates. 		

		FIXED RATE £	TIME RELATED £
A33	<u>QUALITY STANDARDS/ CONTROL (Continued)</u>		
180	<p>WATER FOR THE WORKS</p> <ul style="list-style-type: none"> - Mains supply: Clean and uncontaminated. - Other: Do not use until: <ul style="list-style-type: none"> - Evidence of suitability is provided. - Tested to BS EN 1008 if instructed. 		
	SAMPLES/ APPROVALS		
210	<p>SAMPLES</p> <ul style="list-style-type: none"> - Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either: <ul style="list-style-type: none"> - To an express approval. - To match a sample expressly approved as a standard for the purpose. 		
220	<p>APPROVAL OF PRODUCTS</p> <ul style="list-style-type: none"> - Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme. - 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. - Complying sample: Retain in good, clean condition on site. Remove when no longer required. 		
230	<p>APPROVAL OF EXECUTION</p> <ul style="list-style-type: none"> - Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme. - 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. - Complying sample: Retain in good, clean condition on site. Remove when no longer required. 		
	ACCURACY/ SETTING OUT GENERALLY		
320	<p>SETTING OUT</p> <ul style="list-style-type: none"> - General: Submit details of methods and equipment to be used in setting out the Works. - Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding. - Inform: When complete and before commencing construction. 		

		FIXED RATE £	TIME RELATED £
A33	<u>QUALITY STANDARDS/ CONTROL (Continued)</u>		
330	<p>APPEARANCE AND FIT</p> <ul style="list-style-type: none"> - Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either: <ul style="list-style-type: none"> - Submit proposals; or - Arrange for inspection of appearance of relevant aspects of partially finished work. - General tolerances (maximum): To BS 5606, tables 1 and 2. 		
340	<p>CRITICAL DIMENSIONS</p> <ul style="list-style-type: none"> - Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated. 		
350	<p>LEVELS OF STRUCTURAL FLOORS</p> <ul style="list-style-type: none"> - Maximum tolerances for designed levels to be: <ul style="list-style-type: none"> - Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm. - Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm. - Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm. - Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm. - Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm. - Floors to receive unbonded or floating screeds/ beds: +/- 20 mm. 		
360	<p>RECORD DRAWINGS</p> <ul style="list-style-type: none"> - Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the Contract and hand over on completion. <p>SERVICES GENERALLY</p>		
410	<p>SERVICES REGULATIONS</p> <p>New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.</p>		
420	<p>WATER REGULATIONS/ BYELAWS NOTIFICATION</p> <ul style="list-style-type: none"> - Requirements: Notify Water Undertaker of any work carried out to (or which affects) new or existing services and submit any required plans, diagrams and details. - Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions. 		

		FIXED RATE £	TIME RELATED £
A33	<u>QUALITY STANDARDS/ CONTROL (Continued)</u>		
430	<p>WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE</p> <ul style="list-style-type: none"> - On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including: <ul style="list-style-type: none"> - The address of the premises. - A brief description of the new installation and/ or work carried out to an existing installation. - The Contractor's name and address. - A statement that the installation complies with the relevant Water Regulations or Byelaws. - The name and signature of the individual responsible for checking compliance. - The date on which the installation was checked. 		
432	<p>ELECTRICAL INSTALLATION</p> <ul style="list-style-type: none"> - The Electrical Contractor who has undertaken works within the existing Village Hall in the past can be approached to supply a quotation for the electrical sub-contract works. - Details to be provided on request. 		
435	<p>ELECTRICAL INSTALLATION CERTIFICATE</p> <ul style="list-style-type: none"> - Submit: When relevant electrical work is completed. - Original certificate: To be lodged in the Building Manual. 		
440	<p>GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE</p> <ul style="list-style-type: none"> - Before the completion date stated in the contract: Submit a certificate stating: <ul style="list-style-type: none"> - The address of the premises. - A brief description of the new installation and/ or work carried out to an existing installation. - Any special recommendations or instructions for the safe use and operation of appliances and flues. - The Contractor's name and address. - A statement that the installation complies with the appropriate safety, installation and use regulations. - The name, qualification and signature of the competent person responsible for checking compliance. - The date on which the installation was checked. - Certificate location: To be incorporated within the Health and Safety File and/or Building Manual, see section A37. 		
450	<p>MECHANICAL AND ELECTRICAL SERVICES</p> <ul style="list-style-type: none"> - Final tests and commissioning: Carry out so that services are in full working order at completion of the Works. - Building Regulations notice: Copy to be lodged in the Building Manual. 		

		FIXED RATE £	TIME RELATED £
A33	<u>QUALITY STANDARDS/ CONTROL (Continued)</u>		
	SUPERVISION/ INSPECTION/ DEFECTIVE WORK		
510	<p>SUPERVISION</p> <ul style="list-style-type: none"> - General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress. - 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. - Submittal date: when requested. - Replacement: Give maximum possible notice before changing person in charge or site agent. 		
520	<p>COORDINATION OF ENGINEERING SERVICES</p> <ul style="list-style-type: none"> - Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally. - Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned. 		
530	<p>OVERTIME WORKING</p> <ul style="list-style-type: none"> - Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done. <ul style="list-style-type: none"> - Minimum period of notice: 2 working days. - Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense. 		
540	<p>DEFECTS IN EXISTING WORK</p> <ul style="list-style-type: none"> - Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received. - Documented remedial work: Do not execute work which may: <ul style="list-style-type: none"> - Hinder access to defective products or work; or - Be rendered abortive by remedial work. 		
550	<p>ACCESS FOR INSPECTION</p> <ul style="list-style-type: none"> - Removal: Before removing scaffolding or other facilities for access, give notice of not less than one week. 		

		FIXED RATE £	TIME RELATED £
A33	<u>QUALITY STANDARDS/ CONTROL (Continued)</u>		
560	<p>TESTS AND INSPECTIONS</p> <ul style="list-style-type: none"> - Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented. - Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time. <p>Records: Submit a copy of test certificates and retain copies on site.</p>		
580	<p>CONTINUITY OF THERMAL INSULATION</p> <ul style="list-style-type: none"> - Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include: <ul style="list-style-type: none"> - The address of the premises. - The Contractor's name and address. - The name, qualification and signature of the competent person responsible for checking compliance. - The date on which the installation was checked. - Submit: Before completion of the Works. - Copy: To be lodged in the Building Manual. 		
590	<p>RESISTANCE TO PASSAGE OF SOUND</p> <ul style="list-style-type: none"> - Method: Pre completion testing. - Compliance: Submit results of testing. <ul style="list-style-type: none"> - Copies: Incorporate in the Building Manual. 		
595	<p>ENERGY PERFORMANCE CERTIFICATE</p> <ul style="list-style-type: none"> - Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested. <ul style="list-style-type: none"> - Building Type: Non dwelling - Method: SBEM - Format: <ul style="list-style-type: none"> - Certificate: To be incorporated in the Building Manual. - Report: Results. - Submit: Before the date for completion stated in the contract. 		
610	<p>PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS</p> <ul style="list-style-type: none"> - Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution. - Acceptability: Such proposals may be unacceptable and contrary instructions may be issued. 		

		FIXED RATE £	TIME RELATED £
A33	<u>QUALITY STANDARDS/ CONTROL (Continued)</u>		
620	<p>MEASURES TO ESTABLISH ACCEPTABILITY</p> <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - Will be at the expense of the Contractor. - Will not be considered as grounds for revision of the completion date. 		
630	<p>QUALITY CONTROL</p> <ul style="list-style-type: none"> - Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements. - Records: Maintain full records, keep copies on site for inspection, and submit copies on request. - Content of records: <ul style="list-style-type: none"> - Identification of the element, item, batch or lot including location in the Works. - Nature and dates of inspections, tests and approvals. - Nature and extent of nonconforming work found. - Details of corrective action. <p>WORK AT OR AFTER COMPLETION</p>		
710	<p>WORK BEFORE COMPLETION</p> <ul style="list-style-type: none"> - General: Make good all damage consequent upon the Works. <ul style="list-style-type: none"> - Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed. - Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials. - Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction. - COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers. - 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. - 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. 		

		FIXED RATE £	TIME RELATED £
A33	<u>QUALITY STANDARDS/ CONTROL (Continued)</u>		
720	<p>SECURITY AT COMPLETION</p> <ul style="list-style-type: none"> - General: Leave the Works secure with, where appropriate, all accesses closed and locked. - Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt. 		
730	<p>MAKING GOOD DEFECTS</p> <ul style="list-style-type: none"> - Remedial work: Arrange access with the Employer. - Rectification: Give reasonable notice for access to the various parts of the Works. - Completion: Notify when remedial works have been completed. 		

		FIXED RATE £	TIME RELATED £
A34	<u>SECURITY/ SAFETY/ PROTECTION</u>		
	SECURITY, HEALTH AND SAFETY		
110	<p>PRECONSTRUCTION INFORMATION</p> <ul style="list-style-type: none"> - Location: Appendix B and Integral with the project Preliminaries, including but not restricted to the following sections: <ul style="list-style-type: none"> - Description of project: Sections A10 and A11. - Client's consideration and management requirements: Sections A12, A13 and A36. - Environmental restrictions and on-site risks: Section A12, A35 and A34. - Significant design and construction hazards: Section A34. - The Health and Safety File: Section A37. 		
120	<p>EXECUTION HAZARDS</p> <ul style="list-style-type: none"> - Common hazards: Not listed. Control by good management and site practice. 		
130	<p>PRODUCT HAZARDS</p> <ul style="list-style-type: none"> - Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits. - Common hazards: Not listed. Control by good management and site practice. 		
140	<p>CONSTRUCTION PHASE HEALTH AND SAFETY PLAN</p> <ul style="list-style-type: none"> - Submission: Present to the Employer/ Client no later than two weeks before the Date of Possession. - Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by CDM Regulations. - Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information. 		
150	<p>SECURITY</p> <ul style="list-style-type: none"> - Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft. - Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property. 		
160	<p>STABILITY</p> <ul style="list-style-type: none"> - Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract. - Design loads: Obtain details, support as necessary and prevent overloading. 		

		FIXED RATE £	TIME RELATED £
A34	<u>SECURITY/ SAFETY/ PROTECTION (Continued)</u>		
170	<p>OCCUPIED PREMISES</p> <ul style="list-style-type: none"> - Extent: All other parts of Wivelsfield Village Hall will be occupied and/or used during the Contract. - Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users. - Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance. 		
200	<p>MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT</p> <ul style="list-style-type: none"> - Restrictions on use: <ul style="list-style-type: none"> - Use only within the site accommodation. 		
210	<p>SAFETY PROVISIONS FOR SITE VISITS</p> <ul style="list-style-type: none"> - Safety: Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site. - Protective clothing and/ or equipment: Provide and maintain on site for visitors to the site. 		
	PROTECT AGAINST THE FOLLOWING		
330	<p>NOISE AND VIBRATION</p> <ul style="list-style-type: none"> - Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works. - Noise levels from the Works: Maximum level: 85 dB(A) when measured from the boundary of the site. - Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles. - Restrictions: Do not use: <ul style="list-style-type: none"> - Percussion tools and other noisy appliances without consent. - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance. 		
340	<p>POLLUTION</p> <ul style="list-style-type: none"> - Prevention: Protect the site, the Works and the general environment including the atmosphere, lands, streams and waterways against pollution. - Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information. 		
350	<p>PESTICIDES</p> <ul style="list-style-type: none"> - Use: Not permitted 		

		FIXED RATE £	TIME RELATED £
A34	<u>SECURITY/ SAFETY/ PROTECTION (Continued)</u>		
360	<p>NUISANCE</p> <ul style="list-style-type: none"> - Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes. - Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads. 		
370	<p>ASBESTOS CONTAINING MATERIALS</p> <ul style="list-style-type: none"> - Duty: Report immediately any suspected materials discovered during execution of the Works. <ul style="list-style-type: none"> - Do not disturb. - Agree methods for safe removal or encapsulation. 		
371	<p>DANGEROUS OR HAZARDOUS SUBSTANCES</p> <ul style="list-style-type: none"> - Duty: Report immediately suspected materials discovered during execution of the Works. <ul style="list-style-type: none"> - Do not disturb. - Agree methods for safe removal or remediation. 		
380	<p>FIRE PREVENTION</p> <ul style="list-style-type: none"> - Duty: Prevent personal injury or death, and damage to the Works or other property from fire. - Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code'). 		
390	<p>SMOKING ON SITE</p> <ul style="list-style-type: none"> - Smoking on site: Not permitted. 		
400	<p>BURNING ON SITE</p> <ul style="list-style-type: none"> - Burning on site: Not permitted. 		
410	<p>MOISTURE</p> <ul style="list-style-type: none"> - Wetness or dampness: Prevent, where this may cause damage to the Works. - Drying out: Control humidity and the application of heat to prevent: <ul style="list-style-type: none"> - Blistering and failure of adhesion. - Damage due to trapped moisture. - Excessive movement. 		
420	<p>INFECTED TIMBER/ CONTAMINATED MATERIALS</p> <ul style="list-style-type: none"> - Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building. - Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro-organisms are within acceptable levels. 		

		FIXED RATE £	TIME RELATED £
A34	<u>SECURITY/ SAFETY/ PROTECTION (Continued)</u>		
430	<p>WASTE</p> <ul style="list-style-type: none"> - Includes: Rubbish, debris, spoil, surplus material, containers and packaging. - General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy. - Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner: <ul style="list-style-type: none"> - Non-hazardous material: In a manner approved by the Waste Regulation Authority. - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations. - Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority. - Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in. - Waste transfer documentation: Retain on site. 		
440	<p>ELECTROMAGNETIC INTERFERENCE</p> <ul style="list-style-type: none"> - Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site. 		
450	<p>LASER EQUIPMENT</p> <ul style="list-style-type: none"> - Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions. - 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. - Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use. 		
460	<p>POWER ACTUATED FIXING SYSTEMS</p> <ul style="list-style-type: none"> - Use: Not permitted. 		
470	<p>INVASIVE SPECIES</p> <ul style="list-style-type: none"> - General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically. - Special precautions: none. - Duty: Report immediately any suspected species discovered during execution of the Works. <ul style="list-style-type: none"> - Do not disturb. - Agree methods for safe eradication or removal. 		

		FIXED RATE £	TIME RELATED £
A34	<p><u>SECURITY/ SAFETY/ PROTECTION (Continued)</u></p> <p>PROTECT THE FOLLOWING</p>		
510	<p>EXISTING SERVICES</p> <ul style="list-style-type: none"> - Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations. - Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners. - Work adjacent to services: <ul style="list-style-type: none"> - Comply with service authority's/ 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. - Identifying services: <ul style="list-style-type: none"> - Below ground: Use signboards, giving type and depth; - Overhead: Use headroom markers. - Damage to services: If any results from execution of the Works: <ul style="list-style-type: none"> - Immediately give notice and notify appropriate service authority/ statutory undertaker. - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate. - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability. - Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertaker's recommendations. 		
520	<p>ROADS AND FOOTPATHS</p> <ul style="list-style-type: none"> - Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. - Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner. 		
530	<p>EXISTING TOPSOIL/ SUBSOIL</p> <ul style="list-style-type: none"> - 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. - Protection: Before starting work submit proposals for protective measures. 		

		FIXED RATE £	TIME RELATED £
A34	<u>SECURITY/ SAFETY/ PROTECTION (Continued)</u>		
540	<p>RETAINED TREES/ SHRUBS/ GRASSED AREAS</p> <ul style="list-style-type: none"> - Protection: Preserve and prevent damage, except those not required. - 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. 		
550	<p>RETAINED TREES</p> <ul style="list-style-type: none"> - Protected area: Unless agreed otherwise do not: <ul style="list-style-type: none"> - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk. - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice. - Change level of ground within an area 3 m beyond branch spread. 		
560	<p>EXISTING FEATURES</p> <ul style="list-style-type: none"> - 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. 		
570	<p>EXISTING WORK</p> <ul style="list-style-type: none"> - Protection: Prevent damage to existing work, structures or other property during the course of the work. - Removal: Minimum amount necessary. - Replacement work: To match existing. 		
580	<p>BUILDING INTERIORS</p> <ul style="list-style-type: none"> - Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work. 		
600	<p>EXISTING FURNITURE, FITTINGS AND EQUIPMENT</p> <ul style="list-style-type: none"> - Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstate in original positions. - Extent: Before work in each room, remove and safely store all furniture, fixtures and equipment. 		

