

Kegworth Parish Council

Repairs to the East Churchyard wall by Nottingham Road

Specification and Schedule of Works for inclusion with the PQQ

Client Kegworth Parish Council
October 2022



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**Kegworth Parish Council
Leicestershire**

Specification & Schedule of Works for PQQ submission

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A INTRODUCTION

1.0 Project Particulars

Repairs to the eastern wall of the churchyard fronting Nottingham Road to St Andrews church, Kegworth. To working in accordance with the agreed traffic management proposals.

To removal of vegetation and ivy growth both within the walling and over the surface of the wall.

To part dismantling and rebuilding sections of the stone walling.

To repairs and repointing to the stone walling as described in the schedule.

- 1.1.1 The eastern boundary wall is in two differing materials which change on either side of the existing cottage. The south section is constructed from imitation stone (probably Bradstone) and dates from the 1960's. On the northern side of the cottage the walling is natural stone laid to random courses, the depth of the bed is at best 150mm down to 40mm.
- 1.1.2 Removal of 4 tree stumps \pm 1m high and 2 stumps with regrowth saplings.
- 1.1.3 Lifting the disturbed ground where stumps removed and removing any burial material. Do not cart away any excavated soils as it is consecrated ground. Place all excavated material on 1200 gauge polythene within the yard and use for back filling as required.
- 1.1.4 Place any discovered burial material in a hessian sack at the end of each working day and place in locked boiler house adjacent to the west gate. The church will organise the reburial of the material found at the end of the contract.
- 1.1.5 To making good between the wall and the highway with cold rolled tarmac.

2.0 Contract Details

Site: Eastern Churchyard Wall to St Andrews Church.

Employer: Contact: Clerk to the Parish Council.

C/o Parish Council Offices
1 London Road
Kegworth
Derby
DE74 2EU
T: 01509 670204
E: clerk@kegworthparishcouncil.gov.uk

Architect: Contact: T.J.K.Dodson RIBA AABC
& Principal Parkinson, Dodson & Associates Ltd
Designer: The Police House, Ketton Road, North Luffenham, Rutland, LE15 8JY
T: 0116 259 8403
E: john@dodsonarchitects.co.uk

3.0 Schedule of Contract Documents

The contract documents are:

- 3.1 This Specification
- 3.2 The Schedule of Works
- 3.3 Attached drawings' , Traffic Management Plan, .Fosse survey of the Church Yard
- 3.4 For tendering purposes it should be assumed that the works will be carried out under the terms of the JCT Minor Building Contract 2016 edition.

4.0 Tendering. This is not a tender document it is issued for PQQ information

- 4.1 PQQ document returns are to be sent as hard copies only in a sealed envelope to The Clerk Kegworth Parish Council 1 London road Kegworth, Derbys, DE74 2EU as per the Contract Finder information.
- 4.2 The Employer and representatives offer no guarantee that if the contractor is selected to tender and a tender is submitted but not accepted they will not be responsible for costs incurred by a contractor in the preparation of pre-contract information or tendering costs.
- 4.3 The General Contractor shall be responsible for visiting the site in order to acquaint itself with the site conditions, access, storage provisions, services etc., and to amplify the content of the specification.
- 4.4 Access to the site should be arranged in advance by contacting the Employer unless otherwise stated.
- 4.5 The General Contractor shall be responsible for checking all dimensions and taking measurements on site, testing the condition of existing materials, using land augers and probes were necessary.
- 4.6 Pricing/Submission of Documents: the items given under sections A and B merely constitute a check list for the tendering contractor, being matters generally implicit in the specification, tenders must include for all works shown or described in the tender documents as a whole and as being necessary for the complete and proper execution of the works. Alterations or qualifications to the specification should not be made without consent of the Architect. Costs relating to items in the specification which are not priced will be assumed to have been included elsewhere in the tender.
- 4.7 Valuations: the Contractor will be required to provide an itemised and priced specification. Valuations are to be presented as a schedule indicating for each specification item the Contract allowance percentage complete and the value of work to date.
- 4.8 The Contractor must indicate in their first and subsequent valuations those items that are rated for VAT. The contractor will be required to provide receipted invoices to allow reclaim of VAT.

5.0 Health & Safety

- 5.1 The Contractor must comply with all relevant Health & Safety legislation.
- 5.2 Note risks associated with working adjacent to a busy highway and a fall in height of 1.2 to 1.5m.

5.3 Locate, identify and protect, isolate or make safe as appropriate electrical and any other services, There are no known services in this section of the yard.

6.0 Special Insurance Provisions

6.1 The client/employer will not be able to obtain/maintain cover for external theft. Terrorism cover is not required.

7.0 Adjudication Procedures

7.1 The referring party is to bear the costs of the Adjudicator's fee and reasonable expenses.

7.2 The President of the RIBA, is to nominate the Adjudicator.

B PRE- CONSTRUCTION INFORMATION (CDM 2015)

1.0 Description of the Project

1.1 Removal of tree stumps and saplings as described in section A.

1.2 The project includes the following works:

- Clearing of vegetation from the walls.
- Repairing the stone wall together with some taking down and rebuilding sections.
- Backfilling and reseeded.
- Assistance to the incumbent in reburying any burial material found.

