



RIDGE

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

Didcot Town Council

07 July 2022

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New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE



Didcot Town Council

Faith in Service

New Sports and Community Pavilion, Edmonds Park, Didcot

Didcot Town Council

07 July 2022

Prepared for

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New Sports and Community Pavilion, Edmonds Park, Didcot

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Project No. 5018614

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New Sports and Community Pavilion, Edmonds Park, Didcot

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1. PRELIMINARIES/GENERAL CONDITIONS

1.1 - Introduction

1. PRELIMINARIES/GENERAL CONDITIONS

1.1 – Introduction

A02

Introduction

CLAUSES

150 Second Stage Tender Process

- The 2nd Stage Tender process will involve:
 - The procurement of all elements of work identified in these documents, in accordance with these instructions. The Contractor shall ensure that:
 - At least three tenders from a list of suitable Sub-Contractors, agreed with the design team, shall be obtained for each sub-contract 'package' unless otherwise agreed in writing. The Design team may include up to three preferred sub-contractors on to each package tender list. The Main Contractor will ensure that these Sub-Contractors are integrated into their management and financial systems and that the Sub-Contractors comply with the terms and conditions of the Sub-Contract and provide all necessary warranties and guarantees, as set out in the tender documents.
 - The sub-contract tender documentation is sufficiently detailed and structured to ensure that matters of the following nature are controlled:
 - (1) that the package of work is defined such that items of work are not duplicated,
 - (2) the financial and qualitative aspects of the tender returns can be scrutinised and compared at a level of detail commensurate with the value of the package of work
 - (3) there exists no duplication of Main Contractor duties within the sub-contract
 - (4) risk contingency and/ or provisional sums are clearly stated and equalised between tenders
 - (5) management and temporary works costs are described and priced
 - (6) Sub-Contractor queries or qualifications are resolved.
 - (7) Special attendances and builders work relating to each Works Package is clearly described and priced.
- A lump sum tender will form the basis of the Main Contractor's formal appointment.
- During the second stage negotiations, the Contractor will be required to comment on the design and advise on the buildability within the objectives of the design, together with other services detailed in Section A05 of this document.
- The Main Contractor is to adopt responsibility for the Construction Cost Plan/Project Estimate and to report any movement on a monthly basis.
- Within one month of appointment, the Main Contractor is to allocate the Elemental Construction Cost Plan across the sub-contract work packages and maintain this in readiness for comparison with budget figures and tender prices as they are received. The Contractor shall include with this a cashflow forecast which is to be maintained and updated to align with movement of the programme and/ or construction value.
- The Main Contractor will be required to work with the Client team to develop, prepare and then adopt responsibility for the Employer's Requirements which will then form the basis of the Contractor's Proposals.

1ST STAGE TENDER DOCUMENTS

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1. PRELIMINARIES/GENERAL CONDITIONS

1.1 – Introduction

- The Main Contractor will be responsible for all costs associated with procuring Sub-Contract tenders for selection by the design team.
- The Employer will not undertake to accept the lowest or any tender. The Employer will not be responsible for any costs in preparing tenders.
- The Main Contractor will be responsible for preparing the second stage Pricing Documents; including a Bill of Quantities measured in accordance with NRM/SMM7 where applicable.
- The Main Contractor will prepare a Tender Recommendation for each package and shall include therewith copies of all pricing documentation including priced Bill of Quantities, copies of all correspondence, meeting minutes and any resolution of qualifications and exclusions.
- It is the intention to agree a fixed price for each tender package and consequently the main contract prior to award.
- Any Main Contract direct costs associated with each works package not included in Section A05 are to be identified within each Recommendation.

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS

1.1 – Introduction

A05

PRECONSTRUCTION/PROCUREMENT

200 Preconstruction and Procurement Period Services

- In addition to the general requirements of the Contract, the Main Contractor is required to supply the following pre-construction services up to commencement on site (thereafter as necessary):
 - Preparing a detailed construction Programme and Method Statement for the Project; updating as necessary, but not less than every two weeks.
 - Preparing a detailed programme which schedules information required from the Client team, updating as necessary but not less than every two weeks.
 - Preparing material and component schedules, identifying those items that require advance ordering and processing; identifying and organising production of all pre-fabrication items; to be regularly updated.
 - Advising on any practical implications of proposed drawings and specifications; formulating the Contractor's Proposals.
 - Providing a fortnightly report to the Employers Representative to advise on the cost of the emerging design, progress against programme, design coordination issues/ risks, progress with regard to planning conditions, procurement progress.
 - Appoint and co-ordinating the design of the design team.
 - Appoint as necessary and co-ordinating production information, design and shop/fabrication drawings for comment for all elements of the works which are to be prefabricated off-site; liaising with the Employers Representative and making necessary amendments prior to the Employers Representative's final comments.
 - Reviewing and commenting upon design information shared by the Contractors Design team/Sub-Contractors.
 - Monitoring, discussing and agreeing any alterations resulting from changes in scope of the Works.
 - Preparing lists of Sub-Contractor's for tendering and investigating and reporting on their capabilities and financial standing.
 - Preparing tender documents in liaison with the Employers Representative and Quantity Surveyor, obtaining tenders from Sub-Contractors and suppliers.
 - Negotiating with Sub-Contractors and suppliers in liaison with the Employers Representative and Quantity Surveyor.
 - Evaluating Work Package tenders and making recommendations thereon.
 - Placing of Sub-Contracts in consultation with the Employers Representative.
 - Monitoring the progress of the design work and working drawings of the Contractors Design Team and all Sub-Contractors and suppliers appointed and reporting to the Employers Representative.
 - Making regular visits to the manufacturing/fabrication/storage places of Sub-Contractor and suppliers to inspect quality, progress and delivery in relation to the detailed construction programme and reporting to the Employers Representative.

1. PRELIMINARIES/GENERAL CONDITIONS

1.1 – Introduction

- Obtaining a statement of compliance with Collateral Warranties from all necessary Sub-Contractors.
- Preparing a photographic schedule of condition of the site, and adjacent properties, including the existing services installations.
- Developing and updating the Pre-Construction Health & Safety Plan according to CDM Regulations in liaison with the Employers Representative and CDM Coordinator. Act as Principal Designer for the project.
- Preparing risk assessments/risk register for the project as requested by the Employers Representative, updating as necessary.
- Prepare and submit applications to discharge pre-construction conditions imposed as part of any planning approval, refer to the decision notice and planning condition tracker included in Appendix G
- Preparing sample panels for the building exteriors and landscape to gain planning sign off.

250 Contractors Design Team

- The Contractor's first stage tender is to allow for all costs associated to take the existing design information issued with the 1st Stage Tender and completing the design.
- The Contractor shall employ a competent design team to undertake the completion of this design and shall provide details, with relevant CV's and similar project experience, for each design discipline employed, with the Contractors 1st Stage Tender Submission.
- During the 2nd stage tender period the Contractors Design Team shall produce sufficient drawings, documents, schedules etc to enable the accurate calculation of the 2nd stage tender sum and construction of the works on site. This information should include the following design information (all at suitable scales):
 - Location and Access Plan
 - Site Set Up Plan
 - Landscaping Plan
 - Floor Plans
 - Roof Plan
 - Plant Room Layout
 - External Elevations
 - Sections
 - External doors/windows Elevations
 - Building Fabric Details
 - Structural drawings
 - Mechanical and Electrical Services drawings
 - External works layout
 - Cycle store
 - Waste Compound
 - Surface Water drainage Layout
 - Foul Water Drainage Layout

1. PRELIMINARIES/GENERAL CONDITIONS**1.1 – Introduction**

- Room Elevation
- Room Data Sheets (Update those issued with 1st Stage Tender)
- Specifications for materials and workmanship including structural, external envelope, main plant and services, using an NBS specification format.

The above list is not exhaustive, and the Contractor shall produce all necessary design information to complete the works

- The Contractor shall within two weeks of appointment provide the following information the Employers Representative:
 - Appointment documentation detailing agreed scope of service being provided for each design consultant appointed,
 - Details of professional indemnity, public and employers' insurances held by each designer. The level to match as a minimum those detailed in section 1.2 of the preliminaries,
 - Programme Requirements,
 - Deed of Warranty between Employer and Designer,
 - Funder Warranties,
 - Any other information as deemed necessary by the Main Contractor.

251 Principal Designer

- The Contractor's first stage tender is to allow for all costs associated with acting as Principal Designer from appointment to the 2nd stage.
- The Contractor shall employ a competent person to act as Principal Designer and shall provide details, with relevant CV's and similar project experience with the Contractors 1st Stage Tender Submission.
- The Principal Designers role shall as a minimum provide the following scope of service:
 - Advise on CDM/PD requirements of the project and ensure client fully aware of duties under CDM2015
 - Plan, manage and monitor the Pre-Construction Phase and co-ordinate matters relating to health and safety
 - Advise the Client on the adequacy of arrangements for managing the project
 - Cooperation with project members and those involved in adjoining sites/works
 - Report to the client - anything which endangers their own health or safety or that of others
 - Advise on measures ensure Designers comply with their duties under Regulation 9
 - Take into account the general principles of prevention
 - Provide any information or instructions as soon as is practicable and in a comprehensible form
 - Answering Designers queries and concerns over H&S criteria
 - Attend project team meeting (dealing with programme and non-design matters)
 - Provide advice on the appointment of others (Undertaking resources and competency enquiries).
 - Prepare and submit the F10 notification to the HSE on behalf of the Client
 - Preconstruction Information Log - prepared, circulated & updated. (ensures coordination)
 - Assist Client in the provision of PCI information required by Regulation 4[4];

1. PRELIMINARIES/GENERAL CONDITIONS**1.1 – Introduction**

- Prepare Pre-construction Information (PCI) and provide to designers and Principal Contractor
- Produce Design Risk Management schedule (to Identify and eliminate or control, so far as reasonably practicable, foreseeable risks)
- Design Team Meetings - attend and address H&S/CDM issues
- Communication and discussions with design team
- Prepare the health and safety file (format and contents)
- PCI updated and issued to Tenderer/Contractor
- Liaise with the principal contractor and share information
- Assist Principal Contractor with preparation of Construction Phase Plan (note - more than just provide info)
- Update the F10 notification to the HSE (client duty can be assigned to PD)
- Notification to Client on ability to commence construction works (letter from PD on adequacy of arrangements)
- Advise and agree Design change notification procedures - relating to H&S - agreed and notified (ensuring CDM Regs are considered)
- Liaising with Design Team and PC over Design changes during construction
- Prepare and submit report prior to monthly Site Progress meetings)
- Attending Site Progress meetings
- Undertaken site audits and issue audit reports (Client duty to make sure the principal contractor is carrying out their duties)
- H&S file - coordination with PC during the construction period.
- O&M manuals - Carry out review and report on adequacy
- Review and deliver H&S file to Client (issue formal review of H&S file)
- The Contractor shall within two weeks of appointment provide the following information the Employers Representative:
 - Appointment documentation detailing agreed scope of service,
 - Details of professional indemnity, public and employers' insurances held by each designer. The level to match as a minimum those detailed in section 1.2 of the preliminaries,
 - Programme Requirements,
 - Deed of Warranty between Employer and Principal Designer,
 - Funder Warranties,
 - Any other information as deemed necessary by the Main Contractor.

300 Facilities to be Provided by The Main Contractor

- Requirements: The Contractor's first stage tender is to allow for all on-site services, facilities and attendances (general and special) for the use of the Works Package Sub-Contractors.
- For clarity, the clauses set out in this section, indicates what facilities and the like, the Contractor is expected to provide to the Sub-Contractors. The Contractor's lump sum price for Preliminaries shall include for the provision of all management, facilities and the like necessary in order to complete the

1. PRELIMINARIES/GENERAL CONDITIONS**1.1 – Introduction**

Sub-Contractors works. The Contractor shall ensure that the Sub-Contractor does not duplicate the management, facilities and the like provided by the Main Contractor.

305 Management and Staff

- The Contractor shall include the cost of all management and staff (management, trades supervision, engineering, programming and production, quantity surveying support staff and the like) for the duration of the Contract up to the issue of the Certificate of Making Good Defects and agreement of the Final Account. The number and level of on-site staff and operatives is to be determined by the Contractor after examining the scheme and the requirements of the tender document.
- All costs should be included i.e., salaries, wages, bonus, incentives, holiday monies, vehicle costs, sick pay, pension, insurance, transporting, travelling expenses, subsistence and all other payments or costs incurred by the Contractor in respect of his employment of these persons.

315 Multi-service gang

- The Contractor shall provide and be responsible for, a general-purpose gang whose duties shall, apart from the general requirements of the Contractor, include but not be confined to such items as: -
 - Servicing of preliminary items.
 - Sundry cleaning, cleaning the site and cleaning over and above the normal responsibilities of the Sub-Contractors.
 - Necessary adaptation to protection provided by others over and above the normal responsibilities of the Sub-Contractors and to facilitate on-coming works by other trades.
 - The Main Contractor shall be responsible for the final removal and disposal of all protection.
- The Contractor shall note that unloading of Sub-Contractor's material and their distribution around the site shall be the responsibility of the Main Contractor. Sub-Contractors shall be given free use of cranes and hoists which are to be provided by the Main Contractor and priced within the first stage tender.

320 Procedure for appointment of Sub-Contractors

- The Contractor shall be fully responsible for compiling tender documents and obtaining competitive tenders from an approved list of Sub-Contractors.
- The tendering documentation shall include: -
 - Specification and Drawings,
 - Schedules of Work or measured quantities (if appropriate),
 - Sub-Contract Conditions,
 - Programme Requirements,
 - Design Agreement and Deed of Warranty between Employer and Sub-Contractor in those sub-contractors indicated in A30/320 of section 1.2 Preliminaries and Appendix C of the 1st Stage Tender Document.
 - Funder Warranties, if required under A32/320 of section 1.2 Preliminaries and Appendix C of the 1st Stage Tender Document as being required to provide an Employer/Sub-Contractor Collateral Warranty to a Funder.
 - Any other information as deemed necessary by the Main Contractor.

1. PRELIMINARIES/GENERAL CONDITIONS

1.1 – Introduction

- Copies of all tenders received shall be issued to the Quantity Surveyor in pdf format along with a tender report showing the comparison between the equalised tender received, any exclusions and risks, and making a recommendation on Contractor selection.
- The Contractor is to allow for all costs in complying with these requirements, including preparation, printing, photocopying, postage and courier charges.

325 Site accommodation to be provided by the Contractor

- Site Offices: The Contractor shall allow for providing site accommodation for all direct staff and Sub-Contractor staff for the duration of the Contract.
- Cabins for Workpeople: The Contractor shall allow for providing all cabins for direct employees and Sub-Contractors workpeople for the duration of the Contract.
- Compounds: The Contractor shall allow for providing any on-site and off-site compounds for use by Main and Sub-Contractors for the duration of the Contract.
- Canteens: The Contractor shall allow for providing all necessary canteens facilities for use by direct staff and Sub-Contractors workpeople for the duration of the Contract.
- Sanitary facilities: The Contractor shall allow for providing any additional sanitary facilities over and above those available for the Contractors use as stated in the Preliminaries for direct staff and Sub-Contractors staff and workpeople for the duration of the Contract.

330 Services and facilities to be provided by the Contractor

- Power: The Contractor shall allow for providing all power supplies and distribution transformers for each work area of the site for the duration of the Contract. This shall include power for any specialist Sub-Contractors or Sub-Contractors with specialist plant with abnormal power requirements.
- Final distribution leads: at each level or area of the site, the Contractor shall provide all necessary leads and distribution equipment for direct staff, the multi-service gang and Sub-Contractors workpeople.
- Lighting: The Contractor shall allow for providing all general site lighting including all safety lighting for the duration of the Contract. Task lighting, required by the Contractor's own workpeople, general duties gang and any requirements of Sub-Contractors for task lighting areas shall be included in the first stage tender preliminaries.
- Fuels: The Contractor shall allow for all fuel consumed for the duration of the Contract, over and above that available for the Contractors use as stated in the Preliminaries.
- Water: The Contractor shall allow for providing all water supplies to central points to each property or work area on the site for the duration of the Contract. The cost of distributing the water to the work face is to be included.
- Telephone, email and administration: The Contractor shall allow for providing sufficient telephones for the direct staff and Sub-Contractors.
- Safety, health and welfare of workpeople: The Contractor shall allow for providing all safety, health and welfare facilities, for all workpeople on site for the duration of the Contract. The Construction Phase Health and Safety Plan will be agreed with the CDM Co-ordinator during the second stage negotiation.
- Storage of materials: The Contractor shall allow for the storage of all materials including those of the Sub-Contractors on or adjacent to the site.
- Removal of rubbish, protective casings and coverings: The Contractor shall allow for the removal and disposal of all rubbish from central collection points to each property or work area on the site for the

1. PRELIMINARIES/GENERAL CONDITIONS

1.1 – Introduction

duration of the Contract. The cost of taking rubbish, protective casings and coverings to these central collection points will be by Sub-Contractors and is to be excluded from this tender. The Contractor shall allow for the provision of all skips required for the duration of the Works.

350 Services and facilities to be provided by the Contractor

- Cleaning the Building and the Site: The Contractor's "Multi-Service Gang" will be responsible for the daily cleaning and tidying of the site. The Contractor shall also allow for the final clean of the buildings and the site on completion of the Works. This work will not form a separate Sub-Contract and any special cleaning, undertaken by Sub-Contractors, as part of their works will be omitted from the tender sums used in the compilation of the Lump Sum Tender.
- Drying the Works: The Contractor shall allow for drying and protecting the Works during the Contract. It shall allow for all fuel associated with drying the Works.
- Protection of the Works: The Contractor shall allow for protecting the site including all temporary access and escape routes etc. and making good any damage upon removal. Protection of the new works carried out by Sub-Contractors or on their behalf by the Contractor shall be included from the first stage tender. Protection of the existing building and new fabric when the building is opened up.
- Security: The Contractor shall allow for the security of the site for the duration of the Contract.
- Maintenance of public and private roads, paths and pavings: The Contractor shall allow for the maintenance of roads, paths, etc and shall include for all wheel washers, road cleaners, etc. as required to keep the surfaces clear of mud and debris. The Contractor shall also allow for making good, paths and pavings damaged in carrying out their works.
- Small Plant and Tools: The Contractor shall allow for all small plant and tools for use by direct operatives and the multi-service gang. The cost of providing small plant and tools for Sub-Contractors workpeople is to be excluded from this tender.

355 Mechanical plant to be provided by the Contractor

- Cranes: The Contractor shall allow for providing all craneage for the Works for the duration of the Contract.
- Hoists: The Contractor shall allow for providing adequate hoist(s) for the Works for the duration of the Contract. The hoist(s) should be of adequate size and load capacity for the use of all Sub-Contractors on site and any additional cost of hoisting large or heavy items shall be included in the first stage tender. The Main Contractor shall be responsible for the operation of the hoist and shall provide suitably qualified hoist operators for the duration of the works.
- Personnel transport: The Contractor shall allow for all personnel transport required by any direct staff and the general purposes gang. The cost of providing transport for Sub-Contractors personnel is to be excluded from this tender.
- Earth moving plant: The cost of earth moving plant will be included within Sub-Contract Works Packages and is to be excluded from this tender.

360 Mechanical plant to be provided by the Contractor

- Concrete plant: The cost of concrete plant will be included within Sub-Contract Works Packages and is to be excluded from this tender.
- Paving and surfacing plant: The cost of paving and surfacing plant (except where used in connection with repair work, for which the Contractor is responsible) will be included within Sub-Contract Works Packages and is to be excluded from this tender.

1. PRELIMINARIES/GENERAL CONDITIONS**1.1 – Introduction**

- Other plant and vehicles: The Contractor shall allow the cost of other plant and vehicles for use by the Contractor's own operatives or multi-service gang. The cost of plant and vehicles for use by Sub-Contractors will be included within Sub-Contract Works Packages and is to be excluded from this tender.

