

# ECC Scope Template



# Environment Agency

## NEC4 engineering and construction contract (ECC)

### Scope

#### Project / contract information

Project name	Felixstowe Ferry Recovery Works
Project 1B1S reference	TBA
Contract reference	35341
Date	13 <sup>th</sup> Oct 2022
Version number	4 0
Author	

#### Revision history

Revision date	Summary of changes	Version number
22/03/2022	1st issue	1.0
28/03/2022	2 <sup>nd</sup> issue	2 0
07/10/2022	3 <sup>rd</sup> issue	3.0
13/10/2022	4 <sup>th</sup> issue	4 0

This Scope should be read in conjunction with the version of the Minimum Technical Requirements current at the Contract Date. In the event of conflict, this Scope shall prevail. The *works* are to be compliant with the following version of the Minimum Technical Requirements:

Document	Document Title	Version No	Issue date
412_13_SD01	Minimum Technical Requirements	2.0	18/03/2020

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**Appendix 1 – Scope Amendments**

**Appendix 2 – Pre Construction Information (PCI)**

## S 100 Description of the work

### S 101 Description of the works

The main objective of the recovery works programme is to reduce flood risk by restoring asset condition to an acceptable standard to safeguard people and property.

The approval received for Felixstowe Ferry is to progress an 'enhanced recovery' scheme. This takes into account the 'Hold the Line' policy outlined in the current Shoreline Management Plan for Suffolk (2010). This 'scheme' covers a 120m stretch of unprotected earth embankment situated between an existing concrete wave wall to the south and an existing concrete block revetment to the north.

The specific objective of the enhanced recovery work at Felixstowe Ferry is therefore to provide a scheme that reduces the present risk of further rapid erosion of the unprotected earth embankment, and thus any increased risk of flooding resulting from a breach through that bank.

Following the preparation of a comprehensive Technical Note by the consultant, and review and discussion with the *Client*, a final decision by the *Client* was made to progress with the short term rock revetment option along the 120m stretch outlined above, design life determined by the available FSOD. This option is intended to provide 5 to 10 years resilience while further studies are undertaken and a longer-term approach to the wider frontage is determined.

#### Outcome Specification

The primary outcome of this commission is for the *Contractor* to progress enabling activities to ensure as best as is practicable that construction works can commence on the planned date of 19th Sept 2022, as well as the construction of the rock revetment. These activities will include:

Works to be constructed in accordance with construction drawings rock specification referenced within the PCI (see Appendix 2).

- 1 Place order with suitable rock supplier for all rock material required for scheme;
- 2 Mobilise activities on site, including:
  - Preparing access to site;
  - checking ground conditions over designated access area to bring rock material from storage area to beach;
  - preparing RAMS and activity plans,
  - holding a kick-off meeting;
  - setting up on site (site clearance, erecting fencing etc )
  - Proposed works include construction of a new rock revetment along approximately a 120m length of existing embankment to provide a short-term flood defence solution with an approximate 1 in 10 year life span. The top of the rock armour stone layer measures 5.17m AOD;
  - The rock will be delivered to a compound currently used by the sailing club / land in front of the Golf Villa holiday lets, directly behind the flood-bank; this will then be transferred over the flood bank onto the beach, where it will be tipped. The rock toe will be excavated at low tide

and the geo-textile / rock placed. The rock armour will be built up from the toe and in front of the seaward flood bank;

- Rock will be handled on site using a long-reach to move rock to stockpile, and excavators to excavate and place the rock armour on the beach. Dump trucks will be used to move the rock around from the compound to the beach. Office, Welfare and parking to be directly behind the flood bank in the Sailing Club area;
- Make-up of armour system will consist of geotextile with 2 layers of 1 3t rock overtop. Total nominal rock for 120m long defence up to maximum 10,000t. This will be placed in tidal working conditions, with plant working down to MLWS. Total duration of project is expected to be 2-3 months

The general description should be consistent with the description in the Contract Data Part one and identify the outline scope of the works to be provided. A general description of the *Contractor's* design responsibility may be included here, which will be limited to the provision of a site welfare drawing.