2.0 Notification of Project to the Health & Safety Executive (HSE)

2.1 The works are minor in nature and at the time it is believed the project will not exceed the threshold for notification.

3.0 Project programme

3.1 The project is to commence onsite on the 6th March 2023 or thereabouts and on an agreed date with the client and County Highways.

3.2 The minimum time allowed between appointment of the Principal Contractor and instruction to commence work on site is two weeks.

4.0 Details of Relevant Parties

4.1 The relevant parties in the project are:

Employer: See section A 2.0

Architect & Principal Designer: See section A 2.0

Principal Contractor: The successful tenderer and main contractor appointed on the project will also act as the principal contractor for the purposes of the Construction (Design & Management) Regulations 2015 unless otherwise agreed.

5.0 Clients Considerations and Management Requirements

5.1 The Parish Clerk represents the Client. John Dodson is the Contract Administrator and is authorised to instruct the works and administer the contract. The PCC of St Andrews will assist the Parish Council by providing the chosen contractor with the use of the Church facilities as detailed in the Specification and conditioned by the Specification.

5.2 The Kegworth Parish Council, as Client, recognise that this construction project will create hazards and will be carried out in a location where hazards already exist. It is the aim of the Client to minimise these hazards, thereby reduce the risks and have an accident and incident free project.

5.3 This Pre-Construction Information contains the hazards and risks in this project identified so far by the Client and the Designers. It is not necessarily exhaustive.

5.4 The Client and the Designers will assist in the management of Health & Safety in this project. They will do this by arranging a Pre-Start Meeting where the Pre-Construction Information will

be discussed and all the parties can exchange health and safety information on the project. The Principal Contractor should then be able to prepare the Construction Phase Plan in accordance with Appendix 3 of the CDM Regulations.

- 5.5 During the construction phase the Client and the Designers will monitor the minimising of hazards by arranging formal site meetings where health and safety will be an agenda item. Between meetings the Client will discuss with the Principal Contractor any health and safety arrangements for the day to day activities.
- 5.6 At the end of the project the Client will carry out a review of the project in the form of a written report by the Client on any significant hazards that were not identified at the design stage and would assist in future projects and a written report by the Principal Contractor on any significant hazards that arose during the construction phase. These reports will be included in the Health and Safety file.
- 5.7 The Principal Contractor's supervisory staff will be briefed at the Pre-Start meeting before they commence on site.

This briefing will cover such issues as:

- Client Contacts
 - Site Rules and Restrictions
 - Arrangements for Weddings and Funerals
 - Working Hours
 - Welfare facilities
 - Traffic Management Plan
 - Requirement for Working in consecrated Burial Ground
 - Fire and Emergency Procedures
 - Access to the Site and Working Area
 - Location for Site Accommodation and Storage
 - Car Parking
 - Codes of Conduct
 - Other Health and Safety Matters
- 5.8 The Principal Contractor will agree in writing with the PCC of St Andrews the arrangements for maintaining the day to day security of the Church and the conditions under which the Contractor may use the Church Facilities, and where found buried material can be securely stored.
- 5.9 For security purposes all contractors are required to wear yellow hi-viz vests or jackets at all times. The company logo, in a legible size, must be printed on the back of the vests or jackets.
- 5.10 The Principal Contractor is to set out in the Construction Phase plan their arrangements for their own welfare facilities to be provided in accordance with the CDM Regulations and the provision of First Aid. See section 8 of the Specification Preliminaries regarding electric and water supplies and Section 18 regarding use of the Church.

6.0 Structure to be used as a Workplace

- 6.1 The Church is not to be used as a workplace in accordance with the Workplace (Health, Safety & Welfare) Regulations 1992.

7.0 Extent and Location of Existing Records and Plans

- 7.1 There are no burial records for this area of the Churchyard.

- 7.2 It must be assumed that burial material will be disturbed in all areas where excavation is required.
- 7.3 There are no recorded tombs in the area, but they may be encountered.
- 7.4 The Principal Contractor is advised that the above documents and tender drawings may not be entirely accurate or provide a complete record. The Principal Contractor should verify their accuracy in consultation with the Client and Designers prior to commencing works, and the procedures that need to be followed if discoveries are encountered.

8.0 Site Requirements

- 8.1 The principal Contractor is required to comply with the requirements of the tender documents regarding site rules and restrictions. Any area of conflict between these documents and this Pre-Contract Information shall be brought to the attention of the Contract Administrator and the Principal Designer.
- 8.2 Before commencing any section of work the Principal Contractor shall set out safe routes for all third parties, vehicular or pedestrian, where they may come into contact with the construction work using fencing or barriers where there is a high risk or flicker tape or similar where the risk of injury or interference with the works is low. Mesh fencing is to be erected around any site accommodation and storage compound of such height as will secure the facilities. See the Traffic Management Requirements.
- 8.3 The principal Contractor is restricted in the areas personnel are permitted to enter during the course of the works. See paragraph 17 of the Specification Preliminaries.
- 8.4 No smoking is permitted on site.
- 8.5 The principal Contractor is to provide hand held fire extinguishers at all work places.
- 8.6 The Principal Contractor is required to bring tools and materials in at the commencement of each working day and take them away at the end of each working day. No tools or equipment are to be left on the site unless a safe storage area is agreed with the Client. The site is to be left in a safe, clean and non-hazardous condition and all rubbish must be removed off site at the end of each working day.
- 8.7 All reclaimable material is to be stacked on pallets and sheeted down.
- 8.8 All excavated areas and spoil heaps to be fully sheeted and secured at the end of each working day.
- 8.9 All found burial material is to be placed in the Church at the end of the working day. See item 5.8.

