

WAKEFIELD COLLEGE

Radcliffe Building Refurbishment (Level 1 and 2)



ENGINEERING AND CONSTRUCTION CONTRACT –
OPTION A

WORKS INFORMATION

Tender Version – April 2018

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SECTION A - CONTRACT AGREEMENT AND CONTRACT DATA

SECTION A100 – CONTRACT AGREEMENT

Refer to Form of Contract included within Section 1 of this contract

SECTION A200 – CONTRACT DATA

Refer to Form of Contract included within Section 1 of this Contract

Appendix A1 Programme

The programme is as follows. These Key Dates are also highlighted within the Form of Contract included within Section 1 of this Contract:

Contract Awarded	7 May 2018
Contractor Lead-in / Mobilisation	7 May 2018 to 21 May 2018 or 25 June 2018
Construction Period	21 May 2018 (2 nd floor only) and 25 June 2018 (1 st floor) – 17 August 2018 (both floors)

Appendix A2 College Calendar

Academic Years 2017 - 2018

Autumn Term 2017		
Peak Enrolment Period	Wednesday, 23 August, 2017	Friday, 1 September, 2017
Classes	Monday, 4 September, 2017	Thursday, 19 October, 2017
Half Term	Monday, 23 October, 2017	Friday, 27 October, 2017
Classes	Monday, 30 October, 2017	Friday, 22 December, 2017

Spring Term 2018		
Classes	Monday, 8 January, 2018	Friday, 16 February, 2018
Half Term	Monday, 19 February, 2018	Friday, 23 February, 2018
Classes	Monday, 26 February, 2018	Thursday, 29 March, 2018

Summer Term 2018		
Classes	Monday, 16 April, 2018	Friday, 25 May, 2018
Half Term	Monday, 28 May, 2018	Friday, 1 June, 2018
Classes	Monday, 4 June, 2018	Friday, 29 June, 2018
Pre Induction/Taster Days	Monday, 2 July, 2018	Thursday, 5 July, 2018

SECTION WI – WORKS INFORMATION

WI 100 – Description of the Works

WI 105	Description of the Works	<p>The project includes the internal refurbishment and remodeling to areas within level 1 and 2 of the Radcliffe building at Wakefield College's city campus. Works include but are not limited to the demolition of existing internal walls, construction of new metal stud partitions, removal of internal doors and the supply and fit of new to suit the amended layout as well as new suspended ceilings and floor finishes. Modifications will also be required to the existing mechanical and electrical system to the suit the revised layout.</p> <p>For a full list of design information, indicating the description of the works, please refer to Section 3 of the Contract Documents.</p>
WI 110	Project objectives	<p>To complete all sections of <i>the works</i> for the <i>Employer</i> safely for all those involved by 17 August 2018, including providing the facilities to the <i>Employer's</i> design criteria to an exceptional quality, within the agreed total of the Prices and with regard to the whole life cycle costs.</p> <p>It is the <i>Employer's</i> wish that this project is undertaken in a spirit of mutual trust, respect and co-operation, that good relationships prevail throughout and that negative conflict and dispute is avoided.</p> <p>It is important from the outset that all the main Parties involved understand the project as a whole, not just their part in it so that a spirit of ownership is developed, whereby, through helping to arrive at a solution, method or design, shared responsibility and reward is generated.</p> <p>The key stakeholders in the project will form part of the project team and will be available for decision-making, as required</p>

		<p>within the framework and timescales stated in the contract, to help progress the project to a successful conclusion.</p> <p>The <i>Contractor</i> will be responsible for the development and Completion of the design for <i>the works</i>. The <i>Contractor</i> and Design Team are recognised as crucial to the successful delivery of the project and are encouraged to participate in a pro-active and open way that is synonymous with this project philosophy.</p> <p>The <i>Employer</i> wishes to develop and maintain productive relationships with all those involved with, or affected by this project, including the general public and requires members of the team to act as project ambassadors in this regard.</p>
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WI 200 – General constraints on how the Contractor provides the Works

WI 205	General constraints	<p>In completing <i>the works</i> the <i>Contractor</i> is to comply with the following:</p> <ol style="list-style-type: none"> 1. The Site is within a fully operational college and the <i>Contractor</i> is to ensure that <i>the works</i> do not adversely impact upon the <i>Employer's</i> operations 2. The <i>Contractor</i> shall endeavour not undertake any operations that generates noise levels that exceed 65dB(A) at the <i>boundaries to the Site</i> 3. The <i>Contractor</i> shall endeavour not undertake any operations that generate noise levels that exceed 80dB(A) at the boundaries to the Site at any other time than those stated in 2 above, without obtaining acceptance from the <i>Project Manager</i>. 4. The <i>Contractor</i> shall endeavour not undertake any operations that generate excessive noise levels. Weekly co-ordination/look ahead meetings should be scheduled with the college so they are aware of what works will be progressing. 5. The working hours for the Site will be as follows: <ol style="list-style-type: none"> a. Monday to Friday 0800hrs to 1900hrs b. Saturday 0800hrs to 1300hrs (subject to prior written approval from the
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		<p><i>Project Manager</i>)</p> <p>c. Sunday & Bank Holidays Subject to prior agreement / approval</p> <p>The above hours are subject to planning conditions which may be enforced</p> <p>6. Site access, storage, deliveries, parking and transport / pedestrian routes are to be in accordance with the Pre Construction Information Pack. Site restrictions will be applicable as included within the town planning conditions, which will be issued when it is available. The <i>Contractor</i> will be required to maintain safe and secure student access to the entrance(s) to Gissing Building. All storage will be within the contractor site compound only. No contractor parking will be accepted on site. Site access is to be via Bell Street, refer to plan 50379 SP(90)05. The <i>Contractor</i> will be required to respect the adjacent neighbouring properties and their access requirements.</p> <p>7. Delivery times to site will need prior written agreement with the Employer.</p> <p>8. The <i>Contractor</i> is to prevent excessive vibration and dust at all times.</p> <p>9. The <i>Contractor</i> is to maintain the cleanliness of all access roads and pedestrian pathways either leading to the Site or adjacent to the Site to the satisfaction of the Project Manager</p> <p>10. Explosives shall not be used on Site</p> <p>11. Parking within college grounds will be limited but available to The <i>Contractor</i> during the course of <i>the works</i>.</p> <p>12. All other requirements as set in section WI200</p>
WI 210	Confidentiality	<p>The <i>Contractor</i> keeps confidential and does not without the prior acceptance of the <i>Project Manager</i> at any time for any reason:</p> <ul style="list-style-type: none"> disclose to Others or publish or make any statement or release any documents or photographic material concerning this contract, <i>the works</i> or any matters arising from or relating to them directly or indirectly, or disclose to any third party, any trade or business

		<p>secrets or similar confidential information supplied by the other party except as absolutely necessary for the proper performance of the contract or as required by law.</p> <p>The <i>Contractor</i> is to comply with the <i>Employer's</i> policy with regard to access to information and compliance with the Freedom of Information Act 2000.</p>
WI 215	Security and protection of the Site	<p>The <i>Contractor</i> shall be responsible for any security measures which they consider necessary and adequate to safeguard the Site, <i>the works</i> products, Materials, Plant, and any existing buildings affected by <i>the works</i> from damage and theft and for the protection of the public. Take all reasonable precautions to prevent unauthorised access to the Site and <i>the works</i>. The <i>employer</i> will not accept any liability.</p> <p>The <i>Contractor</i> shall confine to the Site all persons employed on <i>the works</i>, including Subcontractors, keep all unauthorised persons off the Site, take all measures to safeguard <i>the works</i> against theft and provide, erect, maintain and alter as necessary appropriate temporary fences, barriers, hoardings and the like required for this purpose.</p> <p>If necessary the <i>Contractor</i> shall keep watchmen or other guards on the Site for the whole or any period of the contract.</p>
WI 220	Security and identification of people	<p>The <i>Contractor's</i> staff, workpeople and Subcontractor's workpeople shall wear clear identification in the form of the <i>Contractor's</i> company name whilst on the Site at all times.</p> <p>Should any of the <i>Contractor's</i> staff require access into the operational college, then they must report to reception. Anyone not complying with this may be asked to leave site.</p> <p>All <i>contractors'</i> personnel must be signed in and off site in the contractors register. All staff must wear photo ID badges and are restricted to the construction site and welfare facilities only.</p>
WI 225	Protection of existing	<p>The <i>Contractor</i> is responsible for ascertaining the exact</p>

	structures and services	<p>location of all mains and services likely to affect the construction of <i>the works</i>, and is responsible for the repair of any damage caused to existing services whether identified in the Site information or not</p> <p>Particular care shall be taken to avoid damage to existing services, electricity mains and all supports, wrapping, lagging, etc. In the event of damage repairs shall be carried out in close liaison with the <i>Project Manager</i> by an appropriately experienced and qualified <i>Contractor</i>.</p> <p>Any damage to the mains or services shall be notified immediately to the <i>Project Manager</i> and be made good at the <i>Contractor's</i> expense.</p> <p>The <i>Project Manager</i> may make such arrangements, as in his opinion are necessary, whether by the employment of the <i>Contractor</i> or otherwise to effect repair of services and the <i>Contractor</i> shall compensate the <i>Employer</i> for all such damage and repair costs.</p> <p>The <i>Contractor</i> shall not cut, isolate or otherwise interrupt any existing services that are to be maintained without prior notification to and acceptance of the <i>Project Manager</i>.</p>
WI 230	Protection of the works	The <i>Contractor</i> shall be responsible for adequately protecting the works against damage arising from weather conditions, construction, other <i>Contractors</i> , warping, distortion, humidity or other environmental conditions, which would have an adverse effect upon the works. The <i>Contractor</i> shall anticipate all possible damage, take all necessary steps to protect, including altering protection as necessary during the construction process.
WI 232	Protection of existing trees	Not applicable.
WI 233	Protection of the <i>works</i>	The <i>Contractor</i> shall arrange for the relocation to a suitable environment of any flora and fauna which is subject to conservation and which may be affected by the works.
WI 235	Cleanliness of roads	The <i>Contractor</i> shall be responsible for maintaining the cleanliness of all highways approaching the Site access

		<p>throughout the contract. Any contamination of surrounding highways by Site traffic shall be removed immediately.</p> <p>Any damage to Public Highways caused by the <i>Contractor</i> (not in the possession of the <i>Contractor</i>) must be dealt with by the <i>Contractor</i> directly with Local and/or Highways Authority.</p>
WI 240	Traffic management	<p>The <i>Contractor</i> is responsible for providing method statements and logistic plans to demonstrate traffic management measures that will be implemented. Wherever possible access and egress should be segregated and for the sole use of the Contractor. Should any traffic management measures be required for the safe execution of the <i>works</i> then this will be at the <i>contractors</i> cost.</p>
WI 245	Condition survey	<p>The <i>Contractor</i> is responsible for providing a schedule of condition including photographic records, for all areas of the Site and adjoining boundaries that relate to <i>the works</i> and is to agree same with the <i>Project Manager</i> and any relevant Parties.</p> <p>The <i>Contractor</i> shall reinstate all Working Areas to their original condition that have been used by the <i>Contractor</i> for access, storage, parking or any other incidental use that was required in order for the <i>Contractor</i> to Provide <i>the works</i>.</p> <p>The extent of any reinstatement works is to be agreed with and shall be completed to the satisfaction of the <i>Project Manager</i> prior to Completion. There shall be no addition to the total of the Prices for any such reinstatement works.</p>
WI 250	Consideration of Others	<p>The site is located on an operational college site and the <i>Contractor</i> is to take full cognisance of this in planning the <i>works</i> and the site set-up.</p> <p>The Contractor shall not use any portion of the Site for any purpose other than that connected with the works.</p> <p>Smoking will only be permitted in designated areas or areas that are not visible from the operational college.</p>
WI 251	Adjacent sites	<p>The <i>Contractor</i> shall be required to operate a "good neighbour" policy and in organising the work, in particular</p>