The drawings describing the *works* are included in the PCI (Appendix 2)

### **S 102 Beach Management Plan (BMP)**

A specific beach management plan is not required, although the *Contractor* should follow the requirements as set out in section **S 2012 Site Cleanliness**, below.

### **S 103 Condition Surveys**

- 1 The *Contractor* shall perform pre-works condition surveys (limited to photos / videos) of all Working Areas, access routes, compounds, adjacent buildings, trees, vegetation, and lands to ensure that they are returned to an equal or better condition post-works.
2. The *Contractor* shall fully document their pre-works condition survey including catalogued photographs and videos, in jpg and mp4 format, respectively, and submit a copy of the pre-works condition survey to the Supervisor for agreement prior to any works being undertaken on site.
3. The *Contractor* shall undertake similar 'post-completion condition surveys' when the works are complete, and on dates agreed with the *Supervisor*.
- 4 The *Contractor* shall undertake the condition surveys in conjunction with the landowner and *Supervisor*, and accompanied by any others invited by the *Contractor*, *Project Manager* or *Supervisor*. The *Contractor*, landowner, *Project Manager* and *Supervisor* shall notify each other in advance if any others should be invited.
5. The *Contractor* shall give at least 3 working days' notice to the *Project Manager* and *Supervisor* prior to any condition survey
6. A copy of each survey shall be given to the *Project Manager*, *Supervisor*, landowners, occupiers, and other invitees, within 7 working days of the date of the survey.
7. The *Contractor* shall compare subsequent surveys with previous surveys and any changes in level or damage should be notified to the *Project Manager* and *Supervisor*
- 8 The survey record shall be stored in the BIM archive

## **S 104 Purpose of the Works/ Outcome required**

The *Contractor* shall complete the Flood Defence Scheme/Asset Replacement such that it proves value for money to the *Client* and results in economic efficiencies based on the project budget.

The *Contractor* shall safeguard the site, the works, products, materials, and any existing structures affected by the works from damage and theft.

## **S 200 General constraints on how the *Contractor* provides the works**

### **S 201 General constraints**

<b>General</b>	<b>Constraint Description</b>
1	The <i>Contractor</i> will work within the designated site boundaries and use the site compound and storage areas identified within the drawings found within the PCI (Appendix 2) only unless prior agreement is made with the <i>Client</i> and local landowners.
2.	General site timings and working hours  Work will be carried out between the hours of 7am and 7pm only, 7 days a week, to ensure there is no undue disturbance to local landowners.
<b>Access</b>	<b>Responsibilities Description</b>
1	Due to heavy plant traffic being used the <i>Contractor</i> shall ensure that:  a) Temporary Works are completed to protect or improve existing tracks and surfaces as appropriate to the <i>Contractor's</i> planned vehicle use;  b) Access ways damaged by construction traffic shall be reinstated to a condition better or as good as their original condition;  c) Temporary Works are to be removed unless otherwise agreed with the <i>Project Manager</i> .
2.	Access routes, site compound locations and storage areas agreed, are identified in the Site Boundaries drawing in Appendix 3.
3.	The <i>Contractor</i> is to maintain access security control of all personnel and vehicles through all the perimeter gates when in use.
4	The works are in a location with a small number of residents, who have been consulted about the repairs.  A Public Right of Way runs along the top of the bank behind the erosion repair location, which will be closed off during the construction works to be used as a means of access to the construction area. A footpath diversion will be put in place throughout the construction phase, the route for which is outlined in drawing ENV0002621C-JAC-ZZ-XX-DR-C-0102 (appendix 3).  The <i>Contractor</i> will arrange for all signage, fencing etc. to be erected in relation to the footpath diversion, also maintaining the footpath diversion route as appropriate.