9.0 Environmental Restrictions and Existing On-site Risks

Safety Hazards

- 9.1 The small area beneath the tower of the church will be made available to the constructor. The area contains a sink with hot and cold water and a WC. The remainder of the church will be locked. When personnel are not in attendance the area is to be kept locked.

- 9.2 The old boiler house will also be made available to the contractor and there is a hose tap within this area.
- 9.3 All entrances and footpaths through the church yard are to be maintained as far is practical. There is no vehicular access from Nottingham Road into the church yard. The contractor must visit the site to assess parking and offloading requirements. Nottingham Road is a two-way road and has a single pavement. Traffic management will be required and the detailed restrictions adhered to. The agreed Traffic management plan is for Nottingham Road to be closed to traffic during the works, but access to properties fronting the road will be maintained
- 9.4 The location of the site compound is to be agreed with the architect and the church. The contractor will be required to reinstate the area used clear the area of any debris, reseed and leave in a mowable condition.
- 9.5 If a skip is required it is to be sited within the work area and in accordance with the agreed traffic management regulations.

Health Hazards

- 9.6 No soil sampling survey has been undertaken.
- 9.7 The project will involve work within the churchyard, handling of burial material will require the wearing of protective equipment.

10.0 Significant Design and Construction Hazards

- 10.1 The significant site operations and work sequences with hazards and risks identified so far by the Designers are contained in the tender documents and described below. The operations on site will require risk assessments by the Principal contractor and procedures for safe methods of working.
- 10.2 Where the section of walling is to be taken down and rebuilt there will be some excavation of the consecrated ground. All excavated material is to be sieved to remove any burial material. Any material found is to be placed in a hessian sack and placed in the church at the end of each working day, and stored for reburial.
- 10.3 Provide any temporary shoring as required.

Materials Requiring Particular Precautions

- 10.4 Note risks associated with silica dust in respect of all relevant aspects of the work, whether stonemasonry work, demolition, concrete works or other works where silica-containing materials are used. Refer to HSE guidance including 'Control of Exposure to Silica Dust' and ensure appropriate monitoring and protection of operatives and building users from excessively high levels of silica containing dust. Carry out appropriate risk assessments (written assessments for contractors/employers employing more than 5 people).

Measures to control silica dust may include:

- Minimise dust production
- Manage and control dust

- Where materials are not otherwise specified, consider using materials with lower silica contents
- Monitor dust levels and ensure levels are within acceptable limits
- Provide personal protective equipment and ensure equipment is well maintained.
- Provide adequate training and monitor effectiveness of control measures.

11.0 The Health & Safety File

- 11.1 The format and contents of the Health and Safety File is to be as set out in paragraph 263 of the Approved Code of Practice for the CDM regulations.
- 11.2 Draft information for the Health & Safety file is to be submitted to the Principal Designer two weeks before the anticipated date for Practical Completion.
- 11.3 Information for the Health and Safety File are to be submitted to the Principal Designer at Practical Completion.

C FORM OF CONTRACT

- 1.0 The Form of Contract will be the 2016 edition of the JCT Minor Building Contract with the latest amendments.
- 2.0 The Contract will be for works to be carried out on a fixed price basis and will not be subject to fluctuations.
- 3.0 The appendix of articles of agreement will be completed as follows:

Article 3 Architect/Contract Administrator: T.John K.Dodson Architect

Article 4 Principal Designer: T.John K.Dodson Architect

Article 5 Principal Contractor: To be the successful tenderer unless agreed otherwise.

Contract Particulars

Fourth Recital and Schedule 2; Base date: To be the date of the return of Tender.

Fourth Recital and Clause 4.2; Construction Industry Scheme (CIS): Employer is not a 'contractor'.

Fifth Recital; CDM Regulations: the project is not notifiable. (CDM-R 2015)

Sixth Recital; Framework Agreement: not applicable

Seventh Recital; Supplemental Provisions: the following paragraphs will all apply –

- | | |
|-------------|--|
| Paragraph 1 | Collaborative working |
| Paragraph 2 | Health & Safety |
| Paragraph 3 | Cost savings and value improvements |
| Paragraph 4 | Sustainable development and environmental considerations |
| Paragraph 5 | Performance indicators and monitoring |
| Paragraph 6 | Notification and negotiation of disputes |
| | Employers Nominee: Clerk to the Council |
| | Contractor's Nominee: to be confirmed by the contractor |

Article 7, Arbitration applies – disputes to be resolved through arbitration and not legal proceedings.