		<p>noisy operations, shall take into account the interests of adjacent and nearby building users.</p> <p>The <i>Contractor</i> shall take all reasonable precautions during the progress of the works to prevent or reduce nuisance or inconvenience caused by noise to occupiers of adjacent properties and to the general public including ensuring no mobile phones and/or radios are to be used on Site.</p> <p>The <i>Contractor</i> at all times prevents any nuisance (including, but without limitation, any noisy working operations and ensuring that no mobile phones and/or radios are used on Site) or other interference with the rights of any adjoining landowner, tenant or occupier or any statutory undertaker arising out of the carrying out of the works and assists <i>the Employer</i> in defending any action or proceeding which may be instituted in relation thereto provided that the <i>Contractor</i> is not liable where the nuisance or other interference was an inevitable consequence of the carrying out of <i>the works</i>.</p> <p>Without prejudice to the obligations of the <i>Contractor</i> as stated above, the <i>Contractor</i> at all times ensures that there is no trespass by the <i>Contractor</i>, its servants, agents, Subcontractors or suppliers on or over any adjoining or neighbouring property arising out of, or in the course of, or caused by the carrying out of the works and the <i>Contractor</i> takes all reasonable safety and other measures to prevent damage or injury to any persons (including, but without limitation, the occupiers of adjoining or neighbouring property and members of the public).</p> <p>The <i>Contractor</i> will be responsible for co-ordinating and maintaining local resident and occupant liaison during the contract with the aim of promoting and maintaining excellent relationships with adjacent facility users, local residents and the general public</p>
WI 255	Industrial relations	<p>The <i>Contractor</i> will be responsible for promoting and implementing good industrial relation practices and, in</p>

		<p>conjunction with the Subcontractors, is responsible for 'day to day' industrial relations as they affect <i>the works</i> in particular and the project as a whole. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Race relations • Equal opportunities • Training opportunities <p>The <i>Contractor</i> shall publish an Industrial Relations Policy and require his Subcontractors to submit, with their tenders, details of their Industrial Relations Policy, training schemes and management initiatives.</p>
WI 260	Control of site personnel	<p>The <i>Contractor</i> must ensure that all of his staff, employees and workpeople and any Subcontractors' workpeople do not make any remarks, noises, gestures, movements or other that could be considered to be racially or sexually offensive.</p> <p>The <i>Project Manager</i> reserves the right to ask the <i>Contractor</i> to remove any person/s found to be a breach of this requirement.</p>
WI 265	Site cleanliness	<p>The <i>Contractor</i> will remove all rubbish and debris as it occurs in the course of <i>the works</i> in accordance with all statutory obligations. The Site, compounds and access routes shall be maintained in a clean and tidy condition throughout the contract.</p> <p>Storage of all Materials, including waste, shall be restricted to within the confines of the Site.</p> <p>The <i>Contractor</i> shall keep <i>the works</i> in a clean and tidy condition including but not limited to the following removing:</p> <ul style="list-style-type: none"> • All rubbish, debris, surplus material and spoil regularly and on a daily basis to keep and maintain the Site and works in a clean and tidy condition. • All rubbish, dirt and residues from voids and cavities in the construction before closing up and sealing. • All surplus hazardous Materials and their containers regularly for disposal off-Site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.

		<p>The <i>Contractor</i> shall also:</p> <ul style="list-style-type: none"> • Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority; • Instigate waste recycling on Site for segregation of waste. • Retain waste transfer documentation on Site for inspection <p>The <i>Employer</i> reserves the right to remove untidy or badly stacked Materials, rubbish and debris, etc., and deduct the costs from the total of the Prices if the <i>Contractor</i> fails to comply with the above.</p>
WI 270	Waste materials	<p><u>Site Waste Management Plan</u></p> <p>It is a requirement that that both the <i>Employer</i> and the <i>Contractor</i> will take all reasonable steps to ensure that all waste from the Site is dealt with in accordance with the waste duty of care in Section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991; and Materials will be handled efficiently and waste will be managed appropriately.</p> <p>The <i>Contractor</i> will be required to produce an initial Site Waste Management Plan ('SWMP').</p> <p>The <i>Contractor</i> shall comply fully with all legislation, regulations and industry best practice in the recovery, handling, transfer, re-use, and recycling of Materials and other waste products arising from carrying out <i>the works</i>.</p> <p>Generally the <i>Contractor</i> is required to:</p> <ul style="list-style-type: none"> • Be proactive in supporting the designer to identify causes of waste within the design and agree methods of waste reductions; • Work with sub-<i>Contractors</i> before starting on-Site to identify areas of waste and agree methods of waste reductions; • Negotiate and agree reasonable wastage allowances with sub-<i>Contractors</i>, including requesting and

		<p>documenting accurate waste forecasts from each sub-<i>Contractor</i>, within the SWMP;</p> <ul style="list-style-type: none"> • Explore and propose construction solutions which will enable a reduction in waste, including off Site construction options; and • Develop and implement a logistics plan which addresses both where waste will arise and how it may be reduced. This is to be included within the SWMP and made available to the client on request. <p>Maintaining SWMP on Site</p> <p>The <i>Contractor</i> shall keep and maintain an up to date copy of the SWMP on Site, and shall make the same available for updating by all <i>Contractors</i> and sub-<i>Contractors</i> as required during the project. The <i>Contractor</i> shall be responsible for ensuring that all relevant information is obtained from any sub-<i>Contractors</i> / suppliers.</p> <p>Updating the SWMP during the project.</p> <p>The <i>Contractor</i> shall update the SWMP from time to time as necessary; such updates to include:</p> <ul style="list-style-type: none"> • Review of the plan; • Recording the types and quantities of waste produced; • Recording the types and quantities of waste that have been : <ul style="list-style-type: none"> • Re-used; • Re-cycled; • Sent for another form of recovery; • Sent to landfill; or • Otherwise disposed • Providing detail on whether the above processes were carried out on or off-Site; • Sorting & Segregation of Materials • The <i>Contractor</i> shall provide evidence to demonstrate the sorting and segregation of Materials is carried out to the agreed levels.
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		<p>Waste Transfers</p> <p>When waste is removed from the Site, the <i>Contractor</i> shall record a breakdown of the types of waste that are being moved; details of the person removing the waste; the waste carrier's registration number; details of the Site that the waste is being taken to; and details confirming that the operator of this Site either holds a permit under the Environmental Permitting (England and Wales) Regulations 2007 or is registered under the Regulations as being a waste operation exempt from the need for such a permit.</p> <p>Updated SWMP after Completion</p> <p>The <i>Contractor</i> shall, within three months of the date of Completion, provide to the <i>Project Manager</i> an updated SWMP including:</p> <ul style="list-style-type: none"> • a statement confirming that the SWMP was monitored on a regular basis and in accordance with the Regulations • an explanation of any deviation from the SWMP (if any) • a comparison between the estimated quantities of each waste type, against the actual quantities of each waste type that were produced; • an estimate of the cost savings that were achieved by implementing this plan
WI 275	Deleterious and hazardous materials	<p>The Contractor warrants to the Employer that the Contractor does not specify or approve for use in the works, or use in the works, any products or materials which are generally known within the construction industry to be deleterious at the time of use in the particular circumstances in which they are used, or those identified as potentially hazardous in or not in conformity with:</p> <ul style="list-style-type: none"> • the report entitled "Good Practice in the Selection of Construction Materials" (1997, by Tony Sheehan, Ove Arup & Partners, published by the British Council for Offices and the British Property Federation) other

		<p>than the recommendations for good practice contained in Section 2 of that report</p> <ul style="list-style-type: none"> • relevant British or European Standards or Codes of Practice or • any publications of the Building Research Establishment related to the specification of products or materials. <p>If in the performance of his duties under this contract, the Contractor becomes aware that he or any person has specified, approved or used any such products or materials, the Contractor immediately notifies the Employer of the same. This clause does not create any additional duty for the Contractor to inspect or check the work of Others which is not required by this contract.</p>
WI 280	Ground conditions	Not applicable.
WI 285	Considerate Constructors Scheme	Not applicable.
WI 290	Planning	Not applicable.
WI 295	Building Regulations	<p>The Contractor will submit drawings for building control approval to Wakefield Metropolitan District Council and will pay all fees due.</p> <p>The <i>Contractor</i> shall complete the design, obtain all statutory building regulation approvals (including demonstrating by means of testing, compliance with Part L of the Building Regulations) and all other necessary approvals including those resulting from any changes to the Works Information made by the <i>Project Manager</i>. Such approvals must be unconditional and obtained and delivered to the <i>Project Manager</i> prior to the Completion Date and are a condition precedent for the certification of Completion by the <i>Project Manager</i>.</p> <p>The <i>Contractor</i> shall provide the <i>Project Manager</i> and <i>Employer</i> with copies of all approval notices. Should compliance with the Building Regulations or the requirements of the Fire Officer or of any other body having jurisdiction necessitate amendment to the design or layout of <i>the works</i>,</p>

		<p>the <i>Project Manager's</i> acceptance is to be obtained before it is implemented. No adjustment will be made to the total of the Prices for such compliance provided that the regulation requiring such compliance was in force or promulgated prior to the Contract Date.</p> <p>The <i>Contractor</i> shall separately notify the <i>Project Manager</i> in writing of any material changes he wishes to make to his design that will not comply with the design criteria. Any changes will be subject to the <i>Project Manager's</i> acceptance prior to the changes being implemented by the <i>Contractor</i>.</p>
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WI 300 – *Contractor's* design

WI 305	Design responsibility	<p>The <i>Contractor</i> is responsible for developing and completing all aspects of the design necessary to allow him to construct the building in accordance with the Works Information.</p> <p>Notwithstanding information that has been made available prior to contract, the <i>Contractor</i> is responsible for analysing the information made available and is to satisfy himself as to the quality, accuracy and completeness of any such information to ensure that he has sufficient information to develop the constructional aspects of the design, produce working drawings and details and undertake the construction of <i>the works</i> in accordance with the contract.</p> <p>Notwithstanding any acceptance by the <i>Project Manager</i>, the <i>Contractor</i> must accept full responsibility for the design of <i>the works</i> including any design work prepared before or after the date hereof (and whether carried out by or on behalf of the <i>Employer</i> or the <i>Contractor</i>) including for any mistake, inaccuracy or discrepancy or omission contained in such design. The <i>Contractor</i> is not entitled to any addition to the total of the Prices or extension to the Completion Date for the same and the same does not constitute a compensation event. For the avoidance of doubt any changes to the Works Information which are necessary to rectify the same are not</p>
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		<p>compensation events.</p> <p>Any mistake, inaccuracy, discrepancy or omission in the <i>Contractor's</i> design shall be corrected by the <i>Contractor</i> but there shall be no addition to the total of the Prices or extension to the Completion Date in respect of such correction or in respect of any <i>Project Manager's</i> instruction relating to any such mistake, inaccuracy, discrepancy or omission.</p> <p>The <i>Contractor</i> warrants and undertakes to the <i>Employer</i> that:</p> <ul style="list-style-type: none"> • In relation to any design for which the <i>Contractor</i> is responsible he has exercised and will continue to exercise all the skill, care and diligence to be expected of a properly qualified and competent consultant experienced in the discipline to which such design relates and experienced in designing and carrying out work of a similar scope, nature and size to <i>the works</i>; • <i>the works</i> have been or will be designed or specified using best up-to date practice and to standards consistent with the intended use of <i>the works</i>; • Unless otherwise stated in the Works Information <i>the works</i> comprise or will comprise only Plant, Materials and other products which are new and of sound and satisfactory quality and all workmanship, manufacture and/or fabrication will be to standards consistent with the intended use of <i>the works</i>; • <i>the works</i> will, when completed, comply with all applicable law/all statutory requirements • <i>the works</i> will have a minimum life span of 50 years. This includes all structural and fabric elements of the design
WI 306	Novation	Not applicable.
WI 307	BREEAM Requirements	Not applicable.
WI 310	Design submission procedures	<p>The particulars of design must be submitted to the <i>Project Manager</i> for acceptance as follows:</p> <p>1no. A3 size and pdf and dwg file format: <i>Project Manager</i></p> <p>1no. A3: <i>Employer</i></p> <p>1no. A3 and 1no. full size: <i>Supervisor</i></p>