		FIXED RATE £	TIME RELATED £
A34	<u>SECURITY/ SAFETY/ PROTECTION (Continued)</u>		
625	ADJOINING PROPERTY RESTRICTIONS <ul style="list-style-type: none"> - Precautions: <ul style="list-style-type: none"> - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. - Pay all charges. - Remove and make good on completion or when directed. - Damage: Bear cost of repairing damage arising from execution of the Works. 		
630	EXISTING STRUCTURES <ul style="list-style-type: none"> - Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary. - Supports: During execution of the Works: <ul style="list-style-type: none"> - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that 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. - Adjacent structures: Monitor and immediately report excessive movement. - Standard: Comply with BS 5975 and BS EN 12812. 		
640	MATERIALS FOR RECYCLING/ REUSE <ul style="list-style-type: none"> - Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants. - Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed. 		

		FIXED RATE £	TIME RELATED £
A35	<u>SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING</u>		
110	<p>SCOPE</p> <ul style="list-style-type: none"> - General: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings. 		
130	<p>METHOD/SEQUENCE OF WORK</p> <ul style="list-style-type: none"> - The contractor is expected to develop a construction phase plan for review and approval that will operate self-sufficiently and without impact on daily operation of the Village Hall. - The site compound must not block either the vehicle access to the car park or pedestrian access to the main entrance. Pedestrian access around the compound will be clearly marked. - The car park must remain open and is for public use only. There will be no contractor parking in the car park. 		
140	<p>SCAFFOLDING</p> <ul style="list-style-type: none"> - Scaffolding: Make available to subcontractors and others at all times. 		
170	<p>WORKING HOURS</p> <ul style="list-style-type: none"> - Working hours: <ul style="list-style-type: none"> - Monday to Friday: 0800 – 1800hrs - Saturday: 0800 – 1300hrs 		
180	<p>COMPLETION IN SECTIONS OR IN PARTS</p> <ul style="list-style-type: none"> - General: Where the Employer is to take possession of any section or part of the Works and such section or part will, after its possession, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place. - Remainder of the Works: During execution, ensure that completed sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access. 		

		FIXED RATE £	TIME RELATED £
A36	<u>FACILITIES/ TEMPORARY WORK/ SERVICES</u>		
	ACCOMMODATION		
110	SPOIL HEAPS, TEMPORARY WORKS AND SERVICES - Location: Give notice of intended siting. - Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.		
211	ROOM FOR MEETINGS - Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices. - Furniture and Equipment: Provide table and chairs for twelve people.		
212	ALTERNATIVE ROOMS FOR MEETING/SITE OFFICE - The Contractor can use the neighbouring pavilion as his site office including meeting room for the duration of the works. - If it to be used, take a photographic survey as a record of the conditions of the pavilion before occupation and provide a copy to the Contract Administrator. - Ensure that the building is left in the same state on completion, make good any damage.		
220	SITE ACCOMMODATION - Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site. - Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.		
260	SANITARY ACCOMMODATION - Requirement: Provide sanitary accommodation for the Employer, and other members of the consultant team, either separate or shared with the Contractor's supervisory staff. Maintain in clean condition and provide all consumables.		
261	SANITARY ACCOMMODATION - Requirement: Sanitary accommodation for members of the public for the duration of the works. The toilets off the Renshaw room can remain operational for anyone hiring the main all during the contract period.		
288	EXISTING HALL - The main hall is to remain open for the use of the public during the Works. - The Contractor should allow for all necessary protection to members of the public. - No extra costs resulting from the Contractor's failure to observe and comply with this requirement will be considered.		

		FIXED RATE £	TIME RELATED £
A36	<u>FACILITIES/ TEMPORARY WORK/ SERVICES (Continued)</u>		
292	<p>PARKING</p> <ul style="list-style-type: none"> - The Village Hall car park must remain open for public use only. - The Contractor will be responsible for the parking of its own, subcontractors' and employees' vehicles and the parking of such vehicles should not impede or restrict local traffic. - Parking which affects existing properties will not be permitted and entrance/exits shall not be obstructed or obscured at any time. - No extra costs resulting from the Contractor's failure to observe and comply with this requirement will be considered. 		
	TEMPORARY WORKS		
310	<p>ROADS</p> <ul style="list-style-type: none"> - Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520: - The Contractor shall provide all necessary temporary roads, tracks, paths, hardstandings, pavement crossings, crossovers and the like and clear away when no longer required. - The Contractor shall determine for himself if public roads are suitable for use by heavy vehicles or the unloading of heavy cranes and metalled surfaces, crossing etc as deemed necessary, including obtaining police permission where the obstruction of normal traffic arrangements and carrying out temporary diversions. - The Contractor shall obtain permission from the Local Authority for the location and type of such temporary roads and crossovers, etc. - The Contractor shall make good any damage to roads and footpaths whether public or private caused by or attributable in any way to the cartage of plant and materials by either the Contractor or any Sub Contractor and indemnify the Employer against loss or damage of claims for damage to roads, paths, etc by reason of unusual traffic or other causes. The Contractor must agree with the employer a written and photographic schedule of condition of adjoining public roads and footpaths before commencing work on this contract. - Take all necessary steps to ensure that the wheels of all vehicles leaving the site are clean and that such vehicles are properly loaded so as to prevent spillage of contents and be responsible at all times for keeping roads, streets and footpaths immediately adjacent to the site free from mud, dirt, rubbish, etc, arising out of or in the course of or by reason of the execution of the works and be responsible for observing any Bye-Law or Regulations imposed by a competent authority regarding the keeping of such roads, streets and footpaths free from mud etc. 		

		FIXED RATE £	TIME RELATED £
A36	<u>FACILITIES/ TEMPORARY WORK/ SERVICES (Continued)</u>		
320	<p>TEMPORARY WORKS</p> <ul style="list-style-type: none"> - Employer's Specific Requirements: Provide: <ul style="list-style-type: none"> Temporary works as specified on the drawings within the contract documents - Throughout the contract allow for keeping area around the compound clean, tidy and free of accumulated rubbish and debris. - All lighting is to be set up so that it does not provide a nuisance to Village Hall Users, in either its direction, intensity or time frequency. 		
	SERVICES AND FACILITIES		
340	<p>NAME BOARDS/ ADVERTISEMENTS</p> <ul style="list-style-type: none"> - General: Obtain approval, including statutory consents, and provide a temporary name board displaying: <ul style="list-style-type: none"> - Title of project: Wivelsfield Village Hall Extension - Name of Employer: A10/120 - Name of Consultants: A10/140-202 - Names of Contractor and Subcontractors: A10/130 		
410	<p>LIGHTING</p> <ul style="list-style-type: none"> - Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation. 		
420	<p>LIGHTING AND POWER</p> <ul style="list-style-type: none"> - Supply: The Contractor should make their own arrangements for power during the works, including investigation, possible utilisation and metering of the supply to the existing building. - Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply. 		
430	<p>WATER</p> <ul style="list-style-type: none"> - Supply: The Contractor should make their own arrangements for water during the works, including investigation, possible utilisation and metering of the supply to the existing building. - Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply. 		
440	<p>MOBILE TELEPHONES</p> <ul style="list-style-type: none"> - Direct communication: As soon as practicable after the start on site: <ul style="list-style-type: none"> - provide the Contractor's person in charge with a mobile telephone. - pay all charges reasonably incurred. 		

		FIXED RATE £	TIME RELATED £
A36	<u>FACILITIES/ TEMPORARY WORK/ SERVICES (Continued)</u>		
470	<p>E-MAIL AND INTERNET FACILITY</p> <ul style="list-style-type: none"> - General: As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated telephone line, for the use of the Contractor, Subcontractors and those acting on behalf of the Employer. - Use on behalf of Employer: Allow for the cost of a reasonable number of transmissions made by those acting on behalf of the project team. 		
520	<p>USE OF PERMANENT HEATING SYSTEM</p> <ul style="list-style-type: none"> - Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels. - Installation: If used: <ul style="list-style-type: none"> - Take responsibility for operation, maintenance and remedial work. - Arrange supervision by and indemnification of the appropriate Subcontractors. - Pay costs arising. 		
530	<p>BENEFICIAL USE OF INSTALLED SYSTEMS</p> <ul style="list-style-type: none"> - Permanent systems: Unless specific permission is given by the Employer and installer, do not use for any purpose other than running in, testing and commissioning. - Other uses: If permission is given for any other use of a system before the Works are accepted as complete, it must be subject to a separate written agreement between the parties and in accordance with the recommended procedures given in NJCC Guidance Note 10. 		
540	<p>METER READINGS</p> <ul style="list-style-type: none"> - Charges for service supplies: Where to be apportioned ensure that: <ul style="list-style-type: none"> - Meter readings are taken by relevant authority at possession and/ or completion as appropriate. - Copies of readings are supplied to interested parties. 		
550	<p>THERMOMETERS</p> <ul style="list-style-type: none"> - General: Provide on-site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location. 		

		FIXED RATE £	TIME RELATED £
A36	<u>FACILITIES/ TEMPORARY WORK/ SERVICES (Continued)</u>		
570	PERSONAL PROTECTIVE EQUIPMENT		
	- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:		
	- Safety helmets to BS EN 397, neither damaged nor time expired.		
	- High visibility waistcoats to BS EN ISO 20471 Class 2.		
	- Safety boots with steel insole and toecap to BS EN ISO 20345.		
	- Disposable respirators to BS EN 149.FFP1S.		
	- Eye protection to BS EN 166.		
	- Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2.		
	- Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.		

		FIXED RATE £	TIME RELATED £
A37	<p><u>OPERATION/ MAINTENANCE OF THE FINISHED WORKS</u></p> <p>GENERALLY</p>		
110	<p>THE BUILDING MANUAL</p> <ul style="list-style-type: none"> - Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance. - Scope: <ul style="list-style-type: none"> - Part 1: General: Content as clause 120. - Part 2: Fabric: Content as clause 130. - Part 3: Services: Content as clause 140. - Part 4: The Health and Safety File: Content as clause 150. - Part 5: Building User Guide: Content as clause 151. - Responsibility: The Building Manual is to be produced by the Contractor and must be complete no later than the date for Practical Completion stated in the contract. - Compilation: <ul style="list-style-type: none"> - Prepare all information for Contractor designed or performance specified work including as-built drawings. - Obtain or prepare all other information to be included in the Manual. - Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized. - Final copies of the Manual: <ul style="list-style-type: none"> - Number of copies: One Paper copy and one Electronic copy. - Format: Paper copy to be A4 size contained within lever arch files. Electronic copy to be in PDF format burnt onto a CD-Rom. - Latest date for submission: The date for Practical Completion stated in the contract. - As-built drawings and schedules: <ul style="list-style-type: none"> - Number of copies: One Paper copy and one Electronic copy. - Format: Paper copy to be A1 size contained within lever arch files. Electronic copy to be in PDF format stored on USB memory stick. 		
115	<p>THE HEALTH AND SAFETY FILE</p> <ul style="list-style-type: none"> - Responsibility: The Contractor - Format: One Paper copy and one Electronic copy. - Delivery to: Principal Designer. By (date): 2 weeks before the date of Practical Completion stated in the Contract. 		

		FIXED RATE £	TIME RELATED £
A37	<u>OPERATION/ MAINTENANCE OF THE FINISHED WORKS</u>		
	<u>(Continued)</u>		
120	<p>CONTENT OF THE BUILDING MANUAL PART 1: GENERAL</p> <ul style="list-style-type: none"> - Content: Obtain and provide the following, including all relevant details not included in other parts of the manual: - Index: list the constituent parts of the manual, together with their location in the document. - The Works: <ul style="list-style-type: none"> - Description of the buildings and facilities. - Ownership and tenancy, where relevant. - Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations. - The Contract: <ul style="list-style-type: none"> - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers. - Overall design criteria. - Environmental performance requirements. - Relevant authorities, consents and approvals. - Third party certification, such as those made by 'competent' persons in accordance with the Building Regulations. - Operational requirements and constraints of a general nature: <ul style="list-style-type: none"> - Maintenance contracts and contractors. - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc. - Emergency procedures and contact details in case of emergency. - Other specific requirements: To be agreed. - Description and location of other key documents. - Timescale for completion: Allow sufficient time for all documents to be prepared to conform to the programme for the rest of the Building Manual. 		

		FIXED RATE £	TIME RELATED £		
A37	<u>OPERATION/ MAINTENANCE OF THE FINISHED WORKS</u>				
	<u>(Continued)</u>				
130	<p>CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC</p> <ul style="list-style-type: none"> - Content: Obtain and provide the following, including all relevant details not included in other parts of the manual: - Detailed design criteria, including: <ul style="list-style-type: none"> - Floor and roof loadings. - Durability of individual components and elements. - Loading restrictions. - Insulation values. - Fire ratings. - Other relevant performance requirements. - Construction of the building: <ul style="list-style-type: none"> - A detailed description of methods and materials used. - As-built drawings recording the construction, together with an index. - Information and guidance concerning repair, renovation or demolition/ deconstruction. - Periodic building maintenance guide chart. - Inspection reports. - Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components. - Fixtures, fittings and components schedule and index. - Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors. - Test certificates and reports required in the specification or in accordance with legislation, including: <ul style="list-style-type: none"> - Air permeability. - Resistance to passage of sound. - Continuity of insulation. - Electricity and Gas safety. - Other specific requirements: To be agreed. - Timescale for completion: Allow sufficient time for all documents to be prepared to conform to the programme for the rest of the Building Manual. 				
140	<p>CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES</p> <ul style="list-style-type: none"> - Content: Obtain and provide the following, including all relevant details not included in other parts of the manual: - Detailed design criteria and description of the systems, including: <ul style="list-style-type: none"> - Services capacity, loadings and restrictions. - Services instructions. - Services log sheets. - Manufacturers' instruction manuals and leaflets index. - Fixtures, fittings and component schedule index. - Detailed description of methods and materials used. - As-built drawings for each system recording the construction, together with an index, including: <ul style="list-style-type: none"> - Diagrammatic drawings indicating principal items of plant, equipment and fittings. 				

		FIXED RATE £	TIME RELATED £
A37	<u>OPERATION/ MAINTENANCE OF THE FINISHED WORKS</u>		
	<u>(Continued)</u>		
140	Continued <ul style="list-style-type: none"> - Record drawings showing overall installation. - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings. - Identification of services – a legend for colour coded services. - Product details, including for each item of plant and equipment: <ul style="list-style-type: none"> - Name, address and contact details of the manufacturer. - Catalogue number or reference. - Manufacturer's technical literature, including detailed operating and maintenance instructions. - Information and guidance concerning dismantling, repair, renovation or decommissioning. - Operation: A description of the operation of each system, including: <ul style="list-style-type: none"> - Starting up, operation and shutting down. - Control sequences. - Procedures for seasonal changeover. - Procedures for diagnostics, troubleshooting and fault-finding. - Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors. - Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including: <ul style="list-style-type: none"> - Electrical circuit tests. - Corrosion tests. - Type tests. - Work tests. - Start and commissioning tests. - Equipment settings: Schedules of fixed and variable equipment settings established during commissioning. - Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems. - Lubrication: Schedules of all lubricated items. - Consumables: A list of all consumable items and their source. - Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required. - Emergency procedures for all systems, significant items of plant and equipment. - Annual maintenance summary chart. - Other specific requirements: To be agreed. - Timescale for completion: Allow sufficient time for all documents to be prepared to conform to the programme for the rest of the Building Manual. 		

		FIXED RATE £	TIME RELATED £
A37	<u>OPERATION/ MAINTENANCE OF THE FINISHED WORKS</u> <u>(Continued)</u>		
150	<p>CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE</p> <ul style="list-style-type: none"> - Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including: <ul style="list-style-type: none"> - residual hazards and how they have been dealt with. - hazardous materials used. - information regarding the removal or dismantling of installed plant and equipment. - health and safety information about equipment provided for cleaning or maintaining the structure. - the nature, location and markings of significant services. - information and as-built drawings of the structure, its plant and equipment. - Timescale for completion: Allow sufficient time for all documents to be prepared to conform to the programme for the rest of the Building Manual. - Submit to: Principal Designer 		
151	<p>CONTENT OF THE BUILDING MANUAL PART 5: THE BUILDING USER GUIDE</p> <ul style="list-style-type: none"> - Content: Obtain and provide the following: <ul style="list-style-type: none"> - Building services information. - Emergency information. - Energy & environmental strategy. - Water use. - Transport facilities. - Materials & waste policy. - Re-fit/ re-arrangement considerations. - Reporting provision. - Training. - Links & references. - Other specific requirements: To be agreed. - Timescale for completion: Allow sufficient time for all documents to be prepared to conform to the programme for the rest of the Building Manual. 		
160	<p>PRESENTATION OF BUILDING MANUAL</p> <ul style="list-style-type: none"> - Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled. - Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings. - As-built drawings: The main sets may form annexes to the Manual. 		