5	<p>The <i>Contractor</i> shall draft, implement, and update the following documents:</p> <ul style="list-style-type: none"> <li>a) Construction Phase Plan. This plan shall include hours of work; access arrangements for <i>Contractor's</i> vehicles (locations and times); details of the siting; road surface treatment; alteration or re routing of any permanent or temporary access track to be used by vehicular traffic serving the development for the purposes of construction or operation, <i>Contractor's</i> operatives, and method(s) for avoiding mud from the site tracking onto the highway with a strategy for remedy of this should it occur;</li> <li>b) Construction Flood Management Plan (or Construction Flood Response Strategy);</li> <li>c) Restoration and Maintenance Plan;</li> <li>d) Site Waste Management Plan as described in Safety, Health, Environment, Welfare Code of Practice (May, 2018) (SHEWCOP);</li> <li>e) Emergency Pollution Response Plan;</li> <li>f) Materials Management Plan (details to be included in BMP)</li> </ul> <p>These documents shall be submitted to the <i>Project Manager</i> for review 3 weeks prior to commencement of site Works</p> <p>Copies of documents a) to f) shall be provided to the <i>Project Manager</i> for information.</p> <p>These documents shall be reviewed and updated by the <i>Contractor</i> monthly and controlled copies kept on site for inspection by the <i>Project Manager</i> and/or the <i>Client</i></p>
<b>Access</b>	<b>Constraint Description</b>
1.	<p>Access to the site for bringing in materials will be via the embankment directly in front of the construction area. A site compound has been identified behind the central extent of the works, in an area between the end of the terraced housing and the disused public house.</p> <p>Rock material will be delivered to site by means of lorry via Ferry Rd., then off-loaded in an area allocated by the sailing club adjacent to the site compound, as marked on Proposed Overview Area drawing ENV0002621C JAC-ZZ XX DR-C-0102 (see Appendix 2).</p> <p>Ferry Road, which is a narrow B-road, will be the road used for access to the site. It is not anticipated that vehicle access to the site will be an issue to deliver rock material using this road, providing a vehicle delivery plan is put in place to avoid congestion of delivery vehicles</p> <p>On this basis the <i>Contractor</i> should establish a traffic management plan, based on number of deliveries proposed per day, and share this with the rock supplier, gaining commitment for them to adhere to this</p>
2.	<p>There is a tight turning circle on the road at the access point to the rock storage material. Due to the likely difficulties this will cause with vehicles</p>

	offloading the rock material, it is anticipated that approval will be gained to use the Ferry Boat Inn car park opposite as a turning point.
<b>Environment</b>	<b>Constraint Description</b>
1	The <i>Contractor</i> shall adhere to the requirements of the EAP and Environmental constraints on the construction activities. These are summarised in Appendix 2.
<b>Safety and unexploded Ordnance (UXO)</b>	<b><i>Contractor's Responsibilities</i></b>
1	<p>The <i>Contractor</i> is to ensure appropriate UXO risks and mitigation measures are identified for all construction activities and executed prior to and during construction activities, as required.</p> <p>The <i>Contractor</i> will undertake a thorough review of the UXO Risk Assessment for Felixstowe Ferry (appendix 3), considering the further possible risk mitigations outlined within it, advising the <i>Client</i> accordingly as to whether these measures should also be implemented.</p>
2.	<p>On discovery of a suspicious object the <i>Contractor</i> shall:</p> <ul style="list-style-type: none"> <li>a) Cease Works in the immediate area;</li> <li>b) Contact the Site <i>Supervisor</i>;</li> <li>c) Contact Police;</li> <li>d) Inform <i>Project Manager</i>;</li> <li>e) Site <i>Supervisor</i> to inspect and advise.</li> </ul> <p>The <i>Contractor</i> shall make themselves familiar with the following document: Unexploded ordnance (UXO): A guide for the construction industry (CIRIA C681)</p>
3.	<p>UXO Risk Management Plan - a site-specific plan for the management of UXO risk be written for this site. This plan should be kept on site and be referred to in the event that a suspect item of UXO is encountered at any stage of the project. This should be written, referring to the UXO Risk Management Assessment, reference within the PCI (appendix 2).</p> <p>The <i>Contractor</i> should implement <u>all</u> risk mitigation measures outlined in this UXO Risk Management Assessment.</p>
4	Any unexpected UXO encountered will be subject to a compensation event.

## **S 202 Confidentiality**

The *Contractor* does not disclose information in connection with the *works* except when necessary to carry out their duties under the contract or their obligations under the contract

The *Contractor* may publicise the services only with the *Client's* written permission.