Clause 1.1; CDM Planning Period: 21 days beginning from the date of letter of intent.

Clause 1.2; Date for commencement of the Works: to be confirmed.

Clause 2.2; Date of Completion: to be confirmed.

Clause 2.8; Liquidated damages: at the rate of £1000.00 per week, note the requirements for extension of time. The damages rate reflects the ongoing Traffic Management costs and will be applied.

Clause 2.10; Rectification period: 6 months

Clause 4.3; Percentage of total value of work etc: 95%

Clause 4.4; Percentage of the total amount to be paid to the contractor: 97.5%

Clause 4.8.1; Supply of Documentation for computation of amount to be finally certified: 3 months.

Clause 4.11 and Schedule 2; Contribution, levy and tax changes (Fluctuations Option): does not apply.

Clause 4.11 and Schedule 2; Percentage addition for Fluctuations Option: not applicable.

Clause 5.3.2; Contractor's insurance – injury to persons or property: £10 million

Clause 5.4; Insurance of the Works: Clause 5.4B applies (insurance by the Employer in Joint Names). Note. The Contractor shall be responsible for the insurance for theft of all unfixed materials, goods and plant on site.

Clause 5.4; Percentage to cover professional fees: 15%

Clause 7.2; Adjudication: Nominating body – the Royal Institute of British Architects

Schedule 1; Arbitration: Arbitrator appointed by the President of the Royal Institute of British Architects.

D PRELIMINARIES

1.0 Terms and Definitions

- 1.1 Architect: the person nominated in the contract as Architect
- 1.2 Approval: approval in writing of the Architect. Unless otherwise specified in the approval is limited to the visible appearance of the work, materials or components involved and shall not relieve the Contractor from compliance with the specification.
- 1.3 Equivalent products: where the specification states “or equivalent” or “similar approved” to permit substitution of a product specified, and such substitution is desired, submit evidence that the product is equivalent in material, safety, fitness for purpose and appearance (where relevant)
- 1.4 Fix only: all labour in unloading, handling, storage and fixing in position, including the use of plant.
- 1.5 Supply and fix: unless otherwise stated, all items given in the specification and/or drawings are to be supplied and fixed complete.
- 1.6 Removing: disconnect, dismantle as necessary and remove the stated element and all associated accessories, fastenings, supports, bedding materials, and dispose of unwanted materials.
- 1.7 Setting aside for re-use: prevent damage to stated components or materials during removal and clean off bedding/jointing materials. Stack neatly, adequately protect and store until required by Employer for use in the Works.
- 1.8 Replacing: remove stated component, feature, finish etc. Provide and fit in lieu new component, feature, finish etc, which, unless specified otherwise, must be a new version of those removed. Make good as necessary.
- 1.9 Repairing: Carry out local remedial work to components, features, finish, etc

Re-secure or refix as necessary and leave in sound, neat condition. It does include:
 - a) Cutting, toothing and bonding in-filling materials to the adjacent existing right hand memorials.

2.0 Schedule of Existing Conditions

- 2.1 Before commencing work on site, prepare and agree with the Architect a schedule of the condition of existing structures, boundaries, fixtures, paving's etc. inside and adjacent to the site area, making a photographic record and handing one copy to the Architect prior to commencing the works. See the Party Wall Surveys attached to the appendix
- 2.2 Defects in Existing Construction are to be reported to the Architect without delay.

3.0 Prior Notification

- 3.1 The Contractor must notify the Architect before any Works are closed up to allow for inspection. The Architect reserves the right to order any part of the Works to be opened up for inspection if it has not been approved.
- 3.2 The Employer will give the Contractor Five days' notice of any period during which work must not be carried out.

4.0 Preliminary Inspection

- 4.1 The Contractor will be responsible for visiting the site in order to acquaint itself with the site conditions, access, storage provision, services etc., and to amplify the content of the Specification.
- 4.2 Access to site must be arranged in advance by contacting the Employer.
- 4.3 The General Contractor shall be responsible for checking all dimensions and taking measurements on site, testing the condition of existing materials.

5.0 Insurance

- 5.1 The Employer and the Contractor will provide the insurance cover required by the Contract.
- 5.2 Additionally the Employer will notify their Insurance Company of the extent of the works and be responsible for any additional premium that may be levied.
- 5.3 For the purposes of tendering it should be assumed that terrorism cover will not be required within insurances.
- 5.4 For the purposes of tendering it should be assumed that the Joint Fire Code does not apply – however, refer to fire precautions section below.

6.0 Fire Precautions

- 6.1 The General Contractor must provide and maintain on site adequate hand operated extinguishers, kept available at the place of Work.
- 6.2 No smoking is permitted inside, on, or adjacent to the building, including scaffolds and other working areas.
- 6.3 Flammable materials, e.g. paint, oil are not to be stored within 10m of the Church, but outside, well away from and a minimum distance of 5m from any other building. Storage shall be in a secure, well ventilated and locked compound/store, unless agreed otherwise with the Architect.