		<p>The particulars of the design will include and not be limited to providing to the <i>Project Manager</i> such information as the following:</p> <ul style="list-style-type: none"> • A set of fully developed, detailed, co-ordinated and approved production, fabrication and / or installation drawings, • design calculations, • technical information of proprietary products, • evidence of a detailed submission and approval of Building Regulations • evidence of third party checking, certification and /or approval • document number, revision, title, size and status • date document produced • date document issued for acceptance • number of copies issued • distribution of those copies (organisation and individual(s) in that Organisation <p>The particulars of design will be reviewed for the purpose of ascertaining conformity with the basic design concept, profiles and general arrangement only as set out in the Employer's design criteria. The <i>Project Manager</i> is not responsible for the correctness or completeness of any such information that has been accepted and the Contractor remains responsible for any errors or omissions in the information, to the extent they are not designed by the Employer.</p> <p>No works are to be carried out by the <i>Contractor</i> until any relevant particulars of design or parts thereof have been accepted by the <i>Project Manager</i>. The <i>Project Manager</i> may suspend the relevant part of the works if the Contractor fails to comply with this and no payment will be certified for any activities in the activity schedule that are associated with such non-compliance. For the avoidance of doubt, any such suspension of the works by the <i>Project Manager</i> is not a compensation event.</p> <p>The Contractor will issue all documents to the <i>Project</i></p>
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		<p><i>Manager</i> for acceptance with a document issue record containing the following information:</p> <ul style="list-style-type: none"> • document number, revision, title, size and status • date document produced • date document issued for acceptance • number of copies issued • distribution of those copies (organisation and individual(s) in that organisation) <p>The <i>Contractor</i> shall not have or make any claim for compensation under the contract where and to the extent that the cause of the progress of the works having been delayed, affected or suspended is due to any failure by the Contractor to provide the necessary documents in accordance with the Accepted Programme or the Works Information.</p>
WI 315	Design approvals from Others	Not used
WI 320	<i>Employer's</i> requirements	<p>The following defines the <i>Employer's</i> Requirements that must be adhered to:</p> <ul style="list-style-type: none"> • Layout of the floor area is to be in accordance with drawings appended to this tender document. • Compliance with requirements of Room Data Sheets r • Sustainability: Wakefield College has created and implemented a Sustainability Strategy to progress our ambition to become an environmentally-friendly College; the whole College community is involved in the exciting initiatives we continue to put in place.
WI 325	Design co-ordination	<p>The <i>Contractor</i> will issue an Information Release / Required Schedule as required by the Works Information that is fully co-ordinated with the programme issued for acceptance and is to be issued with any such programme. Such schedules are to be updated in line with any revised programmes that may be issued in accordance with the contract.</p> <p>The <i>Contractor</i> is responsible for coordinating the production of a fully integrated dimensional design solution in accordance with the Works Information incorporating input from all of the <i>Contractors'</i> consultants, Subcontractors and Suppliers so that the arrangements for <i>the works</i> make detailed provision</p>

		<p>for aesthetic, structural, services, environmental, and acoustic requirements.</p> <p>In the event of any inconsistency between the design brief and any other design requirement in the Works Information, the <i>Project Manager</i> may instruct that it be resolved by giving precedence to the Design Brief and any such instruction shall be treated as falling within the second bulleted exception in Clause 60.1 (1) of the Contract and accordingly shall not be a compensation event.</p> <p>The <i>Contractor</i> is responsible for establishing dates in accordance with the Accepted Programme for the provision of design information, whether issuing to the <i>Project Manager</i> for acceptance and requiring the <i>Project Manager</i> to issue to him, taking due regard for the manufacturing and installation of each element of <i>the works</i>, checking and approvals and period of replies stated in the contract.</p> <p>The <i>Contractor</i> is to take or cause to be taken, in due time, any measurements on Site required for the manufacture of any elements of the <i>Contractor's</i> design including cutting out existing construction as necessary.</p> <p>The <i>Contractor</i> is to co-ordinate the design and detailing of all interfaces between the elements or parts of the elements of the <i>Contractors'</i> design and the <i>Employer's</i> design where necessary.</p>
WI 330	Requirements of Others	Not used
WI 335	Copyright/licence	<p>Where any design for <i>the works</i> is vested in any person other than the <i>Contractor</i> the <i>Contractor</i> procures a like right in respect of such designs for the <i>Employer</i> and the <i>Employer</i> is able to grant licences of all such rights to third Parties.</p> <p>The <i>Contractor</i> agrees to waive any rights which he might otherwise have under Sections 77 to 80 of the Copyright Designs & Patents Act 1988 insofar as they conflict with the</p>

		<p>provision of this contract.</p> <p>For the purposes of this clause the <i>Contractor's</i> design includes all designs prepared by the <i>Contractor</i> or on its behalf by Subcontractors or suppliers.</p> <p>The <i>Employer</i> may also use and copy the <i>Contractor's</i> design for any purpose connected with instatement, maintenance, repair, advertisement, letting or sale of <i>the works</i>.</p>
WI 340	Access to information following Completion	<p>The <i>Contractor</i> retains all documents relating to the design of <i>the works</i> for a period of no less than 12 years after Completion and upon the written request of the <i>Employer</i> provides to the <i>Employer</i> copies of such documents provided that in respect of any such documents supplied pursuant to such a request made by the <i>Employer</i> more than 12 months after the date of issue of the Defect's Certificate, the <i>Employer</i> pays the <i>Contractor</i> a defined cost and fee for providing such documents.</p>

WI 400 – Completion

WI 405	Completion definition	<p>Completion will be certified by the Project Manager only when the Contractor has provided the works and has completed the following:</p> <ul style="list-style-type: none"> • Provided copies of all approvals / certificates required • Provided confirmation of discharge of all planning conditions as required • Provided the Building Manual • Provided the Building User Guide • Provided the Health & Safety File • Provided the Building Log Book • Provided the end user training • Completed the final clean
WI 406	The Building Manual	<p>The Building Manual, in accordance with the BSRIA Application Guide 1/87, is to be a comprehensive information source and guide for the <i>Employer</i> and end users providing a complete understanding of the building and its systems and</p>

		<p>enabling it to be operated and maintained efficiently and safely.</p> <p>The <i>Contractor</i> is required to obtain or prepare all the information to be included in the Building Manual, produce the required number of copies of the Building Manual and submit them to the <i>Project Manager</i> for delivery to the <i>Employer</i>.</p> <p>The Building Manual is to consist of the following three parts, sub-sectioned as appropriate:</p> <p>Part 1 – General: Contents will include:</p> <ol style="list-style-type: none"> 1. The property: <ul style="list-style-type: none"> • A description of the buildings • Details of ownership 2. The Parties: Names, addresses (including e-mail), telephone and fax numbers of the following: <ul style="list-style-type: none"> • Consultants and designers including name and number of individual to be contacted in case of emergency. • Authorities and statutory undertakers plus copies of consents and approvals. • <i>Contractors</i>, sub-<i>contractors</i>, suppliers and manufacturers. • Maintenance <i>Contractors</i>. 3. Operational requirements and constraints of a general nature: Include details not relevant to other parts of the Building Manual. 4. The fire safety strategy for the buildings and Site: Include drawings showing fire appliance routes, emergency escape routes, fire resisting doors, location of emergency and fire fighting systems, services shut-off valves, switches etc. <p>Part 2 – Building Fabric (Material): Contents will include the following, plus any additional information as is reasonably required by the CDM Co-ordinator:</p> <ol style="list-style-type: none"> 1. Design criteria: Floor and roof loadings, loading restrictions, insulation values, fire ratings and other performance requirements.
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		<p>2. Construction of the building:</p> <ul style="list-style-type: none"> • A detailed description of methods and Materials used. • As-built drawings recording details of construction, together with an index. • Information about repair, renovation or demolition. <p>3. Maintenance of the building fabric: Instructions for general maintenance detailing work to be done, acceptable tolerances and frequency of operation.</p> <p>4. Material product details including, but not limited to proprietary products:</p> <ul style="list-style-type: none"> • Name, address and telephone number of the Subcontractor, supplier and manufacturer of every product. • Manufacturers' current literature including COSHH dated data sheets and recommendations for cleaning, repair and maintenance. • Manufacturers' technical literature for products including project specific detailed drawings where appropriate. • Instructions for dismantling and removing products. • Certificates of conformity or similar. <p>5. Environmental and trafficking conditions: Details of those that may result in damage/disfigurement.</p> <p>6. Fixtures and fittings: Schedules including manufacturer and product reference.</p> <p>7. Guarantees, warranties and maintenance agreements: Include copies of all those to be provided by suppliers, Subcontractors and manufacturers.</p> <p>8. Test certificates and reports as required in <i>the works</i> Specification.</p> <p>Part 3 – Building Services (Plant): Contents will include the following, plus any additional information as is reasonably required by the CDM Co-ordinator:</p> <p>1. Description of the Plant:</p>
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		<ul style="list-style-type: none"> • A full description of each of the systems installed, written to ensure that the <i>Employers</i> maintenance staff / end users fully understand the scope and facilities provided. • Diagrammatic drawings of each system indicating principal items of Plant, Equipment, valves etc. • List maximum loads, services capacity and restrictions. • Include limitations of any user performance. <p>2. Operation:</p> <ul style="list-style-type: none"> • A description of the mode of operation of all systems. • Starting up, operating and shutting down instructions for all Equipment and systems. • Control sequences for all systems. • Procedures for seasonal changeovers. • Procedures for fault finding. <p>3. Record drawings: Photo-reduced to A3 size together with an index.</p> <p>4. Identification of services: A legend for colour-coded services.</p> <p>5. Schedules (system by system) of Plant, Equipment, valves etc.: stating their locations, duties, performance figures and with unique numbers cross-referenced to the record drawings, diagrammatic drawings and schedules.</p> <p>6. Product details:</p> <ul style="list-style-type: none"> • Name, address and telephone number of the manufacturer of every item of Plant and Equipment together with catalogue list numbers. • Manufacturers' technical literature for Plant and Equipment: Including project specific detailed drawings, electrical circuit details and operating and maintenance instructions. • Instructions for dismantling and removing Equipment and systems. <p>7. Test certificates (including but not limited to</p>
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		<p>electrical circuit tests, corrosion tests, type tests, works tests, start and commissioning tests) and commissioning data: For all Plant, Equipment, valves, systems etc. as necessary.</p> <p>8. Guarantees, warranties and maintenance agreements: Include copies of all those to be provided by Subcontractors and manufacturers.</p> <p>9. Equipment settings: Schedules of fixed and variable Equipment settings established during commissioning.</p> <p>10. Preventive maintenance: Recommendations for frequency and procedures to be adopted to ensure the most efficient operation of the systems.</p> <p>11. Lubrication: Schedules for lubricated items.</p> <p>12. Consumables: A list of normal consumable items.</p> <p>13. Spares: A list of recommended spares to be kept in stock by the <i>Employer</i>, being those items subject to wear or deterioration and which may involve the <i>Employer</i> in extended deliveries when replacements are required at some future date.</p> <p>14. Emergencies: Procedures, including telephone numbers for emergency services.</p> <p>Guarantees</p> <p>The <i>Contractor</i> is to ensure that guarantees of Equipment and the like are given in the joint names of the <i>Contractor</i> and the <i>Employer</i> and that the benefit of any guarantees which run beyond the Defects Liability Period are passed to the <i>Employer</i>.</p>
WI 407	The Building Log Book	<p>The purpose of the Building Log Book is to give details of the installed building services Plant and controls, the method of operation and maintenance, and other details that collectively enable energy consumption to be monitored and controlled as required by the Building Regulations Approved Document L2 2006 Edition. The information is to be provided in summary form, suitable for day to day use. This summary can draw on or refer to information available as part of other documentation, such as The Building Manual.</p>

