

Resurfacing of the Car Parks and Roads

Introduction:

The South Mimms site requires some designated roads and many of our carparks to be re-surfaced. The carparks were built over 12 years ago and some of the car park has come up due to weather and vehicles. Parts of the road surface has become cracked; this could be caused by poor foundation bearing in mind that the under surface is mainly clay. It is envisaged to re-surface the car parks and roads as shown on the site layout drawing. On the West side road, this has become severely cracked due to poor substrate, and will need to have a replaced substrate foundation laid.

Across the whole of the site, new yellow lines will need to be marked both on the roads and in the carparks.

The road and carpark re-surfacing will be carried out in phases with the road repairs being in the first phase and in this financial year. Phase 2 will be the re-surfacing of the carpark zones in 2023, budget permitting.

In the future there is the likelihood of parts of the car park being turned into electric vehicle charging zones. In addition to this there is also the possibility that the entire car park area 1 to 5 will be housing solar panel enclosures.

General Requirements

A comprehensive Gantt chart is to be provided with the tender return showing the work phases. This should show all lead times. It is preferable that this is supplied in Microsoft Project but an excel spreadsheet would be accepted.

Site Visits

The Supplier is to carry out a thorough and extensive survey to establish and verify actual site requirements and equipment, prior to further design work and the subsequent construction phase. We expect a fully costed tender return, if there are assumptions, these must be fully explained, and a costed range supplied.

Note: Please check the availability, or product advances of the products you would be supplying, prior to submitting your bid. Out of stock and superseded products would not constitute a variant cost, during the construction phase.

Scope

The Supplier shall:

Provide all design documentation, O&M manuals, and as-installed drawings in electronic format, in both pdf and Autocad.

Conduct a site survey to review the proposed designs and locations and shall confirm suitability of their proposed solution. Any initial observations on the current installation should be noted on the tender return.

Comply with the Agency H & S guidelines at all times while on site. The H&S advisor on site has responsibility for ensuring compliance on the Agency's behalf and will form part of the project team.

All Supplier employees will be required to go through an Agency security background check prior to attending site.

All Suppliers employees will be given the site induction when attending site for the first time. There will be further inductions for specific specialist areas as and when required.

Should, as a result of the contract, an incident or accident occur to either a member of the Agency's staff, property or Supplier's employees, the person responsible for you on site (generally the Project Manager) must be informed as soon as possible after the immediate emergency has been dealt with. The responsible person will then inform the H&S team.

The Principal Supplier (Contractor) will manage health and safety on the site with established rules and procedures. These will be displayed, and all operatives and visitors to the site are required to undergo a site-specific induction to be familiarised with them. A signature of understanding of the rules and procedures together with an undertaking to abide by them will be retained in a register maintained on site for that purpose.

Site rules, practices, and procedures to be established and enforced will include but not necessarily be limited to the following:-

- Site working hours are 9am to 5pm, Monday to Friday, any work outside of this time would need to be agreed in advance with the Agency
- Suppliers' personnel must comply fully with the client's security arrangements and procedures
- Operatives and visitors report to the site supervisor are inducted and sign in and sign out
- Smoking is not permitted on the site except in defined areas
- Radios and personal stereos are not permitted
- Personal protective equipment must be worn as required by their risk assessment
- Debris removal and site clearance is regular
- Temporary lighting, including emergency lighting, is provided where and when necessary
- Copies of HSE notification and public liability insurance certificate are displayed
- All existing mains services are located, identified and marked
- Fire precautions and procedures are maintained including the provision of firefighting equipment and means of escape
- Site security is to be maintained at all times in accordance with Agency policies and procedures
- Sufficient resources are to be provided and maintained to ensure that operatives do not lose concentration or become fatigued resulting in injury
- Only trained personnel to operate mechanical plant or electrical equipment
- Risk and Method statements will be agreed and available to read or review in the site office with a copy held in the project office.