365 Temporary Works to be provided by the Contractor

- Temporary Walkways: The Contractor shall allow for providing all temporary walkways including moving, adapting and clearing away upon completion for the duration of the Contract.
- Access scaffolding: The Contractor shall allow for all access scaffolding and safety scaffolding required for the Works including, moving, adapting and clearing away upon completion. The Contractor shall detail exactly what has been allowed as part of the first stage submission.
- Support scaffolding and propping: The Contractor shall allow for providing all support scaffolding and propping required in connection with temporary works, etc, carried out by the Contractor for the duration of Contract. This is to include all support scaffolding and propping required for the carrying out of the Works within the Sub-Contract Works Packages.
- Hoardings, fencing, etc: The Contractor shall allow for providing all hard-standings and hoardings including clearing away on completion for the duration of the Contract. All hoardings are to be painted plywood. All areas occupied by the contractor during the works must be referred to their original condition/state.
- Traffic Regulations: The Contractor shall allow for complying with all traffic regulations for the duration of the Contract. The contractor should note and comply with the draft construction traffic management plan included within the Employers Requirements.
- Other: The Contractor shall allow for providing all other temporary works required for the running of the site for the duration of the Contract.

370 Special attendance on Sub-Contractors

- The Contractor shall allow in his First Stage Tender for all attendances outlined above. Any special attendances on sub-contract packages that do not form part of the first stage tender are to be excluded by the Contractor and shall be listed separately.

375 Contractor's responsibilities to Sub-Contractors

- In respect of work carried out by Sub-Contractors, the Contractors responsibility shall, without prejudice to the Contractor's overall responsibility for the Contract Works, include the following: -
 - Preparing or causing to be prepared a detailed programme for the Sub-Contractors Works, sufficient to enable progress of the Sub-Contractors Works to be accurately monitored.
 - Checking on the progress of any part of the Sub-Contractors Works which are manufactured or assembled off site.
 - Preparing or causing to be prepared any designs, co-ordination drawings, installation drawings, shop drawings, builder's work drawings, schedules or other information necessary for the manufacture, assembly or installation of the Works after approval by the Employers Representative of the general design and in adequate time for the Employers Representative's comment, approval and/or amendments to Sub-Contractors proposals.
- To enable the Contractor to monitor these responsibilities, the Contractor will in each case set out the extent of the Contractors Design Teams "general design" responsibilities and as to the extent of the Sub-Contractors "particular design" responsibilities in the tender documents.

1. PRELIMINARIES/GENERAL CONDITIONS**1.1 – Introduction**

- The Contractor shall be responsible for.
 - Advising the Sub-Contractor of any tolerances to be allowed in the Sub-Contractors Works with reference to any work executed by others.
 - Taking, or causing to be taken, in due time, any measurements on the site required for the manufacture of the Sub-Contract Works, including cutting out existing construction as necessary.
 - Generally supervising the Sub-Contractors' Works to ensure that they are being carried out in accordance with the approved design, including the employment of such suitably qualified staff as may be required to give such supervision. Ensure quality control of the Sub-Contractors Works.
 - Proving datum's and any other information necessary for the setting out of the Sub-Contractors Works on site and checking such setting out before work commences.
 - Ensuring that the Sub-Contractor is provided with copies of drawings or other instructions issued by the Architect which relate to the Sub-Contract Works and with copies of any subsequent revisions to such drawings or instructions.
 - Ensuring that the Sub-Contractors Works are adequately protected at all times during the course of and after completion of the Sub-Contractors works, irrespective of whether such protection is actually provided by the Contractor or by the Sub-Contractor.
 - Co-ordinating the works of any two or more Sub-Contractors on site in respect of the sequence, setting out and interfaces of such work, having particular regard to any conflicts which may arise as a consequence of the detailed interpretation of drawings by operatives on site.
- In addition to the "general attendance" to be provided, as defined above, all items of general attendance shall be deemed to include arranging and settling such sub-contracts and obtaining from the Sub-Contractor's particulars of holes, mortices, chases, recesses, fixings and the like and supplying them with all dimensions and other information required for the proper execution of the Works.

376 Contractor's responsibilities to Contractors Design Team

- In respect of work carried out by the Contractors Design Team, the Contractors responsibility shall, without prejudice to the Contractor's overall responsibility for the Contract Works, include the following:
 - Preparing or causing to be prepared a detailed programme for the Contractors Design Team Works, sufficient to enable progress of the Contractors Design Team Works to be accurately monitored. This is to identify individual design team members responsible for the preparation of each element of work detailed on the programme.
 - Checking on the progress of any part of the Contractors Design Team Works which are manufactured or assembled off site.
 - Preparing or causing to be prepared any designs, co-ordination drawings, installation drawings, shop drawings, builder's work drawings, schedules or other information necessary for the manufacture, assembly or installation of the Works after approval by the Employers Representative of the general design and in adequate time for the Employers Representative's comment, approval and/or amendments to Contractors Design Team proposals.
- To enable the Contractor to monitor these responsibilities, the Contractor will in each case set out the extent of the Contractors Design Teams "general design" responsibilities and as to the extent of the Sub-Contractors "particular design" responsibilities in the tender documents.
- The Contractor shall be responsible for.
 - Advising the Contractors Design Team of any tolerances to be allowed in the Design Team Works with reference to any work executed by others.

1. PRELIMINARIES/GENERAL CONDITIONS**1.1 – Introduction**

- Taking, or causing to be taken, in due time, any measurements on the site required for the manufacture of the Contractors Design Team Works, including cutting out existing construction as necessary.
- Generally supervising the Contractors Design Teams works to ensure that they are being carried out in accordance with the approved design, including the employment of such suitably qualified staff as may be required to give such supervision. Ensure quality control of the Contractors Design Team Works.
- Proving datum's and any other information necessary for the Contractors Design Team to prepare their design information and checking such setting out before works commences on site.
- Ensuring that the Contractor Design Team is provided with copies of drawings or other instructions issued by the Employers Representative which relate to the Contract Works and with copies of any subsequent revisions to such drawings or instructions.
- Co-ordinating the works of any two or more Contractors Design Team in respect of the sequence, setting out and interfaces of such work, having particular regard to any conflicts which may arise as a consequence of the detailed interpretation of drawings by operatives on site.

380 Contractor's responsibilities to Sub-Contractors

- The Contractor is to supply the Employers Representative with a copy of its standard Sub-Contract Documentation.
- The Contractor's attention is drawn to the fact that the normal working hours may differ from those of Sub-Contractor's, and he shall allow for any and all attendances which may be required outside the Contractor's normal working hours.

385 Liquidated damages and insurances

- The Contractors attention is drawn to the fact that certain tenderers for Sub-Contract work will wish to limit their liability for liquidated damages and insurance cover to a figure less than that incorporated into the Contract Conditions. Under these circumstances the Contractor will take on and be fully liable for any shortfall between the Sub-Contractors liability for liquidated and ascertained damages and insurance cover and the level of liability and cover stated in these conditions.
- Such a limitation of liability for liquidated damages and/or insurance cover shall not disqualify a Sub-Contractor for tendering for, or for being recommended for Sub-Contract Works and shall not constitute reasonable grounds for the Contractor to object to any proposed tenderer for Sub-Contract work.

390 Commissioning

- The attention of the Contractor is drawn to the requirement for commissioning and in particular the obligations of the Building Services Sub-Contractors to complete commissioning before Certification by the Contract Administrator of Practical Completion.

395 Works Packages by Main Contractor

- The Contractor shall state in this tender if he would like to be considered for inclusion on the tender list for any of the Works Packages.
- This request will be considered by the Employers Representative, but it cannot be assumed that the Contractor's request will be accepted. Any decision, by the Employers Representative, to exclude the Contractor from any tender list for Works Packages shall be final.

Ω End of Section

1ST STAGE TENDER DOCUMENTS

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

1. PRELIMINARIES/GENERAL CONDITIONS

1.1 – Introduction

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1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

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1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A10

Project particulars

Clauses

110 The Project

1. Name: New Sports and Community Pavilion, Edmonds Park, Didcot
2. Nature: New build construction
3. Location: Edmonds Park, Park Road, Didcot, OX11 8QE
4. Timescale for construction work: 30 weeks

120 Employer (client)

1. Name: Didcot Town Council
2. Address: Didcot Civic Hall, Britwell Road, Didcot, Oxfordshire, OX11 7HN
3. Contact: Nicholas White - Property & Facilities Manager
4. Telephone: 079504260596
5. Email: nwhite@didcot.gov.uk

130 Principal contractor (CDM)

1. Name: The Contractor

132 Principal Contractor (SWMP)

1. Name: The Contractor

140 Employer's Agent

1. Name: TBC
2. Address: TBC
3. Contact: TBC
4. Telephone: TBC
5. Email: TBC

141 1st Stage Employer's Representative

1. Name: Ridge & Partners LLP
2. Address: The Cowyards, Blenheim Park, Oxford Road, Woodstock, OX20 1QR
3. Contact: Simon Keen
4. Telephone: 01993 815068
5. Email: skeen@ridge.co.uk

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

142 1st Stage Employer's Quantity Surveyor

1. **Name:** Ridge & Partners LLP
2. **Address:** The Cowyards, Blenheim Park, Oxford Road, Woodstock, OX20 1QR
3. **Contact:** Tika Paudel
4. **Telephone:** 01993 815066
5. **Email:** tpaudel@ridge.co.uk

150 1st Stage Principal designer

1. **Name:** Ridge & Partners LLP
2. **Address:** The Cowyards, Blenheim Park, Oxford Road, Woodstock, OX20 1QR
3. **Contact:** Tom Bloxsom
4. **Telephone:** 01993 815260
5. **Email:** tbloxsom@ridge.co.uk

151 2nd Stage Principal designer

1. **Name:** The Contractor

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A11

Tender and contract documents

Clauses

110 Tender Drawings

1. The tender drawings are: refer to Appendix A of the 1st Stage Tender Document

120 Contract drawings

1. The contract drawings: The same as the tender drawings as far as they relate to the PCSA.
Contract drawings to be confirmed during the 2nd Stage.

160 Pre-construction information

1. Format: The pre-construction information is described in these Preliminaries in section A34. It refers to information given elsewhere in the Preliminaries, specification, drawings and associated documents.

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****A12****The site/ existing buildings****Clauses****110 The site**

1. **Description:** The site is located in the northeast of Edmond Park, Didcot close to Park Road. Refer to site location plan and other documents issued with the 1st Stage Tender Documents for further details.

120 Existing buildings on/ adjacent to the site

1. **Description:** The site has residential properties to the north and west, with Park Road to the west of the site. There is a public car park to the southwest of the site, part of which will be available for the siting of site accommodation. The Didcot Youth and Community Centre is to the southwest and Didcot Wave on the other corner of the park. There is vehicular access to the site via the car park off Park Road. Refer to site location plan and other documents issued with the 1st Stage Tender Documents for further details.

The existing footpath to the northeast of the site, running along the rear of houses off Samor Way will remain open for the duration of the works. The exist site access to this path is to be relocated and the existing access closed off. The closure of this access shall be undertaken in such a way to minimize access to the existing footpath from Park Road. The Contractor shall include in their 1st Stage Tender Return proposal of how they would achieve this.

Aureus Primary School and Didcot Girls School are to the west of the site. St Birinus School and Willowcroft Community School are to the east of the site and the park is accessed by pupils and parents during the school run periods

140 Existing utilities and services

1. **Drawings:** (Information shown is indicative only): Refer to drawings included in Appendix A.
2. **Other information:** The approximate location of all known information is shown on the drawings listed above. The exact location of the existing mains services is not fully known. The Client will not accept liability for the accuracy of this outline information. The Main Contractor is to allow for all costs associated with conducting all necessary surveys and research to identify and locate all services that affect the works and across the site and include within the pricing the risk of such changes. No liability is accepted by the Employer for any inaccuracy, error or omission contained in the report.

160 Soils and ground water

1. **Information:** Refer to documents included in Appendix A.

170 Site investigation

1. **Report:** Refer to documents included in Appendix A.

200 Access to the site

1. **Description:** All site access shall be from Park Road. The Contractor shall form a temporary access in the location of the proposed new pedestrian access, refer to site logistic plan included in the 1st Stage Tender Documents. Access to the site, for site set up/decommissioning will be via the public car park, which will be shared by the general public. The formation of the temporary access will require the remove and reinstatement of the existing boundary fence and earth bund

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

to the Park Road side of the fence line. Pay all associated costs including local authority fees and bonds.

The Contractor is to implement suitable procedures to ensure the continued operation of all adjacent buildings/residence and is to minimise impediment to access/egress of the surrounding buildings.

The Contractor is to submit fully detailed proposals of these arrangements with their 1st Stage Tender. Beyond the demise of the site, the Contractor shall make its own enquirers and arrangements regarding any restrictions for access, parking, scaffolding or using any external areas or spaces (such as overhanging of pavements) and organise any approvals or consents required from statutory authorities or third parties as may be required such approvals or consents to be in forms approved by the Employer.

The contractor is to refer to site logistic plan which requires a hoarding move prior to the splash pool works being undertaken. This would give the contractor full access around the building up until April 2023. The Contractor would then need to review how vehicles access and leave the site once the new hoarding line has been installed.

2. **On Site Security:** The Main Contractor must allow for suitable security provision and shall provide details of same with their 1st Stage 1 Tender return.
3. **Banksman:** The Main Contractor must allow for suitable banksman provision to include the attendance necessary to safely escort vehicles into and out of the site and shall provide details of same with their 1st Stage Tender return.
4. **Limitations:** Access to this car park is via a height restricted gate. Opening of these gates need to be arranged via Didcot Town Council, a 24-hour notice period is required for these gates to be opened.
5. **Access for inspections:** Provide access at reasonable times for both on-site and off-site work.

210 Parking

1. **Restrictions on parking of the Contractor's and employees' vehicles:** Parking of contractor's and employees' vehicles will be restricted to within the boundary of the site. Parking will not be permitted within the area of the public car park, not offered to the Contractor for their site compound, without the express agreement of the Client. The Contractor shall not allow contractor's and employees' vehicles to be parked on the adjacent roads and footpaths surrounding the site. The contractor shall include in their tender for all costs associated with the parking of the contractor's and employees' vehicles, including providing suitable transport to and from surrounding public car parks or alternative locations the Contractor arranges to use elsewhere.

220 Use of the site

1. **General:** Do not use the site for any purpose other than carrying out the Works.
2. **Limitations:** Use of the site is within agreed working hours only.
3. **Existing grassed areas:** The Contractor shall re-instate any grass areas disturbed upon the completion of the works.

230 Surrounding land/ building uses

1. **General:** Adjacent or nearby uses or activities are as follows:
 - 1.1. To the North and East of site is the remainder of the public park which will remain open for the duration of the works. The park is used for general recreational purposes, dog walking and senior/junior football and senior rugby union matches.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

- 1.2. To the South of the site is park gym equipment and tennis courts which will remain open for the duration of the works. As indicated in elsewhere the public car park to the south if the site will also remain open, in part for the duration of the works.
- 1.3. To the West of the park is Park Road a residential road.
- 1.4. The Contractors attention is also drawn to Clauses:
 - 1.4.1.A12/200 - Access to the site
 - 1.4.2.A12/210 - Parking
 - 1.4.3.A34/330 - Noise
 - 1.4.4.A35/130 - Sequencing
 - 1.4.5.A35/170 - Working Hours
2. **Condition Surveys:** The Contractor is responsible for undertaking all condition, structural and photographic surveys of existing neighbouring structures prior to commencement and on completion. The Contractor is responsible for any remedial works required because of carrying out the Contract Works.
3. **Permissions:** Should the Contractor require access to adjacent land or property or require any oversailing, then they are responsible for making arrangements directly with the owners, occupiers or as appropriate. The Employer does not warrant that such access will be available

250 Site visit

1. **Assessment:** Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
2. **Arrangements for visit:** None.

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A13

Description of the work

Clauses

110 Preparatory work by others

1. **Details:** The Client has procured the following surveys which will be provided to the Contractor to assist in their 2nd Stage design:
 - 1.1. Transport Survey
 - 1.2. Flood Risk Assessment
 - 1.3. Ground Investigation Survey
 - 1.4. Utility Survey
 - 1.5. Ecology Survey
2. **Timescale:** The expectation that some of these surveys will be issued during the 1st Stage Tender Period, those that are not will be issued prior to appointment of the 2nd Stage Contractor.

120 The works

1. **Description:** The works comprise of the design and construction of a new single storey pavilion providing sports changing rooms and a multi-functional community space together with related facilities. External hard and soft landscaping, sports and play equipment, bicycle storage and improved parking arrangements.

130 Work by others concurrent with the Contract

1. **Description:** Splash pool - Didcot Town Council are looking to install a new splash pool facility to the northeast corner of the Park Road car park. This work is programmed to commence May 2023.

140 Completion work by others

1. **Description:** To be confirmed but likely to include Loose furniture.

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A20

JCT design and build contract (DB)

Clauses

JCT design and build contract

- **The Contract:** JCT Design and Build Contract (DB), 2016 Edition.
- **Requirement:** Allow for the obligations, liabilities and services described.

The recitals

First - The Works

- Refer to draft contract included in Appendix B.1.

Fifth - Division of the works into sections

- Refer to draft contract included in Appendix B.1.

Articles

3 - Employer's Agent

- **Employer's Agent:** Refer to draft contract included in Appendix B.1.

5 - Principal Designer

- **Principal designer:** Refer to draft contract included in Appendix B.1.

6 - Principal Contractor

- **Principal contractor:** Refer to draft contract included in Appendix B.1.

9 - Legal proceedings

- **Amendments:** Refer to draft contract included in Appendix B.1

Contract particulars

Fourth recital and clause 4.5 - Construction industry scheme (CIS)

- Refer to draft contract included in Appendix B.1.

Fifth Recital - Description of Sections

- Refer to draft contract included in Appendix B.1.

Sixth Recital - Framework agreement

- Refer to draft contract included in Appendix B.1.

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

Seventh Recital and Part 1 of Schedule 2 - Supplemental provisions - Part 1

- Refer to draft contract included in Appendix B.1.

Seventh Recital and Part 2 of Schedule 2 - Supplemental provisions - Part 2

- Refer to draft contract included in Appendix B.1.

Article 4 - Employer's Requirements, Contractor's Proposals, Contract Sum Analysis

- Refer to draft contract included in Appendix B.1.

Article 8 - Arbitration

- Refer to draft contract included in Appendix B.1.

Clause 1.1 - Base Date

- Refer to draft contract included in Appendix B.1.

Clause 1.1 - BIM Protocol

- Refer to draft contract included in Appendix B.1.

Clause 1.1 - Date for completion of the Works

- Refer to draft contract included in Appendix B.1.

Clause 1.7 - Addresses for service of notices

- Refer to draft contract included in Appendix B.1.

Clause 2.3 - Date of possession of the site

- Refer to draft contract included in Appendix B.1.

Clause 2.4 - Deferment of possession of the site

- Refer to draft contract included in Appendix B.1.

Clause 2.17.3 - Limit of Contractor's liability for loss of use, etc.

- Refer to draft contract included in Appendix B.1.

Clause 2.29.2 - Liquidated damages

- Refer to draft contract included in Appendix B.1.

Clause 2.34 - Section Sums

- Refer to draft contract included in Appendix B.1.

Clause 2.35 - Rectification period

- Refer to draft contract included in Appendix B.1.

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

Clause 4.2, 4.12 and 4.13 - Fluctuations Provision

- Refer to draft contract included in Appendix B.1.

Clause 4.6 - Advance payment and advance payment bond

- Refer to draft contract included in Appendix B.1.

Clause 4.7 - Method of payment - Alternative A

- Refer to draft contract included in Appendix B.1.

Clause 4.7.2 - Interim Payments - Interim Valuation Dates

- Refer to draft contract included in Appendix B.1.

Clause 4.15.4 - Listed items - uniquely identified

- Refer to draft contract included in Appendix B.1.

Clause 4.15.5 - Listed items - not uniquely identified

- Refer to draft contract included in Appendix B.1.

Clause 4.17 - Contractor's retention bond

- Refer to draft contract included in Appendix B.1.

Clause 4.18.1 - Retention percentage

- Refer to draft contract included in Appendix B.1.

Clause 5.5 - Daywork

- Refer to draft contract included in Appendix B.1.

Clause 6.4.1 - Contractor's Public Liability Insurance: Injury to persons or property

- Refer to draft contract included in Appendix B.1.

Clause 6.5.1 - Insurance - liability of Employer

- Refer to draft contract included in Appendix B.1.

Clause 6.7 and schedule 3 - Works Insurance - insurance options applicable

- Refer to draft contract included in Appendix B.1.