7.0 Role of the Church of St Andrews

The Church is not the Client but it has agreed to assist the Parish Council in providing free of charge to the Parish the use of water, electricity and toilet facilities for use by the appointed contractor with condition, see Section B- 5.8.

8.0 Temporary Services

- 8.1 Electrical supply is available for use within the church. The contractor should check the suitability of the system prior to commencing work and should include for making temporary

adjustments to supply arrangements (including making good on completion) or supply of generators if necessary to undertake the works.

- 8.2 There is a fresh cold water supply to the Church and hot water is also available.
- 8.3 There are toilet facilities available within the Church. See conditions of Use.
- 8.4 The Contractor is responsible for ensuring these supplies are adequate and meet any statutory obligations and costs.
- 8.5 Provide a site telephone during the works to allow the issue of instructions and summoning of emergency services if required. A mobile phone will be acceptable provided this is kept charged and has good signal. Also provide a contact phone number for the client for out of working hours emergencies.
- 8.6 Although Covid-19 restrictions have been lifted the Contractor will at the end of each working day wipe all surfaces of the occupied church including within the WC area with an approved disinfectant.

9.0 Scaffolding/Working Platforms etc.

- 9.1 Not used

10.0 Working Hours

- 10.1 Where dayworks are authorised, the General Contractor is responsible for obtaining dayworks sheets from subcontractors.
- 10.2 Working hours are to be limited to 7.30am – 6.00pm Monday to Friday, 8.30am – 2.00pm Saturday and no work Sunday unless otherwise agreed.
- 10.3 The Church will remain open during the works and if a funeral service is required the contractor will be given a minimum notice of 5 working days. The church will advise the Architect with a time and date of the Service and the expected length of the Service. The Architect will issue an Extension of Time Certificate to cover the stop down permit. The Contractor is to allow within the tender for 4 half day shut downs at 4 hours each, when calculating the Contract Period.

11.0 Care of the Works

- 11.1 Use of the site is to be restricted to the construction of the Works.
- 11.2 Prevent damage to existing property which is to remain unaltered: make good any defects caused by the works, to match existing. Damage caused to adjoining property shall be reinstated by the appointed Contractor at his own expense. The Contractor shall inform the Architect immediately of any such damage and confirm this in writing, setting out the cause and intended remedial measures, within seven days of the occurrence.
- 11.3 All access to the paths surrounding the church shall be kept clear at all times.
- 11.4 Existing services:
There are no known services on the inside of the wall down this side of the church yard and there is no pavement against the church yard wall but a scan survey is to be completed prior to commencement of the work.

- 11.5 Security: Safeguard the Works and stored materials from theft, vandalism or other damage. Ensure the security of the building is maintained during the works.
- 11.6 Cleaning:
- a) During the works the site is to be kept in a clean, safe and workman like condition and all areas affected by the works are to be made good and all waste to be carried away.
 - b) Inform the Architect of the intended siting of all spoil heaps, temporary works and services. Clear away when no longer required, but obtain written consent from the Architect before removing off site.
- 11.7 Public/Employer's Access:
- a) Maintain access routes into occupied building in clean and tidy state.
 - b) Thoroughly clean the works on completion.
- 11.8 Take all reasonable measures to protect neighbouring properties from nuisance.

12.0 Cleaning of the Highway

- 12.1 Ensure that the roadways and pavements outside the site are kept clear of mud and debris.

13.0 Masonry and Concrete Work During Dry or Inclement Weather Conditions

- 13.1 During warm, dry weather the work should be kept covered with dampened undyed/unbleached Hessian to inhibit excessive drying out.
- 13.2 During driving rain, the work should be kept covered with sheeting, laid over hessian as above.
- 13.3 In cold weather the work should be protected by breathable insulating material (sacking, boarding etc). No work to be carried out when temperature is likely to be below +5°C and falling.
- 13.4 Where inclement weather is possible the protection of the works should remain in place for sufficient time to avoid damage occurring
- 13.5 Any damage caused by dry, inclement or frosty weather is to be made good at the Contractor's expense.

14.0 Reinforced Concrete Work

Not used.

15.0 Access & Parking

- 15.1 There is, by consent of the PCC of St Andres, parking for two contractor's vehicles. Access to this small area at the north west corner is via the north gate next to the chemist shop. If the ground is muddy the contractor is to provide grass reinforcement and reinstate the area to a mowable condition.

- 15.2 Parking and delivery to the work area on Nottingham Road shall be in accordance with the traffic management plan.

16.0 Archaeology and to be read in conjunction with Section F

- 16.1 All excavations must be undertaken with a banks person in attendance and in respectful manner when burial material is discovered machine digging is to cease and material excavated by hand.
- 16.2 Any bones found during excavation should be treated respectfully and placed in a Hessian Sack inside the Church until they can be reburied under the direction of the Vicar. Bones must not be removed from the boundaries of consecrated land (the churchyard).
- 16.3 Any other finds to remain the property of the Church.