The Agency will continue to operate around site as normally as practical. However, it will be necessary for some operational areas to be vacated for periods of time to allow works to be carried out. The Principal Contractor (Supplier) will be required to liaise with the Agency so that a program can be established to suit operational requirements.

Some areas will be harder to carry out the install in normal working hours so you must allow for some weekends work for these areas. This will need to be carefully planned with our neighboring sites and the houses that are in our catchment area.

The Principal Contractor (Supplier) must ensure that his operations do not pose any risk to the Agency personnel or visitors to the site.

There are no health risks to Supplier's contractor personnel from the Agency activities as long as the Agency security controls are complied with fully.

Whilst the work is happening, appropriate signage and barriers must be put in place to divert staff and deliveries onto site. Persons at work signs are to be placed close to where Supplier's contractors are operating.

At no point should the road be blocked off without prior arrangement. Emergency vehicles must have access to the site at all times.

Special attention needs to be considered for cyclists and staff walking to site. Visitors must be directed safely to and from site. Works between the security gatehouse and the main site must be coordinated with the Agency, with signage, barriers, or tape to identify where staff and visitors are to go.

Precautions must be taken to protect site operatives and general public from hazards associated with vibration, dangerous fumes (diesel exhaust) and dust (ground cutting) Noise from plant, arising during the course of the Works. There are extremely sensitive areas around site that will need careful consideration when using percussion drills etc. Some areas are Home Office regulated and as such all works around these areas must be planned and agreed prior to start.

If appropriate, all landscaped areas and grass land are to be levelled and fully made good at the end of the works. Allowance must be made to back fill vehicle track marks with topsoil and completely re-grass seeded.

The site roads and pavements must be kept clean at all times. Please allow for cleaning in the costings.

If you need to carry out a ground survey to determine the quality of the ground or underground services. This needs to be allowed for in the costings.

Detailed requirements

Installation

During the installation / refurbishment, site security must be maintained, therefore a plan will need to be devised on how the Supplier proposes to carry out the work including any requirements for out of hours working. The site is manned 24/7/365.

The parking areas are to be constructed using a permeable surface material. The preferred solution is for the use of porous asphalt, an example of this solution can be seen at <http://www.tarmacdry.co.uk/>

The service roads are to be re-surfaced in a hot rolled asphalt.

Priority List

Priority 1- **Main entrance** road as shown on drawing layout. This will include a section of pathway, between the visitor's car park entrance and the end of newly installed road surface.

Priority 2- **North** side of site, site service roadway, as shown on drawing layout.

Priority 2- **West** side of site, site service roadway, as shown on drawing layout. The under surface of this road will need to be excavated down to a firm substrate base. Compacted type 2 courses backfilled.

Priority 3, 4, 5, 6, 7, 8 – **Main car park bays**. These will be completed in turn.

Priority 9- **Delivery courtyard**. We would like a cost only to resurface this zone and may not form part of these works.

All manholes, gulley's and chambers are to be reset.

All lines, hatchings, parking bays, wording and markings are to be replace using the hot thermo lining paint, colour to suit purpose.

The wording must be the standard "Transport" font, with the size of font to match existing road markings. An example of this must be agreed with the PE, prior to carrying out this part of the works.

When returning the commercial costs, please breakdown all the costs associated for each zone.

Sleeping Policemen

There are a few sleeping policemen that will require to be re-laid during the re-surfacing works. They must comply with highways regulations. Any signage that needs to be displayed will need to be allowed for within your tender return.

Drainage

The car parks are to fall to the surface drains where possible and the wearing surface must not encourage rainwater to collect, but to flow to the nearest drain. It is recognised that it is not possible to ensure absolute flatness using asphalt as a medium; however, the contractor must ensure that the car parks do not allow the collection of any rainwater. Should this not be the case, the contractor will be requested to return and rectify the problem. If the 'full filtration' option is not adequate, then the contractor is to design the drainage system to remove storm / rainwater from the car park and deliver the water to the existing storm water drainage. Drawing attached shows the drains in the area.

