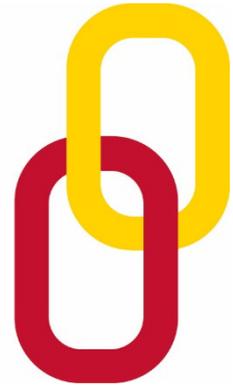


**EEM** Working Together.  
Procuring Efficiently.



**On Behalf of**



**Broxtowe  
Borough  
COUNCIL**

**Part B – Scope of Works and and  
General Requirements**

**External Wall Insulation Project  
2019/20**

**EEM0046 BBC**

## Part B I – Overview of Requirements

### BI.1 Overview of Requirements

This Contract comprises the installation of external wall insulation to properties within the Broxtowe borough and includes the replacement of soffits, fascias, rainwater goods and other associated external drainage. As part of this project we will also include some small works to repair and sample existing properties with external wall insulation.

The estimated contract period will be up to 30 November 2019.

The approximate value of work to be carried out under this contract is detailed below:

(2019-2020) – up to £500,000 excluding VAT.

The properties listed in Part C are the intended properties for this programme, however the final property list is budget lead and will therefore be dependent on the submitted costs. Therefore we understand there may be more properties on the list than can be completed, but may be considered for completion subject to budget and time constraints. Broxtowe Borough Council would like to complete as many properties as possible within the £500,000 budget. The successful Contractor will price for the works described and it is a requirement that the submitted rates for individual items will be used as a template for works of a similar nature at further properties subsequent to the completion of the works described.

There is no guarantee to any volume of work. Properties may be omitted from or added to the programmes solely at the discretion of the Employer.

In addition to the external wall insulation some properties will require replacement soffits and fascia's, guttering, rainwater pipes, other associated external drainage and where applicable loft top ups unless otherwise stated. Some additional properties could also be considered for loft insulation and/or cavity wall insulation at different locations. You are asked to note that a small number of dwellings will need new roofs and liaison between roofing contractors will be required.

### BI.2 Addendum to EEM Framework Specification

The following are to be in addition to the EEM Framework Part B document already considered as part of your tender.

- BI.1 Installed insulation systems must deliver an overall roof/ceiling U value of 0.20 W/m<sup>2</sup>K
- B2.1 Handover Pack comprising all warranties, EPC, grant details, Gas Test Certificate, Electrical Test Certificate, tenant satisfaction form, audit and quality

control reports, client sign off/hand over certificate, planning and building regulation approvals, future maintenance requirements

- External Wall Insulation (Retrofit) Insulation works to include – Quality Control & Audit Checks

### **B1.3 Performance requirements**

Contractors will be expected to offer a solution that meets the performance specification requirements below;

#### Thermal performance

- The system will be used to improve the thermal performance of external walls and contribute to meeting the national Building Regulations.
- Calculations of thermal transmittance (U value) should be carried out in accordance with BS EN ISO 6946 : 2007 and BRE Report BR 443 : 2006

#### Strength and stability

- The system will need to adequately resist wind loads and impact damage. When installed on suitable walls, the system can adequately transfer to the wall the self-weight and negative (suction) and positive (pressure) wind loads normally experienced in the United Kingdom.
- The wind loads on the wall should be calculated in accordance with BS EN 1991-1-4 : 2005 and its UK National Annex. Special consideration should be given to locations with high wind-load pressure coefficients as additional fixings may be necessary.
- In accordance with BS EN 1990 : 2002 and its UK National Annex, it is recommended that a load factor of 1.5 is used to determine the ultimate wind load to be resisted by the system.
- Assessment of structural performance for individual buildings must be carried out by a suitably qualified and experienced individual.

#### Behaviour in relation to fire

- The system requires a A2 – s1 d0 reaction to fire classification in accordance with BS EN 13501 under classification A1 (ISO 1182).
- The overall spread of flame classification for the rendering system is B-s1,d0, in accordance with BS EN 13501-1 : 2007 or in accordance with the national Building Regulations.