17.0 Contractor's Site Area

- 17.1 The Contractor will generally restrict operations and access to the site, to an area to be agreed on site, prior to commencement of the works and in accordance with the Traffic Management Plan.

18.0 Contractor's Facilities

- 18.1 Provide any welfare accommodation and facilities to satisfy all Health and Safety and other relevant Regulations and Acts. The Church will permit the use of their WC and Kitchenette, but these are to be kept clean and sanitised at all times, permission will be withdrawn if the facilities are not kept clean.

19.0 Statutory Approvals Ecclesiastical

- 19.1 The works do have Faculty Consent. The Contractor is to check and ensure that any works they is undertaking are covered by a current consent and that any conditions of that consent are adhered to.

20.0 Statutory Approvals

- 20.1 The works will have County Highways approval before the contract is let.

21.0 Acts, Regulations, etc

- 21.1 Comply with any and all regulations made by any authority having jurisdiction over or in connection with the works; Codes of Practice published by BSI and major trades organisations British Standards referred to in this specification; BRE digests and other authoritative documents prepared by the major government organisations; printed directions issued by the manufacturers of propriety materials used (whether specified or not). Provide any relevant part of the above documents for use on site if necessary for the efficient execution of the work or if so directed.

22.0 Health and Safety

- 22.1 The work will fall outside the scope of the CDM regulations.
- 22.2 No soil tests or bore holes samples have been undertaken and the type of soil is unknown, and is best described as disturbed material to a depth of approximately 2m.

23.0 Management of the Works

- 23.1 The Contractor should accept responsibility for co-ordination, supervision and administration of the Works, including all subcontractors. Arrange and monitor a programme with each subcontractor, supplier, Local Authority and statutory undertaker and obtain and supply information as necessary for co-ordination of the Works.
- 23.2 Include all expenses whatsoever in connection with labour, including overtime if necessary, to complete the works within the stated period or to ensure completion of parts of the Works within a given time to avoid deterioration of fabric.
- 23.3 Provide all plant, haulage, temporary services and other equipment necessary for the satisfactory completion of the works.
- 23.4 Include for temporary measures, watching, lighting, hoardings, shoring's to buildings, protection of roads and paths etc. and other safety measures to the entire satisfaction of the Local and Statutory Authorities.
- 23.5 Appointed Site Principle: The Contractor shall at all times keep upon the works a competent person in charge, and any written instructions given to them by the Architect shall be deemed to have been given to the contractor.
- 23.6 Sub-Letting/Sub Contracting: Work contained in this specification shall not be sublet without the prior consent of the Architect and the Employer. Contractors are invited to use subcontractors and suppliers where named in this specification. Such contractors/suppliers are to be domestic subcontractors to the Contractor. The Contractor is responsible for ensuring that subcontractors are made aware of the requirements of this specification and schedule of works and kept informed of any alteration or amendments to the specification, schedule of work, new or revised drawings.
- 23.7 Ownership: Products and materials salvaged from the alteration/demolition works are to become the property of the Contractor unless otherwise stated. All waste material is to be removed from site as work proceeds but written consent is required from the Architect and the Architect is to be given 3 days' notice of intent to dispose of material. Failure to give notice will be considered as a contract determination offence.

24.0 Records

- 24.1 Keep a properly documented and dated job diary for inspection when so requested.
- 24.2 Record all events relevant to the construction of the Works including (but not limited to) the following:
 - a) Daily weather conditions.
 - b) Keep on site a maximum and a minimum thermometer and keep a daily log of temperatures, recording the temperatures at the start and completion of works each day as a minimum requirement.
 - c) All drawings or other documents issued or requested, all instructions issued to the Contractor and the action taken, including verbal instructions and the date of written confirmation; adequate details of daywork; weather conditions; records of tests (if not recorded elsewhere); any poor workmanship observed or reported and condemned work stating reasons; delays and their causes; details of labour and plant.
 - d) Details of work originally classified as provisional; details in support of claims for extra payment; measurements and cost information to support valuations and the final account; commencement and completion dates of significant elements of work, adequate photographs, names of personnel involved in critical activities.

25.0 Drawings

- 25.1 Check any drawings issued after the start of the Works to ensure they do not conflict with those previously supplied, or with actual dimensions on site. Notify the Architect of any discrepancies.
- 25.2 Areas of work involved with the existing walling where dimensions are stated on the drawings/specification must always be checked on site by the Contractor.

26.0 Programme

- 26.1 Provide start and completion dates for the work and key dates/periods for significant aspects of the work including periods when work is planned that may otherwise affect the agreed Traffic Management Plan. Provide this information to the Architect and Employer for review and in good time to allow any significant dates in the parish calendar to be planned or incorporated and the programme modified if necessary.

27.0 Inspections and Covering Up

- 27.1 Give notice regarding any work that must be inspected prior to covering up, this includes:
 - a) Work of structural importance.
 - b) Functional work, e.g. drains- land drains and weep holes.
 - c) Work treated as provisional at time of tendering.
 - d) Disposal of any excavated material.
- 27.2 Do not cover up such work until inspected and approved by the Architect or other authorised inspector.