Clause 6.10 and Schedule 3 - Terrorism cover

- Refer to draft contract included in Appendix B.1.

Clause 6.15 - Professional Indemnity insurance

- Refer to draft contract included in Appendix B.1.

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

Clause 6.17 - Joint Fire Code

- Refer to draft contract included in Appendix B.1.

Clause 6.20 - Joint Fire Code - amendments and revisions

- Refer to draft contract included in Appendix B.1.

Clause 7.2 - Assignment/ grant by Employer of rights under clause 7.2

- Refer to draft contract included in Appendix B.1.

Clause 7.3.1 - Performance bond or guarantee

- Refer to draft contract included in Appendix B.1.

Clause 7.3.2 - Guarantee from the Contractor's parent company

- Refer to draft contract included in Appendix B.1.

Clause 7.4 - Third Party Rights and Collateral Warranties

- Refer to draft contract included in Appendix B.1.

Clause 8.9.2 - Period of suspension (termination by Contractor)

- Refer to draft contract included in Appendix B.1.

Clauses 8.11.1.1 to 8.11.1.6 - Period of suspension (termination by either Party)

- Refer to draft contract included in Appendix B.1.

Clause 9.2.1 - Adjudication

- Refer to draft contract included in Appendix B.1.

Clause 9.4.1 - Arbitration

- Refer to draft contract included in Appendix B.1.

The conditions

Amendments

- Refer to draft contract included in Appendix B.1.

Section 1: Definitions and Interpretation

1.5 - Reckoning periods of days

- Refer to draft contract included in Appendix B.1.

1.11 - Applicable law

- Refer to draft contract included in Appendix B.1.

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

Section 2: Carrying out the Works - No Amendments

Section 3: Control of the Works - No Amendments

Section 4: Payment - No Amendments

Section 5: Changes - No Amendments

Section 6: Injury, Damage and Insurance - No Amendments

Section 7: Assignment, Third Party Rights and Collateral Warranties - No Amendments

Section 8: Termination - No Amendments

Section 9: Settlement of Disputes - No Amendments

Project bank account

Project bank account

- Refer to draft contract included in Appendix B.1.

Execution

Execution

- The contract: Will be executed Refer to draft contract included in Appendix B.1.

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A30

Tendering/ subletting/ supply

Main contract tendering

110 Scope

1. **General:** These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

145 Tendering procedure

1. **General:** In accordance with the principles of: JCT Tendering Practice Note (2017 Edition).
2. **Arithmetical errors:** Examination and adjustment of the overall price will be as section 6 of the code - alternative 2 is dominant.

160 Exclusions

1. **Inability to tender:** Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
2. **Relevant parts of the work:** Define those parts, stating reasons for the inability to tender.

170 Acceptance of tender

1. **Acceptance:** No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.
2. **Costs:** No liability is accepted for any cost incurred in the preparation of any tender.

180 1st Stage Tender Assessment Criteria

1. **Number to be assessed in detail:** As necessary.
2. **Assessment Criteria:** Refer to Appendix J
3. **Assessment model details:** Refer to Appendix J

190 Period of validity

4. **Period:** After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 12 weeks.
5. **Date for possession:** See section A20.

Pricing/ submission of documents

210 Preliminaries in the specification

1. The Preliminaries/ General conditions sections (A10-A56 inclusive) have been prepared in accordance with SMM7. A separate pricing schedule for the Contractor's general cost items is also provided and this has been prepared in accordance with the "New Rules of Measurement" volume 2 (RICS:NRM v2).

220 Pricing of preliminaries

1. **Abbreviations:** The following have been used:

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

2. F = Fixed charge item: a "fixed charge" is for work, the cost of which is to be considered independent of the duration.
3. TR = Time related charge item: a "time-related charge" is for work, the cost of which is to be considered dependent on the duration.

310 Tender

1. **General:** Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.
2. **Contractor's Obligations:** The contractor shall be deemed to have carefully examined all documents referred to in the 1st Stage Tender Documents and to have ascertained from them the extent and character of the work and, insofar as this may reasonably be inferred from these drawings and inspection of the site, what restrictions are imposed upon the means of carrying out the Works. No claim for lack of knowledge of such matters will be entertained. The Works are to be carried out and completed in accordance with the 2nd Stage Employer's Requirements prepared by the Contractor.
3. **Contractor's Responsibility:** The Contractor shall be responsible for the execution of the whole of the works as defined by the Contract and Contract Documents. All matters requiring approval shall be to the reasonable satisfaction of the Employer and the Employer's Agent. All necessary information so required shall be promptly submitted to the Employer's Agent for such approval, refer to A31/600 for further details.
4. **Contractor's Design Responsibility:** The Contractor shall be responsible for completing the design in accordance with the works outlined by the Employer's Requirements and as defined by the Contract. In addition, the Contractor shall obtain all statutory approvals and meet all requirements set out in this document. The design and installation shall comply fully with all Statutory Requirements and Recommendations. All works shall be undertaken to comply with all relevant British Standards, best practice and manufactures recommendations.

The Contractor shall liaise with the Employers Agent during the development of details of design and shall afford every reasonable facility to the Employer's Agent in this connection. Such liaison shall in no way relieve the Contractor of his responsibility under this Contract. Comply with the requirements of the Local Authority Building Inspector. Comply with all statutory obligations arising from current legislation and regulations. Notify all authorities in accordance with their regulations and obtain any enquired approvals for the installation. Full compliance with Part L of the current Building Regulations must be demonstrated by the submission of a compliant set of Part L calculations to the Employer's Agent at least three weeks before the date of possession. The possession of the site will not be given to the contractor until compliance with Part L has been proven.

5. **Contractor's Professional Indemnity Insurance:** The Contractor is required to provide professional indemnity insurance as detailed in clause 6.15 of the Contract, included in Appendix B of the 1st Stage Tender Document, issued as part of this tender. The Contractor must provide details of such professional indemnity insurance cover proposed as part of his tender submission. The Contractor shall ensure that all aspects of the works, at both design and construction stages shall be properly supervised by competent and suitably qualified design professionals.

315 Design Consultant Services

1. **General:** Should the Contractor sub-let any design works related to the Contract to a Design Consultant (Architect, Structural Engineer, Civil Engineer, M&E Consultant, Landscape Architect etc.), either in whole or in part the respective design consultant shall hold professional indemnity insurance in the value of £5,000,000 each and every claim and shall enter into a collateral warranty with the employer, funder or purchaser and tenant using the collateral warranty included in Appendix C.1 of the 1st Stage Tender Documents.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

2. **Contractor's Design Team:** The Contractor must provide details of the proposed scope of appointment for each of his design team, as part of his tender submission.
3. **Submit:** The Contractor is to submit evidence with their 1st Stage Tender return to demonstrate that the design consultants they propose to use have the required level of professional indemnity insurance and confirmation that they will enter into the collateral warranties identified in Appendix C.1.

320 Sub Contractor's Collateral Warranties

1. **General:** The Contractor shall obtain collateral warranties, with the employer, funder or purchaser and tenant using the collateral warranties included in Appendix C.1 of the 1st Stage Tender Documents, from the providers of the following packages with the level of professional indemnity as identified below:

Package	Level of Professional Indemnity	Coverage
Groundworks	£2,000,000	Each & every claim
Steel Frame	£2,000,000	Each & every claim
Timber Frame/Roof Structure	£2,000,000	Each & every claim
Windows, External Doors and Rooflights	£2,000,000	Each & every claim
Brickwork/Blockwork	£2,000,000	Each & every claim
Mechanical Installations	£2,000,000	Each & every claim
Electrical Installations	£2,000,000	Each & every claim

In addition should the Contractor sub-let any design works related to the Contract to a Sub Contractor either in whole or in part, not specifically listed above, they shall also provide collateral warranties, with the employer, funder or purchaser and tenant using the collateral warranties included in Appendix C.1 of the 1st Stage Tender and hold professional indemnity of £2,000,000 each and every claim. The Contractor shall identify with their 1st Stage tender return any additional work packages, not listed above, which will have a design responsibility.

2. **Submit:** The Contractor is to submit evidence, as part of the 2nd stage tender review, to demonstrate that the sub-contractor they recommend/propose to use has the required level of professional indemnity insurance and confirmation that they will enter into the collateral warranties identified in Appendix C.1.

440 Contract sum analysis

1. **Content of the Analysis:** A breakdown of the Contract Sum into at least the following categories:
 - 1.1. As per the Pricing Document.
2. **Fully priced copy:** Submit with tender.

480 Programme

1. **Programme of work:** Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.
2. **Submit:** With tender

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

500 Tender stage method statements

1. **Method statements:** Prepare, describing how and when the following is to be carried out:
 - 1.1. Second stage procurement.
 - 1.2. Site set-up and site security.
 - 1.3. Site access and management including details of deliveries, material storage and handling, pedestrian management, protection of existing surfaces/ structures/ features. Describing how all construction traffic shall be managed and controlled for the duration of the Works.
 - 1.4. Working procedures
 - 1.5. Proposed Method of Management/Control
 - 1.6. Control and management of noise.
 - 1.7. Design Co-ordination/Management, including M&E design
 - 1.8. Key Construction Activities
 - 1.9. Testing and Commissioning
 - 1.10. Management of neighbour relations including defined communications protocol/ procedures/ frequencies, and details of complaints management process.
 - 1.11. Management of tree and hedgerow removal associated with the works.
 - 1.12. Management and compliance with planning conditions./
2. **Statements:** Submit with the tender.

515 Alternative time tenders

1. **General:** In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.
2. **Date for completion:** If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

520 Contractor's proposals

1. **Proposals:** Include the following:
 - 1.1. **Design drawings:** Refer to A05/250
 - 1.2. **Technical information:** Refer to A05/250
2. **Submit:** With 1st Stage Tender the following:
 - 2.1. Schedule of proposed design drawings.
 - 2.2. Schedule of proposed technical information.
 - 2.3. Details of proposed sub-contractors with design responsibility.
 - 2.4. Confirmation of the acceptance of the Collateral Warranties and Contract Conditions.

540 Quality control resources

1. **Statement:** Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

2. **QA staff:** Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
3. **Submit:** With the Tender

550 Health and safety information

1. **Content:** Describe the organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
2. **Include**
 - 2.1. A copy of the health and safety policy document, including risk assessment procedures.
 - 2.2. Accident and sickness records for the past five years.
 - 2.3. Records of previous Health and Safety Executive enforcement action.
 - 2.4. Records of training and training policy.
 - 2.5. The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
 - 2.6. Details of the contractor's health and safety advice, including CV.
 - 2.7. Details of the contractor-designer's hazard elimination and reduction procedures.
 - 2.8. Details of the contractor's arrangements for consulting with the workforce.
 - 2.9. Details of the contractor's arrangements for the selection and control of sub-contractors.
 - 2.10. Details of the contractor's risk assessment procedures.
 - 2.11. Details of the contractor's system for the monitoring, audit and review of health and safety systems.
3. **Submit:** With the Tender

570 Outline construction phase health and safety plan

1. **Content:** Submit the following information within one week of request:
 - 1.1. Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
 - 1.2. Details of the management structure and responsibilities.
 - 1.3. Arrangements for issuing health and safety directions.
 - 1.4. Procedures for informing other contractors and employees of health and safety hazards.
 - 1.5. Selection procedures for ensuring competency of other contractors, the self-employed and designers.
 - 1.6. Procedures for communications between the project team, other contractors and site operatives.
 - 1.7. Arrangements for cooperation and coordination between contractors.
 - 1.8. Procedures for carrying out risk assessment and for managing and controlling the risk.
 - 1.9. Emergency procedures including those for fire prevention and escape.
 - 1.10. Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
 - 1.11. Arrangements for welfare facilities.
 - 1.12. Procedures for ensuring that all persons on site have received relevant health and safety information and training.
 - 1.13. Arrangements for consulting with and taking the views of people on site.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

- 1.14. Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- 1.15. Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- 1.16. Review procedures to obtain feedback.

590 Site Waste Management Plan

- 1. **Details:** To be developed by the Main Contractor. Refer to BREEAM Requirements as detailed in A30/597 below.

595 Environmental policy

- 1. **Environmental Policy**
 - 1.1. **Location:** Appendix H of the 1st Stage Tender Documents
 - 1.2. **Evidence of compliance:** Submit: to be agreed with the Employers Representative.
- 2. **Project Environmental Management System:** Develop a system compatible with the existing policy.
 - 2.1. **Format:** A quality assured environmental management system based upon ISO 14001, submit information of environmental system proposed and develop during the life of the project.
 - 2.2. **Specific Requirements:** Refer to A30/596 Environmental Targets
 - 2.3. **Evidence of compliance:** Refer to A30/596 Environmental Targets.
- 3. **Supporting information**
 - 3.1. **Description:** Refer to A30/596 Environmental Targets.
 - 3.2. **Submittal date:** Refer to A30/596 Environmental Targets.

596 Environmental targets

- 1. **BREEAM targets**
 - 1.1. **1.1. Energy use, Water Consumption and Transport Data:** Refer to A30/597 – MAN 03 - Responsible Construction Practices (Monitoring of construction-site impacts)
 - 1.2. **Air (dust) pollution arising from the site** All parties who at any point manage the construction site will implement best practice pollution prevention policies and procedures on site in accordance with 'Working at construction and demolition sites: PPG6, Pollution Prevention'.
 - 1.3. **Water (ground and surface) pollution occurring on the site** prevention policies and procedures on site in accordance with 'Working at construction and demolition sites: PPG6, Pollution Prevention Guidelines'.
 - 1.4. **1.4. Site Timber:** All timber and timber-based products used during the construction process of the project must be legally harvested and traded timber. Copy of relevant responsible sourcing scheme certificate (for timber where certification not provided written confirmation from supplier that all timber is legally harvested and traded'), if these are not available then confirmation that products will be sourced from suppliers capable of providing certification can be used at design stage.
- 2. **Compliance:** Check progress against each target as the work proceeds. Include section in Monthly Progress Report.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****597 Compliance with BREEAM**

1. **Requirements:** A BREEAM score of Excellent (BREEAM New Construction 2018) is required to be achieved for this building.
2. **Advisory Professional:** The Contractor shall as part of their construction team provide a suitably qualified Advisory Professional to monitor the project to ensure ongoing compliance with the relevant sustainability performance/process criteria, and therefore BREEAM target(s), during the Construction, Handover and Close Out stages. To do this the suitably qualified Advisory Professional should ideally be site based or visit the site regularly to carry out spot checks, with the relevant authority to do so, and will require action to be taken to address shortcomings in compliance. The Advisory Professional will monitor site activities with sufficient frequency to ensure that risks of non-compliance are minimised. They will report on progress at relevant project team meetings including identifying potential areas of non-compliance and any action needed to mitigate. The Contractor is to submit their proposed suitably qualified Advisory Professional CV with their tender submission.
3. **Generally:** The Contractor shall assist the Client's appointed BREEAM assessor to demonstrate compliance has been met for all of the targeted criteria as detailed in the Evidence Schedule included in Appendix I as defined in BREEAM UK New Construction Non-Domestic Building (United Kingdom) Technical Manual SD5078: 3.0 – 2018:
4. **MAN 02**
 - 4.1. **MAN 02 Life Cycle Cost and Service Life Planning (Capital Cost Reporting)** - The Principal Contractor commits to ensuring that the final capital cost for the building in pounds per square meter (£k/m²) is reported to the BREEAM assessor. This shall include construction (including prep works, materials, equipment and labour), site management, construction financing, insurance and taxes during construction and inspection and testing costs. Costs related to land procurement, clearance, design, statutory approvals and post occupancy aftercare should not be included in the final calculation.
5. **MAN 03**
 - 5.1. **MAN 03 Responsible Construction Practices (Timber Prerequisite) Responsible Sourcing of Construction Products (Timber Prerequisite)** - The Principal Contractor must ensure that all timber and timber-based products used during the construction process (including associated works such as construction hoarding) are 'Legally harvested and traded timber'. Valid Chain of Custody certification must be presented to the BREEAM assessor upon completion, for use in the assessment.
 - 5.2. BREEAM follows the UK government's definition of legally sourced timber, as outlined in the Central Point of Expertise on Timber (CPET) 5th Edition report on the UK Government Timber Procurement Policy, which states that legal timber and wood-derived products are those that originate from a forest where the following criteria are met:
 - 5.2.1. Third party, independent forest certification schemes—Category A (e.g. FSC or PEFC)
 - 5.2.2. Evidence on a case-by-case basis in line with the Framework for Evaluating Category B evidence—Category B.
 - 5.3. Please note that this includes reusable timber formwork.
6. **MAN 03**
 - 6.1. **MAN 03 Responsible Construction Practices (Environmental Management)** - Any parties that manage the site are required to operate an environmental management system (EMS) covering their main operations. This must be third party certified, to ISO 14001:2015, EMAS or equivalent.

Any parties that manage the site must implement best practice pollution prevention policies and procedures on-site in accordance with Pollution Prevention Guidelines, Working at

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

construction and demolition-sites: PPG6.

Please note that this includes the principal contractor and demolition contractor.

- 6.2. **MAN 03 Responsible Construction Practices (BREEAM Advisory Professional)** The client and the Principal Contractor must formally agree BREEAM performance targets and the Principal Contractor will appoint a qualified BREEAM Advisory Professional (AP) by RIBA Stage 5 to work with the project team to consider the links between BREEAM issues and assist them in achieving, and if possible, going beyond the design intent, to maximise the project's performance against the agreed performance targets throughout the Construction, Handover and Close Out stages.
The AP must monitor construction progress against the previously agreed performance throughout all stages where decisions critically impact BREEAM performance, proactively identify risks and opportunities related to the procurement and construction process and the achievement of the performance targets, provide feedback to the constructors and the project team as appropriate, to support them in taking corrective actions and achieving their agreed performance targets, monitor and, where relevant, coordinate the generation of appropriate evidence by the project team and the provision to the assessor.
- 6.3. **MAN 03 – Responsible Construction Practices (Responsible Construction Management)** - refer to A32/115.
- 6.4. **MAN 03 – Responsible Construction Practices (Monitoring of construction-site impacts)** - The Principal Contractor will ensure that responsibility is assigned to an individual(s) for monitoring, recording and reporting energy use, water consumption and transport data (incoming and outgoing materials) resulting from all on-site construction processes and dedicated off-site monitoring throughout the build programme. To ensure the robust collection of information, this individual(s) will have the appropriate authority and responsibility to request and access the data required.
- 6.4.1. **Energy consumption:** The Principal Contractor will ensure that principal constructor's and sub contractors' energy consumption in kWh is monitored and reported (and where relevant, liters of fuel used) as a result of the use of construction plant, equipment (mobile and fixed) and site accommodation. The total carbon dioxide emissions (total kgCO₂ /project value) from the construction process will be reported to the BREEAM assessor.
- 6.4.2. **Water consumption:** The Principal Contractor will ensure that principal constructor's and sub-Contractors' potable water consumption (m³) arising from the use of construction plant, equipment (mobile and fixed) and site accommodation is monitored and reported. Using the collated data, the total net water consumption (m³), i.e., consumption minus any recycled water use from the construction process will be reported to the BREEAM assessor.
- 6.4.3. **Transport of construction materials and waste:** The Principal Contractor will ensure that data on transport movements and impacts resulting from delivery of the majority of construction materials to site and construction waste from site is monitored and reported. Scope of this monitoring will cover the construction waste groups outlined in the project's waste management plan. As a minimum, this will cover:
- 6.4.3.1. Transport of materials from the factory gate to the building site, including any transport, intermediate storage and distribution
- 6.4.3.2. Scope of this monitoring must cover the following as a minimum:
- 6.4.3.2.1. Materials used in major building elements (i.e., those defined in BREEAM issue Mat 01 Life cycle impacts), including insulation materials.
- 6.4.3.2.2. Ground works and landscaping materials.
- 6.4.3.3. Transport of construction waste from the construction gate to waste disposal processing/recovery center gate.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

6.4.4. The Principal Contractor will ensure that using the collated data, materials and waste (reported separately), the total fuel consumption (litres) and total carbon dioxide emissions (kgCO₂ eq), plus total distance travelled (km) will be reported to the BREEAM assessor.