		FIXED RATE £	TIME RELATED £
A37	<u>OPERATION/ MAINTENANCE OF THE FINISHED WORKS</u> <u>(Continued)</u>		
210	<p>INFORMATION FOR COMMISSIONING OF SERVICES</p> <ul style="list-style-type: none"> - General: Submit relevant drawings and preliminary performance data to enable the building user's staff to familiarise themselves with the installation. - Time of submission: At commencement of commissioning. 		
220	<p>TRAINING</p> <ul style="list-style-type: none"> - Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual. - Time allowance: Include a minimum of one working days. 		
250	<p>TOOLS</p> <ul style="list-style-type: none"> - General: Provide tools and portable indicating instruments for the operation and maintenance of all services, plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing. - Quantity: Two complete sets. - Time of submission: At completion. 		

**WIVELSFIELD VILLAGE HALL
PRELIMINARIES**



			FIXED RATE £	TIME RELATED £
A40	<u>CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF</u>			
110	MANAGEMENT AND STAFF Cost significant items			
		Fixed Cost:		
		Time Related:		

		FIXED RATE £	TIME RELATED £
A41	<u>CONTRACTOR'S GENERAL COST ITEMS:</u> <u>SITE ACCOMMODATION</u>		
110	SITE ACCOMMODATION - Details: Site accommodation required or made/ not made available by the Employer: See section A36. - Cost significant items: <div style="text-align: right; margin-right: 50px;"> Fixed Cost: Time Related: </div>		

**WIVELSFIELD VILLAGE HALL
PRELIMINARIES**



			FIXED RATE £	TIME RELATED £
A42	<u>CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES</u>			
110	POWER Cost significant items:	Fixed Cost: Time Related:		
120	LIGHTING Cost significant items:	Fixed Cost: Time Related:		
130	FUELS Cost significant items:	Fixed Cost: Time Related:		
140	WATER Cost significant items:	Fixed Cost: Time Related:		
150	TELEPHONE AND ADMINISTRATION Cost significant items:	Fixed Cost: Time Related:		
160	SAFETY, HEALTH AND WELFARE Cost significant items:	Fixed Cost: Time Related:		
170	STORAGE OF MATERIALS Cost significant items:	Fixed Cost: Time Related:		
180	RUBBISH DISPOSAL See clause A34/150 Cost significant items:	Fixed Cost: Time Related:		
190	CLEANING See clause A33/710 Cost significant items:	Fixed Cost: Time Related:		

		FIXED RATE £	TIME RELATED £
A42	<u>CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES (CONTD)</u>		
200	DRYING OUT See clause A34/410 Cost significant items:		
		Fixed Cost:	
		Time Related:	
210	PROTECTON OF WORK IN SECTIONS Cost significant items:		
		Fixed Cost:	
		Time Related:	
220	SECURITY See clause A34/150 Cost significant items:		
		Fixed Cost:	
		Time Related:	
230	MAINTAIN PUBLIC AND PRIVATE ROADS See clause A34/520. Cost significant items:		
		Fixed Cost:	
		Time Related:	
240	SMALL PLANT AND TOOLS Cost significant items:		
		Fixed Cost:	
		Time Related:	
250	OTHERS Cost significant items:		
		Fixed Cost:	
		Time Related:	
300	GENERAL ATTENDANCE ON NOMINATED SUBCONTRACTORS See section A51. Cost significant items:		
		Fixed Cost:	
		Time Related:	
310	ADDITIONAL SERVICES AND FACILITIES ITEMS Heading: Cost significant items:		
		Fixed Cost:	
		Time Related:	

			FIXED RATE £	TIME RELATED £
A43	<u>CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT</u>			
110	CRANES Cost significant items:	Fixed Cost: Time Related:		
120	HOISTS Cost significant items:	Fixed Cost: Time Related:		
130	PERSONNEL TRANSPORT Cost significant items:	Fixed Cost: Time Related:		
140	TRANSPORT Cost significant items:	Fixed Cost: Time Related:		
150	EARTHMOVING PLANT Cost significant items:	Fixed Cost: Time Related:		
160	CONCRETE PLANT Cost significant items:	Fixed Cost: Time Related:		
170	PILING PLANT Cost significant items:	Fixed Cost: Time Related:		
180	PAVING AND SURFACING PLANT Cost significant items:	Fixed Cost: Time Related:		
200	ADDITIONAL MECHANICAL PLANT Cost significant items:	Fixed Cost: Time Related:		

		FIXED RATE £	TIME RELATED £
A44	<u>CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS</u>		
100	TEMPORARY WORKS Details: Temporary works required or made/ not made available by the Employer: See section A36. Cost significant items:		
		Fixed Cost:	
		Time Related:	
110	TEMPORARY ROADS Cost significant items:		
		Fixed Cost:	
		Time Related:	
120	TEMPORARY WALKWAYS Cost significant items:		
		Fixed Cost:	
		Time Related:	
130	ACCESS SCAFFOLDING Cost significant items:		
		Fixed Cost:	
		Time Related:	
140	SUPPORT SCAFFOLDING AND PROPPING Cost significant items:		
		Fixed Cost:	
		Time Related:	
150	HOARDINGS, FANS, FENCING, ETC. Cost significant items:		
		Fixed Cost:	
		Time Related:	
160	HARDSTANDING Cost significant items:		
		Fixed Cost:	
		Time Related:	
170	TRAFFIC REGULATIONS Cost significant items:		
		Fixed Cost:	
		Time Related:	
200	ADDITIONAL TEMPORARY WORKS Cost significant items:		
		Fixed Cost:	
		Time Related:	

**WIVELSFIELD VILLAGE HALL
PRELIMINARIES**

		FIXED RATE £	TIME RELATED £
A54	<u>PROVISIONAL WORK/ ITEMS</u>		
310	<p>WORK WHERE COMPLIANCE WITH SMM7/ NRM2 IS NOT REQUIRED</p> <ul style="list-style-type: none"> - Item: Asbestos Survey. - Description of work: Allowance for Asbestos Survey to be carried out to Phase 1 areas. - Provisional Sums: Include £1,500.00 - Allow for general attendance. 	1,500.00	
320	<p>WORK WHERE COMPLIANCE WITH SMM7/ NRM2 IS NOT REQUIRED</p> <ul style="list-style-type: none"> - Item: Main Hall Ceiling. - Description of work: Plasterboard ceiling to the main hall including access provision - Provisional Sums: Include £30,000.00 - Allow for general attendance. 	30,000.00	
590	<p>Contingencies</p> <ul style="list-style-type: none"> - Provisional Sum: Include £7,500.00 	7,500.00	

FIXED RATE £	TIME RELATED £
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**WIVELSFIELD VILLAGE HALL
PRELIMINARIES**



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CARRIED TO MAIN SUMMARY			

SECTION 3

Form of Tender

FORM OF TENDER

TO: Wivelsfield Parish Council and Wivelsfield Village Hall & Recreation Ground
Committee

Dear Sirs,

Wivelsfield Village Hall

Having inspected the site of the proposed works and examined the Tender Document, Specifications, Drawings and Conditions of Contract for the above project, I/We hereby offer to execute and complete the works specified

For the sum of:

.....£ _____

(excluding VAT) on the basis of a Fixed Price Contract

I/We further offer to undertake to complete the whole of the works within calendar weeks from the date of possession.

I/We agree that should obvious pricing errors in arithmetic be discovered before acceptance of this offer in the priced documents submitted by us these errors will be adjusted in accordance with Alternative 2 of the NBS Guide to Tendering for Construction Projects (confirm tender or amend).

I/We certify that this is a bona fide tender, and that I/we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I/We also certify that I/We have not done and I/We undertake that I/We will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- a. communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence of the approximated amount of the tender was necessary to obtain Insurance premium quotations required for the preparation of the tender;
- b. entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- c. offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

The word "person" includes any persons and any body or association corporate or unincorporate; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

I/We agree that the employer does not bind himself to accept the lowest or any tender, or to be liable for any expense incurred in the preparation thereof.

I/We agree that this offer shall remain open for acceptance for a period of 90 days.

SignedDated

In the capacity of

Duly authorised to sign tenders on behalf of

.....

Address

.....

SECTION 4

Pricing Document and Main Summary

**WIVELSFIELD VILLAGE HALL
PRICING DOCUMENT**

Item	Phase 1 Works to New Front Entrance and External Works	Phase 1a Works to Kitchen	Phase 2 Works to Parish Council Office	Phase 2a Works to Renshaw Room and Stores	TOTAL
<p><u>To Carry out Works as detailed in the Crowther Associates Schedule of Works</u></p> <p>Demolitions Works</p> <p>Strip Out</p> <p>New Structure</p> <p>New Walls</p> <p style="padding-left: 20px;">New External Cavity Walls</p> <p style="padding-left: 20px;">New Timber Clad Walls</p> <p style="padding-left: 20px;">Additional External Wall Requirements</p> <p style="padding-left: 20px;">New Internal Block Walls</p> <p style="padding-left: 20px;">New Internal Plasterboard Partition Walls</p> <p>New Floor</p> <p style="padding-left: 20px;">New Ground Floor Construction</p> <p style="padding-left: 20px;">Joints between existing and new floor</p> <p style="padding-left: 20px;">Existing Floor Finishes</p> <p>Roof</p> <p style="padding-left: 20px;">New Plain Clay Tiled Pitched roof</p> <p style="padding-left: 20px;">Additional roof requirements</p>					

**WIVELSFIELD VILLAGE HALL
PRICING DOCUMENT**

Item	Phase 1 Works to New Front Entrance and External Works	Phase 1a Works to Kitchen	Phase 2 Works to Parish Council Office	Phase 2a Works to Renshaw Room and Stores	TOTAL
Windows and External Doors					
New Rooflights					
Stairs					
Floor Finishes					
Ceilings					
Joinery and Internal Doors					
Decorations					
Phase 2+ Internal Decorations					
Phase 2+ External Decorations					
General Services					
Fire Signage and Alarms					
Waste Disposal					
Asbestos and Lead Risk					

**WIVELSFIELD VILLAGE HALL
PRICING DOCUMENT**

Item	Phase 1 Works to New Front Entrance and External Works	Phase 1a Works to Kitchen	Phase 2 Works to Parish Council Office	Phase 2a Works to Renshaw Room and Stores	TOTAL
<p><u>To Carry out Works as detailed in the Crofton Consulting Electrical Installations Schedule of Works</u></p> <p>Strip Out Works</p> <p>Electrical Distribution</p> <p>Internal Lighting Installation (Excl Luminaires)</p> <p>Internal Lighting Installation (Luminaires)</p> <p>Small Power Installation</p> <p>Supplies to Mechanical Plant</p> <p>Testing and Commissioning</p> <p>O&M's/Record Drawings</p> <p>Other Items</p> <p> Provisional Sum for Repairs to existing systems</p> <p> Provisional Sum for relocate existing CCTV cameras</p> <p> Provisional Sum for lighting and power installation to Phase 1a Store Room</p> <p> Provisional Sum for lighting and power installation to Phase 2 Parish Council Offices</p> <p> Provisional Sum for lighting and power installation to Phase 2a Renshaw Room and associated Stores</p>	<p>1,000.00</p> <p>750.00</p>	<p>2,000.00</p>	<p>25,000.00</p>	<p>3,000.00</p>	

**WIVELSFIELD VILLAGE HALL
PRICING DOCUMENT**

Item	Phase 1 Works to New Front Entrance and External Works	Phase 1a Works to Kitchen	Phase 2 Works to Parish Council Office	Phase 2a Works to Renshaw Room and Stores	TOTAL
<p><u>To Carry out Works as detailed in the Crofton Consulting Mechanical Installations Schedule of Works</u></p> <p>Strip Out Works</p> <p>Ventilation Installation</p> <p>Heating Installation</p> <p>Domestic Water Services</p> <p>Drainage Installation</p> <p>Builder's Work</p> <p>Testing and Commissioning</p> <p>O&M's/Record Drawings</p> <p>Other Items</p> <p> Provisional Sum for Repairs and alterations to existing</p> <p> Provisional sum for Ventilation and Heating installations to Phase 1a Store Room</p> <p> Provisional sum for Ventilation and Heating installations to Phase 2 Parish Council Offices</p> <p> Provisional sum for Hot and Cold Water Services installations to Phase 2 Parish Council Offices</p> <p> Provisional sum for Above Ground Drainage installations to Phase 2 Parish Council Offices</p>	<p>2,500.00</p>	<p>1,500.00</p>	<p>4,000.00</p> <p>3,000.00</p> <p>1,500.00</p>		

**WIVELSFIELD VILLAGE HALL
PRICING DOCUMENT**

Item	Phase 1 Works to New Front Entrance and External Works	Phase 1a Works to Kitchen	Phase 2 Works to Parish Council Office	Phase 2a Works to Renshaw Room and Stores	TOTAL
Provisional sum for Ventilation and Heating installations to Phase 2a Renshaw Room and associated Stores				3,000.00	
TOTAL	£	£	£	£	£

Outline Schedule of Work and Construction Notes

Project no: C1732

Client : Wivelsfield Village Hall

Address: Eastern Road, Haywards Heath, RH17 7QH

Works: New Extensions

Date: May 2019

Prepared by: Crowther Associates Architects

Tel: 01273 695535

Revision: Tender June 2020

CROWTHER ASSOCIATES ARCHITECTS LLP
PELHAM HOUSE - 25 PELHAM SQUARE - BRIGHTON - EAST SUSSEX - BN1 4ET - TEL 01273 695535
E-mail: enquiries@crowtherassociates.co.uk
Crowther Associates Architects is a Limited Liability Partnership registered in England & Wales
Registration No. OC338155. Registered office: 25 Pelham Square, Brighton BN1 4ET
www.crowtherassociates.co.uk

Wivelsfield Village Hall

Outline Specification and Construction notes

Item	£/m ² item
<p data-bbox="177 412 938 443">Items in blue are applicable to phase 2+ only, not phase 1 or 1A</p> <p data-bbox="177 472 667 504">Demolitions See drawing C1732(05)001</p> <ul data-bbox="228 506 1257 1350" style="list-style-type: none"> • Check asbestos and lead register; where present, take required precautions with registered qualified professional removal services. NOTE: Artex ceiling s are present. • Ground Penetrating Radar (GPR) Survey external ground around proposed works for services and advise. • All materials removed, of whatever type, are to be recycled where possible. • Strip out existing entrance hallway, Reading Room, hallway, and toilets; remove existing ceilings (retain and set aside any reusable materials and luminaires for reuse and/or recycling), floor coverings, and internal walls to extents as indicated and dimensioned on the demolition plan. • Retain and set aside existing hot air hand driers for reuse. • Remove windows and doors as indicated on the demolition plan, carefully disassembling doors, frames, and ironmongery • Set aside for reuse the existing kitchen window adjacent the bin store for reuse • Remove, retain, and set aside any reusable roof tiles to existing roof where shown, • Demolish external walls as indicated on the demolition plan, propping retained roof areas wherever necessary, referring to structural engineer as required, reuse or recycle remaining materials wherever possible. • Remove tarmac, concrete paths, brick paving, concrete cycle slots and any slabs (to be reused/recycled) and substrate, taking care to avoid damaging any underground services or the sub-structure / foundations to remaining walls or tree roots, where necessary to enable construction of the new extension and insertion of new or extended/altered underground services, drainage or cycle hoops. • All demolition materials removed from site are to be disposed of to a licensed tip and certification obtained. • Remove the ramp, balustrade and copings to the Renshaw Room and grub out any foundations or slab. (Applies to phase 2+ works only, not 1 or 1A) <p data-bbox="177 1379 292 1411">Strip out</p> <ul data-bbox="228 1413 1249 1928" style="list-style-type: none"> • Generally remove all fittings, notice boards or similar from all affected areas. Dispose of unless the employer confirms otherwise. • Remove redundant services and fittings, as directed and in accordance with MEP spec. Dispose of unless the employer confirms otherwise. • Remove and set aside for reconnection and reuse any CCTV cameras affected by the works. • Provide labour assistance to the employer in emptying the lofts as required, to temporary storage, and reverse the process to place items back again after works in the affected area are completed. • Remove cracked and broken ceramic tiles to step into the main hall at fire exit points and replace with new, non-slip type ceramic, 150 x 150mm in dark grey colour • Remove existing toilets, wash basins, cisterns and other fixtures and fittings from wc's in phase 1 / 1A area. • Remove existing toilets, wash basins, cisterns and other fixtures and fittings from wc's and kitchen (off the Renshaw Room) in phase 2+ area. 	

New Structure

- New foundation to structural engineer's details.
- New concrete slab and sub-base to structural engineer's details.
- New timber and steel roof structure to structural engineer's details.
- New columns, beams and lintels to structural engineer's details.