### **S 203      Security and protection on the site**

Site security and preventing unauthorised persons entering the site area is of paramount importance, the *Client* expects the minimum standard of security to include the following:

- Access to the main site is via the main compound gates, to which the *Contractor* will be given a key;
- Main compound fencing will need to prevent unauthorised access;
- Compound gates will need to be locked at all times;
- Main works area fencing will need to prevent unauthorised access and display information boards for potential footpath users;
- Remote location security fencing is not required;
- Other security measures to be confirmed by *Contractor*

It is not envisaged that any site security items, such as CCTV or Security guards, in addition to the general site security detailed above, will be required.

### **S 204      Protection of existing structures and services**

The site compound and rock storage area are in close proximity to existing buildings, listed below:



A condition survey will be carried out prior to commencing the construction works, as outlined in section 'S 103: Condition Surveys', above. The *Contractor* will also undertake all reasonable measures to ensure these properties will not be damaged during the construction phase of the project, detailing these measures within the construction phase plan.

### **S 205      Cleanliness of the roads**

The *Contractor* will ensure the main Ferry Rd (or any other roads) used by construction vehicles are inspected daily and any material left on these roads due to construction activities is removed and the road brought back to its original condition prior to the material being left there. Construction material includes debris from delivery vehicles (e.g. from excess mud on tyres).

### **S 206      Carbon Reduction and Optimisation**

1. The *Contractor* shall evaluate opportunities to reduce wherever practical the carbon dioxide and other greenhouse gas emissions from the construction and future maintenance of the works.
2. The *Contractor* shall evaluate the carbon emissions from materials supply chains and sources of manufacture. Where practical lower carbon emission materials will be used.
3. Fuels The *Contractor* shall use the lowest practical carbon footprint fuels for all shipping, vessels, plant, vans, cars or other equipment that uses internal combustion engines. The use of biofuels shall be mandatory in shipping and large site construction plant, unless they are powered by hydrogen or electricity.
4. An evaluation of the use of electric and hydrogen powered site plant shall be carried out by the *Contractor* within 1 month of the award of contract and used to inform a

construction carbon plan. Any likely increase costs or savings shall be presented to the *Client* as part of this plan

- 5 The *Contractor* shall use whole life cycle analysis when choosing materials. This shall include 'well to wheel' emissions for carbon dioxide and greenhouse gases reductions.
6. The *Contractor* shall produce a monthly carbon and greenhouse gases accounting report, which reports the monthly actual emissions, progress against target plan and the impact of future actions to save Green House Gas emissions
- 7 The *Contractor* shall use only green tariff electricity or solar power/ batteries for all site office accommodation and in their main offices.
8. The *Contractor* shall provide at least 1 external electric vehicle charging point at the site office compound for use by visitors to site

## **S 2010 Consideration of Others**

The *Contractor* will ensure working hours are within those specified in section 'S 200: General constraints on how the *Contractor* provides the works.

## **S 2011 Control of site personnel**

The *Contractor* will ensure that all site personnel are appropriately trained and hold relevant qualifications to their role, prior to their commencement of duties on site.

## **S 2012 Site cleanliness**

The *Contractor* will ensure that cleanliness is maintained on site at all times and work activities are coordinated in a way that ensures a clean working environment, to reduce hazards and promote safe working practices

The *Contractor* will also ensure that the beach will be maintained as best as possible during the works, with any debris / loose material cleared away as the works progress, as appropriate.

## **S 2013 Waste materials**

The *Contractor* will ensure that facilities and procedures are in place to store and dispose of waste materials, including those to facilitate recycling.

## **S 2014 Deleterious and hazardous materials**

The *Contractor* shall avoid the use of deleterious and hazardous material where possible. If material of this nature is required to be used, appropriate storage and disposal facilities should be provided, as well as appropriately trained personnel to handle such materials. The *Contractor* shall inform the *Project Manager* of the proposed use of these materials and provide details of the storage and disposal facilities to be put in place.

## **S 300 Completion**

### **S 301 Completion definition**

The following are absolute requirements for Completion to be certified, without these items the *Client* is unable to use the *works*:

- 1 hard copy of Health and Safety File and one electronic version
- Population of the *Client's* latest version of the Project Cost Tool, or its successor
- Transfer to the *Client* databases of BIM data
- Delivery of the Final Carbon Report

Clause 11.2(2) Work to be done by the Completion Date.