		<p>The <i>Contractor</i> is to obtain or prepare and compile all of information required to be included in the Building Log Book, the contents of which should include:</p> <ol style="list-style-type: none"> 1. A description of the whole of the building, its intended use and design philosophy and the intended purpose of the individual building services systems. 2. A schedule of the floor areas of each of the building zones categorised by environmental servicing type (e.g. air conditioned, naturally ventilated). 3. The location of the relevant Plant and Equipment, including simplified schematic drawings. 4. The installed capacities (input power and output rating) of the services Plant. 5. Simple descriptions of the operational and control strategies of the energy consuming services in the building. 6. A copy of the report confirming that the building services Equipment has been satisfactorily commissioned (see The Building Regulations Approved Document L2 (2006 Edition)). 7. Operating and maintenance instructions that include provisions enabling the specified performance to be sustained during occupation. 8. A schedule of the building's energy supply meters and sub-meters, indicating for each meter, the fuel type, its location, identification and description, and instructions on their use. The instructions should indicate how the energy performance of the building (or of each separate tenancy in the building where appropriate) can be calculated from the individual metered energy readings to facilitate comparison with published benchmarks (see The Building Regulations Approved Document L2 (2006 Edition)). Guidance on appropriate metering strategies is given in the Building Regulations Approved Document L2 (2006 Edition). 9. For systems serving an office floor area greater than 200m², a design assessment of the building services systems' carbon emissions and the
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		<p>comparable performance benchmark (see The Building Regulations Approved Document L2 (2006 Edition)).</p> <p>10. The measured air permeability of the building (see The Building Regulations Approved Document L2 (2006 Edition)).</p>
WI 408	Submission of documents	<p>The <i>Contractor</i> is to provide the final versions of the Building Manual, Health and Safety File and Building Log Book one week prior to Completion of the relevant section, in the following format:</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. • Numbers of copies: 2 no. hard copies of each document and 1 no. electronic copy on CD. The electronic copy is to include all drawings in electronic format. • Selected drawings needed to illustrate or locate items mentioned in the Building 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 set may form annexes to the Building Manual. <p>The precise structure and content for each document will be agreed at the Pre-Completion meetings.</p> <p>The <i>Contractor</i> is to issue a complete draft of the Building Manual, Health and Safety File and Building Log Book documents not less than 6 weeks prior to the date for submission of the final copies for review by the <i>Employer</i>, <i>Project Manager</i> and Supervisor as may be appropriate.</p> <p>The <i>Project Manager</i> will collate all the comments and / or changes required and respond to the <i>Contractor</i> within the <i>period of reply</i>. The <i>Contractor</i> is to incorporate all such comments and / or changes into the documents and re-submit updated documents, as maybe appropriate to the <i>Project</i></p>

		<i>Manager within the period of reply for the Project Manager's acceptance.</i>
WI 410	Sectional completion definition	Sectional completion will not apply.
WI 415	Training	<p>One month prior to <i>Completion</i> the <i>Contractor</i> shall issue a programme of training sessions, sufficient to explain and demonstrate to the <i>Employer's</i> maintenance staff / end users the purpose, function and operation of the installations including all items and procedures listed in the Building Manual.</p> <p>Following acceptance by the <i>Project Manager</i> of such a programme of training the Contractor will undertake the training prior to <i>Completion</i> to the satisfaction of the Project Manager.</p>
WI 420	Final clean	On <i>Completion</i> of the whole of the works and before handing over the works to the <i>Employer</i> , the <i>Contractor</i> , shall clean down all the surfaces after removal of all Equipment, tools, temporary structures, Materials, protective casings and coverings etc. leaving the <i>works</i> and the <i>Site</i> in a condition acceptable to the <i>Supervisor</i> .
WI 425	Security	The <i>Contractor</i> is to Leave <i>the works</i> secure with all accesses locked. Account for and adequately label all keys and hand over to the <i>Project Manager</i> with an itemised schedule, retaining a duplicate schedule signed by the <i>Project Manager</i> as a receipt.
WI 430	Correcting defects	<p>The <i>Contractor</i> shall make arrangements with the <i>Project Manager</i> and give at least 5 working days notice of the precise dates required for access to the various parts of <i>the works</i> for purposes of making good Defects. Inform the <i>Project Manager</i> when remedial works to the various parts of <i>the works</i> are completed.</p> <p>The <i>Contractor's</i> ability to make good Defects after <i>Completion</i> will be at the <i>Employer's</i> discretion and access will be dependant upon the <i>Employers</i> on-going operations within the Site. When afforded access the <i>Contractor</i> will minimise any disruption to the <i>Employer</i> or Others occupying</p>

		the Site.
WI 435	Pre-completion arrangements	The <i>Project Manager</i> will arrange a number of pre-completion meetings, where appropriate, to plan and co-ordinate a successful Completion and ensure full coordination of duties across the project team, the <i>Contractor</i> and with the <i>Employer</i> and end users. The <i>Contractor</i> must attend such meetings as required by the <i>Project Manager</i> .
WI 440	Take over	It is not envisaged at this time that the <i>Employer</i> will require to occupy and / or use prior to Completion without certifying <i>take over</i> .

WI 500 – Programme

WI 505	Programme requirements	<p>The <i>Contractor</i> is to provide the following information with each programme submitted to the <i>Project Manager</i> for acceptance in addition to the requirements of the contract:</p> <ul style="list-style-type: none"> • Mobilisation • Forming Site access • Site establishment • Design activities (including timings for submission and review) • Procurement activities • All construction activities • Employer works • Works by Others • Testing & Commissioning • Submission of O&M Manuals • Submission of As Built Information • Other information as required by the contract • Provisional sum items • Critical path <p>The <i>Contractor</i> is to note that the college will be live at all times and the <i>Employer</i> may use the accepted programme to plan college specific activities ie exams, enrolments etc.</p>
WI 506	Definition of the Programme	The Programme issued for acceptance will consist of, but will not be limited to:-

		<ul style="list-style-type: none"> • a critical path bar chart type programme compatible with Microsoft Project programme software • an Inspection, Testing and Sample Schedule (ITSS) (as WI 511) • an Information Release Schedule (IRS) (WI 512) • a Methodology statement (as WI 515) <p>The programme is to be issued in electronic format, both as a pdf file and the particular software file and hard copy format</p>
WI 507	Progressed Programme	<p>All revised programmes issued for acceptance must be accompanied by a narrative identifying the critical path operations and a schedule detailing the changes since the last programme. Any programme issued to the <i>Project Manager</i> showing progress should be of the vertical drop line type, re-scheduled to indicate any revised planned Completion and including any agreed Compensation Event items as separate activities.</p>
WI 510	Programme arrangement	<p>The Programme is to be produced in levels as detailed below:</p> <ul style="list-style-type: none"> • Level 1 is to show the summary bars for each section of <i>the works</i>. • Level 2 is to be the programme issued for acceptance which should have no more than 200 activities and shall be divided into sections as appropriate. • Level 3 is the detailed programme for each section (if required), which is only to be issued to the <i>Project Manager</i> when instructed when a programme issued for acceptance or a quotation requires additional detailed analysis. <p>Each activity is to be segmented to indicate activity duration, time risk allowances, float, health and safety requirements and any other milestones or dates required by the contract within its period. Each activity is to show predecessor and successor dependencies. Each activity is to be identified by its own unique sequential number, increasing in increments of five on the first issue of the programme. The same sequential numbering system must be used for the same activities on the <i>activity schedule</i>.</p> <p>Free float, total float and end float are to be shown on the programme relative to the critical path analysis, planned</p>

		Completion and the Completion Date.
WI 511	Inspection, Test and Sample Schedule (ITSS)	<p>The ITSS shall be fully co-ordinated with the Programme and issued at the same time as the Programme is issued for acceptance. The ITSS shall schedule all tests, inspections and samples as required by the Works Information. A revised ITSS should be issued to the <i>Project Manager</i> for acceptance each and every time a revised programme is issued for acceptance.</p>
WI 512	Information Release / Requires Schedule (IRS)	<p>The IRS shall be fully co-ordinated with the Programme and issued at the same time as the Programme is issued for acceptance. This should schedule all Work Specification documentation which details the particulars of design or parts thereof that the <i>Contractor</i> requires to receive or issue for acceptance as <i>the works</i> progress in order to complete the works. This should illustrate the required timescales for review by the Lead Designer and the <i>Project Manager</i>. A revised IRS should be issued to the <i>Project Manager</i> for acceptance each and every time a revised programme is issued for acceptance.</p> <p>The request for information must be issued in a timely manner and afford sufficient time for the parties to provide the required information</p>
WI 515	Methodology statement	<p>The <i>Contractor</i> will issue a methodology statement describing the methodology for the entire <i>works</i> detailing the logic and approach upon which the planning and programming of the project are based. It will include for each operation how the <i>Contractor</i> plans to do the work identifying the principal Equipment and other resources which he plans to use.</p> <p>The aim of this statement is to establish the logistical and practical parameters within which <i>the works</i> must be carried out.</p> <p>The methodology statement will be required to be revised and re-issued for acceptance as work progresses and as the <i>Contractor</i> establishes in greater detail the methods, resources and Equipment to be used. Comments from the <i>Project Manager</i> and <i>Supervisor</i> will be incorporated as appropriate.</p>

		The methodology statement will therefore be a document which develops alongside the design, procurement and construction, which will be reviewed and updated on an on-going basis.
WI 520	Detailed method statements	<p>Detailed method statements shall be issued to the <i>Project Manager</i>, setting out the detailed construction methodology for each operation as required by the contract. The <i>Contractor</i> will be responsible for the production and maintenance of the detailed method statements, which will be updated periodically to reflect progress of <i>the works</i>, changes to the programme or methodology and <i>Project Manager</i> comments.</p> <p>Any detailed method statement issued must comply with the constraints and parameters set out within the methodology statement. Any divergences from the principles set down within will be presented to the <i>Project Manager</i> for acceptance.</p>
WI 525	Work of the <i>Employer</i> and Others	None.
WI 535	Revised programme	Should the <i>Project Manager</i> not accept the Programme, the <i>Contractor</i> is required to revise and re-submit the Programme for acceptance within a two week period.
WI 540	Provisional sums	Not applicable.

WI 600 – Quality Management

WI 605	Samples	<p>The <i>Contractor</i> will be required to provide samples before that element of work is due to commence on site. As a minimum it is expected that the following samples will be required:</p> <ul style="list-style-type: none"> • Internal finishes: floor, wall and ceiling finishes / coverings • Ironmongery • Furniture veneers incl. doors • Light fittings generally
WI 610	Materials	<p>All products to be incorporated into <i>the works</i> will be new unless otherwise stated in the Work Specification. Where a choice of manufacturer or source of supply is allowed for any particular product or material, the whole quantity required to complete the work must be of the same type, manufacturer and/or source unless otherwise agreed. Written evidence of sources of supply are to be provided as and when required by the <i>Supervisor</i>.</p> <p>Ensure that the whole quantity of each product and material required to complete the work is of consistent kind, size, quality and overall appearance.</p>
WI 610	Deterioration of materials	<p>If Materials are prone to deterioration or have a limited shelf life, the <i>Contractor</i> shall order in suitable quantities to meet the Accepted Programme and use in appropriate sequence.</p>
WI 615	Setting out	<p>The <i>Contractor</i> shall be responsible for setting out <i>the works</i> using methods and measuring instruments described in BS 5606 and within the permissible tolerances/deviations.</p> <p>The <i>Contractor</i> will be totally responsible for the accuracy of the setting out of <i>the works</i> and of Site measurement. The <i>Contractor</i> shall, where required, check the setting out of work by Others which affect his own works.</p> <p>The <i>Contractor</i> is to include details of methods and Equipment to be used in setting out <i>the works</i> in the Quality Statement. The <i>Contractor</i> shall check the levels and dimensions of the Site against those shown on the drawings.</p>

		<p>They shall notify the <i>Project Manager</i> in writing of any discrepancies and obtain instruction before proceeding.</p> <p>The <i>Contractor</i>, upon Completion of the setting out of the <i>works</i> is to inform the <i>Supervisor</i> for verification on Site of all dimensions. Where these vary from theoretical dimensions the <i>Supervisor</i> is to be informed.</p> <p>The <i>Contractor</i> is to arrange for setting out, erection, juxtaposition of components and application of finishes (working within the practical limits of the design and the Work Specifications) to ensure that there is satisfactory fit at junctions and that the finished work has a well aligned, true and regular appearance. Wherever satisfactory accuracy, fit and/or appearance of <i>the works</i> are likely to be critical or difficult to achieve, obtain the acceptance of the proposals or of the appearance of the relevant aspects of the partially finished work from the <i>Supervisor</i>.</p>
WI 620	Quality statement	<p>The Quality Statement sets out the <i>Contractors</i> proposals for covering the following aspects;</p> <ul style="list-style-type: none"> • management and resourcing <i>the works</i> to ensure compliance with the Works Information • samples of Plant, Materials and workmanship • acceptance of Plant and Materials • compliance with recognised good practice • compliance with manufacturers recommendations • ordering and supply of Plant and Materials • handling, storing and fixing • storage of Plant and Materials • instrumentation • method statements required by this contract • setting out • management of Subcontractor and Suppliers to ensure <i>the works</i> are completed in accordance with the Works Information
WI 625	Quality management system	<p>The <i>Contractor</i> will operate a quality management system which complies with the relevant parts of BS EN ISO 9001 and 9002 and has third party certification from an approved accreditation body or is operating in preparation for</p>