New Walls**New External Cavity Wall** (to achieve U-value 0.28W/m²K)

- Brick external leaf to match existing brick bond, type, and colour.
- Minimum 50mm Cavity.
- 50mm Kingspan Kooltherm K108 (AKA K8) Cavity Board applied to outside face of inside leaf (partial fill cavity).
- 100mm Celcon Paint Grade block inner leaf, strength to SE specification.
- Refer to C1732(30)001-008 for details.

New Timber-Clad Walls

- Black stained treated Western Red Cedar (*Thuja Plicata*) by Vincent Timber;
- Profile as Rebated Euro Channel 18f x 137f/120mm face on
- Treated timber vertical battens for ventilation on
- Tyvek breather membrane on
- 22mm marine ply on
- Treated timber sub frame resting on
- Brick external leaf to match existing brick bond, type, and colour.
- 50mm Kingspan Kooltherm K108 (AKA K8) Cavity Board applied to outside face of inside leaf (partial fill cavity).
- 100mm Celcon Paint Grade block inner leaf, strength to SE specification.
- Refer to C1732(30)001-008 for details.

Additional external wall requirements

- Ties to all cavity walls to be Ancon Double triangle stainless steel wall ties at 650mm horizontal centres and 450 max vertical centres. Ties around openings to be installed within 225mm of opening at 225mm vertical centres and 450mm horizontal centres. All ties to be fitted with insulation retaining clips.
- Use Ancon wall starter ties at junction with existing external walls; fill joint with compressible foam strip and seal external joint with external-grade mastic sealant, colour mid grey.
- External leaf to be facing brick below DPC course where exposed.
- All blockwork below DPC to inner and outer leaves to be dense Class A blocks.
- Internal blockwork leaf to include Marmox Thermoblock thermally insulating block where indicated on drawings C1732(30)001-008
- All cavities closed at openings with Thermabate cavity closers.
- Base of cavity to be filled with lean mix concrete fill, sloped to external face for drainage.
- Weep hole vents to be built in at max. 900mm centres as shown on detail drawings, including above lintols

New Internal blockwork walls

- 100mm Celcon Paint Grade 3.6kn block inner leaf or replacement / infill partition wall

New Internal plasterboard partition walls

- 74x44mm studs.
- 50mm Isowool sound insulation between studs; for locations see plan C1732-(20)005.
- 1x layers of 15mm wallboard each side, all fixings to be filled, all joints to be taped, filled/jointed, and decorated to Client colour choice.

New floor

New Ground Floor construction (U-value 0.22W/m²k)

- 10mm nominal zone for sheet vinyl finish and latex levelling compound, colour to match existing, on
- 70mm nominal quick-drying screed on
- 500-gauge VCL to screed manufacturers specification, on
- 70mm maximum insulation as 60mm Kingspan Kooltherm K103 or Thermafloor TF70
- 1200-gauge upper DPM on
- New concrete floor slab to SE details, with perimeter upstand insulation.
- 1200-gauge lower DPM on
- Sand Blinding and sub-base to SE details

Joints between existing and new floor (see Detail 34 on drawing C1732(31)003)

- Existing flooring cut back and scabbled back to FSL to allow feathering and levelling between new and existing finishes;
- Existing wall scabbled back below FSL and filled level with screed;
- Existing cavity filled with screed to ex. FSL, with 25mm Edge fillet;
- RIW Toughseal applied into joint and along exposed flat face of foundation
- RIW Toughseal applied along face of existing brick wall, into movement joint, and up, along, and into floor cutback by 1000mm minimum as indicated;
- Bottom layer DPM lapped up vertically into joint;
- Flexcell to slab edge as CE details and specification;
- RIW Toughseal applied into joint and min 500mm along new slab face
- Top layer DPM (Polythene 1200-gauge) to lap and seal with DPC at new and existing walls;
- Double-sided DPC adhesive tape to fix DPM to Toughseal as manuf. Specs; Top layer self-adhesive DPC to lap and seal min. 150mm;
- RIW Multijoint adhesive applied to joint sides as manuf. Specs to adhere Multijoint foam to both sides, but not base;
- Bond breaking tape applied to top of Flexcell;
- RIW Multijoint foam movement joint applied as manuf. Specs;
- Proprietary Movement Joint Sealant to be applied on top of Multijoint foam movement joint;
- Insulated screed edge former; Screed edge former to be cut back after setting to allow insertion of Compriband
- VCL below screed to lap into movement joint (Polythene, 500-gauge separating layer)

Existing floor finishes

- Ceramic tiled areas are to be removed and surface below scraped clean and free of bumps, with self-levelling latex screed laid over to provide a flat and level finish to the entire area ready to receive new vinyl or carpet tile floor coverings to suit.
- Existing carpet tiles, where removed, to be replaced with new carpet tiles where appropriate; heavy duty contract type fixed / adhered as per manufacturers instructions

Roof

New Plain Clay Tiled Pitched roof (0.16w/m²K):

- New Redland Regent or Russell Pennine Bold Roll roof tiles to match existing with matching tile slips and with matching mortar bedded ridge tiles, on
- 38x18mm treated timber battens on
- Kingspan Nilvent breathable sarking draped over
- Timber rafters to SE details, on
- Steel structure to SE details, all steel to be 30-min fire protected, by 15mm Fireline plasterboard with filled, taped and sealed joints. Intumescent mastic sealant to all exposed edges.
- 100mm Kingspan Kooltherm K107 between rafters @ 400 ctrs.
- 40mm+12.5mm Kingspan Kooltherm K118 insulated plasterboard with integral VCL below rafters or 40mm Kingspan Kooltherm K118 and 13mm Duplex Wall board (foil faced) where shown on sections.
- All boards taped and jointed.

Additional roof requirements

- All exposed rafter feet, fascias, and soffit boards to be treated SW, stained to match existing; Colour, Black to match existing.
- New guttering where shown on Roof Plan with downpipes connecting to existing rainwater drainage. Provide new roddable gullies and inspection chambers where required. Existing RWP to be cut back and joined with new RWP where required.
- Provide new high-performance felt-lined concealed gutter to joints between existing and new roof at kitchen extension, laid to falls, with lead flashing to return under/over tile roof as shown.
- Flue penetrations to be sealed with Code 4 Lead pipe flashing.
- SVP flues to terminate in bold roll vent tiles.
- Use Glidevale roof vents, rafter vents, abutment vents, and eaves vent trays as shown on details C1732(30) series drawings.
- Build in, including all flashings and soakers, both an extract and rooflight to the kitchen area, as shown on drawings.

Windows & External Doors (See drawings on C1732(31)001 and schedule C1732(31)010)

Colours and finishes match existing unless otherwise specified.

- New Windows/Glazing system as Kawneer AA540 system and AA720 outward opening, or Reynaer Masterline 8 Standard Functional, or Smart Systems Ltd Shopline and Alitherm 700 outward opening.
- All new openable windows to be supplied with child safety restraint latches to prevent trapping and restrictors to allow max. 100mm opening.
- Windows to be fitted with security features to match existing to meet relevant standards.
- New glazed entrance doors as sliding or hinged per Door Schedule C1732(31)010, with double-glazed side lights; Doorset Energy Rating DSER Band E, or u-value 1.8w/m²K. Double glazed unit to achieve a centre pane u-value of 1.2 w/ m²K. External powder coated finish as RAL 7016 Anthracite; finish to be matt. To match existing hall windows. Check and confirm prior to placing an order
- New fixed-pane windows as double-glazed stick-system shopfront windows (as indicated on elevation drawings). All glazing to be double glazed units incorporating low E glass to achieve a centre pane u-value of 1.2 w/ m²K. Trickle vents in frames to provide rooms with a minimum of 4000mm² background ventilation. External powder coated finish as RAL as RAL 7016 Anthracite; finish to be matt. To match existing hall windows. Check and confirm prior to placing an order

- All glazing in windows and doors to be Safety Glass where in doors or windows with glazing within 800mm above internal floor level. Marked SG on drawings.
- WG01 to have obscured glazing to outer pane, large Flemish pattern.
- Ditto obscure glazing to replacement windows to existing wc's (WG.18 and WG.19). See window schedule C1732(31) series.

New roof lights (See drawings and schedule on C1732(20)005 and C1732(31)001).

- Rooflight to be Velux Rooflight, Size code 304 M04 MK04, Safety Glazing (--70) (Standard) Pane, Centre pivot, Electric Control (Standard), White painted (Standard), Classic Installation, for Warm Roof, Clay Tile, EDW Flashing for tiles up to 120mm, U-value 1.3 w/m²K.
- External aluminium powder coated finish as RAL7016 Anthracite.
<https://www.velux.co.uk/products/roof-windows/centre-pivot>

Stairs

- New staircases to be softwood construction with soft wood treads
 - West Stair to receive a vinyl floor finish to match office floor with contrasting nosings.
 - East Stair to receive hard wearing grip paint finish with contrasting nosings.
- Stair to be fixed to as shown on drawing C1732 (24)001.
- West Stair to have 270mm going and 170.67mm risers with a pitch of 32.3° to meet Building Regulations Part K (max 42-deg).
- East Stair to have 250mm going and 170.67mm risers with a pitch of 34.24°
- Minimum Clear headroom over pitch of stair 1800mm at eaves and 1900mm at centre of stair to meet Building Regulations Part K (Diagram 1.4).
- Clear head room at top landing to be a minimum of 2000mm (Diagram 1.3).
- Handrails/balustrade to be a minimum of 900mm height for handrail and 1100mm for balustrade
- Underline new stairs with 12.5mm wall board to provide 30min Fire resistance.

Internal works

Finishes

- Carpet tile to be heavy duty contract-type; colour to be confirmed by client.
- Vinyl sheet flooring to be heavy duty contract-type; colour to be confirmed by client.

Ceilings

- All new Ceilings to be plasterboard taped and jointed, decorated as white matt emulsion.
- Contractor to allow for making good existing ceilings where affected by works, reusing materials reclaimed from demolitions/removals.
- NOTE: existing ceilings contain Artex

Joinery and internal doors

- All internal doors, frames, and ironmongery to be reused from existing as shown on C1732(31)010.
- All doors to be supplied with new finger-trap guards to full height of doors on both sides.
- Contractor to allow for new SW architraves to both sides where required, to be pre-primed softwood, all joints & knots filled ready for decoration, painted to match existing.

- New skirtings to be 100mm high round edge pre-primed softwood or MDF, all joints & knots filled ready for decoration.

Decorations

The contractor is to provide costs to paint all wall and ceiling surfaces and joinery in all new rooms and adjoining spaces affected by works for phase 1 / 1A.

Phase 2+ decorations are required in the following areas:

Internally:

- The Hall and stage (but not the timber portals)
- Renshaw Room.
- Corridors between hall and Renshaw Room
- Altered kitchen and toilet areas off the Renshaw Room
- New internal store off the Renshaw Room (but not inside the external store)
- Lobby and toilets between the Renshaw Room and Parish Office
- The Parish Office and first floor accommodation

Externally:

- Store rooms off the Renshaw Room
- New Parish Office and toilets extension

All Colours to client choice.

Decoration required is:

- Internal walls, room face of external walls or ceilings: clean existing and remove all grease or other marks prior to repainting in one mist coat and two full topcoats of vinyl matt emulsion
- Internal walls, room surface of external walls or ceilings to toilets and kitchen. As above but using emulsion paint specifically for use in bathrooms or kitchens' wipe down type.
- New internal walls or ceilings: as above but clean off generally prior to decoration.
- Existing internal woodwork: sand down with fine sandpaper, remove all grease or other marks and redecorate with one undercoat and one gloss topcoats.
- New internal woodwork: sand down as above, decorate with one coat primer, one undercoat and one gloss topcoat.
- External timber: wall cladding, rafter ends, soffits etc: clean, sand down and apply two coats Sadolin or similar approved exterior wood stain in a colour to match existing. NOTE: include all rafter ends, soffits etc to the existing building, even if unaffected by the phase 1 or 1A works, to be carried out in phase 1.

Services:

General services

- Metering and incoming services to be confirmed by Contractor.
- The contractor is to supply and install all system and controls to MEP engineer's specification.

Fire signage and alarm

- Signage to be British Standard type, guidance and fire exit; see fire strategy drawing.
- Where existing signage may be retained it is permissible to do so, (if not damaged or defaced).
- Signage for phase 2+ is to be taken as being part of those phases: phase 1 / 1A signage only is to be priced for in the 1 / 1A
- Fire alarm: specialist design via contractor; see MEP consultants documentation.

<p>External works (see site plan C1732(20)001)</p> <ul style="list-style-type: none"> Existing tarmac and pavement adjoining new additions to be regraded and made good, as per Demolitions section; see Site Plan. Existing paving to north and east to be demolished as per Demolitions section; see Site Plan C1732(20)001 for profiles and proposed levels, noting the need to regrade and drain tarmac away from new entrance Install ACO drainage channels, including replacement across car park previously removed and concreted over. See civil engineers drawings. Existing earth bank and levels to be remodelled as shown on Site Plan New paving as Marshalls Regent Riven Paving as 300x300 module; see manufacturers installation details for Regent paving. New path to north side of the building is to be as noted above, with edging as noted below. Profile the path to provide a level access to the fire exit to the hall, with ramped slopes away from a level area min 1500 x 1500mm Paths to the west side of the building are to be linked into existing should phase 1 / 1A only go ahead. Completion of the paths on this (west) side will be in phase 2+ New planting with 50mm pencil kerb edging as Marshalls Standard Grey Edging with Bullnosed Edging profile Existing bench to be relocated and fixed into new concrete foundations Refer to Landscape Architect's tree schedule and root protection details: <ul style="list-style-type: none"> RCo240_WivelsfieldVH_TreeSchedule_Rev01 RCo240-01_WivelsfieldVH_TreeProtection_Rev01 Contractor to provide new fence and gate to match existing at southwest corner as shown on Site Plan Contractor to provide 8no. New cycle stands as Marshalls Ollerton Pennant Stainless Steel Cycle Stand in grade 316L; see Manufacturers literature included. Contractor to provide 3no. new Motorcycle stands as Marshalls Ferrocast red route polyurethane motorcycle stand as Surface Mount New white line road markings to 2no. New Disabled parking bays and 3no. new Motorcycle stands New levels as shown on Site Plan New linear drain and gulleys to Engineer's design Drainage channel to be diverted as shown on Site Plan Provide and fit 'hedgehog' type gutter guards to all gutters <p>Waste disposal Contractor is to provide all necessary palettes and skips for material recycling and unrecyclable waste removal from the works.</p> <p>ASBESTOS and LEAD RISK Note: there is a risk in a building this age that some of the original features such as soffits, render, paint and ceilings may contain asbestos and/or lead. The contractor is to provide a safe method of removal and disposal of these hazardous materials if discovered.</p> <p>CDM 2015 regulations</p> <ul style="list-style-type: none"> The contractor will be provided with this tender package by the Principal designer . The Principal Designer for the duration and length of the works is RLF who will inform the contractor of their duties under the CDM 2015 regulations. <p>More guidance can be found at the HSE website: http://www.hse.gov.uk/construction/areyou/builder.htm</p>	
<p>Total</p>	<p>£</p>



Consulting Engineers
London | Kent | East Sussex

WIVELSFIELD VILLAGE HALL

EAST END EXTENSION

ELECTRICAL SERVICES SPECIFICATION

VOLUME 1 – FORM OF TENDER AND PRICING DOCUMENT



Crofton Design (Kent) Ltd, The Hoppers, Goblands Farm Business Centre, Cemetery Lane, Hadlow, Kent, TN11 0LT
T 01732 850440 **F** 01732 850334 **E** kent@crofton-design.com **W** www.crofton-design.com

VAT Number: 850957694 Registered Number: 4081318 Registered Office: The Hoppers, Goblands Farm Business Centre, Cemetery Lane, Hadlow, Kent, TN11 0LT



WIVELSFIELD VILLAGE HALL EAST END EXTENSION ELECTRICAL SERVICES SPECIFICATION VOLUME 1 – FORM OF TENDER & PRICING DOCUMENT

Client:

Gary Thompson
Crowther Associates Architects
Pelham House
25 Pelham Square
Brighton
BN1 4ET

Project Site Address:

Wivelsfield Village Hall
Eastern Road
Wivelsfield Green
RH17 7QG

Prepared By:

Conor Callcutt
Crofton Design

Tel: 01732 850440
conor.callcutt@crofton.consulting

Project Ref: 18206
Issue Status: D4-T02
Issue Date: 21/07/2020

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1.0 FORM OF TENDER

For: Electrical Building Services

At: Wivelsfield Village Hall

To: East End Extension

1. We have perused the following documents:
 - Electrical Specification Volume 1A – Form of Tender & Pricing Document
 - Electrical Specification Volume 2A – Particular Preliminary Requirements
 - Electrical Specification Volume 3A – Technical Specification
 - Electrical Specification Volume 4A – Electrical Schedules
 - Electrical services drawings as listed within the drawing issue sheet
2. We have obeyed the rules regarding confidentiality of tender, and will continue to do so as long as they apply.
3. We agree that, during consideration of this offer, should genuine errors in pricing or errors in arithmetic be discovered in the completed documents submitted by us, we will be afforded the opportunity of confirming our offer, or of withdrawing it in accordance with Alternative 1 contained in Schedule 6 of the 'Code of Procedure for Single Stage Selective Tendering 1996'.
4. Subject to and in accordance with the paragraphs above and the terms and conditions contained or referred to in the documents listed above, we offer to execute all Works referred to in the aforementioned documents in consideration of payment by the Employer of the sum shown in the completed Pricing Document of (in words).