## Condensation

- The system will need to contribute to limiting the risk of interstitial and surface condensation
- Designers must ensure that an appropriate condensation risk analysis has been carried out for all parts of the construction, including openings and penetrations at junctions between the insulation system, to minimise the risk of condensation. The recommendations of BS 5250 : 2011 should be followed.
- Walls will adequately limit the risk of surface condensation when the thermal transmittance (U value) does not exceed  $0.7 \text{ W m}^{-2} \text{ K}^{-1}$
- Walls will adequately limit the risk of surface condensation when the thermal transmittance (U value) does not exceed  $1.2 \text{ W m}^{-2} \text{ K}^{-1}$  at any point. Guidance may be obtained from BS 5250 : 2011 and BRE .

## Durability

- When installed and maintained in accordance with the Certificate holder's recommendations and the terms of this Certificate, the system will remain effective for at least 30 years.
- The durability can be extended to 60 years by using different fixings and by following a planned inspection and an effective maintenance schedule.

## Water Resistance

Under water resistance the system should offer protection against rain ingress. The guidance given in BRE report 262: 2002 should be followed.

## **B1.4 Loft Top Ups**

Where lofts require top up or virgin loft insulation, this should be carried out as part of this project. If there are vertical flues in the loft space and these are dislodged in any way during the works, Broxtowe Borough Council must be notified due to risk of carbon monoxide leakage. For lofts which are to be insulated, any cables located in the roof space must be encased in trunking to reduce the risk of fire.

## **B1.5 Cavity Wall Insulation**

Where properties are added for cavity wall insulation they will be completed and certified as part of this contract will all warranties and compliance with current standards and building control.

As part of this contract there may be a small number of dwellings identified for improvement with cavity wall insulation. The minimum requirements for cavity wall insulation under this project are as follows;

- All works shall be in accordance with current codes of practice, good standards of workmanship, to current building regulations and Contracting Authority requirements.
- Works shall be undertaken by BBA approved contractors and be covered by an Ofgem backed guarantee.
- If there are flues through walls and these are dislodged in any way during the works, the Authority must be notified and the all appliances tested and certified for safety.
- Contractors must satisfy themselves that the materials used are of a satisfactory quality and not deteriorated. Faulty materials will be the responsibility of the contractor. Any defects and costs to repair will be the contractors sole responsibility.
- Coverage shall include the whole of the cavity including gable walls
- All existing vents/ducts must be checked prior to start and sleeved to prevent blockages from insulation.
- All voids, ducts, holes and chases must be checked and sealed to prevent migration of insulation into unwanted areas of the dwelling. Upon completion all ducts and vents will be checked to ensure they are clear of any debris and material.
- Upon completion all areas will be left clean and free from excess materials and waste.

## **Part B2 General Conditions and Requirements**

### **B2.1 Building Control Service**

Broxtowe Borough Councils Building Control Compliance is managed through a joint partnership with Erewash Borough Council. To engage in this service please contact: -

Erewash Borough Council  
Town Hall  
Wharncliffe Road  
Ilkeston  
Derbyshire  
DE7 5RP

Tel: 0115 907 2244

## **B2.2 Asbestos & Asbestos Removal**

Contracting Authorities have a responsibility to comply with the Control of Asbestos Regulations 2012 and relevant approved codes of practice and guidelines.

The Contractor must ensure that their employees, including any sub-Contractors are fully trained and competent in working with asbestos.

Many Contracting Authorities maintain their own in-house asbestos database which Contractors will be given access to prior to commencing any works. Information stored against each property may vary across each Contracting Authority dependent on their approach to asbestos surveys. However, it would be expected that a detailed process for the survey and removal of asbestos will be agreed with the Contractor before the commencement of the call off contract.

Broxtowe Borough Council do not have a separately procured asbestos removal contractor and therefore will require the appointed EWI Contractor to appoint a specialist for the survey and removal of any asbestos soffits and fascia's, or drainage. The successful bidder will be expected to manage the programme and liaise closely with the appointed contractor. The successful bidder is also expected to ensure that scaffolding has been priced to meet the requirements for all parts of the works, including asbestos removal.