		<p>accreditation. Prior to the <i>starting date</i> the <i>Contractor</i> prepares a quality plan and submits it to the <i>Project Manager</i> for acceptance. The quality plan incorporates:</p> <ul style="list-style-type: none"> • the Quality Statement • quality requirements stated in the Works Information <p>A reason for not accepting the quality plan is that it is inadequately prepared or is not practicable, it does not incorporate the information which this clause requires or it does not represent a realistic approach for <i>the works</i>.</p> <p>Any Subcontractor appointed by the <i>Contractor</i> will operate a quality system enabling him to comply with the <i>Contractor's</i> quality management system.</p>
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WI 700 – Test and Inspection

WI 705	Tests and inspections	<p>The <i>Contractor</i> is to provide full details of the off-site manufacture process as regular tests and inspections at the <i>Contractor's</i> manufacturing facility will be required during the manufacturing phase. Following this an agreed schedule of tests and inspections will be developed with input from the <i>Contractor, Employer, Supervisor and Project Manager</i>.</p> <p>The <i>Employer</i> may, with prior notice, wish to visit the manufacturing facility outside of the agreed tests and inspection schedule. The <i>Contractor</i> must not unreasonably prevent access.</p> <p>The <i>Contractor</i> will also be responsible for undertaking tests and inspections during the construction phase. A schedule of tests and inspections should be prepared by the <i>Contractor</i> and issued to the <i>Supervisor</i>.</p>
WI 710	Management of tests and inspections	<p>The <i>Contractor</i> shall allow the <i>Project Manager</i> and the <i>Supervisor</i> facilities for the inspection (including filming by video) and testing of the quality of the <i>work</i>, Materials, exposed surfaces and spoils from <i>the works</i>. Access shall be</p>

		<p>arranged as necessary to any place of manufacture off-Site. Similar access shall be arranged for Subcontractors' works.</p>
WI 715	Supervisors procedures for inspections and watching tests	<p>The <i>Supervisor</i> is responsible for monitoring that <i>the works</i> are delivered in accordance with the Works Information. In order to achieve this the following inspection procedure will be implemented and undertaken by the <i>Supervisor</i> and / or the <i>Supervisor's</i> representatives, as may be required:</p> <ol style="list-style-type: none"> 1. The <i>Supervisor's</i> representatives will maintain a record of inspections that they have carried out. This record will be updated on a regular basis and issued to the <i>Contractor</i> and <i>Supervisor</i>. 2. Each inspection item on the record will be referenced back to the Accepted Programme. 3. The inspections recorded will be those undertaken by the <i>Supervisor's</i> representatives as they (and/or the <i>Supervisor</i>) deem necessary to monitor that <i>the works</i> are delivered in accordance with the Works Information. The inspections undertaken will include, but not be limited to those which the <i>Contractor</i> has requested the <i>Supervisor's</i> representatives to undertake. 4. The <i>Supervisor's</i> representatives will include their comments/observations on the record against each item. Where the element of work is clearly not completed and/or the <i>Contractor</i> has not requested an inspection the <i>Supervisor's</i> representatives will only include comments on the record in relation to significant Defects observed. Otherwise the <i>Supervisor's</i> representatives will provide comments as necessary, including any Defects that have been observed. 5. In updating the record on a regular basis this is intended to give the <i>Contractor</i> the opportunity to respond to comments raised, agree remedial actions as necessary and/or for the <i>Contractor</i> to raise a Notification of Defective Works (NDW) as necessary to the <i>Supervisor</i>, copying the <i>Supervisor's</i> representatives and <i>Project Manager</i>. If no action is seen to have occurred the <i>Supervisor</i> will raise a

		<p>NDW to the <i>Contractor</i>, copying in the <i>Supervisor's</i> representatives and <i>Project Manager</i> in order to track the resolution of the Defect as the project progresses. Once the Defect is closed out to the satisfaction of the <i>Supervisor's</i> representatives and / or <i>Supervisor</i>, the NDW will be completed by the <i>Supervisor's</i> representatives and issued back to the <i>Contractor</i> copying in the <i>Supervisor</i> and <i>Project Manager</i>. The <i>Contractor</i> takes cognisance of all Defects as they occur and takes measures to prevent repeat occurrences.</p> <p>6. There is no requirement for the <i>Project Managers</i> or <i>Supervisor's</i> representatives to approve / sign off any type of inspection sheet that the <i>Contractor</i> may wish to submit.</p> <p>No inspection or test or review made or given on behalf of the <i>Employer</i> under the Contract, or failure to make or give the same, shall relieve the <i>Contractor</i> in whole or in part of any of its obligations or liabilities in the contract.</p>
WI 720	Covering up completed work	The <i>Contractor</i> shall agree dates for inspections of <i>works</i> to be covered up with the <i>Supervisor</i> at least 5 working days in advance. On the previous working day to each such arranged inspection confirm that the <i>work</i> in question will be complete and ready for inspection, or that it will not be ready, in which case agree a new date. Do not cover up such <i>work</i> until authorised to do so.
WI 725	Opening up works	As soon as possible after any part(s) of the <i>work</i> or any Materials or goods are known or appear to be not in accordance with the Works Information, the <i>Contractor</i> is to submit proposals to the <i>Supervisor</i> for opening up, inspection, testing, making good or removal and re-execution. Allow for the possibility that such proposals may be unacceptable to the <i>Supervisor</i> and that the <i>Supervisor</i> may issue contrary instructions.
WI 730	Procedure leading up to completion	<p>The <i>Supervisor</i> is responsible for checking the following at Completion:</p> <ul style="list-style-type: none"> that all witnessing / commissioning as required by the Works Information has been completed

		<ul style="list-style-type: none"> that a co-ordinated Defects Schedule is produced in conjunction with the <i>Contractor</i> that a strategy and timetable for Defect correction has been agreed between the <i>Contractor</i> and <i>Employer</i> that the <i>Contractor</i> has provided full training for users as specified in the contract that the Building Manual and Building Log Book contains the information required by the contract that the standard of the building is in accordance with the requirements. <p>The <i>Supervisor</i>, taking due regard of the above will make recommendations to the <i>Project Manager</i> with respect to the issuing of the Completion Certificate.</p>
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WI 800 – Management of the works

WI 805	Project team - Others	<p>In addition to those defined in the Contract Data the following are members of the project team and will be the addressees of all correspondence during the contract:</p> <table border="1"> <thead> <tr> <th>Title</th><th>Name</th><th>Organisation</th></tr> </thead> <tbody> <tr> <td colspan="3">Employer / Supervisor</td></tr> <tr> <td>Employers Representative</td><td>Andrew Priestley</td><td>Wakefield College</td></tr> <tr> <td colspan="3">Other Consultants (Full Appointments)</td></tr> <tr> <td>Project Manager</td><td>Connor Robinson</td><td>Mace CC Ltd</td></tr> <tr> <td>Cost Consultant</td><td>Connor Robinson</td><td>Mace CC Ltd</td></tr> </tbody> </table> <p>The above individuals will be responsible for distributing correspondence within their own organisation as appropriate.</p>	Title	Name	Organisation	Employer / Supervisor			Employers Representative	Andrew Priestley	Wakefield College	Other Consultants (Full Appointments)			Project Manager	Connor Robinson	Mace CC Ltd	Cost Consultant	Connor Robinson	Mace CC Ltd
Title	Name	Organisation																		
Employer / Supervisor																				
Employers Representative	Andrew Priestley	Wakefield College																		
Other Consultants (Full Appointments)																				
Project Manager	Connor Robinson	Mace CC Ltd																		
Cost Consultant	Connor Robinson	Mace CC Ltd																		
WI 806	Role of the <i>Employer</i>	<p>The <i>Employer's</i> duties and responsibilities are summarised below (reference should be made to the contract for the full duties and responsibilities of the <i>Employer</i>):</p> <ul style="list-style-type: none"> to act as stated in the contract and in the spirit of mutual trust and cooperation to allow access to the site for the <i>Contractor</i> to give access to the site before the date for access shown on the Accepted Programme to pay the <i>Contractor</i> within 28 days after the date 																		

		<p>when payment is due.</p> <ul style="list-style-type: none"> • to take over the works not more than two weeks after Completion • to comply with Employer duties as stipulated in CDM 2015.
WI 807	Role of the <i>Project Manager</i>	<p>The <i>Project Manager's</i> duties and responsibilities are summarised below (reference should be made to the contract for the full duties and responsibilities of the <i>Project Manager</i>) :</p> <ul style="list-style-type: none"> • to act as stated in the contract and in the spirit of mutual trust and cooperation • act as <i>Employer</i> / user interface with project team • to facilitate resolution of general issues (e.g. performance of design consultants, communication breakdowns, site progress, quality) • to convene and chair risk reduction meetings, approve requests for change and seek <i>Employer</i> approval if required • to attend / chair meetings as and when required • to assess the amount due for payment at each assessment date • to review and, where appropriate, accept the appointment of Subcontractors • to give an overall assessment of any compensation events with time implications • to work within the times and conditions stated in the Works Information • to reply to a communication within the <i>period of reply</i> • to reply to a communication submitted for acceptance, or to state reasons for non-acceptance • to issue certificates to the <i>Employer</i> and to the <i>Contractor</i> • to give early warning of matters with delay, cost or performance implications • to accept <i>Contractor's</i> particulars of design, or give reasons for non-acceptance • to assess the <i>Contractor's</i> Programme • to decide on the date of Completion and to certify

		<p>Completion within one week of Completion</p> <ul style="list-style-type: none"> • to notify, respond, co-ordinate, assess and make decisions concerning compensation events which arise for whatever reason • to accept the <i>Contractor's</i> Programme within two weeks and subsequent revisions, or to give reasons for non-acceptance • to attend meetings as required • to monitor the project including reporting on progress, resources, site conditions and general observations
WI 808	Role of the <i>Supervisor</i>	<p>The <i>Supervisor's</i> duties and responsibilities are summarised below (reference should be made to the contract for the full duties and responsibilities of the <i>Supervisor</i>):</p> <ul style="list-style-type: none"> • to act as stated in the contract and in the spirit of mutual trust and cooperation • to work within the times and conditions stated in the Works Information • to be responsible for monitoring that the <i>works</i> are completed in accordance with the Works Information • to raise early warnings to the <i>Project Manager</i> if aware of a situation which may occur and cause cost, time or performance implications • to attend risk reduction meetings when necessary, and co-operate in the seeking of solutions • to issue instructions in relation to the quality of the <i>works</i> and Defects • to issue the Defects Certificate • to issue certificates to the <i>Project Manager</i> and <i>Contractor</i> confirming status of the <i>works</i> at the assessment date • to reply to a communication within the <i>period of reply</i> • to notify the <i>Contractor</i> and carry out tests and inspections • to notify the <i>Contractor</i> of Defects found • to co-ordinate and manage the Defect identification and resolution procedures • to organise and attend meetings as required