7. MAN 04

- 7.1. **MAN04 – Commissioning - Testing Schedule and Responsibilities** - The Principal Contractor will prepare a schedule of commissioning and testing which identifies and includes a suitable timescale for commissioning and re-commissioning of all complex and non-complex building services and control systems and for testing and inspecting building fabric. The schedule will identify the appropriate standards for all commissioning activities to be conducted, where applicable, in accordance with:
- 7.1.1. Current Building Regulations;
 - 7.1.2. BSRIA guidelines;
 - 7.1.3. CIBSE guidelines; and
 - 7.1.4. Other appropriate standards.
- 7.2. Where a building management system (BMS) is specified:
- 7.2.1. Carry out commissioning of air and water systems when all control devices are installed, wired and functional;
 - 7.2.2. Include physical measurements of room temperatures, off-coil temperatures and other key parameters, as appropriate, in commissioning results;
 - 7.2.3. The BMS or controls installation should be running in auto with satisfactory internal conditions prior to handover;
 - 7.2.4. All BMS schematics and graphics (if BMS is present) are fully installed and functional to user interface prior to handover; and
 - 7.2.5. Fully train the occupier or facilities team in the operation of the system.
- 7.3. The Principal Contractor is required to appoint an appropriate project team member to monitor and programme pre-commissioning, commissioning and testing (and where necessary, re-commissioning activities). The commissioning and testing programme, responsibilities and criteria are accounted for within the budget and the main programme of works and allows for the required time to complete all commissioning and testing activities prior to handover.
- 7.4. **Man 04 – Commissioning – Design and Preparation** - During the design stage, the client or the principal contractor will appoint an appropriate project team member, provided they are not involved in the general installation works for the building services systems, with responsibility for:
- 7.4.1. Undertaking design reviews and giving advice on suitability for ease of commissioning
 - 7.4.2. Providing commissioning management input to construction programming and during installation stages
 - 7.4.3. Management of commissioning, performance testing and handover or post-handover stages
- 7.5. For buildings with complex building services and systems, this role will be carried out by a specialist commissioning manager.
- 7.6. **MAN 04 – Commissioning and Handover (Testing and inspecting building fabric)** - The Principal Contractor will be required to complete post-construction testing and inspection to quality-assure the integrity of the building fabric, including continuity of insulation, avoidance of thermal bridging and air leakage paths through employing a suitably qualified professional to undertake airtightness testing and a thermographic survey in accordance with the appropriate standard.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

- 7.7. Any defects identified through the testing and inspection process must be rectified prior to building handover and close out, with any remedial work meeting the required performance characteristics for the building or element as defined at the design stage.
- 7.8. **MAN 04 – Commissioning and Handover (Handover)** - The Principal Contractor will be required to produce 2no. Building User Guides (BUGs) and 2no. training schedules prior to handover as follows:
- 7.8.1. A non-technical user guide for distribution to the building occupiers; and
- 7.8.2. A technical user guide for the premises facilities managers
- 7.9. A draft copy of the BUGs must be developed and discussed with the users first to ensure its appropriateness and usefulness to the user and should be a dedicated building/site specific guidance. The purpose of the guide is to help building users access, understand and operate the building efficiently and in a manner in keeping with the original design intent. The content of the guides is specific to the building type and end users, but broadly should include information on the following:
- 7.9.1. Overview of the building and its environmental strategy, e.g., energy, water or waste efficiency policy or strategy, and how users should engage with and deliver the policy or strategy
- 7.9.2. Provision of, and access to, shared facilities.
- 7.9.3. Safety and emergency information or instructions.
- 7.9.4. Building-related operational procedures specific to building type or operation, e.g., laboratories.
- 7.9.5. Building-related incident reporting and feedback arrangements.
- 7.9.6. Provision of and access to transportation facilities, e.g., public transport, cyclist facilities, pedestrian routes etc.
- 7.9.7. Provision of and access to local amenities.
- 7.9.8. Links, references and relevant contact details.
- 7.10. The training schedules must be timed appropriately around handover and proposed occupation plans, which includes the building's design intent as a minimum. Additionally, the building occupiers training schedule must contain an introduction to the building user guide for building occupiers and other relevant building documentation.
- 7.11. Furthermore, the facilities managers' training schedule must also contain:
- 7.11.1. The available aftercare provision and aftercare team main contacts, including any scheduled commissioning and post occupancy evaluation.
- 7.11.2. Introduction to, and demonstration of, installed systems and key features, particularly building management systems, controls and their interfaces.
- 7.11.3. Introduction to the facilities managers' user guide and other relevant building documentation, e.g., design data, technical guides, maintenance strategy, operations and maintenance (O&M) manual, commissioning records, log book etc.
- 7.11.4. Maintenance requirements, including any maintenance contracts and regimes in place.

8. HEA 01

- 8.1. **HEA 01 – Visual Comfort** - The Principal Contractor is required to identify the risk of glare within all relevant building areas and use a glare control strategy to design out the potential for glare
- 8.2. The glare control strategy must not increase energy consumption used for lighting. This is achieved by:
- 8.2.1. Maximising daylight levels in all weather, cloudy or sunny AND;

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

- 8.2.2. Ensuring the use or location of shading does not conflict with the operation of lighting control systems.
- 8.3. Control of glare from the sun is required in spaces with computer workstations such as offices, laboratories, study bedrooms, libraries, control rooms and reception desks. It is also required in spaces where people have to spend time in fixed locations such as classrooms, hospital wards, court rooms and factory production lines.
- 8.4. Compliant shading measures for meeting glare control criteria can include:
- 8.4.1. building-integrated measures (e.g. overhangs or fins).
 - 8.4.2. occupant-controlled devices such as opaque Venetian or close weave fabric blinds, (where the openness factor of blinds is 1% or less, and where the fabric light transmittance value is < 0.1 (10%).
 - 8.4.3. external shading or brise soleil.
 - 8.4.4. or a combination of the above.
- 8.5. Glare control must provide shading from both high level summer and low level winter sun. Design studies can be used to demonstrate the sunlight is prevented from reaching the eyes of building occupants, or the computer screens they are using, during occupied hours.
- 8.6. Curtains (where used without other forms of shading) do not meet the criteria for the glare control credit. This is because they do not provide sufficient control to optimise daylight into the space. As such, the use of curtains to control glare is likely to cause occupants to rely more on artificial lighting.
- 8.7. **HEA 02 – Indoor Air Quality (Emissions from Construction products)** - The Principal Contractor must commit to ensuring that at least three out of the five product types listed within Table 5.11 of the BREEAM NC 2018 Technical Manual meet the emission limits, testing requirements and any additional requirements specified. Where wood-based products are not one of three selected product types, all wood-based products used for internal fixtures and fittings must be tested and classified as formaldehyde E1 class as a minimum.
- 8.8. **HEA 02 – Indoor Air Quality (Post-construction Indoor Air Quality Measurement)** - The Principal Contractor is required to undertake 2 no. sets of indoor air quality testing at post-construction, but prior to occupation, to confirm that the formaldehyde concentration does not exceed 100µg/m³ averaged over 30 minutes (WHO guidelines for indoor air quality: Selected pollutants, 2010) and the total volatile organic compound (TVOC) concentration in indoor air is measured post construction (but pre-occupancy) and does not exceed 500µg/m³ over 8 hours.
- 8.9. The formaldehyde testing and analysis must be performed in accordance with ISO 16000-2(58) and ISO 16000-3 whilst the TVOC testing and analysis must be performed in accordance with ISO 16000-5(60) and ISO 16000-6(61) or ISO 16017-1(62).
- 8.10. Where levels are found to exceed either of these limits, the Principal Contractor must confirm that measures have, or will be, undertaken in accordance with the Indoor Air Quality Plan, to reduce the TVOC and formaldehyde levels to within these limits.
- 9. WAT 01**
- 9.1. **WAT 01 – Water Consumption** - The Principal Contractor will be required to ensure that fitted sanitary appliances will enable 2 credits under BREEAM to be achieved. The efficiency of the following 'domestic scale' water-consuming components must be included in the assessment (where specified):
- 9.1.1. WC's
 - 9.1.2. Wash-hand basin taps
 - 9.1.3. Showers

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- 9.1.4. Urinals
- 9.1.5. Kitchen taps (including waste disposal units if applicable)
- 9.1.6. Kitchen pre-rinse nozzles
- 9.1.7. Dishwashers (domestic and commercial sized)
- 9.1.8. Washing machines (domestic and commercial or industrial sized)
- 9.2. **WAT 03 – Water Leak Detection (Leak Detection System)** - The Principal Contractor must install a leak detection system capable of detecting a major water leak on the utilities water supply within the building(s), to detect any major leaks within the building(s) and between the buildings and the utilities water supply, to detect any major leaks between the utilities supply and the building(s) under assessment.
- 9.3. The leak detection system must be:
 - 9.3.1. A permanent automated water leak detection system that alerts the building occupants to the leak OR an inbuilt automated diagnostic procedure for detecting leaks.
 - 9.3.2. Activated when the flow of water passing through the water meter or data logger is at a flow rate above a pre-set maximum for a pre-set period of time. This usually involves installing a system which detects higher than normal flow rates at meters or sub-meters. It does not necessarily require a system that directly detects water leakage along part or the whole length of the water supply system.
 - 9.3.3. Able to identify different flow and therefore leakage rates, e.g. continuous, high or low level, over set time periods. Although high and low level leakage rates are not specified, the leak detection equipment installed must have the flexibility to distinguish between different flow rates to enable it to be programmed to suit the building type and owner's or occupier's usage patterns
 - 9.3.4. Programmable to suit the owner's or occupier's water consumption criteria
 - 9.3.5. Where applicable, designed to avoid false alarms caused by normal operation of large water-consuming plant such as chillers.
- 9.4. **WAT 03 – Water Leak Detection (Flow Control Devices)** - The Principal Contractor is required to install flow control devices e.g. solenoid valves, which regulate the water supply to each WC area or sanitary facility according to demand, to minimise undetected wastage and leaks from sanitary fittings and supply pipework

10. MAT 01

- 10.1. **MAT 01 – Environmental Impacts from Construction Products - Building Life Cycle Assessment (LCA)** - The Principal Contractor will take the Life Cycle Assessment (LCA) developed at RIBA Stage 2 and undertake further analysis using a BREEAM compliant tool to analyse 2 to 3 significantly different superstructure options at RIBA Stage 4. For each design option, fulfil the same functional requirements specified by the client and all statutory requirements (to ensure functional equivalency). The LCA options appraisal shall be formally recorded in a report for submission to the BREEAM assessor an integrated into the wider design decision-making process.

11. MAT 03

- 11.1. **MAT 03 – Responsible Sourcing of Construction Products (Measuring Responsible Sourcing)** - The Principal Contractor is required to ensure that all non-timber materials sourced for the construction works are covered by an ISO14001 certificate, or preferably a BES6001 certificate and all timber-based materials are covered by for all non-timber-based materials covered by FSC or PEFC certificates. For timber-based materials, this must cover all the product and not just a proportion.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

11.2. 1 credit is required to be achieved under BREEAM, which is the equivalent of achieving at least 10% of available 'Responsible Sourcing of Materials' points, which is calculated using methodologies outlined by BREEAM.

11.3. **MAT 03 – Responsible Sourcing of Construction Products (Sustainable Procurement Plan)** - The Principal Contractor is required to ensure that they adhere to the employer/site wide Sustainable Procurement Plan and seek to procure materials from local suppliers where feasible

12. WST 01

12.1. **WST 01 – Pre-Demolition Audit** - Where any existing buildings, structures or hard surfaces are being considered for demolition a pre-demolition audit must be undertaken to determine whether refurbishment or reuse is feasible and maximise the recovery of materials for high grade or value applications. The audit must be undertaken by an individual who has appropriate knowledge of buildings, waste and options for reuse and recycling of different waste streams. Ideally this would be the demolition contractor.

12.2. The pre-demolition audit must cover the following;

12.2.1. Identification and quantification of key materials

12.2.2. Potential applications and any related issues for the reuse and recycling of the key materials in accordance with the waste hierarchy

12.2.3. Opportunities for reuse and recycling within the same development

12.2.4. Identification of local re-processors or recyclers for recycling of materials

12.2.5. Identification of overall recycling targets where appropriate

12.2.6. Identification of reuse targets where appropriate

12.2.7. Identification of overall landfill diversion rate for all key materials

12.3. The pre-demolition audit must compare actual waste arisings and waste management routes used with those forecasts and investigate significant deviations from planned targets and be referenced in the Resource Management Plan.

12.4. **WST 01 – Construction Waste Management (Construction Resource Efficiency)** - The Principal Contractor will be required to produce a Resource Management Plan (RMP) covering the following:

12.4.1. A target benchmark for resource efficiency, i.e. m3 of waste per 100m2 or tonnes of waste per 100m2

12.4.2. Procedures and commitments to minimise non-hazardous waste in line with the target benchmark

12.4.3. Procedures to minimise hazardous waste; these are:

12.4.3.1. A waste minimisation target and details of waste minimisation actions to be undertaken

12.4.3.2. Procedures to estimate, monitor, measures and report on hazardous and non-hazardous site waste and demolition waste, where relevant arising from work carried out by the principal contractor and all subcontractors. Waste data obtained from licensed external waste contractors needs to be reliable and verifiable, e.g. using data from EA/SEPA/EA Wales/NIEA waste return forms or from a PAS402 compliant company

12.4.3.3. Monthly reporting of all construction waste data throughout the project checked against what would be expected based on the stage of the project, invoices, etc, to validate completeness of waste reporting data

12.4.3.4. Procedures to sort, reuse and recycle construction waste into defined waste groups, either on site or through a licensed external contractor

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

- 12.4.3.5. Procedures to review and update the plan
- 12.4.3.6. The name or job title of the individual responsible for implementing the above
- 12.5. The non-hazardous waste related to on-site construction and dedicated off-site manufacture or fabrication (including demolition and excavation waste) generated by the building's design and construction and accurate data records on waste arisings and waste management routes. The total amount of waste allowed for the entire scheme, excluding excavation and demolition waste is 3.4m³ or 3.2 tonnes /100m² of GIA.
- 12.6. The Principal Contractor is required to divert 80% (tonnage) or 70% (volume) of construction waste and 90% (tonnage) or 80% (volume) of demolition waste from landfill as a minimum. All waste must be sorted into the relevant construction waste groups where appropriate, be it on or off site.

13. LE 05

- 13.1. **LE 05 – Long Term Ecology Management and Maintenance** - The Principal Contractor must confirm that compliance is being monitored against all relevant UK, EU and international standards relating to the ecology of the site.

14. POL 05

- 14.1. **POL 05 - Reduction of Noise Pollution** - The Principal Contractor is required to commission a suitably qualified acoustic consultant to undertake a noise impact assessment, compliant with BS 4142:2014, as measured in the locality of the nearest or most exposed noise-sensitive development. Noise levels must be measured or determined for:
 - 14.1.1. Existing background noise levels:
 - 14.1.1.1. At the nearest or most exposed noise-sensitive development to the proposed assessed site
 - 14.1.1.2. including existing plant on a building, where the assessed development is an extension to the building
 - 14.1.2. Noise rating level from the assessed building.
- 14.2. The recorded noise level must be at least 5dB lower than the background noise throughout the day and night attenuation measures installed, where necessary, to ensure that the noise will comply with the criterion.

599 Freedom of Information Act

- 1. **Records:** Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
- 2. **Determination:** Submit requests received. Do not supply information to anyone other than the project participants without express written permission.
- 3. **Confidentiality:** Maintain at all times.

600 Planning

- 1. **Employer's responsibility:** The Employer has obtained planning permission relating to this development, a copy of which is included in Appendix G. Details of the information submitted in respect of this application can be found on the South Oxfordshire District Council planning web portal application reference P21/S2646/FUL.
- 2. **Contractor's responsibility:** The contractor shall be responsible for clearing and complying with all Reserved Matters or Conditions (including the production and submission of any associated revisions and/or developments of the design) that may form part of the planning consent. All costs

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

associated with the management/assistance of obtaining such clearance or compliance must be allowed for in the Contractor's tender. If the Contractor wishes to make changes to the scheme and this affects the Planning Permission, the Contractor will have sole responsibility to liaise with and obtain the written approval of both the Planning Authority and the Employer at its own expense.

601 Fire Regulations

1. Fire Regulations: The works shall meet the requirements of the current fire regulations and the Contractor shall include for the application for and obtaining of all relevant Fire Certificates and shall comply with the Fire Precautions Act. No adjustment to the tender or subsequently to the Contract Sum will be allowed for costs arising from satisfying these requirements.

602 Copyright

1. Copyright: The Contractor shall assign to the Employer irrevocable royalty-free license to use and reproduce the plans, designs, drawings, specifications, design details and calculations produced relating to the contract works; including all amendments and additions thereto for all purposes relating to the contract works including, but not limited to the construction, completion, reconstruction, modification, extension, repair, use, letting, sale and advertising of the works.

603 Building Control

1. Contractor's responsibility: The Contractor shall be responsible for all aspects of the design of the whole of the works outlined by the tender documents and as defined by the Contract, including providing a Building Regulation compliant scheme. The Contractor shall submit all information necessary to the Contractors appointed Approved Inspector to allow them to undertake a full plan review, including amending and re-submitting information as necessary following any comment issued by the Approved Inspector. Arrange for all necessary site visits by the Approved Inspector to inspect the works
2. Approved Inspector: The Contractor shall liaise with the Approved Inspector to ensure the completed project complies with all requirements of the Building Regulations to enable a final certificate to be issued by the Approved Inspector. The Contractor will be directly responsible for obtaining all other necessary approvals for any changes made to their Contractors Proposals, including all associated additional fees. The Contractor shall provide notification in writing of compliance with Building Regulations at Practical Completion.
3. Notification: The Contractor shall notify Employer's Agent of every building control site visit and issue every Approved Inspector site visit notes to the Employer's Agent within 48 hours of receipt

604 Adoption Agreements

1. Adoption Agreements: Where Road, sewers and the like will be adopted by the Local Authority or Water Authority under `Section 38, Section 104 or Section 111 Agreements the Contractor shall enter into the Agreements including entering into any required Bonds and the Contractor shall pay all supervisory fees, legal fees and all other expenses in connection with such Agreements.

605 Other Statutory Consents and Requirements

1. General: The Contractor shall be responsible for obtaining and complying with all other necessary statutory consents and approvals.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****606 Fees and Charges**

1. General: Contractor shall allow for all fees, charges, rates, and tasks legally demandable in connection with the execution of the Works, which are deemed to include the following (this list is not definitive):
 - 1.1. Associated condition surveys
 - 1.2. Incoming services, including associated wayleave and legal fees
 - 1.3. Building Control fee associated with changes made to the Employers Requirements by the Contractors Proposals
 - 1.4. Planning condition discharge fee
 - 1.5. EPC certificates fee
 - 1.6. Any other fees, charges, rates and tasks legally demandable in connection with the execution of the works.
 - 1.7. Overheating assessment

Subletting/ supply**630 Domestic subcontracts**

1. General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
2. Details: Provide details of all subcontractors and the work for which they will be responsible.
3. Submit: Within one week of request

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****A31****Provision, content and use of documents****Definitions and interpretations****110 Definitions**

1. **Meaning:** Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated here or in the appropriate referenced document.

115 Description terminology

1. Attendance: Includes:
 - 1.1. The use of the Main Contractor's temporary roads, pavings and paths, standing scaffolding, standing power operated hoisting plant,
 - 1.2. The provision of temporary lighting of an equivalent brightness to the finished lighting brightness.
 - 1.3. The provision of water
 - 1.4. The clearing away of rubbish and paying all charges in connection with its disposal, the provision of secure hard standing space for the sub-contractor's own offices, plant and material storage
 - 1.5. The use of standing mess rooms, sanitary accommodation, and welfare facilities and
 - 1.6. The provision of all Health and Safety facilities and all Fire Safety precautions, services, equipment, signage, facilities, marshalls and the like necessary to comply with the relevant parts of the Joint Fire Code.
 - 1.7. Additional requirements should be described as 'Special attendance'
2. Building Manual: A document containing information of use to subsequent building owners, occupiers and users about the requirements and procedures for effective operation, maintenance, decommissioning and demolition of the building.
3. Construction Work: Permanent work together with temporary work.
4. Contractor: The party who undertakes to perform the services, supply goods or carry out work defined in a contract. Includes Main Contractor, Prime Contractor, Supplier, Service provider, Builder, Subcontractor, etc. as the context dictates, which may be defined terms in certain standard contract forms.
5. Cost: The amount paid or given by one party to another in exchange for goods, work or services.
6. Designer: A person carrying out design on a project.
7. Deviation: Difference between a specified dimension or position and the actual dimension or position.
8. Employer: The party to the Contract for whom the goods, work or services are provided. Includes Client (in consultancy contracts and CDM Regulations), the Employer, Building Owner or Purchaser (in construction contracts), the Developer (in development agreements and funding agreements), or the 'Main' contractor in contractor/ subcontractor agreements - which may be defined terms in certain standard contract forms.
9. Estimate/Quote: An approximate evaluation of either time or cost of part or the whole of a project.
10. Execute: To complete a task fully and put into effect. To fix, apply, install, or lay products securely, accurately, plumb and in alignment.
11. Existing: Items retained in place to receive new work.