## **B2.3 Scaffolding**

Scaffolding is to be included within the final price, but also included within the schedule of rates in the event that additional scaffolding is required for works outside the scope of this project. The successful contractor must ensure that scaffolding is erected to a height that will allow the contractors appointed asbestos contractor to reach soffits. Additional hand rails will be required where access equipment is required, as per the working at heights regulations.

To minimise disruption and to ensure that scaffolding is not left erected for extended periods of time, Broxtowe Borough Council require that only scaffolds in line with the agreed programme can be erected at any given time.

## **B2.4 Western Power Distribution**

The successful contractor will be expected to liaise with and manage the work required from Western Power in shrouding/repositioning of over-head power distribution cables that are attached to some of the properties. The cost of any service alterations will be paid by the client.

## **B2.5 Party Wall**

Although we envisage that formal party wall notices are unlikely to be required in most cases, we do require the contractor to ensure that neighbours, whose properties may be affected by the works, understand and agree to the nature of the works, prior to them starting. Situations which may require a Party Wall notice to be served should be flagged at survey stage to allow sufficient time for Broxtowe Borough Council to serve a notice.

The contractor will be required to formally advise neighbours of affected properties in writing of the work and confirm their agreement prior to starting.

## **B2.6 Site Compound & Welfare Facilities**

The contractor is required to secure an adequate location for a site compound and welfare facilities. It is the contractors' responsibility to ensure costs are allowed to provide the accommodation and all services to the compound, enabling this to be fit for purpose.

## **B2.7 Payments**

All payment will be made upon completion including the submission of completed hand over packs and will be paid on monthly valuations.

## **B2.8 Site Supervision**

Contractors shall nominate a Project Manager/Supervisor. Their main role should include:

- Organise and monitor the day-to-day workloads of the Operatives and control of personnel on site;
- Management of overall progress for the work;
- Technical support to the Operatives and Employer;
- Health and Safety issues;
- Quality/inspection audits on all works carried out by the Operatives;
- Communicate, on a daily basis, to the Member or their representative regarding any problems, requests, etc.;
- Manage orders, deliveries, queries and invoicing.
- Manage all trades and sub-trades in the delivery of the work
- Deal with all matters arising including complaints/requests for service from residents and neighbours in the first instance

Any instructions given to the Project Manager/Supervisor shall be deemed to have been given to the Contractor.

The named Project Manager/Supervisor representative must not be changed or taken away without prior notification to the Contracting Authority.

## **B2.9 Licences, Permits and Trade Organisations**

Contractors must hold and maintain throughout the period of the Framework all licences and permits lawfully required for the provision of the service. Copies of such licenses shall be required together with details of membership of any applicable trade organisation.

### **B2.10 Sub-Contracting**

The Contractor shall submit a full list of their proposed Sub-Contractors, including address, and their qualifications as part of this mini competition. Sub-contractors can be added after award, but Broxtowe Borough Council require certainty that the successful bidder has a supply chain capacity to start works soon after contract award.

### **B2.11 Customer Care**

Any works carried out under this Framework will be in occupied properties with tenants remaining in their homes for the duration of the work. Therefore, liaison with the occupiers will be an important issue to Broxtowe Borough Council. It is expected that the only front line liaison work undertaken by Broxtowe Borough Council will be to inform tenants that the work is intended to be carried out and by whom.

It is the responsibility of the Contractor to ensure that every tenant is treated as a valued customer and with care, respect and courtesy at all times. Arrangements should be put in place to adjust services to the individual needs of tenants, for example in relation to a tenant's spoken or written language, age, gender or disability.

### **B2.12 Project Liaison**

Broxtowe Borough Council will provide a designated Officer to the contract who will be the main point of contact for the whole project.