		<p>The <i>Supervisor</i> will co-ordinate and manage the input of quality monitoring specialists, the <i>Supervisor's</i> representatives, as required and may be necessary during the execution of the <i>works</i> who may also include the Design Team (as may be defined within their appointments, relating to quality monitoring).</p>
WI 809	Role of the <i>Supervisor's</i> representatives	<p>The <i>Supervisor's</i> representatives duties and responsibilities are summarised below:</p> <ul style="list-style-type: none"> • to act as stated in the contract and in the spirit of mutual trust and cooperation • to monitor that work is being carried out in accordance with the Works Information and to the required standard of quality and to report to the <i>Supervisor</i> on a regular basis by providing regular reports and records of inspections undertaken • to keep daily records detailing activities and works undertaken that day, recording any delays or Defects as required or instructed by the <i>Supervisor</i> • notify the <i>Supervisor</i> of the need to issue Notifications of Defective Works to the <i>Contractor</i> • to inspect <i>the works</i> on Completion and record any Defects and report to the <i>Supervisor</i> • to maintain a log of all Defects and report to the <i>Supervisor</i> • to record actual time spent by the <i>Contractor</i> carrying out a compensation event, and issue to the <i>Project Manager</i> and <i>Supervisor</i>
WI 810	The <i>Contractor's</i> key people	<p>The <i>Contractor</i> shall provide competent and appropriately experienced personnel to undertake the roles of the following Key People, as stated in the Contract Data:</p> <p>Director – who has overall responsibility for the management, planning and organisation of the contract.</p> <p>Commercial Manager – who has overall responsibility for the commercial aspects of the contract including resolving compensation events.</p> <p>Site Manager - who is the most senior member of the</p>

		<p><i>Contractor's</i> professional personnel normally present on Site and is responsible for delivering <i>the works</i> in accordance with the Works Information. He shall liaise between Subcontractors designing and/or installing items into <i>the works</i> to ensure the timely coordination of each subcontract, one with another and with <i>the works</i> as a whole.</p> <p>Site Safety Officer - is responsible for dealing with safety and protection against accidents of all persons employed by or contracted to the <i>Contractor</i> on the Site and all other persons entitled to be on the Site. This person is an appropriately qualified and experienced with the authority to issue instructions and implement protective measures to prevent accidents and is exclusively appointed to this role.</p> <p>Quality Control Manager - is responsible for implementing the <i>Contractor's</i> quality plan on Site. The person appointed is suitably qualified and experienced to undertake this role. He is the main point of contact for the <i>Supervisor</i> on all quality issues. His role is not required to be an exclusive appointment and may be combined with other duties on Site.</p> <p>Design Team Coordinator / Design & Build Manager - who shall coordinate and manage the Design Team, Subcontractors and utility companies designing and / or installing services to ensure the timely co-ordination of all aspects of the design, including interfaces, within <i>the works</i>. The Design Team Coordinator shall be available throughout the period of design co-ordination, construction and commissioning <i>the works</i>. In particular the duties of the Design Team Coordinator shall include:</p> <ul style="list-style-type: none"> • assisting the Site Manager in the production and monitoring of the programme. • instigating in conjunction with Others information control systems and operating a design drawing submission and approval system with the Design Team.
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		<ul style="list-style-type: none"> • ensuring the Subcontractors' compliance with the Works Information, programme and method statement. • chairing design and co-ordination liaison meetings with the <i>Project Manager</i> and Design Team. • monitoring the Subcontractors' progress on design and manufacture. • checking, co-ordinating and agreeing each Subcontractor's installation programme. • monitoring off-Site fabrication and checking quality control and progress. • supervising the commissioning of the services, collating as-built records and maintenance manuals and monitoring production of as-built drawings. <p>General Foreman - is responsible for carrying out control and co-ordination on Site on a day to day basis as required by the <i>Contractor's</i> Site Manager.</p> <p>Quantity Surveyor – is responsible for providing the Commercial Manager with all relevant commercial matters and information within a timely manner.</p> <p>Acceptance by the <i>Project Manager</i> of key persons stated in the Contract Data does not constitute acceptance that such individuals are suitable for the roles assigned to them or serve to relieve the <i>Contractor</i> of his duties or obligations under the contract.</p>
WI 811	Role of the Cost Manager	<p>The Cost Manager's duties and responsibilities are summarised below:</p> <ul style="list-style-type: none"> • to act as stated in the contract and in the spirit of mutual trust and cooperation • to work within the times and conditions stated in the Works Information • to raise an early warning to the <i>Project Manager</i> if aware of a situation which may occur and cause cost, time or performance implications • to attend risk reduction meetings when necessary, and co-operate in the seeking of solutions

		<ul style="list-style-type: none"> • to notify the <i>Project Manager</i> any compensation events • to assist and give advice to the <i>Project Manager</i> to assess and validate any compensation events, within the time scales identified in the contract • to attend meetings as required • to assist the <i>Project Manager</i> in assessing the amount due for payment at each assessment date • to give the <i>Project Manager</i> details of how any amounts due to the <i>Contractor</i> have been assessed • to assist the <i>Project Manager</i> in assessing any cost incurred by the <i>Employer</i> as a result of the <i>Contractor</i> not working in accordance with the Works Information, or when repeating a test / inspection after a Defect is found
WI 812	Role of the Lead Designer	<p>The Lead Designer's duties and responsibilities are summarised below:</p> <ul style="list-style-type: none"> • to act as stated in the contract and in the spirit of mutual trust and cooperation • to work within the times and conditions stated in the Works Information • to act as lead designer, including leading design process, provision of the Work Specifications, co-ordinating the design and the management of the design team in accordance with their appointment obligations • to raise early warnings to the <i>Contractor</i> if aware of a situation which may occur and cause cost, time or performance implications • to attend risk reduction meetings when necessary, and co-operate in the seeking of solutions • to notify the <i>Contractor</i> of any compensation events • To work within the times and conditions stated in the Works Information • to organise and attend meetings as required and in accordance with their appointment obligations • to undertake regular Site visits in accordance with their appointment obligations and produce Site inspection reports • to co-ordinate responses from the Design Team to

		<p>submission of the particulars of design and technical queries within the <i>period for reply</i></p> <ul style="list-style-type: none"> • to review, comment on and approve particulars of design as required by the contract
WI 813	Role of the Principal Designer	<p>The Principal Designers duties and responsibilities are summarised below:</p> <p>Principal designers must:</p> <ul style="list-style-type: none"> • plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started • help and advise the client in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties • work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks • ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required • liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase
WI 814	Role of the Design Team	<p>The duties and responsibilities of the members of the Design Team are summarised below:</p> <ul style="list-style-type: none"> • to act as stated in the contract and in the spirit of mutual trust and cooperation • to work within the times and conditions stated in the Works Information • to raise early warnings to the <i>Project Manager / Contractor</i> if become of a situation, which may occur and cause cost, time or performance implications

		<ul style="list-style-type: none"> • to attend risk reduction meetings when necessary, and co-operate in the seeking of solutions • to notify the <i>Project Manager / Contractor</i> of any compensation events • to examine the particulars of design including shop drawings, standard details etc. submitted by the <i>Contractor</i>, in respect of compliance with <i>Employer's</i> design criteria in accordance with their appointment obligations • to advise the <i>Supervisor / Contractor</i> on the need for inspections or tests which may arise in accordance with the Works Information • to undertake regular Site visits in accordance with their appointment obligations and produce Site inspection reports • to attend meetings as required and in accordance with their appointment obligations • to receive and comment on copies of operations and maintenance manuals prepared by the Subcontractors for the services installations in accordance with their appointment obligations • to carry out duties as defined in accordance with their appointment obligations
WI 815	Communications	<p>All communications shall be in a form capable of being read, copied and recorded. Communications will be in writing and in electronic form.</p> <p>All communications will use the pro-formas (to be distributed on appointment) and shall be completed as fully as possible by the <i>Project Manager, Contractor</i> or <i>Supervisor</i> and distributed as required by email. It is the responsibility of each team member to hold hard copies of communications and attachments as required.</p> <p>The date of receipt for communications will be the date of the transmission. The date of transmission will always prevail as the start of the <i>period for reply</i>. The recipient must ensure that an accurate record is kept of dates of receipt for communications. The originator is to keep a record of every</p>

		<p>communication transmission date.</p> <p>All communications issued will be regarded as the contractual record. Hard copies of communications will only be issued under the following circumstances:</p> <ul style="list-style-type: none"> • when required to do so by the Works Information • when issuing documents that cannot be easily electronically transferred and as agreed between the <i>Project Manager</i> and <i>Contractor</i> <p>The name of the Project is Wakefield Radcliffe Building (Level 2) Refurbishment and this shall be the only project title stated on all documentation including all communications, meeting notes and drawing title blocks. All communications should be entitled Wakefield College Radcliffe Building (Level 2) Refurbishment: [Subject]</p>
WI 816	<i>Project Manager's</i> communications	<p>The <i>Project Manager</i> shall limit the methods of communication with the <i>Contractor</i> to the following:</p> <ul style="list-style-type: none"> • <i>Project Manager's</i> Instruction (PMI) • Compensation Event (CE) • Early Warning Notification (EWN) • <i>Project Manager's</i> Communication (PMC) <p>Unless otherwise stated below, the <i>Project Manager</i> will communicate with the <i>Contractor</i> by using a PMC.</p>
WI 817	<i>Project Manager's</i> Instruction	<p>The <i>Project Manager</i> will issue all instructions to the <i>Contractor</i> using a PMI. The PMI shall identify whether it relates to a compensation event or not. A PMI does not constitute a compensation event and can be used in the following circumstances:</p> <ul style="list-style-type: none"> • attend a Risk Reduction meeting (16.2) • ambiguities and inconsistencies (17.1) • particulars of design (23.1) • remove an employee (24.2) • instruction as required by the Works Information (29.1) • submit revised programme (32.2) • objects and Materials within the Site (73.1) • request insurance policies (85.1)

		<p>A PMI that relates to a compensation event would be as follows:</p> <ul style="list-style-type: none"> • submit quotation for acceleration (36.1) • instruction to proceed and submit quotation (61.1) • submit quotation for proposed instruction / changed decision (61.2) • accept NCE and submit quotation (61.4) • submit alternative quotations (62.1) • instruction to proceed and implement quotation (61.1 / 65.1) • submit revised quotation (62.4)
WI 818	Compensation event (60.1)	The <i>Project Manager</i> notifies the <i>Contractor</i> of a compensation event if an event occurs which entitles the <i>Contractor</i> to be compensated for any effect the event has on the total of the Prices or the Completion Date, by using a CE.
WI 819	Request for a quotation	<p>The <i>Project Manager</i> should, whenever possible, notify the <i>Contractor</i> of the CE at the time of the event, or in accordance with the contract and request a quotation for cost and time using a PMI. The <i>Contractor</i> has 3 weeks to submit a quotation.</p> <p>Upon receipt of the quotation, the <i>Project Manager</i> has 2 weeks to accept the quotation, make his assessment, notify the <i>Contractor</i> that an instruction will not be given or instruct the <i>Contractor</i> to submit a revised quotation.</p> <p>The <i>Project Manager</i> will seek the advice of the Cost Manager, as required, when assessing a quotation.</p>
WI 820	Implementation of compensation events (65.1)	<p>The <i>Project Manager</i> implements each compensation event using a PMC and issues to the <i>Contractor</i>, copying in the <i>Employer</i> and Cost Manager.</p> <p>If the compensation event is to be agreed in a sum that differs from the <i>Contractor's</i> corresponding quotation, the <i>Project Manager</i> will make his assessment. The Cost Manager shall keep an accurate record of all changes to the prices and the Completion Date that result from the implementation of compensation events.</p>
WI 821	<i>Project Manager's</i>	The <i>Project Manager</i> should assess a compensation event in

	assessment	<p>accordance with the contract. The <i>Project Manager</i> will seek the advice of the Cost Manager, as required, when making his assessment of a compensation event.</p> <p>The <i>Project Manager</i> assesses a compensation event using his own assessment of the programme for the remaining <i>work</i> when required to do so by the contract.</p> <p>The <i>Project Manager</i> notifies the <i>Contractor</i> of his assessment using a PMC and gives him details of it within the period allowed for the <i>Contractor's</i> submission of his quotation for the same event. This period starts when the need for the <i>Project Manager's</i> assessment becomes apparent.</p>
WI 825	<i>Contractor's</i> communications	<p>The <i>Contractor</i> shall limit the method of communication to the <i>Project Manager</i> or <i>Supervisor</i> to the following:</p> <ul style="list-style-type: none"> • Notification of Compensation Event (NCE) • <i>Contractor's</i> Quotation (CQU) • <i>Contractor's</i> Communication (CCOM) • Early Warning Notification (EWN) <p>If the <i>Contractor</i> needs to notify the <i>Project Manager</i> or <i>Supervisor</i> for a reason stated in the contract then he does so, using a CCOM. When issuing a CCOM to the <i>Supervisor</i> the <i>Project Manager</i> and Cost Manager are to be copied in.</p>
WI 826	Notification of compensation events (61.3)	<p>If the <i>Contractor</i> believes a compensation event has occurred or is likely to occur, he should notify the <i>Project Manager</i> by completing an NCE. The <i>Contractor</i> should then issue this to the <i>Project Manager</i>, copying in the Cost Manager.</p> <p>The <i>Project Manager</i> shall review the NCE and if it is accepted, issue a PMI and CE in response. If the <i>Project Manager</i> does not accept the NCE, a PMC is issued confirming the reason why in accordance with the contract</p>
WI 827	<i>Contractor's</i> quotation	<p>The <i>Contractor</i> should submit a quotation for a compensation event to the <i>Project Manager</i> within 2 weeks, copying it to the Cost Manager.</p>
WI 828	Early Warning Notification (16.1)	<p>All members of the project team will notify to either the <i>Project Manager</i> or <i>Contractor</i> any issue they consider may be an early warning. The <i>Project Manager</i> or <i>Contractor</i> will then</p>