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

12. Fastener: Device for mechanically attaching something to something else.
13. Manufacturer's standard: Where used in conjunction with a specified proprietary product, accessories to be those recommended by the product manufacturer.
14. Permanent Work: Work to be constructed and completed in accordance with the Contract.
15. Price: An indication of the amount required to be paid by one party to another in exchange for goods, work or services.
16. Requirements: A description in outline or detailed form of the development, or a part of it, which one party requires another to design and/or build.
17. Schedule of rates: The subdivision of product and execution prices by a pre-determined unit basis.
18. Schedule of Work: The subdivision of work items by a pre-determined classification. Can form the basis of a pricing document where Bills of Quantities are not used.
19. Schematic: A drawing of a system showing components, products, systems and their interconnections.
20. Temporary work: Incidental work to undertaken during construction but not intended to form part of the completed work.
21. Give notice: Communicate in writing to the person administering the Contract at the address listed therein.
22. Recycle: Collect, sort, process and convert discarded or recovered components into raw materials for use in the creation of new products.
23. Reuse: Recover components to be fixed or used in the project or other buildings without the requirement for recycling.
24. Submit: Deliver an item in a specified format to a specified person within a specified time frame.

120 Communication

1. **Definition:** Includes advise, inform, submit, give notice, instruct, agree, confirm, seek, provide or obtain information, consent or instructions, or make arrangements.
2. **Format:** In writing to the person named in clause A10/140 unless specified otherwise.
3. **Response:** Do not proceed until response has been received.

130 Products

1. **Definition:** Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
2. **Includes:** Goods, plant, materials, site materials and things for incorporation into the Works.

135 Site equipment

1. **Definition:** Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
2. **Includes:** Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
3. **Excludes:** Products and equipment or anything intended to form or forming part of the permanent works.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****140 Drawings**

1. **Definitions:** To BSRIA BG 6, 'A design framework for building services: Design activities and drawing definitions'.
2. **CAD data:** In accordance with ISO 19650.

145 Contractor's choice

1. **Meaning:** Selection delegated to the Contractor, but liability to remain with the specifier.

150 Contractor's Design

1. **Meaning:** Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.

155 Submit proposals

1. **Meaning:** Submit information in response to specified requirements.

160 Terms used in specification

1. **Remove:** Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes removal and disposal of associated pipework, wiring, ductwork or other services.
2. **Remediate:** Action or measures taken to lessen, clean up, remove or mitigate the existence of hazardous materials; in accordance with standards, or requirements as may be set out by statutes, rules, regulations or specification.
3. **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging. To include all labour, materials and site equipment for that purpose.
4. **Supply and fix:** As above, but including supply of products, components or systems to be fixed, together with everything necessary for their fixing. All products, components or systems are to be supplied and fixed unless stated otherwise.
5. **Keep for reuse:** Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, protect adequately and store until required by the employer/ purchaser, or until required for use in the works as instructed.
6. **Keep for recycling:** As 'keep for reuse' but relates to a naturally occurring material rather than a manufactured product.
7. **Make good:** Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
8. **Replace:** Supply and fix new products matching those removed. Execute work to match original new state of that removed.
9. **Repair:** Execute remedial work to restore something to its original working state. Make secure, sound and neat. Excludes redecoration and/ or replacement.
10. **Refix:** Fix removed products.
11. **Ease:** Adjust moving parts of designated products, or work to achieve free movement and good fit in open and closed positions.
12. **Match existing:** Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

13. **System:** Equipment, accessories, controls, supports and ancillary items (including installation) necessary for that section of the work to function.

170 Manufacturer and product reference

1. **Definition:** When used in this combination:
 - 1.1. **Manufacturer:** the person or legal entity under whose name or trademark the particular product, component or system is marketed
 - 1.2. **Product reference:** the proprietary brand name and/ or identifier by which the particular product, component or system is described.
2. **Currency:** References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 Substitution of products

1. **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
2. **Reasons:** Submit reasons for the proposed substitution.
3. **Documentation:** Submit relevant information, including:
 - 3.1. manufacturer and product reference;
 - 3.2. cost;
 - 3.3. availability;
 - 3.4. relevant standards;
 - 3.5. performance;
 - 3.6. function;
 - 3.7. compatibility of accessories;
 - 3.8. proposed revisions to drawings and specification;
 - 3.9. compatibility with adjacent work;
 - 3.10. appearance;
 - 3.11. copy of warranty/ guarantee.
4. **Alterations to adjacent work:** If needed, advise scope, nature and cost.
5. **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

210 Cross references

1. **Accuracy:** Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
2. **Related terminology:** Where a numerical cross reference is not given, the relevant sections and clauses of the specification will apply.
3. **Relevant clauses:** Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
4. **Discrepancy or ambiguity:** Before proceeding, obtain clarification or instructions.

220 Referenced documents

1. **Conflicts:** Specification prevails over referenced documents.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****230 Equivalent products**

1. **Inadvertent omission:** Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

240 Substitution of standards

1. **Specification to British Standard or European Standard:** Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
2. **Before ordering:** Submit notification of all such substitutions.
3. **Documentary evidence:** Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 Currency of documents and information

1. **Currency:** References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

260 Sizes

1. **General dimensions:** Products are specified by their co-ordinating sizes.
2. **Timber:** Cross section dimensions shown on drawings are:
 - 2.1. Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
 - 2.2. Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

Documents provided on behalf of employer**410 Additional copies of the drawings/ documents**

1. **Additional copies:** Issued free of charge in electronic format only.

440 Dimensions

1. **Scaled dimensions:** Do not rely on.

460 The specification

1. **Coordination:** All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

Documents provided by contractor/ subcontractors/ suppliers**510 Changes/ amendments to Employer's Requirements**

1. **Contractor's changes to Employer's Requirements:** Support request for substitution or variation with all relevant information.
2. **Employer's amendments to Employer's Requirements:** If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after the variation has been carried out, may not be allowed.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

3. **Submit:** Full substantiation, including cost and implications to the Employer's Agent and Quantity Surveyor.

520 Design documents

1. **Scope:** Include the following in the Contractor's Proposals
 - 1.1. **Design drawings:** All at a suitable scale: Refer to A05/250
 - 1.2. **Technical information:** Refer to A05/250
 - 1.3. **Submittal date:** Refer to A05/250

600 Contractor's Design information

1. **Generally:** Complete the design and detailing of parts of the Works as specified.
2. **Master programme:** Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
3. **Information required:** All working drawings, details, information and the like as necessary to complete the works. As built drawings and information, maintenance instruction and guarantees at practical completion
 - 3.1. **Format:** All working drawings, details and the like shall be issued electronically to the Employer's Agent promptly, timelessly and free of charge.
 - 3.2. **Number of copies:** 1nr PDF format for all drawings and documents and 1nr DWG format for all drawings
4. **Submit:** As agreed information release schedule/ minimum two weeks prior to ordering of materials or commencement of construction of the works.
5. **Process for Comment:** The Contractor shall issue all Contractor's design information to the Employer's Agent, timelessly and free of charge for comment. The Contractor shall not proceed with the relevant work until the Employer's Agent has commented on the Contractor's Design Information submitted. Take on board any comments the Employer's Agent may have and ensure that any necessary amendments are made without delay and resubmit. The Contractor may submit its Contractor's Design information in parts if the Contractor's Design information of each part can be assessed fully. The Contractor shall demonstrate how the risks to those carrying out the Works and those maintaining, cleaning, and demolishing the building have been reduced. As indicated above the Contractor should particularly note the requirement for working drawings to be provided at least two weeks prior to ordering of materials or commencement of construction of the works.
 - 5.1. Where this procedure is not followed, and work is undertaken prior to the Employer's Agent commenting such work may be rejected and payment for such work refused until this procedure has been complied with.
 - 5.2. For commenting purposes, the Contractor shall, as a minimum, provide the drawings as listed under A31/520 above. Any details, drawings and the like issued by the Contractor post contract are to comply fully with the Employer's Requirements.
 - 5.3. All revisions are to be clearly detailed and written confirmation is to be provided by the Contractor stating all revisions incorporated are in full accordance with the Employer's Requirements.
 - 5.4. Where any proposal is at divergence with the Contractor's Proposals or Employer's Requirement, such proposals are to be notified separately for consideration by the Employer as a request for substitution. Such variation shall not be incorporated into the works without the prior written consent of the Employer's Agent.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

- 5.5. Should any amendment to design required by the Employer's Agent be considered by the Contractor involve a Change in Employer's Requirement which has not already been acknowledged as a change by the Employer's Agent, the Contractor shall notify the Employer's Agent without delay, and in any case within 7 days, and not proceed with ordering, fabrication, erection or installation until subsequently instructed. If the Employer's Agent agrees that the requested amendment constitutes a change to the Employer's Requirements the procedure set out in the conditions of contract will thereafter be followed.

620 As-built drawings and information

1. **General:** Provide the following drawings/ information:
 - 1.1. provide drawings/ information for all Contractor designed works.
 - 1.2. as identified in A37 and the Pre-construction Information Document.
2. **Submit:** At least two weeks before date for completion.

640 Maintenance instructions and guarantees

1. **Components and equipment:** Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
2. **Information location:** In Building Manual.
3. **Emergency call out services:** Provide telephone numbers for use after completion. Extent of cover: 24 hours 7 days a week.

650 Energy rating calculation

1. **Calculation documentation:**
 - 1.1. Number of copies: Two
 - 1.2. Energy Performance Certificate Assessor: Contractors Choice.
 - 1.3. Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual.

660 Environmental assessment information

1. **Scheme type:** Refer to A30/596 and 597 and BREEAM Evidence Schedule included in Appendix I of the Pricing Document
2. **Assessment information**
 - 2.1. **Provide the following:** Produce report to indicate compliance with performance requirements.
 - 2.2. **Format:** Electronic and PD
 - 2.3. **Submit:** Within one week of request.

Document/ data interchange**850 Electronic data interchange (EDI)**

1. **Data:** Types and classes of communication: email on fully protected systems.
2. **Parties:** Between: Between: Client, Employer's Agent, Quantity Surveyor, Main Contractor and appointed sub-contractors/consultants or suppliers.
3. **Requirements:** Fully protected computer systems

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A32

Management of the works

Generally

110 Supervision

1. **General:** Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
2. **Coordination:** Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

115 Considerate Constructors Scheme

1. **Registration:** Before starting work, register the site and pay the appropriate fee.
2. **Contact**
 - 2.1. **Address:** Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.
 - 2.2. **Tel:** 01920 485959.
 - 2.3. **Fax:** 01920 485958.
 - 2.4. **Free phone:** 0800 7831423.
 - 2.5. **Web:** www.ccscheme.org.uk.
 - 2.6. **E mail:** enquiries@ccscheme.org.uk.
3. **Standard:** Comply with the scheme's Code of Considerate Practice.
 - 3.1. **Minimum compliance level:** The Principal Contractor commits to achieving a minimum of 40 points under the Considerate Constructors Scheme, with a minimum of 7 in each category. Additionally, the Principal Contractor commits to carrying out and recording the following responsibilities:
 - 3.1.1. Ensuring clear and safe access in and around the buildings at the point of handover;
 - 3.1.2. Ensuring the fleet operators undertake driver training and awareness to promote safety within the development footprint and off site; and
 - 3.1.3. Ensuring the fleet operators, capture and investigate any road accidents, incidents and near misses and reports them back to the Principal Contractor. The Principal Contractor must then analyse these items.
 - 3.1.4. Documentation will be required to be provided to the BREEAM assessor to confirm that this has been undertaken.

117 Constructing Better Health scheme

1. **Membership:** Register and submit evidence of registration.
2. **Contact**
 - 2.1. Constructing Better Health, B&CE Building, Manor Royal, Crawley, West Sussex RH10 9QP.
 - 2.2. **Tel:** 0845 873 7726
 - 2.3. **Email:** info@cbhscheme.co.uk
 - 2.4. **Website:** www.cbhscheme.co.uk

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****118 Vehicle safety requirements**

1. **Vehicle equipment:** Ensure that all vehicles have the following:
 - 1.1. Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation.
 - 1.2. Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.
 - 1.3. Properly adjusted class VI mirror/s or Fresnel lens to eliminate the near side blind spot.
 - 1.4. Side under run guards.
2. **Driver training**
 - 2.1. Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence.
 - 2.2. Drivers must have a valid driving licence and be legally able to drive the vehicle.
3. **Scheme membership:** Submit evidence of registration with and accreditation to the Fleet Operator Recognition Scheme (FORS)
4. **Level of accreditation:** Gold
5. **Submittal date:** Before commencement of operations on site

120 Insurance

1. **Documentary evidence:** Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.

130 Insurance claims

1. **Notice:** If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the employer/ client, the person administering the Contract on their behalf and the Insurers.
2. **Failure to notify:** Indemnify the employer/ client against any loss, which may be caused by failure to give such notice.

140 Climatic conditions

1. **Information:** Record accurately and retain:
 - 1.1. Daily maximum and minimum air temperatures (including overnight).
 - 1.2. Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 Ownership

1. **Alteration/ clearance work:** Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

155 Scaffolding

1. **Scaffolding:** Make available to subcontractors and others at all times. All scaffolding must be fully checked by a competent and qualified person on a daily basis.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****Programme/ progress****210 Programme**

1. **Master programme:** When requested and before starting work on site, submit in an approved form a master programme for the works, which must include details of:
 - 1.1. Design, production information and proposals provided by the contractor/ subcontractors/ suppliers, including inspection and checking (see section A31).
 - 1.2. Planning and mobilization by the contractor.
 - 1.3. Earliest and latest start and finish dates for each activity and identification of all critical activities.
 - 1.4. Running in, adjustment, commissioning and testing of all engineering services and installations
 - 1.5. Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)
 - 1.6. Work by or on behalf of the employer and concurrent with the contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the contract documents.
 - 1.7. Drop down line indicating current date as issued
2. **Exclusions:** Where and to the extent that the programme implications for work which is not so defined are impossible to assess, exclude it and confirm this when submitting the programme.
3. **Submit:** Electronic copy monthly as part of Contractors Report; Format: MS Project 2010 plus PDF
4. **Further information:** Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

240 Notice of commencement of work

1. **Part of the work:**
 - 1.1. Start of Stage 4 Design
 - 1.2. Commencement of the work on site
2. **Notice period (minimum):** two weeks
3. **Site Set Up:** The contractor shall agree with the Project Manager his proposed Site Set up drawing two weeks prior to commencement of work on site. Failure to do so may result in the contractor amending his set up at no cost to the Employer.

250 Monitoring

1. **Progress:** Record on a copy of the programme kept on site.
2. **Avoiding delays:** If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.
3. **Key Performance Indicators**
 - 3.1. **Details:** To be agreed with the Client/Employer's Agent during 2nd Stage Tender Period.
 - 3.2. **Performance:** Record progress against each KPI.
 - 3.3. **Corrective action:** If performance falls below target, submit proposals as soon as possible.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****260 Site meetings**

1. **General:** Site meetings will be held to review progress and other matters arising from administration of the Contract.
2. **Frequency:** Every month
3. **Location:** Site office or appropriate site location or Via Teams
4. **Accommodation:** Ensure availability at the time of such meetings.
5. **Attendees:** Attend meetings and inform subcontractors and suppliers when their presence is required.
6. **Chairperson (who will also take and distribute minutes):** Contract Administrator

265 Contractor's progress report

1. **Content:** Notwithstanding the Contractor's obligations under the Contract the report must include:
 - 1.1. **Health & Safety Issues:** Provide details of any reportable accidents or near misses; formal and site based H&S audits; Status of Method and Risk Assessments; Updates to Construction Phase Plan; any other H&S issues the Contractor wishes to raise.
 - 1.2. **Overall Progress and Programme:** Progress to date; Work to be undertaken in next period (forward look); key programme risks; drop line update to the construction programme indicating progress; works being undertaken off site.
 - 1.3. **Design Report:** Report on Contractors progress with his design team and comparison against agreed information release schedules, a copy of which should be included in the report; Contractors Consultant reports; planning and building regulation matters, including associated tracker regarding outstanding issues; other design matters.
 - 1.4. **BREEAM Report:** Report on Contractors progress with regards to those elements of the BREEAM Evidence Schedule indicates it is the Contractors responsibility to provide the information identified in the evidence schedule.
 - 1.5. **Planning:** Updated status on progress of planning conditions utilizing planning tracker document.
 - 1.6. **Information required:** Information required, via a Request for Information Schedules
 - 1.7. **Procurement:** Orders placed in period; orders to be placed in the next period
 - 1.8. **Valuation and Contractual Matters:** Contract Sum; Current Projected Final Account; Valuations; Collateral Warranties.
 - 1.9. **Weather:** Identify any time lost due to inclement weather
 - 1.10. **Neighbourhood Relations**
 - 1.11. 1.1. **Progress Photographs:** see A32/280
2. **Submittal date:** At least two business day before the site meeting.

270 Contractor's site meetings

1. **General:** Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

280 Photographs

1. **Number of locations:** Supply appropriate photos of the site works. Location and quantity to be agreed with Employer's Agent.
2. **Frequency of intervals:** Weekly and at the request of the Employer's agent.
3. **Image format:** jpg file format.

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

4. Number of images from each location: One
5. Other requirements: Submit copies as part of Contractor Progress Report. In addition, the Client may employ their own photographer to record the progress of the works. The Contractor shall allow access to this Photographer to undertake this role.

290 Notice of completion

1. Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
2. Associated works: Ensure necessary access, services and facilities are complete.
3. Period of notice (minimum): One month

Control of cost

410 Cash flow forecast

1. Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period. Base on the programme for the Works. Update as the project progresses for each progress meeting to reflect current programme.
2. Tender Cashflow: Based upon the costs provided in the tender documents, is to be submitted with your tender.

420 Removal/ replacement of existing work

1. Extent and location: Agree before commencement.
2. Execution: Carry out in ways that minimize the extent of work.

440 Measurement

1. Covered work: Give notice before covering work required to be measured.

450 Daywork vouchers

1. Before commencing work: Give reasonable notice to person countersigning daywork vouchers.
2. Content: Before delivery each voucher must be:
 - 2.1. Referenced to the instruction under which the work is authorised.
 - 2.2. Signed by the Contractor's person in charge as evidence that the operatives' names, the time spent by each, the plant and materials shown are correct.

460 Interim payments

1. Application by Contractor: If made under Conditions of Contract clause 4.9 include details of amounts considered due together with all supporting information.

470 Products not incorporated into the Works

1. Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
2. Evidence: When requested, provide evidence of freedom of reservation of title.

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

475 Listed products stored off site

1. **Evidence of Title:** Submit reasonable proof that the property in 'listed items' is vested in the Contractor.
2. **Include for products purchased from a supplier**
 - 2.1. A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
3. **Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor**
 - 3.1. Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

480 Labour and equipment returns

1. **Records:** Provide for verification at the beginning of each week in respect of each of the previous seven days.
2. **Records must show**
 - 2.1. The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors.
 - 2.2. The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****A33****Quality standards/ control****Standards of products and executions****110 Incomplete documentation**

1. **General:** Where and to the extent that products or work are not fully documented, they are to be:
 - 1.1. Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
 - 1.2. Suitable for the purposes stated or reasonably to be inferred from the project documents.
2. **Contract documents:** Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

120 Workmanship skills

1. **Operatives:** Appropriately skilled and experienced for the type and quality of work.
2. **Registration:** With Construction Skills Certification Scheme.
3. **Verification:** When requested, operatives must produce evidence of skills/ qualifications.