28.0 Workmanship

- 28.1 The work shall be of the highest possible standard and carried out by reliable tradespersons experienced in the type of work in hand. It is a requirement of the Employer that the quality of workmanship and materials is to be of a standard acceptable to any relevant funding body.
- 28.2 In the event of any query on site or regarding the specification, the Architect must be consulted before work proceeds.
- 28.3 The working materials should be in accordance with the manufacturer's instructions, together with current Codes of Practice and the relevant Appendices attached to the Specification.
- 28.4 The Contractor is to make good any defective work and materials directed by the Architect at the Contractor's own expense.

29.0 Materials

- 29.1 General Standards and Requirements
 - a) All new materials for the Works shall be the best of their respective kind, guaranteed free from defect and the current British Standards and Code of Practice will be deemed to apply to this Specification.
 - b) The type and colour of all materials shall be in accordance with the Specification/Schedule of Work; only the materials specified in their Specification are to be used, no substitution will be allowed unless there is an Architects written instruction to do so. The Contractor is

to provide receipts for the stone used when requested. Materials visible in finished work are to be submitted to the Architect and (where applicable) to the Local Planning.

- c) In the event the Contractor is instructed to use materials reclaimed from the Works, prior to installation all such materials shall be submitted to and approved by the Architect.
- d) The Contractor shall be responsible for providing adequate handling and storage facilities on site for materials including a lock-up shed for all perishables, toxic or inflammable materials.

29.2 Standard of Acceptance. Do not accept delivery of any materials that:

- a) Do not comply with Specification.
- b) Do not match approved samples.
- c) Are damaged or contaminated.
- d) Cannot be used within stated storage life.

29.3 Handling and Storage: As soon as materials are checked on to site, carefully handle and securely store them in a manner that provides adequate protection from mechanical damage, distortion, contamination and deterioration.

29.4 Source Restrictions: Use a single source of supply for materials and components having characteristics that differ according to source of supply or manufacture; or could affect their appearance or performance.

29.5 Unspecified Items: Ensure any and all materials which are left to the choice of the Contractor are of good quality, fit and for their intended purpose, comply with relevant codes of practice or British Standards, and comply with good building practice.

29.6 The Contractor is to make good any defective materials as directed by the Architect at the Contractors own expense.

30.0 Proprietary Materials, Components and Systems

30.1 Observe all manufacturers written instructions, particularly regarding handling, storage lift and conditions, preparing, fixing and protecting.

30.2 Specifications of propriety materials and components is not binding. The Contractor may suggest alternatives of a similar quality and performance.

31.0 Fixings

31.1 Subject to specified requirements, fix everything that is intended to be fixed in such a manner that it stays fixed. Select fixings with proof against likely corrosion, suited to likely stresses, to suit visually the item being fixed.

32.0 Named Craftsperson and Suppliers

32.1 The Contractor is to source the specified stone from a single supplier for the duration of this contract. The Contractor may use domestic sub-contractors for different aspects of these works with the agreement of the Architect, but the contractor is to confirm at the tender stage that this will be required. The contractor will be required to submit details of the craftsperson giving evidence of their skills and experience to the Architect and obtain approval in writing.

E TRADE PREAMBLES

1.0 Stonework Replacement and Repair

- 1.1 Stonework should be removed with care. Where sections of the stone walling require taking down and rebuilding, the stones are to be removed by hand and carefully eased away from the retained parts of the walling in order that bonding can be retained. Place all removed stones on pallets for sorting. Allow for sorting. Measure the average size of the discarded stones for both length and thickness and order replacement stones to match. Allow for mixing the new stones and retained stones prior to rebuilding.
- 1.2 Ensure that all earth from the church yard is retained within the yard until sieved and cleared of any burial material.
- 1.3 All exposed surfaces within the churchyard are to be sheeted over as work progresses.
- 1.4 Mortar is to be mixed using a gauging box and will be provisionally 1:1:6 at lower levels and where affected by roadway splashing and ½, 1 ½, 6 (cement, hydraulic lime, sand) for the remainder. The aggregate shall be a mixture of washed coarse/sharp sand and a washed fine sand with a clean sharp grit (Chichester No.1) by Tarmac Quarry Products.
- 1.5 When a backing wall is required concrete blocks are to be set on a 225 RC 35 concrete mix with a A142 mesh reinforcement. Blocks to be dense hollow concrete 440x215x215 and filled with a C35 concrete max 3 courses high.

2.0 *Stone for the walling repairs.*

- 2.1 The replacement (make up stone) to be peakmoor sand stone from Wingerforth Chesterfield Derbyshire. The stone to be random thickness to match the average of that being discarded. Where the repaired wall is backed by the blockwork the two are to be tied with stainless steel ties.
- 2.2 Weep Holes
100mm dia weep holes are to be provided in all rebuilt sections of the wall with a pipe every 6m and finish 900mm above next level. The edges of the catpipe to be smoothed so all

F Archaeology

- 1.1 The works do have potential Archaeology implications. The works have been fully discussed and assessed. There is no requirement to have an Archaeologist in attendance. There is a requirement to report any findings to the Architect and the Parish Council. If finds are discovered works must cease in the vicinity of the finds and can only commence with a written instruction from the Architect. The discovery of finds is over and above the discovery bones and normal burial material.