		<p>raise the notification to the other using an EWN, identifying its urgency.</p> <p>The EWN can also be used to notify a proposed change to <i>the works</i> Specifications. Where an EWN constitutes a request for change this is identified, together with the following:</p> <ul style="list-style-type: none"> • nature of change • type of change • anticipated cost implications • anticipated programme implications <p>Details of the proposed change or revised Works Specification information should be issued with the EWN.</p> <p>In summary the procedure involves:</p> <ul style="list-style-type: none"> • the originator identifies a current or future early warning • the originator raises the early warning confirming its urgency, and whether it constitutes a request for change. Where the originator is not the <i>Project Manager</i> or <i>Contractor</i> the details issued to one or other as may be appropriate. • the <i>Project Manager</i> or <i>Contractor</i> approves or rejects the early warning. If accepted they issue an EWN. • a compensation event is confirmed where necessary by the <i>Project Manager</i>. • the <i>Project Manager</i> will monitor the early warning procedures ensuring that PMI's, quotations and acceptances are implemented via the communication procedures stated above.
WI 830	<i>Supervisor's</i> communications (13.1)	<p>The <i>Supervisor</i> shall limit their method of communication to the following:</p> <ul style="list-style-type: none"> • <i>Supervisor's</i> Instruction (SI) • <i>Supervisor's</i> Communication (SCOM) • Notification of Defective Works (NDW)
WI 831	<i>Supervisor's</i> instructions	<p>The <i>Supervisor</i> can only instruct the <i>Contractor</i> to search for Defects. The <i>Supervisor</i> will use the SI and issue it to the</p>

		<i>Contractor</i> and copy the <i>Project Manager</i> . The <i>Supervisor</i> states the reason for the search on the SI.
WI 832	<i>Supervisor's SCOM</i>	<p>The <i>Supervisor</i> will issue the following communications using a SCOM:</p> <ul style="list-style-type: none"> • Notification of test or inspection (40.3) • Notification of test or inspection result (40.3) • Issue of Defects Certificate (43.2) • Plant or Materials passed test or inspection (41.1) • Mark Equipment, Plant or Materials outside Working Areas (71.1) <p>The <i>Supervisor</i> will issue the Defects Certificate at the Defects Date or at the end of the last <i>Defect correction period</i> whichever is the later.</p>
WI 833	Notification of Defective Works	Until the Defects Date, the <i>Supervisor</i> notifies the <i>Contractor</i> of each Defect which he finds by issuing a NDW. The <i>Contractor</i> notifies the <i>Supervisor</i> of each Defect, which he finds using a NDW.
WI 840	Project co-ordination meetings	<p>The period between meetings will be the assessment interval as stated in the Contract Data.</p> <p>The meeting will be attended by the <i>Employer</i>, the <i>Project Manager</i>, the <i>Contractor</i>, the <i>Supervisor</i>, the Design Team (if required), and the Cost Manager. The meetings will be chaired and minuted by the <i>Project Manager</i> and will provide a forum for the project team to make key decisions and report to the <i>Employer</i>. These meetings will be outside the contract and are purely a mechanism for reporting the status of the project to the <i>Employer</i>.</p> <p>Minutes will be issued within 5 working days of the date of the meeting.</p> <p>The <i>Contractor</i>, <i>Project Manager</i>, the <i>Supervisor</i>, Design Team and Cost Manager will each prepare a report for the meeting to summarise the status of the project in areas such as progress and programme, quality, costs, current issues and principal matters of concern. All reports will be issued by the respective Parties to all other attendees, unless noted otherwise 3 working days prior to the date of the meeting.</p>

		<p>The Contractor's Report – the format of the report is to be agreed with the <i>Project Manager</i> prior to the first meeting, but in general it should include the following; matters of concern/key issues, issues requiring the <i>Employer's</i> input, report on progress of <i>the works</i> using a method of assessment agreed with the <i>Project Manager</i> but including a summary of progress against the last Accepted Programme, procurement of Subcontractors. The report shall also include progress photographs which are to be taken by the <i>Contractor</i>, on a monthly basis at the assessment date. Colour progress photographs are to be taken and included within the report. The report will also include a summary (in a format agreed with the <i>Project Manager</i>) of the number of operatives and major items of Plant employed on <i>the works</i> including those of all Subcontractors.</p> <p>The Project Manager's Report – will establish, independently, the overall progress position by identifying the progress of each activity at the date of progress assessment. It will also include matters of concern/key issues and a summary of the communications to date.</p> <p>The Supervisor's Report – will summarise the <i>Supervisor's</i> representatives Site inspection reports issued in the period since the last meeting and will include a record of all notifications of Defective works issued to date.</p> <p>The Cost Manager's Report - will outline the total expected out-turn construction expenditure on the project. The <i>Project Manager</i> and Cost Manager shall meet, as necessary, to review the report prepared by the Cost Manager, prior to issuing to the <i>Employer</i>. The report will include the following; cost overview (narrative) and summary (schedule), post contract adjustments to the <i>Employer's</i> budget, drawdown on the risk allowance and the share of <i>Employer's</i> retained risk allowance and summary of adjustments arising from compensation events. The report will be used as a monitoring and reporting tool for actual project costs and forecast out-turn</p>
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		<p>expenditure. The Cost Manager will only issue his report to the <i>Project Manager</i> and <i>Employer</i>.</p>
WI 850	Risk Reduction meetings	<p>The meetings will be held on a regular basis to be determined by the needs of the project and in accordance with the contract.</p> <p>The frequency of the meetings will be determined by the needs of the project and in accordance with the contract. If no Risk Reduction meetings are requested then any live Early Warning Notifications will be reviewed during the Project Co-ordination Meetings.</p> <p>The meeting will be attended by the <i>Project Manager</i>, the <i>Contractor</i>, the <i>Supervisor</i>, the Design Team (if required) and the Cost Manager (if required).</p> <p>The meetings will be chaired and minuted by the <i>Project Manager</i> and will be used to discuss and track early warnings, and to agree record and monitor the Risk Register.</p> <p>Minutes, including the updated Risk Register will be issued within 5 working days of the date of the meeting.</p> <p>If the early warning is a request for change, then the originator of the EWN should explain to the meeting the nature and the origin of the early warning such that the impact in terms of time, cost and quality of incorporating the change can be established at the meeting.</p>
WI 851	Design Team meetings	<p>The meetings will be held on a regular basis to be determined by the needs of the project</p> <p>The meeting will be attended by the <i>Contractor</i>, the Design Team and Subcontractors (if required). The <i>Project Manager</i>, <i>Supervisor</i>, and / or Cost Manager may also attend if required.</p> <p>The meetings will be chaired and minuted by the Lead Designer and will be outside the contract and are purely a mechanism for facilitating and coordinating the design</p>

		<p>development process.</p> <p>Minutes will be issued within 5 working days of the date of the meeting.</p>
WI 852	Quality Meetings	<p>The period between meetings will be the assessment interval as stated in the Contract Data.</p> <p>The meeting will be attended by the <i>Project Manager</i>, the <i>Contractor</i>, the <i>Supervisor</i>, the <i>Supervisor's</i> representatives, the Design Team (if required), and Subcontractors (if required).</p> <p>The meetings will be chaired and minuted by the <i>Supervisor</i> and will provide a forum for the project team to make key decisions and report to the <i>Employer</i>.</p> <p>These meetings will typically be a forum for all Parties to raise any quality concerns, agree actions for resolution and then monitor the resolution.</p> <p>The <i>Supervisor's</i> representatives will issue reports for the meeting 3 working days prior to the date of the meeting to the attendees. The format of such reports is to be agreed between the <i>Supervisor</i> and his representatives.</p> <p>Minutes will be issued within 5 working days of the date of the meeting.</p>
WI 853	Liaison meetings	<p>The <i>Supervisors</i> representatives will hold liaison meetings, as required, with the <i>Contractor's</i> Site staff to assist in the timely resolution of on-going quality issues, including those recorded on the record of inspections. The frequency of these meetings are to be determined depending upon requirements, but it is envisaged that they would be on a weekly basis. No formal minutes will be taken. It should be noted that any discussions undertaken within these meetings that may result in a change to the Works, should be notified to the <i>Project Manager</i> and will not constitute an instruction to proceed with such works until the necessary and appropriate instruction has been issued by the <i>Project Manager</i>.</p>
WI 854	Subcontractor	<p>The <i>Contractor</i> will be required to chair and minute</p>

	coordination meetings	Subcontractor coordination meetings as required with each, or combinations, of the Subcontractors to review issues such as progress, quality, interfaces and co-ordination between Subcontractors. It may be necessary for other members of the project team to attend and the <i>Contractor</i> is to arrange this as and when required.
WI 855	Principals group	Principals meetings will be arranged as required and in particular where a dispute is manifesting. The key individuals expected to attend such meetings are as follows: <ol style="list-style-type: none"> 1. Principal and/or Assistant Principal of the <i>Employer</i> 2. Project Director of the <i>Project Manager</i> 3. Project Director of the <i>Cost Manager</i> 4. Project Director of the <i>Contractor</i> 5. Project Partner/Director of the Architect
WI 860	Payment procedure (51)	<p>The <i>Project Manager</i> is responsible for assessing the amount due for payment at each assessment date stated in the Contract Data. The <i>Contractor</i> is to submit an application for payment to the <i>Project Manager</i>, <i>Supervisor</i> and Cost Manager in parallel. The <i>Project Manager</i> will make an assessment of whether items on the <i>activity schedule</i> are complete.</p> <p>The <i>Supervisor</i> will confirm to the <i>Project Manager</i> whether any Defects exist in the activities applied for by the <i>Contractor</i>, which affect payment.</p> <p>The Cost Manager will review the <i>Contractor's</i> application and prepare a recommendation for payment taking due regard of the <i>Project Manager's</i> assessment and the <i>Supervisor's</i> review of Defects and issue his recommendation to the <i>Project Manager</i>.</p> <p>The <i>Project Manager</i> will issue the assessment certificate to the <i>Contractor</i> in accordance with the timescale stated in the contract and issue copies to the <i>Employer</i> and Cost Manager. Following receipt of a valid tax invoice the <i>Employer</i> shall make payment within the timescale stated in the contract.</p>
WI 865	Notice before covering up work	The <i>Contractor</i> will give reasonable notice to the <i>Project Manager</i> and Cost Manager before covering up work which

		the Cost Manager requires to be measured, or which the <i>Contractor</i> considers should be brought to the attention of the <i>Project Manager</i> and / or <i>Cost Manager</i> .
WI 870	<i>Contractor's</i> management of <i>the works</i>	<p>The <i>Contractor</i> is responsibility for the co-ordination, supervision and administration of <i>the works</i> including managing and co-ordinating the interfaces between all Subcontractors as maybe necessary. The <i>Contractor</i> shall arrange and monitor a programme with each Subcontractor, supplier, local authority and statutory authority as may be required and obtain and supply information as necessary for co-ordination of the <i>work</i>.</p> <p>The <i>Contractor</i> is to ensure that all Subcontractors undertaking elements or parts of elements of <i>the works</i> or the <i>Contractor's</i> design, are provided with copies of all relevant documentation including drawings and instructions issued by the <i>Project Manager</i> which relate to or affect the respective Subcontractors work.</p> <p>The <i>Contractor</i> is to co-ordinate <i>the works</i> of any two or more Subcontractors in connection with the <i>Contractor's</i> design with particular regard to the sequence and setting out of such work and any conflicts which may arise as a consequence of the detailed interpretation of drawings by operatives on Site.</p> <p>The <i>Contractor</i> is to effectively supervise each element of the <i>Contractor's</i> design, to ensure that the design is being provided in a proper and timely manner consistent with the Accepted Programme and thereafter to ensure that the work comprised in each element is being installed into <i>the works</i> in accordance with the design. The <i>Contractor</i> shall allow for the employment of such suitably qualified and experienced staff as may be required to provide such supervision.</p>
WI 875	Risk management	There is risk associated with any project and the successful management of a project cannot therefore rely on the absence of risk. Consequently the project must control risk by a process of identification, analysis and management. This process of risk management is the responsibility of the <i>Employer</i> , <i>Project Manager</i> and the <i>Contractor</i> along with the