_____)
(£ _____)

Plus re-imburement by the Employer of Value Added Tax in accordance with the Conditions.

Signed in the capacity of

duly authorised to sign tenders for and on behalf of (in BLOCK CAPITALS)

.....

Postal Address

Telephone No: _____

Facsimile No: _____

Date: _____



2.0 DECLARATION THAT TENDER IS A BONA FIDE COMPETITIVE TENDER

For: Electrical Building Services

At: Wivelsfield Village Hall

To: East End Extension

The essence of selective tendering is that the Client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- a) Communicating to a person, other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
- b) Entering into any agreement or arrangement with any other person that he shall refrain from tendering, or as to the amount of any tender to be submitted;
- c) Offering or paying, or giving or agreeing, to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons and anybody or association, corporate or un-incorporate' and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signature:

Dated:

Position:

For and on behalf of:



3.0 SCHEDULE OF MATERIALS

For: Electrical Building Services

At: Wivelsfield Village Hall

To: East End Extension

The Contractor shall identify below the manufacturer, type etc, for any equipment or materials being offered alternative to those specified.

Signature:

Dated:

Position:

For and on behalf of:



4.0 SUB-LETTING

For: Electrical Building Services

At: Wivelsfield Village Hall

To: East End Extension

The Tenderer shall state below the name and addresses of any firms to whom he proposes to sub-let work.

The contractor shall advise at tender stage his proposed mechanical & electrical sub-contractors, together with 3 client references for each.

SUB-CONTRACT WORK

NAME OF SUB-CONTRACTOR

Signature:

Dated:

Position:

For and on behalf of:

5.0 BASIC LABOUR RATES

For: Electrical Building Services

At: Wivelsfield Village Hall

To: East End Extension

Labour and materials are to be provided for such works to any extent as the Engineers may instruct to be executed as day works.

The rates for labour shall be based on the rates of wages, travelling time, fares and subsistence payable by the Contractor and are to be included. In addition, for the provision and use of all plant and tools required, all necessary supervision, all liabilities as an Employer (including any payment in connection with the operating of any bonus scheme that may exist or the working of overtime) and insurance, 'holidays with pay' contributions, overheads and profits, as defined in the Specification submitted with the Invitation to Tender.

The value of the materials used will be ascertained on the basis of the actual cost to the Contractor of the materials and after deduction of all trade discounts, rebates, allowances and cash discounts insofar as such discounts exceed 2.5%.

The Contractor shall state below the rates for labour and materials in dayworks, which will be applicable to works so ordered by the Engineers to be executed as dayworks.

Electrical Services

Foreman Electrician	per hour
Technician	per hour
Approved Electrician	per hour
Electrician	per hour
Assistant	per hour

Percentage profit required to be added on labour, materials and dayworks.

Labour	%
Materials plus	%
Plant Plus	%

Signature:

Dated:

Position:

For and on behalf of:



6.0 SCHEDULE OF RATES

For: Electrical Building Services

At: Wivelsfield Village Hall

To: East End Extension

The Tenderer shall state below the unit rate cost to supply and install the items detailed. This rate will be used as an agreed value to vary the quantity of the item denoted.

<u>ITEM</u>	<u>UNIT RATE</u>
Socket Outlet (wall mounted)	£

Signature:

Dated:

Position:

For and on behalf of:

7.0 PRICING DOCUMENT

For: Electrical Building Services

At: Wivelsfield Village Hall

To: East End Extension

This summary is part of the Tender and shall be completed at the time of tendering.

The brief description given hereunder is to be read in conjunction with the contract documents and shall include for the works to be carried out wherever required to meet the agreed completion date.

Section A – Electrical Services

1.0	Strip Out Works	
	<ul style="list-style-type: none"> • Isolation, disconnection and removal of existing power services. • Isolation, disconnection and removal of existing lighting services. 	
	Sub-Total 1.0	£
2.0	Electrical Distribution	
	<ul style="list-style-type: none"> • Check and Test and Report on existing installation. • Supply and installation of T&E cabling installation from existing main panel. • New 3 phase supply to Oven / Hob, incl 3 phase contactors and interface wiring to knock off and fire alarm interface. • Supply and installation of new distribution board, DB1 • Fire alarm interlock contactors, knock off buttons and associated ancillaries and wiring to fire alarm interface. • Earthing and bonding. 	
	Sub-Total 2.0	£
3.0	Internal Lighting Installation (exc. Luminaires)	
	<ul style="list-style-type: none"> • Supply and installation of final circuit distribution, switching and containment • Installation of luminaires • Supply and installation of lighting controls 	
	Sub-Total 3.0	£
4.0	Internal Lighting Installation (Luminaires)	
	<ul style="list-style-type: none"> • Supply of luminaires. 	
	Sub-Total 4.0	£
5.0	Small Power Installation	
	<ul style="list-style-type: none"> • Supply and installation of containment. • Supply and installation of final circuit distribution. • Supply and installation of accessories. 	
	Sub-Total 5.0	£

6.0	Supplies to mechanical plant	
	<ul style="list-style-type: none"> Supply and installation of electrical supplies to mechanical fans, kitchen hood, fan heaters and panel heaters. Thermostatic controls, wiring centres and ancillaries. 	
	Sub-Total 6.0	£
7.0	Testing and Commissioning	
	<ul style="list-style-type: none"> Testing and Commissioning of installations 	
	Sub-Total 7.0	£
8.0	O&M's/Record Drawings	
	<ul style="list-style-type: none"> Provision of O&M Manuals and Record Drawings and Building User Guide 	
	Sub-Total 8.0	£
9.0	Other Items	
	<ul style="list-style-type: none"> Other items described within the specification, but not specifically itemised above. 	
	<ul style="list-style-type: none"> Provisional Sum. Repairs to existing systems. 	£1000.0
	<ul style="list-style-type: none"> Relocate existing CCTV cameras 	£750.0
	Sub-Total 9.0	£
	Sub-Total Section A	£

Signature:

Dated:

Position:

For and on behalf of:

The logo for Crofton Consulting Engineers, featuring the word "crofton" in a white, lowercase, sans-serif font inside a dark red square.

Consulting Engineers
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WIVELSFIELD VILLAGE HALL

EAST END EXTENSION

MECHANICAL SERVICES SPECIFICATION

VOLUME 1 – FORM OF TENDER AND PRICING DOCUMENT



Crofton Design (Kent) Ltd. The Stables, Goblands Farm Business Centre, Court Lane, Hadlow, Kent TN11 0EB
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Registered Number: 4081318 Registered Office: 247a Crofton Road, Orpington, Kent BR6 8JE



WIVELSFIELD VILLAGE HALL EAST END EXTENSION MECHANICAL SERVICES SPECIFICATION VOLUME 1 – FORM OF TENDER AND PRICING DOCUMENT

Client:

Gary Thompson
Crowther Associates Architects
Pelham House
25 Pelham Square
Brighton
BN1 4ET

Project Site Address:

Wivelsfield Village Hall
Eastern Road
Wivelsfield Green
RH17 7QG

Prepared By:

Dean Reynolds
Crofton Design

Tel: 01732 850440
dean.reynolds@crofton.consulting

Project Ref: 18206
Issue Status: D4-T02
Issue Date: 12/07/2019

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1.0 FORM OF TENDER

For: Mechanical Building Services

At: Wivelsfield Village Hall

To: East End Extension

1. We have perused the following documents:
 - M&E Specification Volume 1B – Form of Tender & Pricing Document
 - M&E Specification Volume 2B – Particular Preliminary Requirements
 - M&E Specification Volume 3B – Technical Specification
 - M&E Specification Volume 4B – Mechanical Schedules
 - Mechanical services drawings as listed within the drawing issue sheets
 - Mechanical services equipment schedules as listed within the drawing issue sheets.
2. We have obeyed the rules regarding confidentiality of tender and will continue to do so as long as they apply.
3. We agree that, during consideration of this offer, should genuine errors in pricing or errors in arithmetic be discovered in the completed documents submitted by us, we will be afforded the opportunity of confirming our offer, or of withdrawing it in accordance with Alternative 1 contained in Schedule 6 of the 'Code of Procedure for Single Stage Selective Tendering 1996'.
4. Subject to and in accordance with the paragraphs above and the terms and conditions contained or referred to in the documents listed above, we offer to execute all Works referred to in the aforementioned documents in consideration of payment by the Employer of the sum shown in the completed Pricing Document of (in words).

£

Plus re-imburement by the Employer of Value Added Tax in accordance with the Conditions.

Signed in the capacity of

duly authorised to sign tenders for and on behalf of (in BLOCK CAPITALS)

.....

Postal Address

Telephone No: _____

Facsimile No: _____

Date: _____



2.0 DECLARATION THAT TENDER IS A BONA FIDE COMPETITIVE TENDER

For: Mechanical Building Services

At: Wivelsfield Village Hall

To: East End Extension

The essence of selective tendering is that the Client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- a) Communicating to a person, other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
- b) Entering into any agreement or arrangement with any other person that he shall refrain from tendering, or as to the amount of any tender to be submitted;
- c) Offering or paying, or giving or agreeing, to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons and anybody or association, corporate or un-incorporate' and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signature:

Dated:

Position:

For and on behalf of:



3.0 SCHEDULE OF MATERIALS

For: Mechanical Building Services

At: Wivelsfield Village Hall

To: East End Extension

The Contractor shall identify below the manufacturer, type etc, for any equipment or materials being offered alternative to those specified.

Signature:

Dated:

Position:

For and on behalf of:



4.0 SUB-LETTING

For: Mechanical Building Services

At: Wivelsfield Village Hall

To: East End Extension

The Tenderer shall state below the name and addresses of any firms to whom he proposes to sub-let work.

The contractor shall advise at tender stage his proposed mechanical & electrical sub-contractors, together with 3 client references for each.

SUB-CONTRACT WORK	NAME OF SUB-CONTRACTOR
-------------------	------------------------

Signature:

Dated:

Position:

For and on behalf of:



5.0 BASIC LABOUR RATES

For: Mechanical Building Services

At: Wivelsfield Village Hall

To: East End Extension

Labour and materials are to be provided for such works to any extent as the Engineers may instruct to be executed as day works.

The rates for labour shall be based on the rates of wages, travelling time, fares and subsistence payable by the Contractor and are to be included. In addition, for the provision and use of all plant and tools required, all necessary supervision, all liabilities as an Employer (including any payment in connection with the operating of any bonus scheme that may exist or the working of overtime) and insurance, 'holidays with pay' contributions, overheads and profits, as defined in the Specification submitted with the Invitation to Tender.

The value of the materials used will be ascertained on the basis of the actual cost to the Contractor of the materials and after deduction of all trade discounts, rebates, allowances and cash discounts insofar as such discounts exceed 2.5%.

The Contractor shall state below the rates for labour and materials in dayworks, which will be applicable to works so ordered by the Engineers to be executed as dayworks.

Mechanical Services

Pipework Foreman	per hour
Chargehand	per hour
Fitter	per hour
Assistant	per hour
Insulation Fitter	per hour
Foreman Electrician	per hour
Chargehand	per hour
Approved Electrician	per hour
Assistant	per hour

Percentage profit required to be added on labour, materials and dayworks.

Labour	%
Materials plus	%
Plant Plus	%

Signature:

Dated:

Position:

For and on behalf of:



6.0 SCHEDULE OF RATES

For: Mechanical Building Services

At: Wivelsfield Village Hall

To: East End Extension

The Tenderer shall state below the unit rate cost to supply and install the items detailed. This rate will be used as an agreed value to vary the quantity of the item denoted.

ITEM

UNIT RATE

Signature:

Dated:

Position:

For and on behalf of:

7.0 PRICING DOCUMENT

For: Mechanical Building Services

At: Wivelsfield Village Hall

To: East End Extension

This summary is part of the Tender and shall be completed at the time of tendering.

The brief description given hereunder is to be read in conjunction with the contract documents and shall include for the works to be carried out wherever required to meet the agreed completion date.

Section 'A' Mechanical Services

1.0 Strip Out Works

- Isolation, disconnection and removal of domestic water services within existing WC's and connections to be capped in suitable location for future reuse.
- Isolation, disconnection and removal of existing electric heating within WCs, foyer and reading room.

Sub-Total 1.0 £

2.0 Ventilation Installation

- Supply and install 5 No. local extract fans, controls and builders work in connection.

Sub-Total 3.0 £

3.0 Heating Installation

- Supply and Install 12 No. electric panel heaters, 3 No Blow Heaters and associated controls

Sub-Total 4.0 £

4.0 Domestic Water Services

- Extend existing village hall domestic services pipework to serve new WC's and connections to new WC sanitary appliances.
- Extend and adapt kitchen domestic water services.

Sub-Total 6.0 £

5.0 Drainage Installation

- Supply and install new above ground drainage to sanitary appliances in new WCs.
- Adapt existing drainage to connect to new sanitary appliances where applicable in kitchen and WCs

- Supply and install new stub stacks and SVPs as indicated on design drawings.

Sub-Total 5.0 £

6.0 Builders Work

- Weatherproofing of all openings and penetrations
- All necessary holes, chases and sleeves.
- Removal of existing ceilings where appropriate and reinstatement
- Fire stopping of openings where appropriate
- General making good.

Sub-Total 6.0 £

7.0 Testing and Commissioning

- Testing, commissioning and set to work all new heating systems
- Testing, commissioning and set to work ventilation systems.
- Testing, commissioning and set to work domestic water services

Sub-Total 7.0 £

8.0 Record Information

- Record Drawings.
- Operating and maintenance manuals and handover documentation.
- Building User Guide

Sub-Total 8.0 £

12.0 Other Items

- Client Staff training
- Other items described within the specification, but not specifically itemised above.
- Provisional Sum. Repairs and alterations to existing £2,500.00

Sub-Total 12.0 £



Total 'A' £

Signature:

Dated:

Position:

For and on behalf of:

**WIVELSFIELD VILLAGE HALL
MAIN SUMMARY**

	£
<u>Building Works</u>	
Phase 1 - Works to New Front Entrance and External Works	
Phase 1a - Works to Kitchen	
Phase 2 - Works to Parish Council Office	
Phase 2a - Works to Renshaw Room and Stores	
Sub-Total	£
<u>Preliminaries</u>	
Add Preliminaries costs for Phase 1 works as detailed in Section 2	
Extra Over/Omission	
Works to Phase 1a as shown on the Architects drawings	
Works to Phase 2 as shown on the Architects drawings	
Works to Phase 2a as shown on the Architects drawings	
Sub-Total	£
Adjustment for Overheads and Profit @ _____ %	
Contractor to identify level of Overheads and Profit that will be applied to any variation: _____ %	
CARRIED TO FORM OF TENDER	£

SECTION 5

Drawings and Specification

- 5.1 Crowther Associates Architects – Architecture
- 5.2 Stephen Wilson Partnership – Structure and Civils
- 5.3 Crofton Design – M&E

5.1 Crowther Associates Architects

C1732 (02) 001 T1 Existing Plans
C1732 (02) 002 T1 Existing Elevations
C1732 (02) 003 T1 Existing Site Plan
C1732 (04) 001 T1 Fire Strategy
C1732 (05) 001 T1 Demolition and Retention Plan
C1732 (08) 007 T1 Phasing Plan
C1732 (08) 010 T1 Site Management Plan
C1732 (20) 001 T1 Site Plan
C1732 (20) 005 T1 Floor Plans
C1732 (20) 010 T1 Roof Plan
C1732 (21) 001 T1 Proposed Elevations
C1732 (22) 001-T1 Full Building Sections: S01, S02, S03
C1732 (22) 002-T1 Full Building Sections: S04, S05, S06
C1732 (24) 001 T1 Stairs
C1732 (30) 001 T1 Detail-Sheet 1: Details 11-16
C1732 (30) 002 T1 Detail-Sheet 2: Details 21-26
C1732 (30) 003 T1 Detail-Sheet 3: Details 31-36
C1732 (30) 004 T1 Detail-Sheet 4: Details 41-46
C1732 (30) 005 T1 Detail-Sheet 5: Details 51-56
C1732 (30) 007 T1 Detail-Sheet 7: Details 71-76
C1732 (30) 008 T1 Detail-Sheet 8: Details 81-82
C1732 (31) 001 T1 Window Schedule Sheet 1
C1732 (31) 002 T1 Window Schedule Sheet 2
C1732 (31) 010 T1 Door Schedule
C1732 (32) 001 T1 Door Types-DT-1 to 20
C1732 (32) 002 T1 Door Frame Types-DFT-1 to 2
C1732 WWH Outline Specification, Schedule of Works & Construction notes Rev T1
C1732 WWH Specification; Manufacturer Supplements Rev T1
C1732 WWH Door Ironmongery Schedule Rev T1
C1732 WCH Building regs notes Tender
RCo240_WivelsfieldVH_TreeSchedule
RCo240-01_WivelsfieldVH_TreeProtection