As a minimum for the Contractor's liaison role should cover:

- Written correspondence with the tenant informing them of the programme of work that is to be undertaken, and with any affected adjoining properties
- Visits to all properties affected by the works to explain the process and advise them of any precautions
- Identify and report any potential technical or social problems
- Provide contact details to tenants and any other general information relating to the Contractor and works being completed
- Communication of any changes to the programme of work or scope of works to be carried out
- Organise access for the works and maintain good communication and relations with the tenant throughout

- Ensure that written approval/signature is gained from the tenant or where applicable refusal of the works. Any disagreements or problems encountered with obtaining this tenant approval should be referred to the Contracting Authority
- Ensure that the completion and handover process is carried out in line with the agreed contract procedures
- Ensure that tenants understand the new systems installed and ensure that where relevant information sheets are provided
- Liaise with tenants over the completion of any outstanding repair work and ensure prompt rectification
- Manage complaints and claims in line with the agreed contract procedures
- Assist Broxtowe Borough Council with undertaking any necessary customer satisfaction surveys
- Assist with the establishing, collating and monitoring of customer satisfaction levels including attendance at any project meetings to provide feedback
- Develop and maintain records for each property ensuring all correspondence to and from the tenant is recorded
- Provide 24 hour cover for emergencies during the project

### **B2.13 Site Rules**

The rules listed below are the minimum expected and should be allowed for within the tendered prices:

- All site personnel must have the relevant level CSCS card
- All site personnel must be compliant with any obligations arising to the Disclosure and Barring Service
- All site personnel are expected to behave in a courteous manner to tenants and members of the public during the works. The use of bad or offensive language will not be tolerated by any of our Contracting Authorities
- Safety footwear and other relevant personal protective equipment is mandatory for all site personnel
- All site personnel are expected to display the Contractors logo on clothing or high visibility jackets or have other acceptable means of identification at all times during the works. Any personnel who cannot provide proof of identification when requested will be reported
- Smoking is prohibited in all properties by all site personnel
- Radios, CD players etc. must not be played on site during the works
- Site personnel must introduce themselves to the tenant before entering the property
- Tenants and members of the public must be treated with courtesy and respect at all times
- Core hours of work will be 8am to 5pm Monday to Friday, however on occasions additional weekend hours may be needed to ensure delivery of the programme

- At the end of each day the property must be left in a secure, weather proofed and clean condition. This includes ensuring that boundaries are maintained to protect any pets within property boundaries.
- All rubbish and debris should be removed from site as it accumulates
- Adequate protection, screening and sheeting should be provided for all fixtures, fittings, furniture and other property of the tenants. The Contractor shall be liable for any damage caused by the execution of the works
- Tenants should have uninterrupted ingress and egress to the property and all roads and footpaths in the vicinity of the working area should be kept in a clean, unobstructed and safe state
- Any plant, materials, mud, concrete or rubbish deposited on the roads or footpaths should be removed immediately. Concrete, mortar etc., shall not be mixed on roads or footpaths
- Access for emergency vehicles must be maintained at all times
- All necessary precautions should be taken to ensure the safety of tenants, members of the public and site personnel
- All site accident reports, RIDDOR reports and accident investigations should be sent to the Principle Designer within 3 days of the accident
- Where possible existing services are to be maintained until the new services are installed and ready for use. If temporary services are necessary they must be adequate for their intended use and be approved in advance by the Contracting Authority
- All power tools used on site should be powered by an 110v transformed or from rechargeable batteries. The recharging of batteries should not take place in properties without the express permission of the resident.

Should at any time the above site rules or any other contract specific site rules are not complied with, the Contracting Authority reserves the right to remove the individual from working on any property until appropriate action has been taken. Should this occur on more than two occasions the Contracting Authority has the right to ban the individual from working on any premises owned or managed by it.

#### **B2.14 Health & Safety**

The Contractor is required to ensure work is delivered in a manner that does not infringe health and safety regulations. Contracting Authorities have a responsibility to comply with the Health and Safety at Work Act 1971.

The Contractor shall in performing the works required, adopt safe methods of working in order to protect the health and safety of his own employees, employees of the Contracting Authority and all other persons likely to be affected by the Contractor's activities, including the tenants of the property and other members of the public. Contractors will be required to complete and submit to the client their contractor health and safety forms.

### **B2.15 Certification**

The client requires that all test certificates be electronically generated instead of being hand written. The format and data included will be agreed by the client. On all gas test certificates all gas appliances will be noted that are present within the dwelling.

