
Thetford Town Council, Guildhall, Norfolk

External Access

SCHEDULE OF WORK

13 August 2020

This Schedule of Work refers to:

The installation of a new stone access ramp and stairs to the main entrance of the Guildhall.

To be read with the:

Contract Particulars

Specification

and

Drawings

Which together with the Form of Contract form the Contract Documents

This is the Specification described in the Agreement between the Thetford Town Council(Employer)

and (Contractor), dated

Signed (Employer), dated

Signed (Contractor), dated



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Drawings - Nicholas Warns Architect Ltd

707/1301, Survey, Ground Plan

707/1302, Survey, Section A-A

707/1303, Survey, Section B-B

707/1303, Survey, Elevation Photos

707/5.1.1, Layout, Proposed Floor Plan

707/5.1.2, Layout, Proposed North Elevation

707/5.1.3, Layout, Site Set-Up and CDM Hazard Identification



1. Preparation and Clearing Up

1.1. Introduction

- 1.1.1. The works are to comply with current Building Regulations and standards. The application for the works has been submitted and is awaiting approval from Building Control. The Contractor is to make themselves aware of all other existing services that may be affected by this work.

1.2. Site Setup and Access

- 1.2.1. Allow for managing the parking, for both deliveries and general access to the works. Parking is in the car park which is located west of the Guildhall. The parking area and paths surrounding must be left in the same condition as it was found.£
- 1.2.2. Enclose the working area around the Guildhall using Heras Fencing. All equipment and bulk materials must be stored within this site enclosure. The location welfare facilities are to be agreed with the Thetford Town Council before commencement of works.£
- 1.2.3. Provide welfare facilities as necessary to comply with the CDM Regulations 2015; this should include a site hut and toilet.£
- 1.2.4. Note: Fresh water is available for the building works.
- 1.2.5. Note: Please ensure all Health and Safety notices are clearly presented around the working area.

TOTAL: Site Set Up and Access£

1.3. Protection

- 1.3.1. Protect existing windows within the working areas with sterling board.£
- 1.3.2. Protect all existing memorials and plaques with the working area with sterling board.£

TOTAL: Protection£



1.4. Clearing Up

- 1.4.1. On completion all marks and damage shall be made good, and all debris cleared away from the working area. This shall include the removal of all protection of the fabric during the works. This shall include washing the windows with clean water.£

TOTAL: Clearing Up£

1.5. Administration

- 1.5.1. At each monthly site meeting, the Contractor must provide a written progress report under the following headings:

1. Progress
2. Programme
3. Information Required

- 1.5.2. This is to include an up-to-date programme of works and cashflow forecast as an appendix£

- 1.5.3. Site Inspections will be undertaken by the Architect at minimum monthly intervals, until Practical Completion. Following Practical Completion an inspection will be made on completion of the making good defects, prior to the issue of the Final Certificate. The cost of additional inspections during this period, necessitated by remaining outstanding defects, will be deducted from the final account as liquidated and ascertained damages under clause 2.8 of the contract, at a rate of £500 (excl. VAT) per visit.£

TOTAL: Administration£

TOTAL: Preparation and Clearing Up£



2. Removals

2.1. Introduction

- 2.1.1. This section describes the works to remove existing material and services from the working area.

2.2. Removals

- 2.2.1. All free-standing furniture and other loose fittings within the works area will be removed prior to the commencement of the works.
- 2.2.2. Isolate the existing mains water supply.£
- 2.2.3. Remove and set aside existing bollards within the working area.£
- 2.2.4. Remove and set aside existing benches and bins, these are to be relocated to positions agreed with Thetford Town Council.£
- 2.2.5. Remove section of tarmac in the location of the proposed ramp and steps.£
- 2.2.6. Remove and set aside existing blue engineer bricks that form a curve to the abutment of the tarmac, in the location of the proposed ramp and steps.£
- 2.2.7. Carefully remove and set aside existing 3no. Stone steps to the Porch. These are to be reinstated see Section 3£
- 2.2.8. Remove and cart away existing stone step and associated mortar at the external threshold of the storage room£
- 2.2.9. Carefully remove and cart away existing black handrail to Porch arch.£
- 2.2.10. Carefully take up and cart away existing cementitious floor covering within the Porch.£
- 2.2.11. Carefully remove existing redundant gas main that enters the storage room, this is to be disconnected on the interior and capped below ground on the exterior. Allow for making good hole.£
- 2.2.12. Contractor is to employ a certified electrician to remove redundant electrical cables around the storage room door. Allow for cables in use to be re-routed to avoid the proposed ramp and stair access.£



- 2.2.13. Provisional Item: Take up and set aside all existing 2 by 2 square formed paving slabs within the working area, some may be reused by Thetford Town Council but allow for carting away. For pricing assume approximately 41sqm.£
- 2.2.14. Provisional Item: Take up and cart away all existing blue engineer bricks to the front of the Porch. For pricing assume approximately 18sqm.£
- TOTAL: Removals**£



3. New Stone Access Ramp and Stairs Construction

3.1. Introduction

- 3.1.1. This section describes the works to supply and install materials to construct the new stone access ramp and stairs along with finishes to the main entrance of the Guildhall.