5.2 Stephen Wilson Partnership

E7473 01 T1 Foundations
E7473 02 T1 Superstructure
E7473 200 T Impermeable Areas
E7473 201 T1 Drainage Strategy
E7473 250 T Drainage Details
E7473 - Wivelsfield Village Hall - CDM 2015 Design Hazard Inventory - issue 1

5.3 Crofton Consulting

18206-CFN-00-00-DR-E-1001 D4-T02	Ground Reflected Ceiling Plan - Lighting Sheet 1
18206-CFN-00-01-DR-E-1011 D4-T01	First Reflected Ceiling Plan – Lighting Sheet 1
18206-CFN-00-00-DR-E-2001 D4-T02	Ground Floor Plan – Fire Alarm Layout
18206-CFN-00-01-DR-E-2011 D4-T02	Fire Floor Plan – Fire Alarm Layout
18206-CFN-00-00-DR-E-3001 D4-T02	Ground Floor Plan – Power Sheet 1
18206-CFN-00-01-DR-E-3011 D4-T01	First Floor Plan – Power Sheet 1
18206-CFN-00-00-DR-M-1001 D4-T02	Ground Floor Plan – Ventilation Sheet 1
18206-CFN-00-01-DR-M-1011 D4-T02	First Floor Plan – Ventilation Sheet 1
18206-CFN-00-00-DR-M-2001 D4-T02	Ground Floor Plan – Heating and Cooling Sheet 1
18206-CFN-00-00-DR-P-1001 D4-T02	Ground Floor Plan – Domestic Sheet 1
18206-CFN-00-01-DR-P-1011 D4-T02	First Floor Plan – Domestic Sheet 1
18206-CFN-00-00-DR-P-2001 D4-T02	Ground Floor Plan – Drainage Sheet 1
18206-CFN-00-01-DR-P-2011 D4-T01	First Floor Plan – Drainage Sheet 1
18206-CFN-00-XX-SP-E-0001 D4-T02	Electrical Services Specification Volume 1
18206-CFN-00-XX-SP-E-0002 D4-T02	Electrical Services Specification Volume 2
18206-CFN-00-XX-SP-E-0003 D4-T02	Electrical Services Specification Volume 3
18206-CFN-00-XX-SP-M-0001 D4-T02	Mechanical Services Specification – Volume 1
18206-CFN-00-XX-SP-M-0002 D4-T02	Mechanical Services Specification – Volume 2
18206-CFN-00-XX-SP-M-0003 D4-T02	Mechanical Services Specification – Volume 3
18206-CFN-00-XX-SP-M-0004 D4-T02	Mechanical Services Specification – Volume 4

SECTION 6

Supporting Information

6.1 Pre-Construction Information

PRE-CONSTRUCTION INFORMATION

1. PROJECT DETAILS

- 1.1 PROJECT PARTICULARS
- 1.2 PROGRAMME DETAILS
- 1.3 PROJECT DIRECTORY
- 1.4 EXISTING DRAWINGS AND RECORDS

2. CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

- 2.1 CLIENT'S HEALTH AND SAFETY POLICY
- 2.2 STRUCTURE AND ORGANISATION
- 2.3 SAFETY OBJECTIVES
- 2.4 ARRANGEMENTS FOR MONITORING AND REVIEW OF SAFETY
- 2.5 PERMITS AND AUTHORISATION REQUIREMENTS
- 2.6 EMERGENCY PROCEDURES
- 2.7 SITE RULES AND RESTRICTIONS
- 2.8 ACTIVITIES ON OR ADJACENT TO SITE
- 2.9 CONTINUING LIAISON
- 2.10 SECURITY ARRANGEMENTS
- 2.11 CONSTRUCTION PHASE PLAN AND METHOD STATEMENTS
- 2.12 DUTY HOLDERS

3. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

- 3.1 SAFETY HAZARDS
 - 3.1.1 Boundaries and Access
 - 3.1.2 Vehicle Movements
 - 3.1.3 Environmental Considerations
 - 3.1.4 Adjacent Land Use
 - 3.1.5 Existing Storage of Hazardous Materials
 - 3.1.6 Existing Services
 - 3.1.7 Ground Conditions
 - 3.1.8 Existing Structures
 - 3.1.9 Lifting Operations

3.2 HEALTH HAZARDS

- 3.2.1. Asbestos Containing Materials
- 3.2.2. Storage of Hazardous Materials
- 3.2.3. Hazardous Materials in Existing Structure
- 3.2.4. Hazards Relating to Client's Activities

4. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

- 4.1 DESIGN ASSUMPTIONS
- 4.2 DESIGN CHANGES
- 4.3 DESIGN WORK BY CONTRACTORS
- 4.4 SIGNIFICANT RISKS IDENTIFIED DURING DESIGN
- 4.5 MATERIALS REQUIRING PARTICULAR PRECAUTIONS IN USE
- 4.6 ARCHAEOLOGY

5. THE HEALTH AND SAFETY FILE

- 5.1 CONTENT AND FORMAT

1.0 PROJECT DETAILS

1.1 PROJECT PARTICULARS

1.1.2 Project Title

Wivelsfield Village Hall

1.1.3 Address and Location

Wivelsfield Village Hall
Eastern Rd
Wivelsfield Green
Haywards Heath
RH17 7QG

1.1.4 Brief Description of the Work

Refurbishment and extension of the existing village hall.

1.2 PROGRAMME DETAILS

1.2.1 Anticipated Start Date

2 November 2020

1.2.2 Anticipated Completion Date

17 May 2021

1.3 PROJECT DIRECTORY

1.3.1 Client: Wivelsfield Parish Council

Address: Parish Council Office, The Cock Inn, North Common Road, Wivelsfield Green, East Sussex, RH17 7RH.

Contact: Ian Dawson Email: clldawson@wivelsfield.org.uk

1.3.2 Client: Wivelsfield Village Hall Management Committee

Address: Eastern Road, Wivelsfield Green, East Sussex, RH17 7QG

Contact: Peter Burton Email: wvhip@outlook.com

1.3.3 Architect: Crowther Associates Architects LLP

Address: Pelham House, 25 Pelham Square, Brighton, East Sussex, BN1 4ET

Contact: Gary Thompson Tel: 01273 695535 Email: gthompson@crowtherassociates.co.uk

- 1.3.4 Principal Designer:** Robinson Low Francis
Address: 98/ 99 Queens Road, Brighton, East Sussex, BN3 1XF
Contact: Alan Prodger **Tel:** 01273 325781 **Email:** alan.prodger@rlf.co.uk
- 1.3.5 Contract Administrator/Quantity Surveyor:** Robinson Low Francis
Address: 98/ 99 Queens Road, Brighton, East Sussex, BN3 1XF
Contact: Guy Roberts **Tel:** 01273 325781 **Email:** guy.roberts@rlf.co.uk
- 1.3.6 Structural Engineer:** Stephen Wilson Partnership Ltd
Address: Suite 1, Dubarry House, Hove, East Sussex, BN3 6HP
Contact: Mark Gibb **Tel:** 01273 281728 **Email:** mark@swphove.co.uk
- 1.3.7 Services Engineer:** Crofton Consulting
Address: The Hoppers, Goblands Farm Business Centre, Cemetery Lane, Hadlow, TN11 0LT
Contact: Barry Henson **Tel:** 01732 850440 **Email:** barry.henson@crofton.consulting
- 1.3.8 Principal Contractor:** T.B.A.
Address: T.B.A.
Contact: T.B.A. **Tel:** T.B.A. **Email:** T.B.A.

1.4 EXISTING DRAWINGS AND RECORDS

1.4.1 Existing Services, Reports and Surveys

Any surveys and reports provided by the Client can be found within the tender documentation.

- Power and Water are to remain live with the Principal Contractor responsible for liaising with SGN to disconnect gas supplies where present.

1.4.2 Existing Health and Safety File

The current site has no existing Health and Safety File/ Operation and Maintenance Manuals available.

The property is an existing village hall constructed traditionally with face brickwork, assumed cavity, with pitched tiled roof.

1.4.3 Existing Drawings

Drawings are contained within the tender documentation.
 The Contractor shall not solely rely on these drawings (and associated reports) and shall make their own assessment of all necessary works with regard to the removal, handling and disposal of materials described in these documents.

2 CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

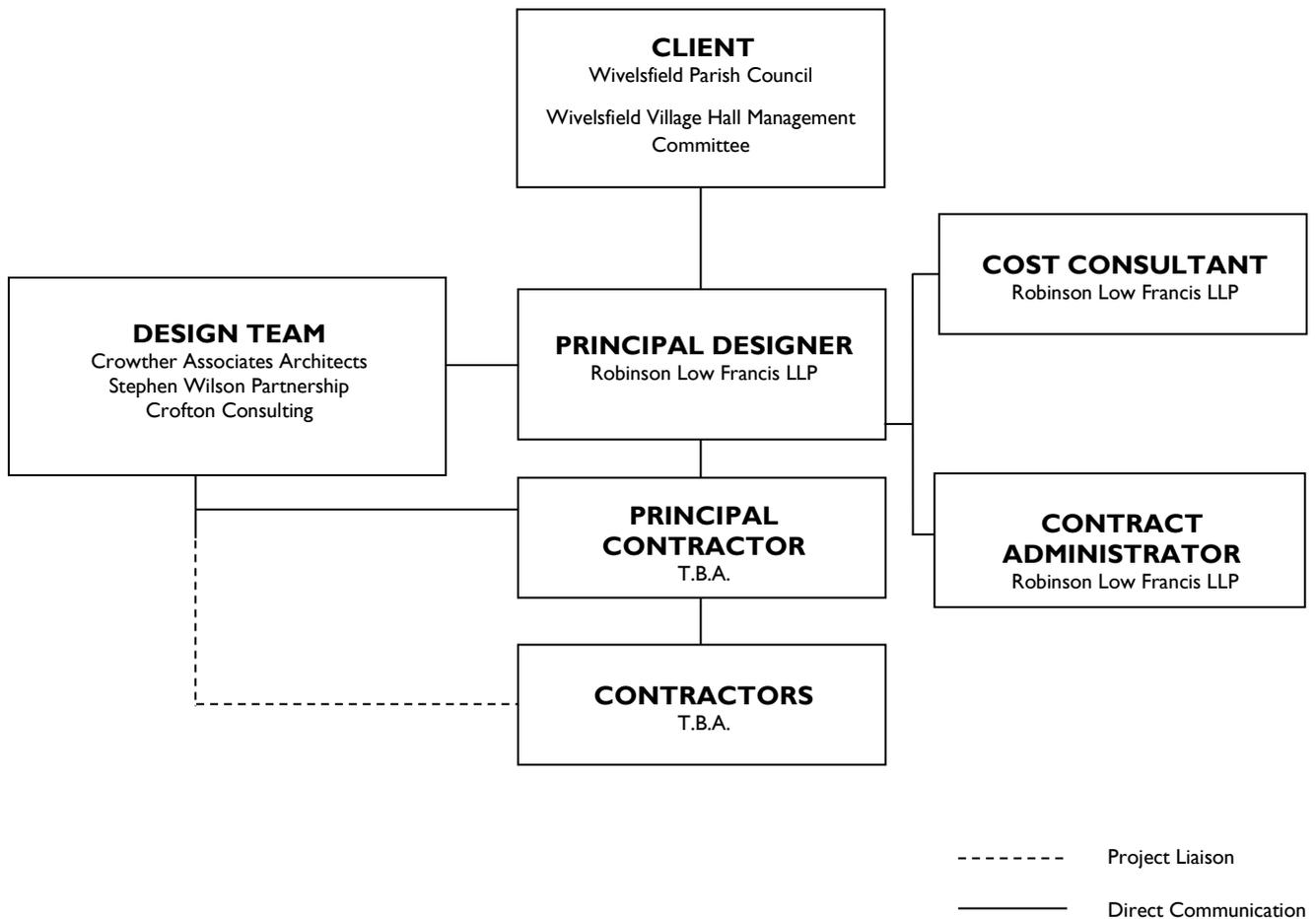
Details of all Client’s considerations and management requirements can be found within the tender documentation.

2.1 CLIENTS HEALTH AND SAFETY POLICY

The Contractor will be expected to submit a full up to date copy of their Health and Safety Policy to the Client for record purposes, including all updates throughout the course of the works.

2.2 STRUCTURE AND ORGANISATION

2.3.1 Project Team Structure



2.3 SAFETY OBJECTIVES

2.3.1 Objectives

To protect the health and safety of those involved in construction and those affected by their activities by complying with statutory requirements as a minimum which should be supplemented by industry current best practice at all times.

Means

- Ensuring the competency of those involved in the project.
- Identifying and eliminating hazards wherever possible, and reducing and controlling those risks that remain both during strip out and throughout the lifecycle of the remaining structure.

2.4 ARRANGEMENTS FOR MONITORING AND REVIEW OF SAFETY

2.4.1 Monitoring

The Principal Contractor will make arrangements to adequately monitor and review the safety performance of all activities involved in the project. The site management team would normally undertake formal monthly inspections, recording observations and action taken.

Independent safety inspections may also be undertaken, normally on a monthly basis, however more frequent visits may be required depending on the intensity and hazardous nature of the on-site activities.

2.4.2 Personnel

The Principal Contractor shall appoint competent members to the site management and supervisory team. Records of safety training must be provided for the project team, in particular the Site Manager, prior to commencement of the works.

Use of independent safety advisers will be necessary where competent persons are not available in-house.

2.4.3 liaison with the Project Team

As well as on-going liaison using established communication techniques, formal liaison will be maintained through Project Team Meetings where health and safety performance will be discussed as an agenda item.

2.5 PERMITS AND AUTHORISATION REQUIREMENTS

2.5.1 Client Authorisation

a) Appointed Persons

The Principal Contractor's Site Manager will act as authorised person for the issue of Permits to Work.

b) Client Authorisation Requirements

Authorisation from the Client appointed person is also required for:

- Commencement of works
- Entry into adjoining areas
- The shutting down or commissioning of any building services
- The temporary closure or restriction of any means of escape

c) Other Authorisation requirements

- None highlighted by Client.

2.5.2 Contractors Permit to Work Systems

The Principal Contractor shall ensure a permit to work system is operated wherever particular risk requires an appropriate and agreed safety procedure to be enforced, including a Hot Work Permit when carrying out work of this nature.

2.5.3 Other Authorities

The Principal Contractor may be required to apply for hoarding licenses or any other permits which are required to complete the project in line with Local Authority requirements.

The contact details for the Local Authority are as follows:

Lewes District Council
Southover Road
Lewes
East Sussex
BN7 1AB
Tel: 01273 471600

2.6 EMERGENCY PROCEDURES

2.6.1 Accident Procedure/First Aid

The Contractor shall make arrangements for dealing with accidents on site in line with current legislation. This shall include provision of First Aid equipment and appropriately trained personnel e.g. First Aiders or Appointed Persons.

The nearest hospital with emergency facilities is:

Princess Royal Hospital
Lewes Rd,
Haywards Heath
RH16 4EX
Tel: 01444 441881

2.6.2 Accident / Incident Reporting

Incidents of a serious nature which require hospitalisation, attendance by an ambulance crew or those defined as reportable under RIDDOR should be reported to the relevant enforcing authority immediately by the Contractor and brought to the attention of the Employer's Agent and Principal Designer as soon as possible and no later than close of business on the day of occurrence.

2.6.3 Fire Safety

The [Regulatory Reform \(Fire Safety\) Order 2005](#) (FSO) sets out the on construction site general fire safety.

The FSO requires that a 'responsible person' must carry out, and keep up to date, a risk assessment and implement appropriate measures to minimise the risk to life and property from fire. The responsible person for the works will be the Principal Contractor. The Principal Contractor for the building will be the client.

The Principal Contractor shall identify sources of fuel and ignition and establish general fire precautions including, means of escape, warning and fighting fire, based on a fire risk assessment.