Permit to Work

The Agency operates a permit to work system these include the following as required by the work: -

- General Permit to work
- Excavation Permit

All permits will be issued as necessary by authorised staff. No work is to commence without the possession of the relevant permit to work. These must be returned to the issuer on completion of the works for filing.

The Supplier must ensure that his operations do not pose any risk to the Agency personnel or visitors to the site.

Waste removal and recycling

The Supplier will be responsible for the removal of the old tarmac, concrete surface from site and disposed of in accordance with the following:

All waste materials are the responsibility of the Supplier. All waste associated with the project will be disposed of in an environmentally acceptable way and in compliance with the Duty of Care under the Environmental Protection Act 1990. All disposed waste from The Agency, must have a certificate stating that the waste items have been transferred to an authorised waste handler, and disposed of accordingly. This certificate must be handed to the Agency for our records.

A Supplier's skip can be located in the local area with agreement of the Agency but must be maintained so no rubbish is left around it or be blown around by the wind.

CDM

This project will be run alongside CDM regulations. Our independent CDM adviser (Simon Ridgers) will be in touch to start the process off.

Location

Blanche Lane, South Mimms, Potters Bar, Hertfordshire EN6 3QG, UK.

Asbestos

An Asbestos Register for the site was compiled in 2003/2004, 2009 and updated 2010. This register is available on request. It should be noted that the asbestos survey may not have identified all the asbestos containing materials in the building and the Supplier's personnel must have received asbestos awareness training and proceed with caution. There is no anticipated exposure to asbestos because of these works.

Energy, environment, and sustainability

The Agency is required to comply with the Government Greening Commitments and is required to achieve NetZero by 2030. Please provide details of your NetZero plans.

Site setup Information

A full survey is to be undertaken to establish and verify actual site dimensions, prior to further design work and the subsequent construction phase.

Site Management

Please allow for a site contact/foreman to be available throughout the duration of all the works.

Welfare facilities

The site has toilets, power and water which will be provided to Supplier with the Agency's permission. The site also has a staff restaurant that the Suppliers staff may use subject to persons being properly dressed and in clean and tidy clothing. We have first aiders on site, but we expect each main supplier to supply a first aider as part of their team.

Storage of materials and tools

The Supplier is to allow for onsite storage or any site setup if this is required.

The site is very limited on external space and therefore all material and tools will need to be stored in an area designated by the Project Engineer.

Any damage to any part of the site caused during the undertaking of works by the Supplier must be made good by the Supplier, at their expense, before handover is accepted. Any such damages will need to be repaired to the satisfaction of the Agency. This includes, but is not limited to;

- Roads & Paths
- Curbs
- Shrubbery
- Cables
- Vehicles
- Structures

Design or approvals

The Supplier will submit proposal plans if applicable for any Planning or Building Regulations. All costs associated with your project proposal must form part of your tender return price.

Design Change Post Contract Award

Any change to this specification after the tender has been received and the contract awarded will be controlled using the Agency's Design Change Control form that is signed by both all parties as detailed on the form. The form will identify the change and its effect on costs and timescales.

An example of this form can be found in the attachments (Design Change Control Form).

Confidentiality

Suppliers are expected to keep any information about the work of the Agency or staff details totally confidential.

O & M's

Electronic O and M manuals will be provided at the end of the works, showing as installed drawings (in AutoCad) routine service parts and the frequency of maintenance. Electrical certificates along with information etc. also manufacturer's literature must also be included.

Confidence in your tender return

Please make sure that what you have quoted against can be achieved and you have made allowance for each and every part of the specification and the subsequent parts of it. If you are unsure, please check back with the Agency or your suppliers. If you wish to re-visit site to confirm or check any clarifications, we would be happy to accommodate as long as it is within the tender window. All correspondence can be carried out via Atamis e-tendering portal.

Price Breakdown

Please provide a detailed price breakdown of each of the priority zones, shown on the drawing layout, through the Atamis commercial envelope.