3.2. Construction and Finish

- 3.2.1. Before installation of new ramp and stair access, allow for structural engineer to inspect ground conditions below existing paving. Take up and set aside 1M sqm area of existing paving in three locations.£
- 3.2.2. Construct a retaining wall to form the curved substructure and ramp using engineer quality class B 65mm bricks and cement. Allow for forming 4 steps and building up abutments at each end of the stairs.£
- 3.2.3. Lay geotextile on existing paved area, allow for the geotextile to run up the existing walls of the Guildhall to the height of the Type 1 hardcore£
- 3.2.4. Back fill from the newly formed curved retaining wall substructure with Type 1 hardcore, ensure hardcore is compacted. Please Note: see finished falls heights on drawing 707/5.1.1 to ensure correct falls.£
- 3.2.5. Construct a 200mm wide Kerb to the ramp using York stone Blocks, 200mm above finished paving height as shown on drawings 707/5.1.1 & 5.1.2, to be bedded on 400mm wide by 300mm deep concrete screed. Pin and glue using st/sl 10mm pins. Allow for finishing with a 25mm chamfer to all edges.£
- 3.2.6. Lay 100mm concrete screed above type 1 hardcore allow for reinforcement as per structural engineers recommendation. Allow for leaving a 20mm expansion gap between the Guildhall external wall and screed, this is to be filled with expanding foam. Please Note: see finished falls heights on drawing 707/5.1.1 to ensure correct falls.....£
- 3.2.7. Reinstate existing 3no. stone steps to be set flush across the Porch Arch threshold. Allow for cleaning exposed face.£
- 3.2.8. Lay 50mm thick York stone paving to the falls and pattern shown on drawing 707/5.1.1, contractor to supply samples to be assessed by architect before ordering. Allow for forming corduroy markers and tactile markers at the top and bottom of ramp and stair, please refer to Building Regulations Doc M. Please Note: Colour to match or compliment existing stonework on the Guildhall.£



- 3.2.9. Note: Before installing York stone supply a sample of grout to be inspected by architect.
- 3.2.10. Note: York Stone is to be sand blasted to allow for non-slip properties.
- 3.2.11. Install 50mm thick York stone to form 4no. curved steps with a riser height of 150mm. Steps are to be laid on brick substructure using a cement and fine sand mix. Allow for dressing the brick substructure at the abutments with York stone.....£
- 3.2.12. Reinstate existing blue engineering bricks to form abutment between York stone paving and existing tarmac.£
- 3.2.13. Reinstate existing bollards along the abutment between York stone paving and existing tarmac. Location to be agreed with Thetford Town Council and Architect.£
- 3.2.14. Allow for chasing in 20mm deep by 40mm wide strip at 40mm in from the step edge, supply and install non slip rubberised strip. This is to follow the circumference of each step.....£
- 3.2.15. Supply and install Aco Slot Drain across the top of the ramp, this to be be bedded in cement and fall towards the kerb, connect to a 75mm stainless steel diameter pipe. Allow for forming a 75mm diameter hole through the York stone for drainage pipe. Please Note: the slot drain is to be finished flush with the York stone paving, as to avoid a trip hazard.....£
- 3.2.16. Supply and install 4" Inch UPVC pipe from the storage room to central kerb area below York stone paving, allow to cap off flush with finished kerb height. Allow for forming a hole through existing storage room at low level and make good around the pipe, cap off on the interior. This is to act as a conduit to receive electric cables in the future.£
- 3.2.17. Temporarily cap off existing gas main that enters the British Legion Building, allow for raising the gas main and re-routing through the wall to allow for access above ramp. Make good the existing hole. The existing access point situated in the paving is to be raised to the height of the new paved ramp level.£
- 3.2.18. Modify the existing storage room door, to sit flush with the new York stone paving the decrease in height of the storage room door is approximately 170mm. Allow for reinstating the existing stone threshold and build up the wall below to match the existing. Install a timber step on the interior, using joinery quality softwood.£
- TOTAL: Construction and Finish.....£**



3.3. Handrails to Ramp and Stair

- 3.3.1. Allow for liaising with F.W. Hall and Son Steel Fabricators to supply and install architectural bronze handrails to Ramp and Stairs. Please Note: Finished height of handrail is 900mm above floor level, allow for an intermediate handrail at 600mm high. Please see drawing 707/5.1.1 and refer to Building Regulation Doc M.....£
- 3.3.2. Install architectural bronze handrail to ramp and stairs, as per manufacturer's specification£
- 3.3.3. Provisional Item: Install a secondary architectural bronze handrail to the ramp to match proposed, as per manufacturer's specification.£