130 Quality of products

1. **Generally:** New. (Proposals for recycled products may be considered).
2. **Supply of each product:** From the same source or manufacturer.
3. **Whole quantity of each product required to complete the Works:** Consistent kind, size, quality and overall appearance.
4. **Tolerances:** Where critical, measure a sufficient quantity to determine compliance.
5. **Deterioration:** Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

135 Quality of execution

1. **Generally:** Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
2. **Colour batching:** Do not use different colour batches where they can be seen together.
3. **Dimensions:** Check on-site dimensions.
4. **Finished work:** Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
5. **Location and fixing of products:** Adjust joints open to view so they are even and regular.

140 Evidence of Compliance

1. **Proprietary products:** Retain on site evidence that the proprietary product specified has been supplied.
2. **Performance specification:** Submit evidence of compliance, including test reports indicating:
 - 2.1. Properties tested.
 - 2.2. Pass/ fail criteria.
 - 2.3. Test methods and procedures.
 - 2.4. Test results.
 - 2.5. Identity of testing agency.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

- 2.6. Test dates and times.
- 2.7. Identities of witnesses.
- 2.8. Analysis of results.

150 Inspections

- 1. **Products and executions:** Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
 - 1.1. Date of inspection.
 - 1.2. Part of the work inspected.
 - 1.3. Respects or characteristics which are approved.
 - 1.4. Extent and purpose of the approval.
 - 1.5. Any associated conditions.

160 Related work

- 1. **Details:** Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
 - 1.1. Appropriately complete.
 - 1.2. In accordance with the project documents.
 - 1.3. To a suitable standard.
 - 1.4. In a suitable condition to receive the new work.
- 2. **Preparatory work:** Ensure all necessary preparatory work has been carried out.

170 Manufacturer's recommendations/ instructions

- 1. **General:** Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- 2. **Exceptions:** Submit details of changes to recommendations or instructions.
- 3. **Execution:** Use ancillary products and accessories supplied or recommended by main product manufacturer.
- 4. **Products:** Comply with limitations, recommendations and requirements of relevant valid certificates.

180 Water for the works

- 1. **Mains supply:** Clean and uncontaminated.
- 2. **Other:** Do not use until:
 - 2.1. Evidence of suitability is provided.
 - 2.2. Tested to BS EN 1008 if instructed.

191 Prohibited Products

- 1. **Prohibited Products:** The Contractor shall not employ on, or incorporate in to the Works the Prohibited Materials listed below:
 - 1.1. Asbestos and Asbestos Containing Materials (ACM). Asbestos is often found in products such as cement fibre boards and roofing and sprayed as fireproofing or insulation. There are strict regulations controlling its removal and disposal (see Asbestos for more information).

1. PRELIMINARIES/GENERAL CONDITIONS

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- 1.2. Brick slips. There is a risk of poor adhesion and the lack of "soft joints" can transfer loads to slips and cause delamination.
- 1.3. Cadmium products.
- 1.4. Chlorides. Calcium chloride and sodium chloride.
- 1.5. Chlorofluorocarbons (CFC's), Hydro chlorofluorocarbons (HCFC's) and - - Hydrofluorocarbons (HFC's) are considered to be 'greenhouse' gasses.
- 1.6. Coal tar.
- 1.7. Lead and Lead Containing Materials (LCM) are hazardous materials which are neuro-toxic. Lead in paint is far more widespread than is realised. HSE guidance states "if preparing paintwork, lead surveys" are a requirement for pre-construction information. Residual leaded exhaust particle contamination can also be found in floor, ceiling and roof voids. Working with LCMs creates a 'significant' exposure risk, from inhalation and ingestion, as defined by lead regulations.
- 1.8. Hair plaster.
- 1.9. High alumina cement. Used as an accelerator for quick setting of concrete.
- 1.10. Urea formaldehyde. Used in furniture and foam products or contained in adhesives.
- 1.11. Urea formaldehyde foam. Used in cavity wall insulation and some insulation boards, however this is not very common in the UK.
- 1.12. Polychlorinated Biphenyls (PCB's).
- 1.13. Polyisocyanurate or polyurethane foam.
- 1.14. Marine sea dredged aggregates (not in compliance with BS EN 1260). Such aggregates may contain salts, such as sodium chloride. If the salts are not washed out there is a risk of corrosion of concrete reinforcement. - Mercury, which can now be found in Compact Fluorescent Lamps (CFL's).
- 1.15. Machine Made Mineral Fibres (MMMf). If the fibres have a diameter of 3 microns or less or a length of 200 microns or less.
- 1.16. Pentachlorophenol. Most commonly found in paint and wood preservatives.
- 1.17. Silica dust. Stone, brick, tile and concrete contain silica. Silica dust (known as Respirable Crystalline Silica (RCS)) can be inhaled and can lead to silicosis, a lung disease that causes permanent disablement and early death. See HSE: Control of Substances Hazardous to Health (COSHH) for more information.
- 1.18. Vermiculite, unless fibre free. Vermiculite can be found in light-weight concrete, fire protection materials, paints and other coatings.
- 1.19. Volatile organic compounds, found in paints and protective coatings.
2. Confirmation: Written confirmation that none of the Prohibited Materials have been incorporated within the project is required from the Contractor, prior to Practical Completion.
3. Notification: In the event of any such products being specified by or on behalf of the Project Manager, the Contractor shall immediately draw the attention of the Project Manager to this fact and require him to issue alternative instructions in regard to thereto.
4. Products or executions: Comply with specification requirements and in respect of the stated or implied characteristics:
 - 4.1. To an express approval.
 - 4.2. To match a sample expressly approved as a standard for the purpose.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****Samples/ approvals****210 Samples**

1. **Products or executions:** Comply with all other specification requirements and in respect of the stated or implied characteristics either:
 - 1.1. To an express approval.
 - 1.2. To match a sample expressly approved as a standard for the purpose.

220 Approval of products

1. **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
2. **Approval:** Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
3. **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

230 Approval of execution

1. **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
2. **Approval:** Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal or proceed with affected work until compliance with requirements is confirmed.
3. **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

Accuracy/ setting out generally**310 Accuracy of instruments**

1. **Accuracy in measurement:** Use instruments and methods described in BS 5606, Appendix A:
2. **Special requirements**
 - 2.1. Instrument as set out below.
 - 2.2. **Linear dimensions:** 30 m carbon steel tape for general use: ± 5 mm up to and including 5 m ± 10 mm for over 5 m and up to and including 25 m ± 15 mm for over 25
 - 2.3. **Angular dimensions:** Opto-mechanical (e.g. glass arc) theodolite (with optical plummet or centring rod) reading directly to $20'' \pm 20''$ (± 5 mm in 50 m)
 - 2.4. **Verticality:**
 - 2.4.1. Spirit level: ± 5 mm in 3 m
 - 2.4.2. Plumb-bob (3 kg) freely suspended: ± 5 mm in 5 m
 - 2.4.3. Plumb-bob (3 kg) immersed in oil to restrict movement: ± 5 mm in 10 m
 - 2.5. **Levels:**
 - 2.5.1. Spirit level ± 3 mm in 5 m
 - 2.5.2. Water level ± 5 mm in 15 m

320 Setting out

1. **General:** Submit details of methods and equipment to be used in setting out the Works.
2. **Levels and dimensions:** Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
3. **Inform:** When complete and before commencing construction.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****330 Appearance and fit**

1. **Tolerances and dimensions:** If likely to be critical to execution or difficult to achieve, as early as possible either:
 - 1.1. Submit proposals; or
 - 1.2. Arrange for inspection of appearance of relevant aspects of partially finished work.
2. **General tolerances (maximum):** To BS 5606, tables 1 and 2.

340 Critical dimensions

1. **Critical dimensions:** Set out and construct the Works to ensure compliance with the tolerances stated.
2. **Location:** Detailed on drawings Refer to drawings and specifications included in the 1st Stage Tender Document information.

350 Levels of structural floors

1. **Maximum tolerances for designed levels to be**
 - 1.1. Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
 - 1.2. Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
 - 1.3. Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.
 - 1.4. Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm.
 - 1.5. Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.
 - 1.6. Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.

360 Record drawings

1. **Site setting out drawing:** Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the Contract and hand over on completion.

Services generally**410 Services regulations**

1. **New or existing services:** Comply with the Byelaws or Regulations of the relevant Statutory Authority.

420 Water regulations/ byelaws notification

1. **Requirements:** Notify Water Undertaker of any work carried out to (or which affects) new or existing services and submit any required plans, diagrams and details.
2. **Consent:** Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

430 Water regulations/ byelaws contractor's certificate

1. **On completion of the work:** Submit (copy where also required to the Water Undertaker) a certificate including:
 - 1.1. The address of the premises.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

- 1.2. A brief description of the new installation and/ or work carried out to an existing installation.
- 1.3. The Contractor's name and address.
- 1.4. A statement that the installation complies with the relevant Water Regulations or Byelaws.
- 1.5. The name and signature of the individual responsible for checking compliance.
- 1.6. The date on which the installation was checked.

435 Electrical installation certificate

1. **Submit:** When relevant electrical work is completed.
2. **Original certificate:** To be lodged in the Building Manual.

440 Gas, oil and solid fuel appliance installation certificate

1. **Before the completion date stated in the Contract:** Submit a certificate stating:
 - 1.1. The address of the premises.
 - 1.2. A brief description of the new installation and/ or work carried out to an existing installation.
 - 1.3. Any special recommendations or instructions for the safe use and operation of appliances and flues.
 - 1.4. The Contractor's name and address.
 - 1.5. A statement that the installation complies with the appropriate safety, installation and use regulations.
 - 1.6. The name, qualification and signature of the competent person responsible for checking compliance.
 - 1.7. The date on which the installation was checked.
2. **Certificate location:** Building Manual

450 Mechanical and electrical services

1. **Final tests and commissioning:** Carry out so that services are in full working order at completion of the Works.
2. **Building Regulations notice:** Copy to be lodged in the Building Manual.

Supervision/ inspection/ defective work**510 Supervision**

1. **General:** In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
2. **Evidence:** Submit, including details of the person proposed, their relevant skills training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history, work related assessments and management structure.
3. **Submittal date:** Within one week of request
4. **Replacement:** Give maximum possible notice before changing person in charge or site agent.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****520 Coordination of engineering services**

1. **Suitability:** Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
2. **Evidence:** Submit when requested CVs or other documentary evidence relating to the staff concerned.

530 Overtime working

1. **Notice:** Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - 1.1. **Minimum period of notice:** One week
2. **Concealed work:** If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 Defects in existing work

1. **Undocumented defects:** When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
2. **Documented remedial work:** Do not execute work which may:
 - 2.1. Hinder access to defective products or work; or
 - 2.2. Be rendered abortive by remedial work.

550 Access for inspection

1. **Removal:** Before removing scaffolding or other facilities for access, give notice of not less than one week.

560 Tests and inspections

1. **Timing:** Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
2. **Confirmation:** One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
3. **Records:** Submit a copy of test certificates and retain copies on site.

570 Air permeability

1. **Testing organization:** UKAS accredited and registered with the Air Tightness Testing and Measurement Association (ATTMA) or the Independent Air Tightness Testing Scheme (iATS).
2. **Method**
 - 2.1. Pressure test in accordance with the ATTMA publication: TS 2: Measuring Air Permeability of Building Envelopes (Non-dwellings).
3. **Standard**
 - 3.1. Design airtightness value (maximum): 5 m³/(h.m²).
4. **Results**
 - 4.1. **Content:** Include test results and all supporting data.
 - 4.2. **Copies:** Required for building control inspection and inclusion in Building Manual.
 - 4.3. **Electronic deposit:** Through the ATTMA lodgement database

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

- 4.4. **Additional copies:** Provide on request.

580 Continuity of thermal insulation

1. **Record and report:** Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:
 - 1.1. The address of the premises.
 - 1.2. The Contractor's name and address.
 - 1.3. The name, qualification and signature of the competent person responsible for checking compliance.
 - 1.4. The date on which the installation was checked.
2. **Submit:** Before completion of the Works.
3. **Copy:** To be lodged in the building manual.

590 Resistance to passage of sound

1. **Method:** Pre-completion testing
2. **Compliance:** Submit results of testing
 - 2.1. **Copies:** Incorporate in the Building Manual.

595 Energy performance certificate

1. **Assessment:** Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
 - 1.1. **Building Type:** Non-dwelling
 - 1.2. **Method:** Contractor's choice
2. **Format**
 - 2.1. **Certificate:** To be incorporated in the Building Manual.
 - 2.2. **Report:** Contractor is to produce the relevant certificate by a qualified energy assessor. To be available in pdf format
3. **Submit:** Before the date for completion stated in the contract

610 Proposals for rectification of defective products/ executions

1. **Proposals:** Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
2. **Acceptability:** Such proposals may be unacceptable and contrary instructions may be issued.

620 Measures to establish acceptability

1. **General:** Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:
 - 1.1. Will be at the expense of the Contractor.
 - 1.2. Will not be considered as grounds for revision of the completion date.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****630 Quality control**

1. **Procedures:** Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
2. **Records:** Maintain full records, keep copies on site for inspection, and submit copies on request.
3. **Content of records**
 - 3.1. Identification of the element, item, batch or lot including location in the Works.
 - 3.2. Nature and dates of inspections, tests and approvals.
 - 3.3. Nature and extent of nonconforming work found.
 - 3.4. Details of corrective action.

Work at or after completion**710 Work before completion**

1. **General:** Make good all damage consequent upon the Works.
2. **Temporary markings, coverings and protective wrappings:** Remove unless otherwise instructed.
3. **Cleaning:** Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
4. **Cleaning materials and methods:** As recommended by manufacturers of products being cleaned and must not damage or disfigure other materials or construction.
5. **COSHH dated data sheets:** Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
6. **Minor faults:** Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
7. **Moving parts of new work:** Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 Security at completion

1. **General:** Leave the Works secure with, where appropriate, all accesses closed and locked.
2. **Keys:** Account for and adequately label all keys, and hand over together with an itemized schedule, retaining duplicate schedule signed as a receipt.

730 Making good defects

1. **Remedial work:** Arrange access with Employer's Agent.
2. **Rectification:** Give reasonable notice for access to the various parts of the Works.
3. **Completion:** Notify when remedial works have been completed.
4. **Timescale for rectification:** Notwithstanding the relevant Clauses of the conditions of contract, timescales for the rectification of defects which arise during the Defects Liability Period are as follows, from receipt of notification.
 - 4.1. Immediately - for burst pipes and blocked drains and any defect considered by the Employer to be placing either life or the building at risk.
 - 4.2. Within 24 hours - for defects to ventilation and heating systems, electrical, security and fire alarm systems.
 - 4.3. 5 working days - for any other defect requiring attention
5. Defect notices will carry details of the urgency of the action required.

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1.2 - Preliminaries

6. In respect of urgent defects (as listed in 4.1 and 4.2 above), the Employer will make every reasonable effort to notify the Contractor, but in the event of such contact not being practicable within half a working day, or as otherwise deemed reasonable by the Employer, the Employer reserves the right to pass the repairs to others to enable rectification in the same working day as the occurrence of the defect. Such arrangements shall not affect any liability to pay for making good, which shall include the full cost (net cost plus 20% to cover administration costs) associated with calling out others and which shall be deducted from any retention monies outstanding to the Contractor.
7. Should the remedial works not be carried out within the stipulated period without adequate prior explanation and agreement, such works without further notice may be passed to others for rectification and the cost for the Works, plus 20% for administration costs incurred by the Contract Administrator, be deducted from any monies outstanding to the Contractor.
8. At Practical Completion the Contractor should provide names and telephone numbers of suitable contacts to whom problems should be addressed in cases of emergency during the Defects Liability Period.

731 Final Cleaning for Handover

1. General: After rectifying the defects prior to handover, thoroughly clean all surfaces inside and out including glazing and car parks and landscaped/ grassed areas, all to the entire satisfaction of the Employer's Agent. The Client expects to undertake no further cleaning prior to opening.

732 Definition of Practical Completion

1. Definition: The definition of Practical Completion for this project will mean that the works are fully complete, free of defects and successfully commissioned.

733 Conditions of Practical Completion

1. General: The following information is required as a minimum condition of achieving Practical Completion, above and beyond the NEC4 conditions of contract:
 - 1.1. Building Control Completion Certificate (without conditions).
 - 1.2. Completed Health and Safety File.
 - 1.3. Completed O & M Manuals.
 - 1.4. Completed User Building Guide as a standalone document catering for technical and non-technical building users.
 - 1.5. Letter confirming release of all Planning Conditions.
 - 1.6. Provision of all BREEAM assessment information.
 - 1.7. EPC Certificate.
 - 1.8. Plant and equipment asset list for maintenance purposes.
 - 1.9. Completion of staff training programme.
 - 1.10. Confirmation that prohibited/deleterious materials have not been used in the construction of the works.
 - 1.11. Completion of all Contract Documents and Collateral Warranties.
 - 1.12. CCTV survey of As Built underground foul and surface water drainage installations.
 - 1.13. Air tightness test certificate.
2. Should the above documentation not be forthcoming two weeks prior to Practical Completion (with the exception of the Building Control Completion Certificate, which shall be provided at the

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

date of Practical Completion), the Employer reserves the right to commission the outstanding documentation via a third party(ies) and deduct the amounts incurred from the Contractor.

740 Highway/ sewer adoption

1. **Adoption procedure:** Water Industry Act, Section 104
2. **Details:** New foul and surface water drainage.
3. **Standard:** To the technical approval of the relevant statutory authority
4. **Defects liability/ rectification period:** 12 months
5. **Maintenance**
 - 5.1. Undertake to the satisfaction of the relevant statutory authority, including:
6. Making good of damage due to reasonable wear and tear occurring during the period.
 - 6.1. Clean at the end of the period.

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****A34****Security/ safety/ protection****Security, health and safety****110 Pre-construction information**

1. **Location:** Integral with the project Preliminaries, including but not restricted to the following sections:
 - 1.1. **Description of project:** Sections A10 and A11.
 - 1.2. **Client's consideration and management requirements:** Sections A12, A13 and A36.
 - 1.3. **Environmental restrictions and on-site risks:** Section A12, A35 and A34.
 - 1.4. **Significant design and construction hazards:** Section A34.
 - 1.5. **The health and safety file:** Section A37.

120 Execution hazards

1. **Common hazards:** Not listed. Control by good management and site practice.
2. **Significant hazards:** The design of the project includes the following:
 - 2.1. **Hazard:** Refer to the Pre-construction Information included with the Invitation to Tender.

130 Product hazards

1. **Hazardous substances:** Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: 'Workplace Exposure Limits'.
2. **Common hazards:** Not listed. Control by good management and site practice.
3. **Significant hazards:** Specified construction materials include the following:
 - 3.1. **Hazard:** Refer to the Pre-construction Information included with the Invitation to Tender.
 - 3.2. **Material:** Refer to the Pre-construction Information included with the Invitation to Tender.
 - 3.3. **Specification reference:** Refer to the Pre-construction Information included with the Invitation to Tender.

140 Construction phase health and safety plan

1. **Submission:** Present to the employer/ client no later than 2 weeks prior to starting on site.
2. **Confirmation:** Do not start construction work until the employer has confirmed in writing that the construction phase health and safety plan includes the procedures and arrangements required by the CDM Regulations.
3. **Content:** Develop the plan from, and draw on, the outline construction phase health and safety plan, clause A30/570, and the pre-tender health and safety plan/ pre-construction information.

150 Security

1. **Protection:** Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
2. **Access:** Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
3. **Special requirements:** Refer to clause A12/200

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****160 Stability**

1. **Responsibility:** Maintain the stability and structural integrity of the works and adjacent structures during the contract.
2. **Design loads:** Obtain details, support as necessary and prevent overloading.

170 Occupied premises

1. **Extent:** Existing buildings will be occupied and/ or used during the contract as follows: refer to surrounding occupied premises detailed in A12/120.
2. **Works:** Carry out without undue inconvenience and nuisance and without danger to occupants and users.
3. **Overtime:** If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

210 Safety provisions for site visits

1. **Safety:** Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
2. **Protective clothing and/ or equipment:** Provide and maintain on site for visitors to the-site.

220 Working precautions/ restrictions

1. **Hazardous areas:** Operatives must take precautions as follows:
 - 1.1. **Work area:** Refer to Pre-Construction Information
 - 1.2. **Precautions:** Refer to Pre-Construction Information
2. **Permit to work:** Operatives must comply with procedures in the following areas:
 - 2.1. **Work area:** Refer to Pre-Construction Information
 - 2.2. **Procedures:** Refer to Pre-Construction Information

Protect against the following**310 Explosives**

1. **Use:** Not permitted.