### **S 302 Training**

It is assumed that any necessary training for site personnel to undertake their roles competently, will be completed in advance of the construction works commencing

### **S 303 Final Clean**

All site areas will be cleaned and temporary structures, materials, protection and tools, and any other items as appropriate removed from site.

### **S 304 Security**

All existing security arrangements shall be reinstated upon completion unless agreed with the Project Manager

### **S 305 Pre-Completion arrangements**

Prior to any works being offered for takeover or Completion the *Contractor* shall arrange a joint inspection with the *Supervisor, Project Manager, Client* (scheme Project Manager) and Senior User. The initial inspection shall take place a minimum of two weeks in advance of the planned takeover or *Completion*.

## **S 400 Programme**

### **S 401 Programme requirements**

The programme complies with the requirements of Clause 31.2 and includes alignment and submission of the BEP and Master Information Delivery Plan (MIDP).

### **S 402 Programme arrangement**

1. In addition to the ECC requirements, the *Contractor* includes the following information as separate activities in the programme:
  - i. Permissions, approvals, consents and licences;

- ii. Lead-in periods for Plant and Materials where these periods are greater than 4 weeks or otherwise impact on the programme;
- 2. The *Contractor* shall provide a three week look ahead programme, to be submitted on a weekly basis to the *Supervisor* and the *Project Manager*
- 3. The *Contractor* shall submit the Construction Phase Plan to the CDM Principal Designer, and copy it to the *Project Manager*, a minimum of 28 days prior to commencement of construction Works. Construction shall not commence until the *Client* has confirmed in writing that the Construction Phase Plan is adequate

**S 404      Methodology statement**

Method Statements and Risk Assessments shall be submitted, for information only, to the Supervisor two weeks in advance of the associated activities taking place.

## **S 500    Quality management**

1 The Contactor shall provide the *Client* with a quality policy statement and quality plans that address issues from the Contact Data Part 1, Scope and are compliant with clause 40.1 and 40.2 of the ECC, as part of the tender submission. The final version of these will form part of the contract.

2 The quality policy statement shall address the key elements of the works and how the *Contractor* will achieve right first-time compliance.

3 The quality plan shall:

- a) include the *Contractor's* organogram identifying all key persons and additional roles;
- b) identify the key persons: the *Contractor* is responsible for identifying the full list of key persons, however as a minimum we expect to see the following key persons presented by the Contactor in the quality plan:
  - i role responsible for day to-day site management of the works (e g , site manager, site agent etc.).
  - ii contract management lead (day-to-day contract manager);
  - iii. site based beach renourishment lead (material, dry and wet plant);
  - iv site based environmental lead

Where additional roles are provided that are not defined in the Scope the *Contractor* shall provide a role definition

- c) identify the *Contractor's* regular tasks and define the associated review process for all *Contractor* produced products, including but not limited to:
  - The quality plan
  - Programme
  - Surveys and associated reports
  - Detailed design
  - Works and Plant
  - Tests and inspections
  - Beach Management Plan
  - Site Waste Management Plan
  - Materials management plan
  - Environmental Action Plan
  - Communications plan
  - Reports to the *Client*, Project Manager and Supervisor
- d) include the *Contractor's* arrangements for communicating with the *Client*, Project Manager and Supervisor
- e) include the *Contractor's* holiday and emergency cover arrangements for the key persons

## **S 501    BIM requirements**

General requirements

The *Contractor* shall ensure that:

- a) Final deliverables supplied such as reports, drawings and works information shall be subject to a suitable form of version control in accordance with BIM protocols as set out in the Environment Agency Minimum Technical requirements (MTR). For example, this might include incremental changes in reference numbers for reports etc

- b) Project deliverables such as model files, survey data or anything of a personal nature such as questionnaires or address data shall be sent to the *Client* in an encrypted format using 7 Zip 128 bit encryption;
- c) The BIM Information Manager is the Client Project Manager