TOTAL: Handrails to Ramp and Stair£

3.4. Mosaic to Porch

- 3.4.1. Provisional Item: Allow for liaising with Mosaic Specialist to supply and install a mosaic design to the Porch floor. Please Note: Finished design is yet to be completed, allow for forming recessed quarter circle to a depth agreed with Mosaic Specialist. Install a stainless steel edge piece to sit flush with new paving£

TOTAL: Mosaic to Porch£

TOTAL: New Stone Access Ramp and Stairs Construction£



4. Schedule of Daywork Rates

4.1. Definitions

- 4.1.1. The schedule of daywork rates is to be completed as a basis for agreeing and extra work if this is required. It will be taken into account when assessing tenders.

4.2. Labour: Hourly rates for craftsman and labourers shall include:

- 4.2.1. The amount of wages as standard time rates plus such extra payments or differentials (as fixed in respect of skill, responsibility, discomfort, inconvenience and risk-paid in accordance with rules and awards of the recognised wage fixing bodies of the trades concerned) in force in the area in which the works are carried out.
- 4.2.2. The amount of wages paid at standard time rates to workmen operating mechanically operated plant and transport.
- 4.2.3. The time of principals and foreman at standard time rates when actually working with their hands.
- 4.2.4. Travelling expenses and fares.
- 4.2.5. Travelling time (driver of personnel carrier).
- 4.2.6. The cost of overtime where specifically agreed by the Architect.
- 4.2.7. On-costs including the following:
- Head office charges
 - Site supervision staff
 - Severance pay and costs
 - Bonuses and incentive payments
 - Apprentices study time
 - Employer's contributions to National Insurance
 - Annual and public holiday contributions
 - Third party Employer's liability insurances
 - All other liabilities and obligations whatever



4.3. Materials

- 4.3.1. Materials supplied ex merchant including delivery to site less trade discounts but including monthly cash discounts not exceeding 5%.
- 4.3.2. Materials supplied ex yard including handling and delivery to site less trade discounts but including monthly cash discounts not exceeding 5%.

4.4. Transport and Plant

- 4.4.1. Provision of mechanically operated plant and lorry.
- 4.4.2. Provision of site hut, safety welfare facilities, batch mixers, ladders and non mechanical plant excluding hand tools.
- 4.4.3. Provision of personnel carrier to and from site.

4.5. Sub Contractors

- 4.5.1. Materials and works provided by Subcontractors including monthly cash discounts not exceeding 2.5%.

4.6. The Rates: Labour, Materials and Profit

- 4.6.1. Labour as defined above, craftsmen: 120 hours x £ .../hr£
- 4.6.2. Labour as defined above, labourers: 120 hours x £.../hr£
- 4.6.3. Materials and goods: £1,000£**1,000**
- 4.6.4. Profit percentage on incidental costs, overheads and profit for materials, as defined above ____%£
- 4.6.5. Plant: £500£**500**
- 4.6.6. Profit percentage on incidental costs, overheads and profit for Transport and Plant, as defined above ____%£
- 4.6.7. Profit on Subcontractors as defined above (____%)£

TOTAL: Schedule of Daywork Rates£



5. Tender Summary

1. Preparation and Clearing Up

| | | |
|------|-----------------------------|---|
| 1.1. | Introduction | |
| 1.2. | Site Setup and Access | £ |
| 1.3. | Protection | £ |
| 1.4. | Clearing Up | £ |
| 1.5. | Administration | £ |

2. Removals

| | | |
|------|----------------|---|
| 2.1. | Introduction | |
| 2.2. | Removals | £ |

3. New Stone Access Ramp and Stairs

| | | |
|------|------------------------------------|---|
| 3.1. | Introduction | |
| 3.2. | Construction and Finish | £ |
| 3.3. | Handrails to Ramp and Stairs | £ |
| 3.4. | Mosaic to Porch | £ |

4. Schedule of Daywork Rates

| | | |
|------|-----------------|---|
| 4.1. | The Rates | £ |
|------|-----------------|---|

TOTAL:£



6. Form of Tender

I/We undertake to do the above works under the general direction of Nicholas Warns Architects Ltd of 64 Bishopgate, Norwich, for the sum of:

£

In words:
.....

We can commence work weeks after order and estimate that the work will take weeks on site.

I shall appoint an experienced foreman to manage the day to day running of the site.

Sub-Contractors shall be:-

Stonework:
.....

Ground Works:
.....

Other (please specify):
.....

I confirm that I am registered with the CITB and my registration number is

I understand that before my tender can be formally accepted I shall submit a cash flow forecast and programme of work.

Signed:

For and on behalf of:

Company Registration Number:

Dated:



- End of Schedule of Work -