### **B2.16 Completion of the Works**

Please see below additions to the handover pack requirements that were detailed within section B2.10 of the original framework specification;

- Audit and quality control checks
- NICEIC certificate for work
- Gas Safety Test Certificate
- Confirmation of completed defect rectification
- Client signoff/handover form
- Tenant satisfaction form

### **B2.17 Project Liaison**

In addition to the Project Liaison duties detailed within the section B2.17 of the EEM framework specification, the contractor shall manage disputes and claims associated with the execution, quality, workmanship and any accidental damage throughout the project.

### **B2.18 Experience, Qualifications and Accreditations**

In addition to the experience, qualifications and accreditations detailed within Part B3 of the EEM framework specification, Contractors will need to demonstrate compliance and competency under the Gas Safety (Installation and Use) Regulations 1998 and provide details of Gas Safe registered engineers completing any work on the project.

### **B2.19 Pricing**

All submissions will be evaluated solely on price and Contractors are required to complete the pricing document (Part C) in full and to ensure pricing provides compliance with all specifications/brief documents contained within the offer, any attached appendices and the EEM Framework tender documents. Alternatives to the specifications are permitted within the pricing schedule, however it must be of an equal or better specification.

**An important requirement of any specification is that all materials must be fire resistant or un-combustible as individual parts, and also meet the highest levels of fire resistance as a completed system and contractors will need to demonstrate this via certification & completed test results.**

Contractors are required to commit to the rates offered within their tender. The finish required to each property will be to match the existing to satisfy the requirements of the local planning team. Therefore, where properties are of existing brickwork, they will be finished with a new rendered brickwork effect, and existing rendered finishes will be re-

rendered to match the existing including combinations of both. Existing features such as, but not limited to, soldier courses, lintels, cills, mullions, corbels and banding will also need to be replicated in the new finish.

The Contractor is expected to include for all assessments and surveys required to secure funding, satisfy building control, and all independent auditing of the work.

Additional miscellaneous works which are not expected to be included within your price per property are also included on the pricing schedule. Estimated quantities are given to assist the contractor with pricing.

EEM and Broxtowe Borough Council reserve the right to query any pricing submitted which is abnormally low. This is defined as any bid received which is 10% (or more) lower than the average will be classed as abnormally low. In this instance the Contractor will be requested to explain the basis of its tender, if the explanation is not considered adequate the tender may be rejected.

## **B2.20 Surveys**

A full survey will be carried out on each property prior to any works starting. The survey will include the external and internal fabric of the property affected by the work including the loft space, the full curtilage, and asbestos identification. This will be conducted by representatives for the Contractor. A representative may also be in attendance from Broxtowe Borough Council for some or all of the surveys.

The survey sheets will be used to establish the specification and works to be delivered, and to provide a full breakdown of costs for each property. An up-front final account cost will be agreed per property before any works commences. No variations will be authorised once works have commenced, therefore it is the Contractors responsibility to ensure that all works are identified and agreed at point of survey. Contractors must take note of all external cables whether they are for alarms, telecommunication, entertainment systems, external lights and the like as they will all be expected to be refixed/reconnected prior to hand over. Contractors must also be vigilant on resident's personal items to the perimeter of each dwelling and seek cooperation to have them moved or a clear disclaimer detailing them and their condition as a precaution.

Additional works that have not been agreed will not be paid unless the subject of a variation order based upon the schedule of agreed rates.

Each completed property will be assessed by Broxtowe Borough Council at handover stage to ensure that all works have been completed satisfactorily and in accordance with the survey sheets.

## **B2.21 Grant**

We understand that the funding market has slowed down in recent months and understand that any funding offer received cannot but finalised or agreed until a contract is awarded. However, any indicative funding that can be gained through the works in this contract

should be detailed in the pricing schedule. However, for this reason, the grant offer will not be taken into consideration during the evaluations.

### **B2.22 Contractor Performance / Insolvency Cover**

It is a policy of Broxtowe Borough Council to obtain a bond of 10% of the value of the contract in order to protect against the performance of the Contractor, the cost of which can be added to the bid. This must be in place before any works start and will remain in place until Practical Completion has been agreed and certified.