## **S 600      Tests and inspections**

### **S 601      Tests and inspections**

1. An Inspection, Test and Commissioning Plan for the Felixstowe Ferry Works shall be prepared by the *Contractor* and submitted to the *Project Manager* for acceptance a minimum of 3 weeks prior to commencing the construction of the Works.
2. The Inspection, Test and Commissioning Plan shall include inspections, tests and commissioning required to check the workmanship and/or measure the performance of the Works or an item of Plant or Materials including the following:
  - a) Samples of plant or materials provided by the *Contractor*.
  - b) Samples of workmanship.
  - c) Equipment, Plant and Materials outside the Working Areas before payment or
  - d) delivery.
  - e) Work in the Working Areas.
  - f) Plant and Materials, and work prior to Completion
  - g) Plant and Materials, and work after takeover but before the defects date.
  - h) Performance tests.
3. The Inspection, Test and Commissioning Plan is to provide details of any inspection, test and commissioning including the following:
  - a) Objective, procedure, and standards to be used.
  - b) When they are to be done
  - c) Where they are to be done.
  - d) Who does the tests, and who is in attendance.
  - e) Testing and inspection method.
  - f) The Equipment required and who provides it
  - g) Access arrangements.
  - h) Information or instructions required to be provided
  - i) Materials, facilities, and samples to be provided.
  - j) Involvement of specialists.
  - k) Acceptable results and deviations.
  - l) Test environment
  - m) Documents to be provided before and after the test.
  - n) Whether or not authorisation to proceed to the next stage of the work depends on the test results.

## **S 700      Management of the works**

1. All administrative communication between the Parties shall be directed through the *Project Manager* and the *Contractor's* appointed representative. The *Contractor's* appointed representative shall be a named key member of staff in the contract.

### **S 701 Communications**

1. All project and contract communications and records are to be distributed and stored using the Asite project collaboration tool, or any successor Only communications made by the *Client* or the *Contractor* through Asite or any successor shall be contractually binding

2. The *Client's* NEC *Project Manager* as found on Fastdraft shall be used to manage the procedures of the contract. Only communications made using the NEC *Project Manager* or its successor shall be considered as contract communications.

## **S 702 Reporting requirements**

### Monthly Progress Reports

- 1 The *Contractor* shall submit a monthly progress report to the *Project Manager*, on a regular date to be specified by the *Project Manager*.
- 2 The monthly progress reports shall cover the following:
  - i) Health & safety incidents
  - ii) Progress
    - Activities started, progressed and completed during the month.
    - Activities planned for the forthcoming month.
    - Summary of ground conditions encountered.
    - Summary of weather and river conditions experienced
    - Significant changes to the Scope instructed
  - iii) Labour/Materials/Equipment
    - Summary of principal Equipment and Materials brought to Site or taken off Site.
    - Sub-Contractors on Site
    - Numbers on Site
  - iv) Programme
    - A marked-up copy of the Accepted Programme showing progress and percentage completion of each activity, updating the information in BIM as appropriate.
    - A revised programme (if appropriate, or if required by the Contract Data, part one).
  - v) Issues
    - Problems encountered or anticipated
  - vi) Information/services required from the *Client*
  - vii) Public relations
    - Contact with the public or other third parties.
    - Complaints or claims.
  - viii) Carbon reduction measures to reduce carbon emissions from on site activities, construction methods and future maintenance activities for managing the defences.
  - ix) Environmental
    - Monthly Water, electricity, and heating fuel consumption
    - Pollution incidents.
      - amounts of waste recycled and sent for disposal
    - Site waste management plan data sheets
      - Waste Transfer notes
  - x) Representative progress photographs
  - xi) Any other issue/subject requested by the *Project Manager*.

## **S 800      Working with the *Client* and Others**

- It is not anticipated that local businesses will be affected by the works, except the Golf Villa holiday let behind the proposed site storage area. The Client will undertake liaisons and any negotiations with local residents prior to the commencement of the construction works;
- The *Contractor* will maintain good communications and relationships with residents, as appropriate, ensuring local residents are informed of any work which could cause disruption (e.g., times of expected delivery of rock material and potential issues with access on the Ferry Rd during these times);
- The *Contractor* does not require any permits other than the MMO licence to undertake the works.