330 Noise and vibration

1. **Standard:** Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
2. **Noise levels from the Works:** Maximum level: 85 dB(A) when measured from the site boundary.
3. **Equipment:** Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
4. **Restrictions:** Do not use:
 - 4.1. Percussion tools and other noisy appliances without consent during the hours of as set out in A35/170.
 - 4.2. Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****340 Pollution**

1. **Prevention:** Protect the site, the works and the general environment (including the atmosphere, land, streams and waterways) against pollution.
2. **Contamination:** If pollution occurs, report immediately, including to the appropriate authorities, and provide relevant information.

350 Pesticides

1. **Use:** Not permitted.

360 Nuisance

1. **Duty:** Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
2. **Surface water:** Prevent hazardous build-up on-site, in excavations and to surrounding areas and roads.

370 Asbestos containing materials

1. **Duty:** Report immediately any suspected materials discovered during execution of the works.
 - 1.1. Do not disturb.
 - 1.2. Agree methods for safe removal or encapsulation.

371 Dangerous or hazardous substances

1. **Duty:** Report immediately suspected materials discovered during execution of the works.
 - 1.1. Do not disturb.
 - 1.2. Agree methods for safe removal or remediation.

375 Antiquities

1. **Duty:** Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.
2. **Preservation:** Keep objects in the exact position and condition in which they were found.
3. **Special requirements:** None

380 Fire prevention

1. **Duty:** Prevent personal injury or death, and damage to the Works or other property from fire.
2. **Standard:** Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').

390 Smoking on-site

1. **Smoking on-site:** Not permitted.

400 Burning on-site

1. **Burning on-site:** Not permitted.

410 Moisture

1. **Wetness or dampness:** Prevent, where this may cause damage to the Works.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

2. **Drying out:** Control humidity and the application of heat to prevent:
 - 2.1. Blistering and failure of adhesion.
 - 2.2. Damage due to trapped moisture.
 - 2.3. Excessive movement.

420 Infected timber/ Contaminated materials

1. **Removal:** Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
2. **Testing:** carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other microorganisms are within acceptable levels.

430 Waste

1. **Waste:** Includes rubbish, debris, spoil, containers and packaging, and surplus material requiring disposal.
2. **Requirement:** Minimize production and prevent accumulation of waste. Keep the site and works clean and tidy. Clean out voids and cavities in the construction before closing.
3. **Disposal:** Collect and store in suitable containers. Remove from site and dispose of in a safe and competent manner, as approved and directed by the waste regulation authority.
4. **Recyclable material:** Sort and dispose of at a materials recycling facility approved by the waste regulation authority.
5. **Documentation:** Retain on-site.

440 Electromagnetic interference

1. **Duty:** Prevent excessive electromagnetic disturbance to apparatus outside the site.

450 Laser equipment

1. **Construction laser equipment:** Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
2. **Class 1 or Class 2 laser equipment:** Ensure laser beam is not set at eye level and is terminated at the end of its useful path.
3. **Class 3A and Class 3B laser equipment:** Do not use without approval and subject to submission of a method statement on its safe use.

460 Powder actuated fixing systems

1. **Use:** Not permitted.

470 Invasive species

1. **General:** Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or works economically, environmentally or ecologically.
2. **Special precautions:**
3. **Duty:** Report immediately any suspected invasive species discovered during execution of the works.
 - 3.1. Do not disturb.
 - 3.2. Agree methods for safe eradication or removal.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****Protect the following****510 Existing services**

1. **Confirmation:** Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
2. **Identification:** Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
3. **Work adjacent to services**
 - 3.1. Comply with service authority's/ statutory undertaker's recommendations.
 - 3.2. **Adequately protect, and prevent damage to services:** Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
4. **Identifying services**
 - 4.1. **Below ground:** Use signboards, giving type and depth;
 - 4.2. **Overhead:** Use headroom markers.
5. **Damage to services:** If any results from execution of the Works:
 - 5.1. Immediately give notice and notify appropriate service authority/ statutory undertaker.
 - 5.2. Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
 - 5.3. Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
6. **Marker tapes or protective covers:** Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

520 Roads and footpaths

1. **Duty:** Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
2. **Damage caused by site traffic or otherwise consequent upon the Works:** Make good to the satisfaction of the Employer, Local Authority or other owner.

530 Existing topsoil/ subsoil

1. **Duty:** Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
2. **Protection:** Before starting work submit proposals for protective measures.

540 Retained trees/ shrubs/ grassed areas

1. **Protection:** Preserve and prevent damage, except those not required.
2. **Replacement:** Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****550 Retained trees**

1. **Protected area:** Unless agreed otherwise, do not:
 - 1.1. Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within the root protection area.
 - 1.2. Sever roots exceeding 25 mm in diameter. If unintentionally severed, give notice and seek advice.
 - 1.3. Change level of ground within an area 3 m beyond branch spread.

555 Wildlife species and habitats

1. **General:** Safeguard the following: Refer to Ecological Report for individual wildlife species and habitats the require safeguarding. Upon discovery immediately advise. Do not proceed until instruction is received.
2. **Protected habitats and species:** Upon discovery immediately advise. Do not proceed until instruction is received.
3. **Education:** Ensure that employees and visitors to the site receive suitable instruction and awareness training.

560 Existing features

1. **Protection:** Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.

570 Existing work

1. **Protection:** Prevent damage to existing work, structures or other property during the course of the work.
2. **Removal:** Minimum amount necessary.
3. **Replacement work:** To match existing.

580 Building interiors

1. **Protection:** Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

600 Existing furniture, fittings and equipment

1. **Protection:** Prevent damage or move as necessary to enable the Works to be executed. Reinstate in original positions.

610 Especially valuable/ vulnerable items

1. **Protection:** Ensure provision and maintenance of special protective measures to prevent damage to the following:
 - 1.1. Retain trees and hedgerow.
 - 1.2. Outdoor gym equipment.
 - 1.3. Park Road car park access gates.
 - 1.4. Park Road car park boundary fencing/barriers.
2. **Method statement:** Submit within one week of request describing special protection to be provided.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****620 Adjoining property**

1. **Permission:** Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.

625 Adjoining property restrictions

1. **Precautions**
 - 1.1. Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
 - 1.2. Pay all charges.
 - 1.3. Remove and make good on completion or when directed.
2. **Damage:** Bear cost of repairing damage arising from execution of the Works.

630 Existing structures

1. **Duty:** Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
2. **Supports:** During execution of the Works:
 - 2.1. Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining that may be endangered or affected by the Works.
 - 2.2. Do not remove until new work is strong enough to support existing structure.
 - 2.3. Prevent overstressing of completed work when removing supports.
3. **Adjacent structures:** Monitor and immediately report excessive movement.
4. **Standard:** Comply with BS 5975 and BS EN 12812.

640 Materials for recycling/ reuse

1. **Duty:** Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
2. **Storage:** Stack neatly and protect until required by the Employer or for use in the Works as instructed.

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****A35****Specific limitations on method/ sequence/ timing****Clauses****110 Scope**

1. **General:** The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

120 Design constraints

1. **Details:** Refer to information listed in Appendix A of the 1st Stage Tender Document.

130 Method/ sequence of work

1. **Specific Limitations:** Include the following in the programme:
 - 1.1. Site restrictions and constraints as detailed in A12.
 - 1.2. The surrounding roads are in constant use for access to local amenities. The Contractor is responsible for ensuring that site activities, deliveries and the like to not impede access to, from or around the vicinity of the site.
 - 1.3. Site Deliveries, collections & craneage: the Contractor is responsible for all approvals and road closures required to carry out the works, subject to approval of a Construction Traffic Management Plan.
 - 1.4. Sequencing of works to be agreed with the Employer's Agent before commencing.
 - 1.5. Protection details to be agreed with the CA before commencing.

140 Scaffolding

1. **Scaffolding:** Make available to subcontractors and others at all times.

160 Use or disposal of materials

1. **Specific limitations:** The use of excavated material for filling to make-up levels must be approved by the Employer's Agent before being incorporated into the works.

170 Working Hours

1. **Specific limitations:**
 - 1.1. Monday to Friday 7:30 am to 5:30 pm no noisy works until 9:00 am
 - 1.2. Saturday: 9:00 am to 1:00 pm only with prior written consent from the Employer's Agent.
 - 1.3. Sunday /Bank Holiday: None.

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****A36****Facilities/ temporary work/ services****Generally****110 Spoil heaps, temporary works and services**

1. **Location:** Give notice and details of intended siting.
2. **Maintenance:** Alter, adapt and move as necessary. Remove when no longer required and make good.

Accommodation**210 Room for meetings**

1. **Facilities:** Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
2. **Furniture and Equipment:** Provide table and chairs for 15 people.
3. **Additional requirements:**
 - 3.1. **Location:** Within the site compound, exact location to be agreed with the Employer/Employer's Agent.
 - 3.2. **Floor Area:** Sufficient to house table and chairs for 15 people
 - 3.3. **Furniture and Equipment:** Table and chairs to suit 15 people. Large Screen Monitor with capability to be connected to a Wi-Fi / PC to display information on PC. PC to be provided to enable the display of project members remotely attending meetings via Teams.
 - 3.4. **Temperature Control:** Summer and winter temperatures to be maintained.
 - 3.5. **Lighting:** Suitable for use
 - 3.6. **Services:** Suitable for use. Guest Wi-Fi to be provided to meeting room with connection details clearly displayed.
 - 3.7. **Sanitary facilities:** Suitable for use
 - 3.8. **Consumables:** Facilities to provide tea/coffee/water.
 - 3.9. **Attendance:** To be cleaned on a regular basis (minimum requirement weekly).

220 Site Accommodation

1. **Purpose:** Provide temporary accommodation and storage for the Works. Submit details within one week of request.

260 Sanitary accommodation

1. **Requirement:** Provide sanitary accommodation for the Employer/ Purchaser, and other members of the consultant team, either separate or shared with the Contractor's supervisory staff. Maintain in clean condition and provide all consumables.

270 Accommodation/ land not included in the site

1. **General:** The following may be used for the duration of the Contract without charge provided that:
 - 1.1. It is used solely for the purposes of carrying out the Contract work.
 - 1.2. The use to which it is put does not involve undue risk of damage.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

- 1.3. Any temporary adaptations are approved by or on behalf of the Employer/ Purchaser before being carried out.
- 1.4. It is vacated on completion of the contract work or determination of the Contract.
- 1.5. When vacated, its condition is at least equivalent to its condition at the start of the Contract.
2. The accommodation/ land: Section of Park Road Car Park as indicated on the information issued with the 1st Stage Tender Documents.
3. Available services: None.

280 Accommodation Use/ Location

1. Restrictions
 - 1.1. Location to be agreed with the Employer's Agent.

290 Parking

1. Provide and maintain exclusively for use by Employer's representatives: 3nr car parking spaces.
2. Restrictions on parking of the Contractor's and employees' vehicles: Refer to A12/210.

Temporary works**320 Temporary works**

1. Employer's specific requirements: Provide: Details and associated costs with 1st Stage Tender return.

330 Temporary protection to existing trees/ vegetation

1. Temporary protection: Provide before starting work in locations shown on drawings included in Arboricultral Report issued with the 1st Stage Tender.
2. Protective barriers and any other relevant physical protection measures: To BS 5837 and as detail in Arboricultral Report.
3. Design details of the proposed physical means of protection: As detail in Arboricultral Report.
4. Areas of structural landscaping to be protected from construction operations: As detail in Arboricultral Report.
5. Integrity of protection: Maintain for the duration of the Works. Remove on completion of the works and make good disturbed area.

340 Name boards/ advertisements

1. General: Obtain approval, including statutory consents, and provide a temporary name board displaying:
 - 1.1. Title of project: New Sports and Community Pavilion plus brief description of works being undertake/ anticipated completion date
 - 1.2. Name of Employer: Didcot Town Council
 - 1.3. Names of Consultants: Spaces for 4 nr 1 foot x 4 foot signboards
 - 1.4. Names of Contractor and Subcontractors: Spaces for 4 nr 1 foot x 4 foot signboards
 - 1.5. Special requirements: Image of proposed building to be included. Contractor to provide drawn mock up for approval.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****Services and facilities****410 Lighting**

1. **Finishing work and inspection:** Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

420 Lighting and power

1. **Supply:** There is currently no electrical supply serving the site and the Contractors shall make their own arrangement to provide a temporary electrical supply for the associated power and lighting required to undertake the works and pay all associated costs.
 - 1.1. **Point of supply:** Contractor to ascertain.
 - 1.2. **Available capacity:** Contractor to ascertain.
 - 1.3. **Frequency:** Contractor to ascertain.
 - 1.4. **Phase:** Contractor to ascertain.
 - 1.5. **Current:** Contractor to ascertain.
2. **Continuity:** No responsibility will be accepted for the consequences of failure or restriction in supply.

430 Water

1. **Supply:**

Supply: There is currently no water supply serving the site and the Contractors shall make their own arrangement to provide a temporary water supply for the works and pay all associated costs.

- 1.1. **Source:** Contractor to ascertain.
 - 1.2. **Location of supply point:** Contractor to ascertain.
 - 1.3. **Conditions/ Restrictions:** Contractor to ascertain.
2. **Continuity:** No responsibility will be accepted for the consequences of failure or restriction in supply.

440 Mobile telephones

1. **Direct communication:** As soon as practicable after the start on site:
 - 1.1. provide the Contractor's person in charge with a mobile telephone.
 - 1.2. pay all charges reasonably incurred.

470 E-mail and internet facility

1. **General:** As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated telephone line, for the use of the Contractor, Subcontractors and other members of the project team.
2. **Use on behalf of Employer:** Allow for the cost of a reasonable number of transmissions made by other members of the project team.
3. **Peripherals:** Provide Wi-Fi access point within the meeting room assigned for progress meetings. Provide facility to print drawings to A3.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****480 Photocopier**

1. **General:** Provide reasonably unrestricted access to and reasonably limited free use of an on site photocopier, which may be located in the Contractor's own site offices.

510 Temperature and humidity

1. **Levels required by the Employer:** Maintain the following:
 - 1.1. As necessary to comply with suppliers/manufacturers specific requirements for installation/storage.

520 Use of permanent heating system

1. **Permanent heating installation:** May be used for drying out the Works/ services and controlling temperature and humidity levels.
2. **Installation:** If used:
 - 2.1. Take responsibility for operation, maintenance and remedial work.
 - 2.2. Arrange supervision by and indemnification of the appropriate Subcontractors.
 - 2.3. Pay costs arising.

530 Beneficial use of installed systems

1. **Permanent systems:** Unless specific permission is given by the Employer and installer, do not use for any purpose other than running in, testing and commissioning.
2. **Other uses:** If permission is given for any other use of a system before the Works are accepted as complete, enter into a separate written agreement recording details of the terms and conditions of use.

540 Meter readings

1. **Charges for service supplies:** Where to be apportioned ensure that:
 - 1.1. Meter readings are taken by relevant authority at possession and/ or completion as appropriate.
 - 1.2. Copies of readings are supplied to interested parties.

550 Thermometers

1. **General:** Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

560 Surveying Equipment

1. **General:** Provide on site and maintain in accurate condition: As necessary to complete the works. Pay all associated costs.

570 Personal protective equipment

1. **General:** Provide for the sole use of other members of the project team, in sizes to be specified:
 - 1.1. Safety helmets to BS EN 397, neither damaged nor time expired. Number required: Six
 - 1.2. High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: Six.
 - 1.3. Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: Allow to provide six number pairs of boots. Sizes to be agreed with the Employer's Agent.

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

- 1.4. Disposable respirators to BS EN 149.FFP1S.
- 1.5. Eye protection to BS EN 166.
- 1.6. Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
- 1.7. Hand protection - to BS EN 388, 407, 420 or 511, as appropriate.

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****A37****Operation/ maintenance of the finished works****Generally****110 The building manual**

1. **Purpose:** The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
2. **Scope**
 - 2.1. **Part 1: General:** Content as clause 120.
 - 2.2. **Part 2: Fabric:** Content as clause 130.
 - 2.3. **Part 3: Services:** Content as clause 140.
 - 2.4. **Part 4: The Health and Safety File:** Content as clause 150.
 - 2.5. **Part 5: Building User Guide:** Content as clause 151.
3. **Responsibility:** The Building Manual is to be produced by the Contractor and must be complete no later than 2 weeks prior to practical completion.
4. **Information provided by others:** Details: None.
5. **Compilation**
 - 5.1. Prepare all information for Contractor designed or performance specified work including as-built drawings.
 - 5.2. Obtain or prepare all other information to be included in the Manual.
6. **Reviewing the Manual:** Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
7. **Final copies of the Manual**
 - 7.1. **Number of copies:** Two hard copies, two electronic copies on a suitably sized USB memory stick.
 - 7.2. **Format:** Paper copies and electronic copies.
 - 7.3. **Latest date for submission:** two weeks before the date for completion stated in the contract.
8. **As-built drawings and schedules**
 - 8.1. **Number of copies:** Two hard copies, two electronic copies on a suitably sized USB memory stick.
 - 8.2. **Format:** Paper copies and electronic copies.

115 The Health and Safety File

1. **Responsibility:** The Contractor
2. **Content:** Obtain and provide the following information: All residual risk information, to include items including but not limited to details of buried services, deleterious materials left in-situ, any hazardous finishes or coatings which require specific control measures during maintenance, repair or removal, sources of stored energy, extra-heavy items of installed plant, areas of restricted access or confined spaces.
3. **Format:** Two hard copies, two electronic copies on a suitably sized USB memory stick.
4. **Delivery to:** the Employer By (date): by date of practical completion.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****120 Content of the building manual part 1: General**

1. **Content:** Obtain and Provide the following, including all relevant details not included in other parts of the manual:
2. **Index:** list the constituent parts of the manual, together with their location in the document.
3. **The Works**
 - 3.1. Description of the buildings and facilities.
 - 3.2. Ownership and tenancy, where relevant
 - 3.3. Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.
4. **The Contract**
 - 4.1. Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
 - 4.2. Overall design criteria.
 - 4.3. Environmental performance requirements
 - 4.4. Relevant authorities, consents and approvals.
 - 4.5. Third party certification, such as those made by “competent” persons in accordance with the Building Regulations
5. **Operational requirements and constraints of a general nature**
 - 5.1. Maintenance contracts and contractors.
 - 5.2. Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.
 - 5.3. Emergency procedures and contact details in case of emergency.
 - 5.4. **Other specific requirements:** None
6. Description and location of other key documents.
7. **Timescale for completion:** by date of practical completion

130 Content of the building manual part 2: Building fabric

1. **Content:** Obtain and Provide the following, including all relevant details not included in other parts of the manual:
2. **Detailed design criteria, including**
 - 2.1. Floor and roof loadings.
 - 2.2. Durability of individual components and elements.
 - 2.3. Loading restrictions.
 - 2.4. Insulation values.
 - 2.5. Fire ratings.
 - 2.6. Other relevant performance requirements.
3. **Construction of the building**
 - 3.1. A detailed description of methods and materials used.
 - 3.2. As-built drawings recording the construction, together with an index.
 - 3.3. Information and guidance concerning repair, renovation or demolition/ deconstruction.
4. Periodic building maintenance guide chart.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

5. Inspection reports.
6. Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
7. Fixtures, fittings and components schedule and index.
8. Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
9. Test certificates and reports required in the specification or in accordance with legislation, including
 - 9.1. Air permeability.
 - 9.2. Resistance to passage of sound.
 - 9.3. Continuity of insulation.
 - 9.4. Electricity and Gas safety.
 - 9.5. Any others as appropriate.
10. Other specific requirements: None.
11. Timescale for completion: by date of practical completion

140 Content of the building manual part 3: Building services

1. **Content:** Obtain and Provide the following, including all relevant details not included in other parts of the manual:
2. Detailed design criteria and description of the systems, including
 - 2.1. Services capacity, loadings and restrictions
 - 2.2. Services instructions.
 - 2.3. Services log sheets.
 - 2.4. Manufacturers' instruction manuals and leaflets index.
 - 2.5. Fixtures, fittings and component schedule index.
3. Detailed description of methods and materials used.
4. As-built drawings for each system recording the construction, together with an index, including
 - 4.1. Diagrammatic drawings indicating principal items of plant, equipment and fittings
 - 4.2. Record drawings showing overall installation
 - 4.3. Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
 - 4.4. Identification of services – a legend for colour coded services.
5. Product details, including for each item of plant and equipment
 - 5.1. Name, address and contact details of the manufacturer.
 - 5.2. Catalogue number or reference
 - 5.3. Manufacturer's technical literature, including detailed operating and maintenance instructions.
 - 5.4. Information and guidance concerning dismantling, repair, renovation or decommissioning.
6. **Operation:** A description of the operation of each system, including:
 - 6.1. Starting up, operation and shutting down
 - 6.2. Control sequences
 - 6.3. Procedures for seasonal changeover

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

- 6.4. Procedures for diagnostics, troubleshooting and faultfinding.
7. Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
8. Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including
 - 8.1. Electrical circuit tests.
 - 8.2. Corrosion tests.
 - 8.3. Type tests.
 - 8.4. Work tests.
 - 8.5. Start and commissioning tests.
9. Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.
10. Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems
11. Lubrication: Schedules of all lubricated items
12. Consumables: A list of all consumable items and their source.
13. Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
14. Emergency procedures for all systems, significant items of plant and equipment.
15. Annual maintenance summary chart.
16. Other specific requirements: None
17. Timescale for completion: by date of practical Completion

150 Content of the building manual part 4: the Health and Safety File

1. Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 - 1.1. residual hazards and how they have been dealt with
 - 1.2. hazardous materials used
 - 1.3. information regarding the removal or dismantling of installed plant and equipment
 - 1.4. health and safety information about equipment provided for cleaning or maintaining the structure;
 - 1.5. the nature, location and markings of significant services,
 - 1.6. information and as-built drawings of the structure, its plant and equipment
2. Information prepared by others: Details: None.
3. Timescale for completion: by date of Practical Completion
4. Submit to: The Employer

151 Content of the building manual part 5: the building user guide

1. Content: Obtain and provide the following:
 - 1.1. Building services information.
 - 1.2. Emergency information.
 - 1.3. Energy & environmental strategy.