		<p>rest of the project team and the relationship of the risk management process with the contractual responsibilities of the various Parties should be noted.</p> <p>Identification of project risks categories - perceived risks to the project are to be identified by the project team and will be included on the Risk Register. These risks will be grouped. Following identification of the risks, each will be assessed for probability and impact, in terms of cost, time or fitness for purpose.</p> <p>Mitigation strategy and allocation of responsibility - the risks identified on the Risk Register will be managed in a proactive manner. A mitigation strategy will be identified for each risk by the <i>Project Manager</i> in liaison with the <i>Employer</i> and <i>Contractor</i> and responsibility for implementing that mitigation strategy will be allocated to the project team member best placed to manage the risk.</p> <p>Review of status of risks - the probability, impact ratings, and mitigation strategies for the risks will generally be reviewed at Risk Reduction meetings as required by the contract. Risks which have passed will be closed, but will remain on the register. Progress with regard to implementation of the mitigation strategies will be monitored and reported. Following these reviews a revised Risk Register will be produced and issued by <i>Project Manager</i>.</p>
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WI 900 – Working with the *Employer* and Others

WI 905	Sharing the Working Areas with the <i>Employer</i> and Others	None.
WI 910	Co-operation	The Contractor shall fully co-operate with the <i>Employer</i> and Others with regard to undertaking operations within the Working Area to avoid disrupting or delaying the completion of their works.

WI 915	Authorities and utilities providers	Not applicable.
WI 920	Liaison (25.1)	The <i>Contractor</i> shall be responsible for liaison with the <i>Employer</i> and / or Others and agreeing programmes of works, access requirements and allow free use of the <i>Contractors</i> facilities, services, hard standings, standing scaffold and hoisting facilities when necessary.

WI 1000 – Services and other things to be provided

WI 1005	Facilities and services to be provided by the <i>Contractor</i> for use by the <i>Employer</i> and Others	<p>The facilities and services provided by the <i>Contractor</i> for the use of the <i>Employer</i> and Others during the contract:</p> <ul style="list-style-type: none"> • IT facilities etc, • use of access roads • storage facilities • utility services e.g. water, power etc, • provision of personnel protective Equipment for the <i>Employer</i>, <i>Project Manager</i>, <i>Supervisor</i> or any visitors
WI 1010	Facilities and services to be provided by the <i>Employer</i> for use by the <i>Contractor</i>	<ul style="list-style-type: none"> • Areas within the boundaries of the site • Meeting room facilities (exact location to be confirmed) • Electricity • Water • Welfare facilities (exact location to be confirmed)
WI 1015	Facilities and services to be provided by the <i>Contractor</i> for his use	<ul style="list-style-type: none"> • Site accommodation (if any required over and above provided by <i>Employer</i>) • IT facilities etc • measures for tidiness at work Sites • power and lighting of the works • communications • canteen facilities (if any required over and above provided by <i>Employer</i>) • temporary lighting • temporary facilities and service coordination • fences, screens and hoarding • all other facilities necessary to complete the works in accordance with the Works Information and statutory or other requirements.

WI 1020	Meter readings	Where charges for service supplies need to be apportioned, the <i>Contractor</i> shall ensure that meter readings are taken by the relevant authority at possession and/or Completion as appropriate. Copies of readings are to be supplied to interested parties.
WI 1025	Sign board	Not applicable.

WI 1100 – Health and Safety

WI 1105	Health and Safety Requirements	<p>The health & safety requirements for the project that the Contractor must comply with are:</p> <ul style="list-style-type: none"> • <i>Employers</i> Site safety regulations • Permit to Work systems • Near miss reporting requirements to the <i>Employer</i> • Reporting of accidents to the <i>Employer</i> • Behavioural Safety • Competence • Drug and alcohol policy • Site Induction procedures • Any other requirements detailed in the pre-construction information pack.
WI 1110	Detailed method statements	<p>The <i>Contractor</i> is to provide copies of all method statements to the <i>Project Manager</i> for their review and/ or acceptance for any works required to be undertaken outside the <i>boundaries to the site</i>. These must set out the detailed construction methodology for each operation as required by the Works Information and the <i>Employer</i>.</p>
WI 1115	Legal requirements	<p>The <i>Contractor</i> will fulfil the role of Principal <i>Contractor</i> as defined in the Construction Design & Management Regulations, 2015 and will develop and implement the Construction Phase plan in relation to <i>the works</i> until the Completion Date.</p> <p>The <i>Contractor</i> ensures that:</p> <ul style="list-style-type: none"> • plan, manage, monitor and coordinate the entire construction phase • take account of the health and safety risks to

		<p>everyone affected by the work (including members of the public), in planning and managing the measures needed to control them</p> <ul style="list-style-type: none"> • liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed • prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose • have ongoing arrangements in place for managing health and safety throughout the construction phase • consult and engage with workers about their health, safety and welfare • ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase • check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health • ensure all workers have site-specific inductions, and any further information and training they need • take steps to prevent unauthorised access to the site • liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase
WI 1120	Pre-construction information	Pre-construction Information Pack is currently in production and will be issued as soon as this is available.
WI 1125	Submission of the Health and Safety File	<p>The <i>Contractor</i> is responsible for collating and compiling all information required to be provided for the health and safety file to an agreed format, including all relevant data obtained from all Subcontractors and Suppliers. The information is to be submitted to the Planning <i>Supervisor</i> for his comments and acceptance.</p> <p>The <i>Contractor</i> is responsible for collating and compiling all</p>

		<p>information required to be provided for the Health and Safety File in a format agreed with the <i>Employer</i>, including all relevant data obtained from all Subcontractors and Suppliers. The information is to be submitted to the <i>Employer</i> for his comments and acceptance.</p> <p>The purpose of this document is to include adequate information about the structure or Materials used which might affect the health or safety of anyone carrying out construction, demolition or cleaning work or of anyone who may be affected by such work as required by the CDM Regulations.</p> <p>For <i>Contractor</i> designed and performance specified work, the <i>Contractor</i> is to obtain or prepare the following and submit to the <i>Employer</i>:</p> <ul style="list-style-type: none"> • Details of key structural principles, including safe working floor and roof loads. • Details of construction methods and Materials, including COSHH dated data sheets, which may present residual hazards with respect to cleaning, maintenance, repair, renovation or demolition. • General maintenance instructions including access provision and information about Equipment provided for cleaning and maintaining the building fabric. • As-built drawings. <p>The <i>Contractor</i> is also to obtain or prepare the following and submit to the <i>Employer</i>:</p> <ul style="list-style-type: none"> • The nature, location and markings of utilities and services, including emergency and fire fighting. • Instructions for operation, maintenance, dismantling and removal of Equipment and systems. • Details of hazards associated with the Materials used in the construction. • Access requirements/restrictions. • Any other information as required by the Pre-tender Health and Safety Plan and statute.
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WI 1130	Control of hazardous substances	<p>In addition to the requirements of the Control of Substances Hazardous to Health Regulations the <i>Contractor</i> shall give advance notice in writing to the <i>Project Manager</i> warning him of any “substances hazardous to health”, provide him with a copy of the “assessment of health risks” as defined in the regulations, specify the hazardous substances, their location and the dates when they could be encountered before the Completion Date by any employee or representative of the <i>Employer</i> or any other visitor to the Site.</p> <p>Provide a similar notice to the <i>Project Manager</i> about any hazardous substances to be used in work carried out after the Completion Date of any part of <i>the works</i>.</p> <p>Provide copies of all notices given under this clause to all consultants involved in the project. Copies of such notices and information shall also be provided to the <i>Supervisor</i> until the Defects Date.</p>
WI 1135	Inspections	<p>The <i>Contractor</i> is to allow periodic inspections of his Site offices, working and storage areas by the <i>Project Manager</i> in respect of fire precautions and health and safety provisions and to carry out any such instructions deemed to be necessary as a result of such inspections at the <i>Contractor's</i> expense. Such inspections in no way relieve the <i>Contractor</i> of his responsibilities under this contract or at statute.</p>

WI 1200 – Subcontracting

WI 1205	List of subcontractors	<p>The <i>Contractor</i> shall include a statement within his proposed subcontract conditions for designers, Subcontractors and suppliers from whom he intends to invite tenders identifying the means of ensuring the <i>Employer</i> and design team is afforded full access to all Subcontractors and suppliers to discuss ‘buildability’ and cost aspects during the remaining design stages.</p>
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WI 1300 – Title

WI 1305	Marking	Any Equipment, Plant and Materials stored off-site for which the <i>Contractor</i> requires payment needs to be stored securely, clearly labelled with the <i>Employer</i> name and project title and a vesting certificate supplied. On receipt of payment the title for such items will transfer to the <i>Employer</i> . Any such items will not be paid for in advance on incorporation into <i>the works</i> unless it is included within the <i>Activity Schedule</i>
WI 1310	Materials from excavation and demolition	The <i>Contractor</i> has no title to materials from excavation or demolition at the site.

WI 1400 – Subcontractor Warranties

WI 1405	Warranties required	The <i>Contractor</i> is required to provide sub-contractor warranties for all parties with design responsibility. Warranties will be executed in a timely manner at the point of signing subcontractor agreements/contracts. All warranties will need to be executed before completion of the <i>works</i> and this will be a condition of handover.
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WI 1500 – Work Specifications

WI 1505	Work specification	As per tender documentation.
WI 1510	Interpretation of specifications	The <i>Contractor</i> is to notify the <i>Project Manager</i> of any instances where the Work Specifications have not been written in the terminology of the contract but are to be incorporated into the Works Information. The <i>Project Manager</i> will review such instances and if necessary give an instruction resolving any ambiguity or inconsistency. There will be no addition to the total of the Prices with respect of such an instruction.

WI 1600 – Other Requirements

WI 1605	Key Performance Indicators	May be required; details to be confirmed with the <i>Employer</i>
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SECTION SI – SITE INFORMATION

SI 100 – Site Location

SI 105	Site Location	The site is located at Wakefield City Campus Margaret St, Wakefield, West Yorkshire WF1 2DH
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SI 200 – Site Investigation

SI 205	Site Investigation	Not applicable
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SI 300 – Reports and Surveys

SI 305	Reports and Surveys	<p>The following reports and surveys have been prepared in relation to the <i>works</i>. The Tenderer is to make due allowance within the tender for the findings of the reports and surveys:</p> <p>Healthy Buildings International</p> <ul style="list-style-type: none"> Wakefield College Asbestos Refurbishment & Demolition Survey Inspection Report ref: W13-00415
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SI 400 – Public Information

SI 405	Public Information	Not applicable.
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SI 500 – Buried Pipe / Cable Services

SI 505	Buried Pipe / Cable Services	No information is available. The <i>Contractor</i> will need to satisfy himself and make the necessary arrangements in relation to buried pipes and cable services.
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SI 600 – Adjacent Buildings, Structures and Plant

SI 605	Adjacent Buildings, Structures and Plant	The Site is surrounded by highly trafficked roads. The works are also in close proximity to other Wakefield College buildings. The <i>Contractor</i> should also note that Wakefield Girls High School is in close proximity.
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