FSO Regulation 9(1) "The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order"

There are five steps in carrying out a fire risk assessment:

Identify hazards: consider how a fire could start ([ignition sources](#)) and what could burn ([combustible materials](#));

People at risk: employees, contractors, visitors, other people using the building and anyone who is vulnerable, e.g. disabled;

Evaluation, Risk Control and Fire Precautions: consider the hazards and people identified in 1 and 2 and act to remove and reduce risk to protect people and premises. Implement appropriate fire precautions which must include providing:

[Emergency procedures](#);

[Emergency routes and exits](#); and

[Fire detection and fire-fighting](#)

Record, plan and train: keep a record of the risks and action taken. Make a clear plan for fire safety and ensure that people understand what they need to do in the event of a fire. This should include induction training and where there are significant risks tool box talks; and

Review: your assessment regularly and check it takes account of any changes on site.

The Principal Contractor shall take all reasonable precautions to avoid the outbreak of fire. The principals set out in Fire Prevention on Construction Site – The Joint Code of Practice on the Protection from Fire of Construction Sites and Building Undergoing Renovation Seventh edition: May 2009 published by the Construction Confederation and the Fire Protection Association will be the minimum acceptable on this site.

The Principal Contractor shall ensure that the work does not interfere with existing escape routes from adjacent buildings.

Any Hot Works completed as part of this contract will be strictly controlled by a Hot Works Permit which will be issued by the Site Manager.

Construction sites can pose particular problems because the routes in and out may be incomplete and obstructions may be present. In enclosed buildings people can easily become trapped, especially where they are working above or below ground level. In such cases means of escape need careful consideration. Make sure that:

- Wherever possible, there are at least two escape routes in different directions
- Travel distances to safety are reduced to a minimum
- Enclosed escape routes, for example corridors or stairwells, can resist fire and smoke ingress from the surrounding site. Where fire doors are needed for this make sure they are provided and kept closed (self-closing devices should be fitted to doors on enclosed escape routes)
- Escape routes and emergency exits are clearly signed
- Escape routes and exits are kept clear. Emergency exits should never be locked when people are on the site
- An assembly point is identified so everyone can gather and be accounted for

The Principal Contractor is reminded that the requirements for travel distances and fire doors are the same in construction as in the finished property.

2.6.4 Emergency Procedures and means of escape

Safe, clear routes of escape must be maintained from the site at all stages of the project and the Site Manager will be responsible for checking that routes are unobstructed at all times.

The Principal Contractor will nominate an assembly point and develop a suitable system for raising the alarm in the event of an emergency. These details will be outlined to all persons on site in their health and safety induction.

The Principal Contractor, prior to starting on site, shall satisfy himself that in the event of an emergency all persons can hear the alarm to allow evacuation.

In addition to this the Principal Contractors Site Manager will be responsible for ensuring no tools, materials or waste are stored in areas which could prevent the safe egress of operatives or visitors.

The adjacent properties on Green Park Corner will remain occupied throughout the project and the Principal Contractor shall ensure that all escape routes are unaffected by the works.

2.7 SITE RULES AND RESTRICTIONS

2.7.1 Welfare Provisions

The Principal Contractor shall provide or make available site welfare facilities such that everyone who works on any site shall have access to adequate toilet and washing facilities, a place for preparing and consuming refreshments and somewhere for storing and drying clothing and personal protective equipment. The welfare facilities shall be kept clean, warm and properly ventilated and lit. Welfare facilities shall be easily available to people working on the site. Toilets need to be easily accessible from where the work is being done. Washing facilities should be as close as possible to the toilets. Washing facilities with water, soap and towels shall be close to canteens and rest rooms so that people can wash before eating. Wash basins shall be large enough to allow people to wash their faces, hands and forearms. All basins should have a supply of clean hot and cold, or warm, running water. If mains water is not available, water supplied from a tank may be used. Facilities shall be available for taking breaks and meal breaks. The facilities should provide shelter from the wind and rain and be heated as necessary. The rest facilities should have tables and chairs, a kettle or urn for boiling water and a means of heating food. There shall be proper arrangements for storing clothing not worn on site, protective clothing needed for site work and personally issued equipment. A drying area should be provided to dry wet site clothing. This area should be separated from the eating area. If electrical heaters are used, ensure that they are either fitted with a high-temperature cut-out device or are properly ventilated. There shall be a supply of drinking water ideally direct from the mains if available, otherwise bottles or tanks of water may be used for storage. If water is stored, it should be protected from possible contamination and changed often enough to prevent it from becoming stale or contaminated. The drinking water tap should be clearly marked if it is possible to confuse the drinking water supply with other water supplies. Cups or other drinking vessels should be available at the water tap, unless the water is supplied as an upward jet that can be drunk from easily (e.g. a drinking fountain).

N.B. The Principal Contractor should note that:

- the client will not approve the start of the construction phase until the Principal Contractor has provided a suitable Construction Phase Plan that details what welfare facilities will be provided from the start of the construction phase through to handover and completion.

2.7.1 Site Rules

The following site rules are applicable for this contract. The Contractor may wish to enforce further rules to assist management of the site. The Contractor shall ensure that these rules are communicated together with all other relevant information during site induction of employees and sub-contractors. Records of induction shall be held.

Less frequent visitors must be provided with safety information based on these site rules supplemented by Principal Contractor's information.

a) Alcohol

Operatives are not permitted to drink alcohol whilst working on the premises. Operatives should not report for work if they are under the influence of alcohol.

b) Drugs

Anyone suspected of being intoxicated or under the influence of drugs will be excluded from the work area. The use of illegal drugs is strictly prohibited on site.

c) Smoking

No smoking is to be allowed within the building. Should the contractor wish to provide smoking facilities externally, these must be suitably controlled and monitored with the appropriate fire fighting measures in place.

d) Waste Disposal

All waste is to be disposed of by licensed carrier in accordance with current legislation. The Contractor shall properly manage storage of waste materials onsite. Storage of waste shall be managed to minimise the risks to all affected by the works. This includes risks related to the environment, fire, hygiene and health in addition to loss of visual amenity.

e) Environmental Good Practice

The Contractor shall ensure good practice onsite to prevent damage to the environment. Particular attention shall be given to elements of the works that involve effects on the natural environment and watercourses, or excessive noise and pollution of the air.

f) Site Burning

Burning of waste and other materials is not permitted at any time.

g) Protective Clothing and Equipment

As a minimum, Contractor's operatives shall wear suitable head protection, footwear and high visibility waistcoats/jackets on-site. Any other protective clothing deemed necessary by the Contractor through risk assessment shall also be provided and worn.

h) Noise

Generally comply with the recommendations of BS 5228 Part 1, clause 9.3 minimising noise levels during the execution of the Works. The use of portable radios or personal stereos onsite is not permitted. Equipment and plant must be fitted with appropriate silencers that are properly used and maintained. Plant must not be left idling unnecessarily. Where necessary for warming up purposes then the plant must be situated such as to minimise nuisance from noise.

i) Accident Reporting

All accidents, incidents and near misses must be reported to the Employer's Agent and to the Client (including requirements as per Item 2.6.2).

j) Behaviour

Any worker who acts in an insulting, aggressive, offensive or prejudicial manner towards Client representatives, members of the public or other persons affected by the works will be immediately excluded from the site.

k) Tidiness and Housekeeping

The Contractor shall ensure the work area is kept tidy. Waste and debris is to be removed as work is progressed. Equipment, tools and materials are to be stored in a manner that minimises risk of inadvertent use or use by unauthorised persons.

l) Welfare Facilities

All facilities to be provided by the Principal Contractor are to be in accordance with Schedule 2 of the Construction, Design and Management Regulations 2015.

Details of the Principal Contractor's site establishment, including welfare facilities, are to be included within the Construction Phase Plan.

m) Signs and Notices

All necessary warning signs are to be supplied and displayed by the Principal Contractor for the duration of works. Signs shall be of a number and type sufficient to protect the work area and adequately warn those affected by the works of the hazards associated with all on-site work activity.

This requirement is particularly necessary when undertaking works on the front elevation in close proximity to the public footpath.

2.8 ACTIVITIES ON OR ADJACENT TO SITE

2.8.1 Client's Activities On-Site

The main hall will remain in operation during the Works. Site visits undertaken by the Employer and their representatives may be carried out at any time. The Principal Contractor will need to make provision for the movement of visitors accessing the main hall and the welfare accommodation within 'safe' areas of the site.

2.8.2 Work on Site by Others Engaged by the Client

No other construction works are planned to be undertaken on 'site' at the time of the works, however the potential for survey, investigation and inspection work to be undertaken during the initial project phases remains and as such will require co-ordination with the Principal Contractor.

Any work which is to be carried out by others engaged by the Client shall only be done in accordance with the Principal Contractor requirements.

General: Do not use the site for any purpose other than carrying out the works.

2.8.3 Adjacent Activities

The site is bounded to the North, East and West by playing fields. However, residential properties are present to the South on Green Park Corner will remain occupied throughout the project and access must be maintained at all times.

Unplanned or excessive noise and vibration and escape of dust may result in unnecessary disruption to adjacent properties/ businesses. The Principal Contractor shall therefore take all necessary precautions to protect occupants, and any other person who may be affected by the works.

The site is accessed from Eastern Road. The Principal Contractor will be responsible for completing their work without disruption to local traffic.

There is an existing cricket pavilion immediately to the West of the Hall, and residential properties/garages immediately to the South. The original car park to the East will remain operational at all times.

2.9 CONTINUING LIAISON

2.9.1 Unforeseen Health and Safety Issues

In the event of discovery of any significant health and safety issues during the construction phase which is not specifically referred to in this document, the Principal Contractor shall advise the Principal Designer and Employer's Agent immediately.

2.9.2 Liaison with Client Representatives

Notwithstanding communication with the Employer's Agent and Principal Designer, the Principal Contractor shall also liaise with other Client appointed persons including the Project Manager and all members of the design team where necessary.

2.9.3 Instructions

Instructions shall only be taken through the Contract Administrator.

2.9.4 Activity Schedules

Activity schedules shall be agreed with the Employer's Agent in advance of work. Vehicular movements for material delivery and waste disposal shall also be identified, along with any temporary storage required.

2.9.5 Information for Employees, Contractors, Subcontractors, etc.

The Principal Contractor is to ensure that all subcontractors, contractors, operatives and the self-employed are made aware of the contents of this document and all other relevant information appropriate to the project.

2.9.6 Communication & Co-operation

Everyone with duties under CDM 2015 must cooperate with others involved with the project or any project on an adjoining site (regulation 8(4)). This means working with each other to ensure health and safety for all concerned. This should involve communication with others and understanding what they are doing and any sequences, e.g. by holding regular project meetings.

Communication, co-ordination and co-operation shall be achieved by regular project team meetings. This will comprise design team meeting prior to appointment of the Principal Contractor and project meetings after appointment.

Even though the risk register should be at the centre of the risk management process and is a useful tool to assist in the risk management process, it is perhaps not always the best means of communicating information to others within the team. It is proposed therefore, where appropriate, that information is extracted from the register and included as notes on drawings, or where more detailed information is required within this pre-construction information document.

The Principal Designer shall liaise with the Client on design carried out, including design by specialist contractors, and its implications for the plan.

Design team meetings prior to the selection of the Principal Contractor shall include the client, the project manager, all designers and the Client's Principal Designer.

Once the Principal Contractor has been appointed project meetings shall include the client, the project manager, the Principal Contractor, the Client's Principal Designer and the contractors' designers.

The Principal Contractor shall as soon as practical after their appointment provide the Principal Designer with contract details for all contractors and designers appointed to work on this contract. Contact details shall include their name, address, details of the principal contact, their telephone number and email address.

Anyone with a duty under CDM 2015 to provide health and safety information or instructions to anyone else must ensure that they are easy to understand (regulation 8(6)). Information about hazards is essential to all project workers and managers to ensure they understand the risks involved with the work. Instructions are those agreed actions that must be followed to prevent or minimise those risks.

Any information or instruction provided should be in simple, clear English (and/or other languages where appropriate) for the people using it. It should also be set out in logical order with illustrations where appropriate. The use of photographs or diagrams in written communication can be very helpful. The amount of detail should be proportionate to the scale and complexity of the project, the health and safety risks and the nature and purpose of the messages that need to be communicated.

Examples include the:

- pre-construction information the client is required to provide to designers and contractors;
- health and safety information about the design that designers are required to provide to other dutyholders;
- information that the principal designer must provide to enable preparation of the construction phase plan;
- site rules that are part of the construction phase plan; and
- information that principal contractors must provide to workers (or workers' representatives).

Information or instructions must be provided in good time - before the work begins, so that the recipients can understand and take account of it in carrying out their duties. Wherever possible, it should be made available directly to the people carrying out the work. Where it is not possible, dutyholders and workers need to know what information is available and where it can be found.

2.10 SECURITY ARRANGEMENTS

The Principal Contractor shall ensure that the working area(s) are secured as far as reasonably practicable to prevent any unauthorised access. These security measures will be outlined within their Construction Phase Plan and will be reviewed for their suitability.

The site shall be enclosed with a timber hoarding or fencing and shall ensure that it is painted in a RAL colour to suit the Client's branding strategy where required. The Client's Agent will advise on any specific branding or advertising required on the hoarding.

The hoarding shall be designed by a competent engineer to ensure that it is of sufficient strength to ensure its structural integrity throughout the project.

Following site possession, the Principal Contractor shall ensure that the work area and contract activities minimise safety and security risks during the course of works. This shall include arrangements for periods of non-attendance such as overnight, weekends and site shutdown periods and may require the use of additional security attendance.

Trespass of the contractor's representatives into areas outside of the agreed site demise will not be permitted unless otherwise agreed, such as access through neighbouring properties, etc.

The Principal Contractor is to establish a Site Attendance Log Book to ensure that those in control of the site are aware of all persons in attendance in the event of an emergency.

2.11 CONSTRUCTION PHASE PLAN AND METHOD STATEMENTS

The developed Construction Phase Plan shall be submitted to the Client's Principal Designer for review no less than 7 days before the proposed start of construction work. Where required, the Principal Designer shall consider a shorter notice period.

The Construction Phase Plan shall include, as minimum, details for site setup, the fire safety plan, proposed access arrangements, and safe methods of work for initial construction activity.

2.12 DUTY HOLDERS

2.12.1 The Client:

In accordance with the Approved Code of Practice for CDM2015 – "The client will not need to be experts in the construction process and for this reason they are not required to take an active role in managing the work. However, the client is required to make suitable arrangements for managing the project so that health, safety and welfare is secured.

To be suitable, the arrangements should focus on the needs of the particular project and be proportionate to the size of the project and risks arising from the work. Arrangements should include:

- assembling the project team - appointing designers (including a principal designer) and contractors (including a principal contractor).
- ensuring the roles, functions and responsibilities of the project team are clear;
- ensuring sufficient resources and time are allocated for each stage of the project from concept to completion;
- ensuring effective mechanisms are in place for members of the project team to communicate and cooperate with each other and coordinate their activities;

- how the client will take reasonable steps to ensure that any appointed principal designer and principal contractor comply with their separate duties. This could take place at project progress meetings or via written updates;
- setting out the means to ensure that the health and safety performance of designers and contractors is maintained throughout;
- ensuring that workers are provided with suitable welfare facilities for the duration of construction work

Where the range and nature of risks to health or safety involved in the work warrants it, the management arrangements should also include:

- the expected standards of health and safety, including safe working practices, and the means by which these standards will be maintained throughout;
- what is expected from the design team in terms of the steps they should reasonably take to ensure their designs help manage foreseeable health and safety risks during the construction phase and when maintaining and using the building once it is built;
- the arrangements for commissioning the new building and a well-planned hand-over procedure to the new user.

The client shall also prepare a clear “client’s brief” as a way of setting out the arrangements.

The client brief normally:

- sets out the main function and operational requirements of the finished project;
- outlines how the project is expected to be managed including its health and safety risks;
- sets a realistic timeframe and budget; and
- covers other relevant matters such as establishing design direction and a single point of contact in the client’s organisation.

The client must ensure that a construction phase plan for the project is prepared before the construction phase begins in accordance with regulation 4(5)(a). The plan outlines the health and safety arrangements, site rules and specific measures concerning any work involving the particular risks listed in Schedule 3 of CDM 2015.

Where a construction project must be notified, the client must submit a notice in writing to the relevant enforcing authority (HSE, Office of Rail Regulation (ORR) or Office for Nuclear Regulation (ONR)) (regulation 6(2), (4) and (5) respectively). All days on which construction work is likely to take place (including weekends and bank holidays) count towards the period of construction work.

If a construction project is not notifiable at first, but there are subsequent changes to its scope so that it fits the criteria for notification, the client must notify the work to the relevant enforcing authority as soon as possible.