## **S 900      Services and other things to be provided**

- The Contractor will provide welfare provisions in accordance with those detailed in the Pre-Construction Information (PCI) document (Appendix 2). Provisions should also accommodate a minimum of two desk facilities for *Client* staff

## **S 1000 Health and safety**

### **S 1001 Health and safety requirements**

1 The *Contractor* shall comply with the requirements of the CDF Framework and the *Client's* Safety, Health and Environmental (SHEW) Code of Practice May 2018, or any revision thereof, in the undertaking of these Works. The Principal Designer is Jacobs ([REDACTED])

Jacobs have provided a Designer's Risk Assessment, which can be found via the link in the Pre-Construction Information (PCI) document (Appendix 2)

## **S 1100 Subcontracting**

Not used

## **S1200 Accounts and records**

### **S 1201 Additional Records**

1. The *Contractor* shall maintain the following additional records for inspection by the *Project Manager* and the *Supervisor*:

- a) People timesheets and site allocation sheets;
- b) Equipment records, including as a minimum; Goods Received Notes (GRN's) Purchase Orders and Invoices;
- c) Material received sheets / delivery records; including as a minimum; GRNs purchase orders and invoices;
- d) Sub-Contractor applications, due date and payment records and associated valuations and payment certificates;
- e) Daily diary sheets as completed by site management personnel;
- f) Vesting certificate, accompanying photographs and documentation for any Material off-site, included within the *Contractor's* application for payment;
- g) Forecasts of the total Defined Cost, separating forecast of total defined cost into the following cost components:
  - People
  - Equipment
  - Material
  - Risk
  - Subcontract
  - Fee
- h) Specific procurement and cost reports;
- i) Materials test or provenance certificates;
- j) Testing of completed work.

2 These records should be available in electronic format using Microsoft Office applications or pdf format for inspection by the *Client* as and when required.

## **S 1300 Acceptance or procurement procedure (Options C and E)**

### **S 1301 Procurement procedures**

The Contractor sets up a procedure for vesting of items not yet delivered to the Working Areas in the *Client* name prior to payment being made for such undelivered items.”

## **S 1400 Title**

### **S 1401 Marking**

If required by the Project Manager stored Plant and Materials shall be titled (vested) in the name of the ‘The Environment Agency’ and Title Certificates provided for all the Plant stored. The format and wording of the title certificate shall require approval by the Project Manager prior to vesting taking place. The titling (vesting) shall include for insurance of the Plant against loss and damage. It is not guaranteed that the Client will vest Plant and Materials in connection with the works

The store shall be secure, dry, and undercover with all the Plant and Materials protected from the elements. Sufficient heating shall be provided to keep the Plant and Materials free from deterioration and condensation. It shall be located by the Contractor and shall be part of his tender submission.

Titled Plant and Materials shall be placed in a sectioned off part of the store with each item having securely attached to it a sign which reads “property of The Environment Agency”. A copy of the Title Certificate shall also be attached to the sign.



## **S 1500      *Client's work specifications and drawings***

### **S 1501      *Client's work specification***

1 The *Client's Works* specification is provided in the following documents

- The Scope
- The *Client's* Minimum Technical Requirements (MTR) V2 (18/03/2020)
- CAD Standards May 2020 v3 - 201006
- CESWI 7

The Scope shall take precedence over the Minimum Technical Requirements which shall in turn take precedence over CESWI 7. The Project Manager shall be informed of any inconsistency

2. The numbering of the below supplementary clauses follows the numbering system of The Minimum Technical Requirements

3. The Supplementary Clauses to CESWI 7 and Minimum Technical Requirements are for the following Sections:

i. Section 2 – Materials;

4. References in the Minimum Technical Requirements to the Contract Administrator shall be read as references to the *Project Manager*.

5 References in the Minimum Technical Requirements to the Environmental Clerk of Works (ECoW) shall be read as references to the *Supervisor*.

6 The *Contractor* shall provide a Project Bank Account as per UK government and HM Treasury requirements for public works.

**S 1502 Standards the Contractor will comply with**

The Contractor should carry out their work using the following guidance.