1.2 Burial Material

It is a requirement to sieve all disturbed soils and remove any bones found. Failure to comply with this requirement will lead to a determination of the contract. Bones are to be treated with respect and placed in a non see through hessian sack. At the end of each working day the sack is to be placed in an agreed secure space within the Church. Each sack is to be recorded with the location of the excavated area and its date.

SCHEDULE OF WORKS St Andrews Churchyard Wall Rebuild – Kegworth Parish Council

1.0 The Works

ITEM	DESCRIPTION	CONTRACTOR COSTING
1.0	Phase 1 from the east gate on Nottingham Road going downhill	
1.1	East gates repoint the stone pillar	
1.1.1	Replace 1 stone 150x100	
1.1.2	Make out and repoint 1m2 stone walling	
1.1.3	Repoint base 2m2	
1.1.4	Make out and repoint copings	
1.1.5	Remove and cart away ivy	
2.0	Measuring from the gate	
2.1.1	@3.5m allow for cutting out and replacing 1 stone 400x200	
2.1.2	@8.1m carefully cut out on either side of the crack in the walling stones in 5 places to allow for inserting new stones to act as keys and point in. Allow an additional 2.5m2 of repointing	
2.1.3	@8.4m cut out and insert 2 stones as key across the crack and repoint	
2.1.4	@25m carefully remove 4 tree saplings, ivy and old stumps and cart away	
2.1.5	Carefully take down a 7m length of wall @1.2m and stack and sort the stones. Provide for 60% new stone.	
2.1.6	Carefully excavate to form a base for supporting a backing of hollow concrete block 3 courses high.	
2.1.6 cont.	Provide and lay concrete block wall 16 blocks long x3 courses high, allow for 2 weep holes through the wall complete with filter socks over the opening on the churchyard sides.	
2.1.7	Provide new stone facing with a mix of 40% original stone and 60% new stone. Allow for stainless steel ties at 1m spacing.	

2.1.8	Allow for sieving all the excavated soils removing any burial material found and carting away the excess	
2.1.9	At 32-37m. Remove the ivy from the walling and treat with a herbicide.	
2.1.10	Carefully lift off the top 300mm of the walling and clean off soil and vegetation and rebuild the 6m length	
2.1.11	At 36.8m cut out and replace one base stone 400x200 and repoint 1m ²	
2.1.12	At 39m carefully lift off and re bed 2m of copings.	
2.1.13	At 41m remove ivy and treat with herbicide and allow for 2m ² of repointing	
2.1.14	At 47m carefully take down a 3m length of stone walling 1.2m high, allow for excavating back into the churchyard stone 300mm to allow for straightening of the wall. Allow for sieving the excavated materials as previous. Allow for rebuilding the wall as per existing construction (stone) 400mm thick and keying in stones between rebuilt and retaining walling. Allow for 40% existing stone and 60% new stone.	
2.1.15	At 50m allow for 8m ² of repointing	
2.1.16	At 55m carefully take down 3m length of stone walling 400mm thick by 1200mm high and setting aside the stones for sorting. Allow for excavating into the church yard 300mm behind the wall to allow for realignment. Allow for sieving the soils as previously described. Allow for rebuilding the wall as per original construction with 40% original stone and 60% new. Allow for all backfilling and carting away any excess	
2.1.7	At 63m by the disused North gate. Carefully take down 2m length of the wall 400mm thick and 1300mm high and reconstructing in stone as per original construction. Allow for 40% existing stone and 60% new stone, key in the rebuild to existing as previously described.	
3.0	South of the east gate is a private house and south of that the church yard has a boundary wall constructed in artificial stone (Bradstone)	
3.1.1	At 39m from the house rake out and fit a 900mm length of 8mm dia. Helibar and point up the crack.	
3.1.2	At 24.8m from the house rake out and fit a 900mm length of 8mm helibar and repoint the crack	
3.1.3	At 35m from the house and by the lamppost repoint the copings	

4.00	Allow for assisting the church with the reburial of any burial materials found	
5.00	Allow for raking and top soiling where excavations have been dug and for re seeding Allow for carting away all debris Allow for making good between the walling and the road with cold rolled macadam.	
6.00	Allow for working with the traffic management company and complying with County Highways requirements.	
1.34	Allow for a 10% Contingency	
1.35	Contractors' Preliminaries.	
1.36	Contractors' actual total.	

SPECIFICATION OF WORKS
Repairing OF ST ANDREWS eastern CHURCHYARD WALLS
ST ANDREWS CHURCH, KEGWORTH

I / We undertake to complete the whole of the works within weeks of starting on site.

I / We agree to a defects liability period of six months after the certified date of completion.

Signature:

Address:

Sealed PQQ Submission to be delivered to: THE PARISH CLERK, KEGWORTH PARISH COUNCIL, 1
LONDON RD, KEGWORTH, DE74 2EU

not later than **noon on 7th November 2022.**