The client must submit the notice as soon as practicable before the construction phase begins. The client can request someone else do this on their behalf. Any modifications or updates to the notification should be sent making clear that they relate to an earlier notification.

2.12.3 The Principal Contractor:

The Principal Contractor, will comply with CDM 2015, and will pay particular attention to Regulation 12 "Construction phase plan and health and safety file" and Regulation 13 "Duties of a principal contractor in relation to health and safety at the construction phase".

A Site Manager must be appointed by the Principal Contractor to oversee the works and they will be responsible for ensuring the health, safety and welfare of all persons on site throughout the project. This will be achieved by all persons working on site receiving a health and safety briefing/ induction prior to commencing work, a record of which will be kept by the Site

Manager, high visibility jackets, hard hats and protective footwear will be worn at all times and additional Personal Protective Equipment relevant to the task being completed will be worn when identified by a risk assessment.

The site shall be kept clean and tidy with waste being removed at regular intervals and at no time will the burning of waste be allowed on site.

A specific risk assessment will be completed for both the risk of noise and dust which will be kept to a minimum throughout the project through suitable control measures such as limited “noisy” working hours, substitution of noisy tools for non or less noisy alternatives and damping down in dry conditions.

Plant and machinery will only be operated by trained, competent persons who will provide evidence of their qualifications to the Site Manager prior to starting on site.

In planning, managing, monitoring and co-ordinating the construction phase, a principal contractor must take account of the general principles of prevention (see Appendix 1). They must take account of these principles when:

- decisions are being taken in order to plan which items or stages of work can take place at the same time or in sequence; and
- estimating the time that certain items or stages of work will take to complete (regulations 13(1) and (2)).

The principal contractor should be appointed by the client before the construction phase begins to allow them to work closely with:

- the client for the life of the project; and
- the principal designer for the remainder of their appointment.

This work must include liaising with the principal designer for the purposes of planning, managing, monitoring and coordination of the pre-construction phase. As the project moves into the construction phase, the principal contractor should take the lead in planning, managing, monitoring and coordinating the project while continuing to liaise with the client and principal designer.

The effort the principal contractor devotes to carrying out their duties should be in proportion to the size and complexity of the project and the nature of risks involved. The principal contractor should receive help from other dutyholders in identifying the risks associated with the work and determining the necessary controls that need to be put in place.

Planning must take into account the risks to all those affected – workers, members of the public and the client’s employees if working in an occupied premises. It must cover:

- the risks likely to arise during construction work;
- the measures needed to protect those affected by planning to provide;
 - and maintain the right plant and equipment;
 - the necessary information, instruction and training; and
 - the right level of supervision;
- the resources needed to organise and deliver the work including its management, monitoring and coordination.

To manage the construction phase, principal contractors must ensure that:

- those engaged to carry out the work are capable of doing so;
- effective, preventative and protective measures are put in place to control the risks; and
- the right plant, equipment and tools are provided to carry out the work involved.

2.12.4 The Principal Designer:

A principal designer is the designer with control over the pre-construction phase of the project. This is the very earliest stage of a project from concept design through to planning the delivery of the construction work. The principal designer must be appointed in writing by the client to carry out their duties. The principal designer is an organisation (or on a smaller project they can be an individual) that has:

- a technical knowledge of the construction industry relevant to the project;
- the understanding and skills to manage and coordinate the pre-construction phase, including any design work carried out after construction begins.

Where the principal designer is an organisation they should have the organisational capability to carry out the role as well as the necessary skills, knowledge and experience that individual designers must have.

In carrying out the duty to plan, manage, monitor and coordinate the pre-construction phase, principal designers must take account of:

- the general principles of prevention; and, where relevant, the content of:
- any construction phase plan. This will be relevant when the plan has implications for any design work that is carried out after the construction phase has started e.g. ground contamination discovered affecting the choice of piling method; and
- any existing health and safety file. In cases where a health and safety file has been prepared as part of previous construction work on the building, the file should have information which will help the planning, management and coordination of the pre-construction phase.

This information should be taken into account, in particular, when decisions are being taken about design, technical and organisational issues in order to plan which items or stages of work can take place at the same time or in sequence; and when estimating the time needed to complete certain items or stages of work.

The principal designer's work should focus on ensuring the design work in the pre-construction phase contributes to the delivery of positive health and safety outcomes. Bringing together designers as early as possible in the project, and then on a regular basis, to ensure everyone carries out their duties will help to achieve this. This can be done as part of the normal design process.

Regular design meetings chaired by the principal designer are an effective way to:

- discuss the risks that should be addressed during the pre-construction phase;
- decide on the control measures to be adopted; and
- agree the information that will help in preparing the construction phase plan.

When appointing any designers, the principal designer must check that these designers have sufficient skills, knowledge, experience and (if they are an organisation) the organisational capability to carry out the work. These checks should be carried out before appointment takes place.

The principal designer's role continues into the construction phase when design work is carried out and when gathering and preparing information for the health and safety file.

Principal designers must ensure, as far as is reasonably practicable, that foreseeable risks to health and safety are identified (regulation 11(3)). In practice, this will involve the principal designer working with other designers involved with the project.

The risks that should be identified are those that are significant and are likely to arise:

- while carrying out construction work; or
- during maintenance, cleaning or the use of the building as a workplace once it is built.

Once the risks have been identified, principal designers must follow the approach to managing them set out in the general principles of prevention and must, as far as reasonably practicable, ensure that the design team:

- Eliminate the risks associated with design elements.

If this is not possible (for instance because of competing design considerations such as planning restrictions, specifications, disproportionate costs or aesthetics):

- Reduce any remaining risks; or
- Control them, to an acceptable level. This relies on exercising professional judgement in considering how the risks can be managed. The focus should be on those design elements where there is a significant risk of injury or ill-health.

Principal designers must ensure that:

- everyone involved in working on the pre-construction phase cooperates with each other (regulation 11(5)). They must establish that effective communication is occurring and that information is shared within the project team. This could involve holding meetings with others in the design team. Progress meetings with the client and the principal contractor also provide a way of ensuring work on the project is properly coordinated;
- designers comply with their duties (regulation 11(4)). Appropriate checks should be made to ensure that designers are dealing with design risks appropriately. This can be done as part of the design process and through regular progress meetings;
- designers are providing information about elements of the design which present significant risks that cannot be eliminated. This should include information about unusual or complex risks that are more likely to be missed or misunderstood by contractors or others on the project rather than risks that are well-known and understood.

The client has the main responsibility for pre-construction information (see paragraphs 42-43). However, the principal designer must help and advise the client. The principal designer should help the client bring the information the client already holds (such as any existing health and safety file or asbestos survey) together. The principal designer should then:

- assess the adequacy of existing information to identify any gaps in the information which it is necessary to fill; and
- provide advice to the client on how the gaps can be filled and help them in gathering the necessary additional information.
- provide, as far as they are able to, the necessary information promptly and in a convenient form to help designers and contractors who:
 - are being considered for appointment; or
 - have already been appointed, to carry out their duties.

The principal designer must liaise with the principal contractor for the duration of their appointment. During the pre-construction phase this must cover sharing information that may affect the planning, management, monitoring and coordination of the construction phase - in particular, the information needed by the principal contractor to prepare the construction phase plan. Liaison should also extend into the construction phase to deal with on-going design and obtaining information for the health and safety file. This could be done by holding regular progress meetings with the principal contractor.

If the principal designer's appointment finishes before the end of the project, the principal designer must ensure that the principal contractor has all the necessary information so that they:

- are aware of the risks which have not been eliminated in the designs;
- understand the means employed to reduce or control those risks; and
- understand the implications for implementing the design work during the remainder of the project.

The principal designer should also arrange for a handover of the health and safety file (where one exists) to the principal contractor and make them aware of any issues that may need to be taken into account in reviewing, updating and completing it.

3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

3.1 SAFETY HAZARDS

3.1.1 Boundaries and Access

The site is bounded to the South by houses which will remain occupied throughout the project and access must be maintained at all times.

Unplanned or excessive noise and vibration and escape of dust may result in unnecessary disruption to adjacent properties/ businesses. The Principal Contractor shall therefore take all necessary precautions to protect occupants, and any other person who may be affected by the works.

The site is bordered to the North by playing fields/ public spaces and the contractor must ensure that the works do not affect members of the public using the space, particularly during deliveries and waste removal.



3.1.2 Vehicle Movements

The Principal Contractor shall ensure they comply with the requirements of Regulation 27 of the Construction (Design & Management) Regulations 2015, which states:

(1) A construction site must be organised in such a way that, so far as is reasonably practicable, pedestrians and vehicles can move without risks to health or safety.

(2) Traffic routes must be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size.

(3) A traffic route does not satisfy paragraph (2) unless suitable and sufficient steps are taken to ensure that—

(a) pedestrians or vehicles may use it without causing danger to the health or safety of persons near it;

(b) any door or gate for pedestrians which leads onto a traffic route is sufficiently separated from that traffic route to enable pedestrians to see any approaching vehicle or plant from a place of safety;

(c) there is sufficient separation between vehicles and pedestrians to ensure safety or, where this is not reasonably practicable—

(i) other means for the protection of pedestrians are provided, and

(ii) effective arrangements are used for warning any person liable to be crushed or trapped by any vehicle of its approach;

(d) any loading bay has at least one exit for the exclusive use of pedestrians; and

(e) where it is unsafe for pedestrians to use a gate intended primarily for vehicles, at least one door for pedestrians is provided in the immediate vicinity of the gate, is clearly marked and is kept free from obstruction.

(4) Each traffic route must be—

(a) indicated by suitable signs where necessary for reasons of health or safety;

(b) regularly checked; and

(c) properly maintained.

(5) No vehicle is to be driven on a traffic route unless, so far as is reasonably practicable, that traffic route is free from obstruction and permits sufficient clearance.

3.1.3 Environmental Considerations

The Principal Contractor is to give due regard to all Environmental Considerations associated with the works, including the following:

- Dust and noise created by the works
- Prevention of damage to lobbies and material delivery routes
- Recycling of waste materials as applicable
- Sustainability of materials used
- Presence of animals (birds, badgers etc.)
- Local ecology
- Tree preservation orders

3.1.4 Adjacent Land Use

The site is bounded to the South by domestic properties which will remain occupied throughout the project and access must be maintained at all times.

Unplanned or excessive noise and vibration and escape of dust may result in unnecessary disruption to adjacent properties/ businesses. The Principal Contractor shall therefore take all necessary precautions to protect occupants, and any other person who may be affected by the works.

3.1.5 Existing Storage of Hazardous Materials

The Client has not highlighted any hazardous materials stored on site.

3.1.6 Existing Services

Where locations are not shown on drawings the Contractor must contact all service providers and make all reasonable enquiries to ascertain the positions of all existing mains and services affected by the Works and ensure they are adequately protected for the duration of the contract or diverted as necessary.

3.1.7 Ground Conditions

No survey has been provided regarding ground conditions.

3.1.8 Existing Structures

The building is a traditionally constructed village hall.

3.1.9 Lifting Operations

Regulation 8 of the Lifting Operations and Lifting Equipment Regulations 1998 states that every employer shall ensure that every lifting operation involving lifting equipment is (a) properly planned by a competent person; (b) appropriately supervised; and (c) carried out in a safe manner.”

The person planning the operation should have adequate practical and theoretical knowledge and experience of planning lifting operations. The plan will need to address the risks identified by the risk assessment and identify the resources required, the procedures and the responsibilities so that any lifting operation is carried out safely.

The plan should ensure that the lifting equipment remains safe for the range of lifting operations for which the equipment might be used and where two or more items of lifting equipment are used simultaneously to lift a load, where appropriate a written plan should be drawn up and applied to ensure safety.

The risk assessment required by regulation 3(1) of the Management Regulations will identify the hazards and corresponding risks. The requirement for proper planning under these regulations should therefore address how risks identified by this assessment will be eliminated or adequately controlled. Proper planning of lifting operations should ensure that not only is suitable equipment provided by duty holders but also that it can be used safely.

3.2 HEALTH HAZARDS

3.2.1 Asbestos Containing Materials (ACMs)

The Client has not provided an Asbestos survey in accordance with Regulation 4 of the Control of Asbestos Regulations 2012.

A Refurbishment & Demolition Survey must be completed prior to work commencing.

3.2.3 Storage of Hazardous Materials

Refer to Section 3.1.4.

3.2.3 Hazardous Materials in Existing Structure

No additional items other than those mentioned under Item 3.1.4 and 3.2.1 above have been highlighted to the Principal Designer.

3.2.4 Hazards Related to Client’s Activities

No other hazards have been reported to the Principal Designer.

4.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

Based on design information provided to the Principal Designer, the following design and construction risks have been identified:

- Maintaining general access
- Maintaining means of escape and fire brigade access to the building prior to demolition
- Neighbouring Properties
- Road users and pedestrians
- Working at Height
- Working adjacent to occupied premises
- Retention of rights of way
- Traffic and delivery management
- Removal of waste materials from site
- Manual handling of materials
- Working with temporary, and connection to existing services
- Dust and noise created by the works
- Working in close proximity to members of the public
- Buried Services

The Contractor shall also consider the project specific, significant risk items contained within the Hazard and Elimination Management List prepared by the Client's team.

4.1 DESIGN ASSUMPTIONS

It has been assumed that the Contractor will have experience of work of a similar scale and nature on restricted occupied sites.

4.2 DESIGN CHANGES

In the event of substantial changes in specification of materials during the construction phase:

- Contractor to advise Principal Designer, who will consider the amendment and advise the Employer's Agent accordingly.

In the event of substantial design changes affecting resources:

- Employer's Agent and Principal Designer to be consulted regarding changes.

In the event of substantial design changes to the contractor's work packages:

- Contractor to consider the implications and inform the Principal Designer who will liaise further with the Employer's Agent.

Changes in design shall be communicated to employees and contractors by the Contractor during pre-start discussions.

4.3 DESIGN WORK BY CONTRACTORS

Design work under the control of the Principal Contractor shall be undertaken in accordance with the duties of a designer under Regulation 9 of the CDM Regulations 2015.

4.4 SIGNIFICANT RISKS IDENTIFIED DURING DESIGN

4.4.1 Vehicular Access and Deliveries

The Principal Contractor shall establish areas for deliveries and vehicular activities that do not pose any risk to other contractors, members of the public and do not disrupt neighbouring activities.

4.4.2 Manual Handling

The Principal Contractor is to ensure the weights of all materials, waste and equipment are known prior to handling.

In the case of larger items such as furniture and partitioning, it may be necessary to break it down into component parts or not already prior to transportation.

4.4.3 Work at Height

Working at height must be undertaken only after due consideration has been given to hazards/risks that are associated with the work and the measures required to reduce/eliminate those risks.

4.4.4 Working Adjacent to Members of the Public

The Principal Contractor must take adequate steps to ensure the safety of members of the public, occupants of adjacent buildings, visitors and the security of the site when carrying out the works.

4.5 MATERIALS REQUIRING PARTICULAR PRECAUTIONS

No materials specified have been identified as requiring unusual or abnormal safety measures. The Principal Contractor must, however assess all materials for their safety prior to use.

5.0 THE HEALTH AND SAFETY FILE

5.1 CONTENT AND FORMAT

5.1.1 Content

The Health and Safety File shall be prepared in accordance with Appendix 4 of the Managing Health and Safety in Construction Guidance on Regulations (2015).

The Principal Contractor, Designers and other Contractors or Suppliers must provide information to adequately effect production of the Safety File and collation of information relating to the Building Manual.

5.1.2 Collection of Information from Contractors/Suppliers

The Principal Contractor must co-ordinate the provision of all information relevant for the safety file from designers, subcontractors and suppliers.

5.1.3 Product Warranties

- Windows and external doors: 20 years
- Window glazing units and finish: 10 years
- Window and door hardware: 10 years
- Flat roofing: 20 years, not dependant on annual inspections
- Kitchen units and components 10 years
- Centralised boiler plant: 2 years
- Pumps and ancillary mechanical equipment: 2 years
- Automatic Fire Detection system: 5 years
- Photovoltaic Panels: 5 years

5.1.4 Approval

An outline of the proposed information to be provided for the Health and Safety File shall be submitted to the Principal Designer for comment in sufficient time prior to submission of the draft to the Client (see Section 5.1.4).

5.1.5 Submission Deadline

A complete draft of the Health and Safety File shall be passed to the Client for comment and authorisation not less than two weeks before practical completion of the works.

Final copies are to be provided to the Client not less than one week before practical completion. Quantity and format is to be confirmed.

Failure to comply with this request may affect issue of the completion certificate. Appropriate payment necessary for the level of resource to produce similar information may be withheld from the Principal Contractor if information is not provided.

Pre-Construction Information prepared by:

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