Ref	Report Name	Where used
	Project Cost Tool	Costs
	Sustainability Measures Form	
801_14 SD 01	MTR - Cultural heritage and archaeology standards	Archaeology studies and watching brief
300_10_SD2 7	SHEW Code of Practice	Site Management, RA and MS
	EurOtop 2 2018	Groyne bay and beach design
C638	CIRIA The Rock Manual 2nd edition	Rock armour and scour design
	Shoreline Management Plans <a href="https://www.gov.uk/government/publications/shoreline-management-plans-smpls/shoreline-management-plans-smpls">https://www.gov.uk/government/publications/shoreline-management-plans-smpls/shoreline-management-plans-smpls</a>	Context for overall scheme objectives

## Appendix 1: Scope Amendments (these supersede previous wording in scope)

Amendment No.	Amendment Description
1	<p>Proposed works to be carried out generally in accordance with <i>Contractor</i> programme ref: BAU 5260 02b/31624/CST/01C Revision 02, dated 12th July 2022 and in accordance with the following:</p> <p>ENV0002621C JAC ZZ XX RP-Z-0003 Revision no: P01  ENV0002621C JAC ZZ XX RP-Z-0001 Revision no: P01  ENV0002621C JAC ZZ XX RP-Z-0002 Revision no: P01  ENV0002621C JAC XX XX RA Z-0002 Revision no: P01</p> <p>ENV0002621C JAC ZZ XX DR-C 0101 to 0106 Revision no: C01</p> <p>ENV0002621C JAC ZZ XX SP Z-0001 Revision no: P02</p> <p><b>Note:</b> Drawing 'ENV0002621C JAC ZZ XX DR=PL-0101 Site Location Plan' included with this scope, supersedes the boundaries as shown in 'ENV0002621C JAC ZZ XX DR C-0102 rev C01'</p> <p>The priced BoQ and programmed are based on the construction of the 2 7m rock toe only.</p>
2	<p>It is assumed that all necessary statutory consents, licences, and landowner/3rd party agreements will have been obtained by the <i>Client</i> including payment of all costs and compensation, and that consultant supervision will be made available as and when required to suit the current programme</p> <p>All planning, archaeological or environmental costs will be met by the <i>Client</i></p> <p>It is assumed that there are no traffic restrictions that will impact the delivery of the rock armour or the <i>Contractors'</i> plant, any traffic orders or notices to the Highways are provided by the <i>Client</i> in advance of the works</p> <p>The <i>Client</i> will gain permission and provide the use of Cliff Road car park as lorry layover parking during the project.</p> <p>It is assumed that all relevant Highways permissions relating to footpath diversions / closures are obtained by the <i>Client</i> in advance of the works</p>
3	<p>Surveys/protective measures if required in advance of the works are to be undertaken by the <i>Client</i> and will not impede the construction works</p>
4	<p>It is assumed that any surplus rock armour will be placed as additional toe protection and not removed from site.</p>

5	An Environmental Action Plan has not been provided by the <i>Client</i> , which would inform the <i>Contractor</i> of any specific environmental or ecological restraints and mitigation required it is assumed that there are none No allowance has been made for dealing with invasive species. All costs relating to the management of any protected species, fauna and flora are not included in the Target Price
6	<p>The <i>Contractor</i> has priced alternative items within the specification ENV0002621C-JAC ZZ XX SP Z-0001 Revision no: P02, which are deemed acceptable These are:</p> <p>A14.1.4 c - a virtual site meeting on Teams with the supplier / quarry manager.</p> <p>A14 2 1 a Highways consents / permissions / approvals regarding haulage / transport routes are obtained by the client in advance of the works.</p> <p>A14 3 6 Works are programmed to commence at the downstream end</p> <p>A2.17 6.2 The rock armour may be supplied from two different quarries/sources - Norway and Cornwall any difference in colour between the two quarries/sources will be acceptable.</p>
7	The scope S206 Carbon Reduction & Optimisation - every effort will be made to minimise carbon but given the nature of the works prescribed and the use of marine plant the <i>Contractor</i> is not able to comply with all the requirements stipulated in S206 and thus have not allowed for them in their price
8	Any increases to material inflation costs prior to placing material orders will be subject to a compensation event.

## **Appendix 2: Pre-Construction Information (PCI)**

Attached separately, with this document.