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

- 1.4. Water use.
- 1.5. Transport facilities.
- 1.6. Materials & waste policy.
- 1.7. Re-fit/ re-arrangement considerations.
- 1.8. Reporting provision.
- 1.9. Training.
- 1.10. Links & references.
2. Other specific requirements:
3. Timescale for completion:

160 Presentation of building manual

1. **Format:** A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
2. **Selected drawings needed to illustrate or locate items mentioned in the Manual:** Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
3. **As-built drawings:** The main sets may form annexes to the Manual.

190 Maintenance service

1. **Scope:** Provide a comprehensive maintenance service for the following items of plant and equipment. Include all planned preventative maintenance, as set out within the maintenance schedule, and replacement of all consumable items.
 - 1.1. To be agreed during Stage 2 tender period.
2. **Terms:** provision of further year on year maintenance agreements.
3. **Commencement:** after end of first year defects period.
4. **Duration:** 12 months

210 Information for commissioning of services

1. **General:** Submit relevant drawings and preliminary performance data to enable the building user's staff to familiarise themselves with the installation.
2. **Time of submission:** At commencement of commissioning.

220 Training

1. **Objective:** Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
2. **Training schedule:** A training schedule is prepared for building occupiers/premises managers, timed appropriately around handover and proposed occupation plans, which includes the following content as a minimum:
 - 2.1. The building's design intent
 - 2.2. The available aftercare provision and aftercare team main contact(s), including any scheduled seasonal commissioning and post occupancy evaluation.
 - 2.3. Introduction to, and demonstration of, installed systems and key features, particularly building management systems, controls and their interfaces

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries**

- 2.4. Introduction to the Building User Guide and other relevant building documentation, e.g. design data, technical guides, maintenance strategy, operations and maintenance (O&M) manual, commissioning records, log book etc.
- 2.5. Maintenance requirements, including any maintenance contracts and regimes in place.
- 2.6. Confirmation of how energy and water consumption data for a minimum of 12 months will be collected and monitored once building is occupied with reference to adjustments as necessary.
- 2.7. Confirmation that seasonal commissioning activities will be completed for 12 month period after occupation for simple / complex systems as appropriate criteria 3a i) to vii) and 3b i) to iii) as defined in the BREEAM New Construction 2018 Manual.
3. Level of training assume limited knowledge of systems installed.
4. Time allowance: Include a minimum of four days.

230 Spare parts

1. **General:** Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.
2. **Content:** Include in the priced schedule for:
 - 2.1. Manufacturers' current prices, including packaging and delivery to site.
 - 2.2. Checking receipts, marking and numbering in accordance with the schedule of spare parts.
 - 2.3. Referencing to the plant and equipment list in Part 3 of the Building Manual.
 - 2.4. Painting, greasing, etc. and packing to prevent deterioration during storage.
3. **Latest date for submission:** Two weeks before completion

250 Tools

1. **General:** Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing.
2. **Quantity:** Two complete sets.
3. **Time of submission:** At completion.

Ω End of Section

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A40

Contractor's general cost items: management and staff

Clauses

110 Management and staff

1. **Cost-significant items:** Refer to preliminaries pricing schedule included in section 1.3 of the Pricing Document included in the Invitation for Tender

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A41

Contractor's general cost items: site accommodation

Clauses

110 Site accommodation

1. **Details:** Site accommodation required or made/ not made available by the Employer: See section A36.
2. **Cost significant items:** Refer to preliminaries pricing schedule included in section 1.3 of the Pricing Document included in the Invitation for Tender

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A42

Contractor's general cost items: services and facilities

Clauses

110 Services and facilities

1. **Cost significant items:** Refer to preliminaries pricing schedule included in section 1.3 of the Pricing Document included in the Invitation for Tender

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A43

Contractor's general cost items: mechanical plant

Clauses

110 Mechanical plant

1. Cost significant items: Refer to Section 1.3 of the Pricing Document.

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A44

Contractor's general cost items: temporary works

Clauses

110 Temporary works

1. **Details:** Temporary works required or made/ not made available by the Employer: See section A36.
2. **Cost significant items:** Refer to Section 1.3 of the Pricing Document

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A50

Work/ products by/ on behalf of the employer

Clauses

120 Products provided by/ on behalf of employer

1. **General:** Details of such products are given in the work sections, for fixing as part of the contract. Use for no other purpose than the Works.
2. **Handling:** Accept delivery, check against receipts and take into appropriate storage.
3. **Surplus products:** Keep safe and obtain instructions.

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS**1.2 - Preliminaries****A53****Work by statutory authorities/ undertakers****Clauses****120 Work by statutory undertakers**

1. **Item:** Electrical mains services
2. **Description of work:** Provide a new electrical supply to the building.
3. **Contractor Obligation:** The Contractor shall be responsible for calculating the required incoming supply size, co-ordination of the new incoming main with other works, making the application for the new supply on the Employer's behalf, manage delivery and undertake non-contestable works. Comply with the Statutory Undertakers requirements ensuring all works, where specifically required by the Statutory Undertaker are undertaken by approved installers.
4. **Allow for general attendance:** The Contractor shall carry out all excavation works in connection with the new supply. Liaise with the Statutory Undertaker to arrange for the works to be completed and to enable 'power on' to meet the Contractors Programme.

125 Work by statutory undertakers

1. **Item:** Mains Water Service
2. **Description of work:** Provide new connections to the existing Thames Water main (Refer to Thames Water Asset location search included in the 1st Stage Tender for further details).
3. **Contractor Obligation:** The Contractor shall be responsible for calculating the required incoming supply size and general design of the new incoming main, co-ordination of the new incoming main with other works, making the application for the new supply on the Employer's behalf, manage delivery. A leak detection system will be installed from the external buried water meters to the point of entry in the building. Works to the Thames water network to be undertaken by Thames Water or by an accredited Contractor (Self-Lay Provider), all other works to be undertaken by the Contractor.
4. **Allow for general attendance:** Provide. Liaise with the Statutory Undertaker to arrange for the works to be completed and to enable 'water on' to meet the Contractors Programme.

130 Work by statutory undertakers

1. **Item:** *Telephone/internet services*
2. **Description of work:** Provide new incoming telephone/internet service. Terminated within the building to enable connection of services defined in Stage 1 Room Data Sheets.
3. **Contractor Obligation:** The Contractor shall be responsible for design of the new incoming service, co-ordination of the telephone/internet supply with other works, making the application for the new supply on the Employer's behalf, manage delivery. Comply with the Statutory Undertakers requirements ensuring all works, where specifically required by the Statutory Undertaker are undertaken by approved installers.
4. **Allow for general attendance:** Provide. Liaise with the Statutory Undertaker to arrange for the works to be completed and to enable 'data on' to meet the Contractors Programme.

Ω End of Section

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A54

Provisional work/ items

Clauses

110 Provisional sums for defined work

1. Item: None

210 Provisional sums for undefined work

1. Item: None

550 Provisional sums not specifically for work – Extra cost of authorised overtime

1. General: Refer to Section 2.3 of the Pricing Document

590 Contingencies

1. Provisional sum: Include: To be confirmed during 2nd Stage Tender Period.

Ω End of Section

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A55

Dayworks

Clauses

150 Daywork Charges

1. General: Refer to Section 2.3 of the Pricing Document

Ω End of Section

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

1. PRELIMINARIES/GENERAL CONDITIONS

1.2 - Preliminaries

A56

Advance procurement

Clauses - No Amendments

Ω End of Section

1. PRELIMINARIES/GENERAL CONDITIONS

1.3 - Preliminaries Pricing Schedules

1. PRELIMINARIES/GENERAL CONDITIONS

1.3 Preliminaries Pricing Schedules

Ref.	Description	F £	TR £
1	Main Contractor's Cost Items		
	<ul style="list-style-type: none"> Notwithstanding the conditions set out in the 'National Building Specification' guidelines and the 'Standard Method of Measurement' 7th Edition. The Contractor's general cost items are to be priced in accordance with the 'RICS New Rules of Measurement' volume 2, 1st edition, (RICS:NRM-2 v1) Costs relating to preliminaries items that are not specifically identified in the contractor's full and detailed breakdown shall be deemed to have no cost implications or have been included elsewhere within the contractor's rates and prices. Costs of all site facilities including Scaffolding and Skips for work package contractors should be priced in this section not under Work packages section. 		
1.1	Employer's requirements		
1.1.1	Site accommodation		
	1 Site accommodation	--	--
	2 Temporary works in connection with site establishment	--	--
	3 Furniture and equipment	--	--
	4 IT systems	--	--
	5 Consumables & services	--	--
	6 Brought-in services	--	--
	7 Sundries	--	--
1.1.2	Site records		
	1 Operation and maintenance manuals.	--	--
	2 Compilation of health and safety file.	--	--
1.2	Main Contractor's Cost Items		
1.2.1	Management & Staff		
1.2.1.1	Project Specific Management & Staff:		
	1 Project manager/director	--	--
	2 Construction manager/Supervisors	--	--
	3 Health & Safety manager/officer	--	--
	4 Commissioning manager (building engineering services)	--	--
	5 Planning/programming manager and staff.	--	--
	6 Senior/managing quantity surveyor.	--	--
	7 Project/package quantity surveyors.	--	--
	8 Administrative staff	--	--
	9 Other management and staff.	--	--
To Collection £		--	--

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

1. PRELIMINARIES/GENERAL CONDITIONS

1.3 Preliminaries Pricing Schedules

Ref.	Description	F £	TR £
1.2	Main Contractor's Cost Items		
1.2.1	Management & Staff		
1.2.1.2	Visiting Management & Staff		
	1 Managing/regional directors & the like	--	--
	2 Quality manager	--	--
	3 Contracts/commercial manager	--	--
	4 Health & Safety Manager/Officer	--	--
	5 Other visiting management & staff	--	--
1.2.1.3	Extraordinary Support Costs		
	1 Other extraordinary support costs	--	--
	2 Day transport	--	--
	3 Personnel transport	--	--
	4 Temporary living accommodation	--	--
	5 Subsistence payments	--	--
	6 Out of Hours working	--	--
1.2.2	Site establishment		
1.2.2.1	Site facilities		
	1 Site accommodation	--	--
	2 Temporary works in connection with site establishment	--	--
	3 Furniture and equipment	--	--
	4 IT systems	--	--
	5 Consumables & services	--	--
	6 Brought-in services	--	--
	7 Sundries	--	--
1.2.3	Temporary services		
1.2.3.1	Site facilities		
	1 Temporary water supply	--	--
	2 Temporary gas supply	--	--
	3 Temporary electricity supply	--	--
	4 Temporary telecommunication systems	--	--
	5 Temporary drainage	--	--
To Collection £		--	--

1. PRELIMINARIES/GENERAL CONDITIONS

1.3 Preliminaries Pricing Schedules

Ref.	Description	F £	TR £
1.2	Main Contractor's Cost Items		
1.2.4	Security		
1.2.4.1	Site facilities		
	1 Security staff	--	--
	2 Security equipment	--	--
	3 Hoardings, fences and gates	--	--
1.2.5	Safety and environmental protection		
1.2.5.1	Site facilities		
	1 Safety programme	--	--
	2 Barriers & safety scaffolding	--	--
	3 Environmental protection measures	--	--
	4 Skips for work package contractors	--	--
1.2.6	Control and protection		
1.2.6.1	Site facilities		
	1 Survey, inspections & monitoring	--	--
	2 Setting out	--	--
	3 Protection of works	--	--
	4 Samples	--	--
	5 Environmental control of building	--	--
1.2.7	Mechanical plant		
1.2.7.1	Site facilities		
	1 Generally	--	--
	2 Tower cranes	--	--
	3 Mobile cranes	--	--
	4 Hoists	--	--
	5 Access plant	--	--
	6 Concrete plant	--	--
	7 Other plant	--	--
1.2.8	Temporary works		
1.2.8.1	Site facilities		
	1 Access scaffolding	--	--
	2 Temporary works	--	--
To Collection £		--	--

1. PRELIMINARIES/GENERAL CONDITIONS

1.3 Preliminaries Pricing Schedules

Ref.	Description	F £	TR £
1.2	Main Contractor's Cost Items		
1.2.9	Site records		
1.2.9.1	Site records		
	1 Photography	--	--
	2 Works records	--	--
1.2.10	Completion and post-completion requirements		
1.2.10.1	Requirements		
	1 Testing and commissioning plan	--	--
	2 Handover	--	--
	3 Post-completion services	--	--
1.2.11	Cleaning		
1.2.11.1	Requirements		
	1 Site tidy	--	--
	2 Maintenance of roads, paths and pavings	--	--
	3 Building clean	--	--
1.2.12	Fees and charges		
1.2.12.1	Fees & Charges		
	1 Rates on temporary accommodation.	--	--
	2 Licences in connection with hoardings, scaffolding, gantries & the like.	--	--
1.2.13	Site services		
1.2.13.1	Temporary works		
	1 Temporary works that are not specific to an element.	--	--
1.2.13.2	Multi-service gang		
	1 Ganger	--	--
	2 Labour	--	--
	3 Fork lift driver.	--	--
	4 Service gang plant and transport.	--	--
To Collection £		--	--

1. PRELIMINARIES/GENERAL CONDITIONS

1.3 Preliminaries Pricing Schedules

Ref.	Description	F £	TR £
1.2	Main Contractor's Cost Items		
1.2.14	Insurance, bonds, guarantees and warranties		
1.2.14.1	Works insurance		
	1 Contractor's 'all risks' (CAR) insurance.	--	--
	2 Contractor's plant and equipment insurance.	--	--
	3 Temporary buildings insurance.	--	--
	4 Terrorism insurance.	--	--
	5 Other insurances in connection with the works.	--	--
1.2.14.2	Public liability insurance		
	1 Non-negligence insurance.	--	--
	2 Professional indemnity insurance.	--	--
1.2.14.3	Employer's (main contractor's) liability insurance		
	1 Management and staff, including administrative staff.	--	--
	2 Works operatives.	--	--
1.2.14.4	Other insurances		
	1 Employer's loss of liquidated damages.	--	--
	2 Latent defects cover.	--	--
	3 Motor vehicles.	--	--
	4 Other insurances.	--	--
	5 Insurance premium tax (IPT).	--	--
	6 Allowance for recovery of all or part of premium excess.	--	--
1.2.14.5	Bonds		
	1 Tender bonds (if applicable).	--	--
	2 Performance bonds.	--	--
1.2.14.6	Guarantees		
	1 Parent company guarantees.	--	--
	2 Product guarantees, insurance backed guarantees.	--	--
1.2.14.7	Warranties		
	1 Collateral warranties.	--	--
	2 Funder's warranties.	--	--
	3 Purchaser's and tenant's warranties.	--	--
	4 Other warranties.	--	--
To Collection £		--	--

1. PRELIMINARIES/GENERAL CONDITIONS

1.3 Preliminaries Pricing Schedules

Ref.	Description	F £	TR £
1.2	Main Contractor's Cost Items		
1.2.14.8	Design Fees		
	1 Architectural	--	--
	2 Structural	--	--
	3 Civil Engineering	--	--
	4 MEP Engineer	--	--
	5 Landscaping Architect	--	--
	6 Fire Consultant	--	--
	7 Acoustic Consultant	--	--
	8 BREEAM Advisor	--	--
	9 Principal Designer	--	--
	10 Ecologist	--	--
	11 Temporary Works Designer	--	--
	12 Technical support / clash detection	--	--
	13 Other Fees and charges	--	--
To Collection £		--	--

New Sports and Community Pavilion, Edmonds Park, Didcot

New Sports and Community Pavilion, Edmonds Park, Didcot

1.3 Preliminaries Pricing Schedules

1.3/7

1. PRELIMINARIES/GENERAL CONDITIONS

1.4 - Responsibility Matrix

1.4 Preliminaries Responsibility Matrix

1.4 Preliminaries Responsibility Matrix

		Employer	Main Contractor	Sub Contractor	Comments/ Guidance
	Quality Standards/ Control				
	■ Samples		✓	✓	
	■ Mock ups		✓	✓	
	■ Off site testing		✓	✓	
	■ On site testing		✓	✓	
	■ Sample storage/ room		✓		
	■ Factory visits/ witness testing		✓	✓	As required for specific materials or installations
	■ Site quality/ environmental signage		✓		
	Security/ Safety/ Protection				
	■ Day time site security		✓		
	■ Security of the site outside operational hours.		✓		
	■ Radios		✓	✓	
	■ Temporary CCTV		✓		
	■ ID card installations		✓		
	■ Hutting - see site accommodation		✓		
	■ Security gates/ barriers		✓		
	■ Safety/ Protection		✓	✓	
	Specific limitations on method/sequence/timing/use of site				
	■ Working hours		✓		Main Contractor to adhere to the limits imposed by the Employer/ Local Authority
	■ Occupied buildings/ site		✓		
	■ Safety of occupants		✓		
	■ Safety of customers		✓		
	■ Temp generators for power outages/ shut downs		✓		
	■ Occupants access/ egress		✓		
	■ Customer access/ egress		✓		
	■ Temporary fire alarms etc.		✓		
	■ Noise control		✓		
	■ Dust control		✓		
	■ Out of hours working requirements.		✓		
	■ Maintain phones/ IT		✓		
	■ Crane over sail licence/ permissions		✓		Contractor to include for any notices or permissions
	■ Special induction requirements		✓		
	Operation/Maintenance of the finished building				
	■ O&M's + As-built drawings		✓	✓	Contractor to also include for the co-ordination of O&M's
	■ Asset coding		✓		
	■ Requirement to engage technical author.				
	■ Health & Safety File		✓		
■ Building Log		✓			
■ Training of the Employers staff		✓	✓		
■ Provision of Spares		✓	✓		

1. PRELIMINARIES/GENERAL CONDITIONS

1.4 Preliminaries Responsibility Matrix

	Employer	Main Contractor	Sub Contractor	Comments/ Guidance
Contractor's general cost items.				
Management and staff				
■ Project Managers		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ APM's / Package Managers		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ Cost Managers		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ Estimators		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ Buyers		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ Construction / Section Managers		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ Building services managers		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ Design Manager		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ H&S manager		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ Planner		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ Document control		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ IT manager		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ Project Engineer		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ Secretarial staff		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ Commissioning manager		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ Travel allowances.		✓	✓	Sub-contractor staff and management dependent on the nature of works required
■ Other resource required but not listed above to carry out the works		✓	✓	Travel to Employer's, Consultants' & Sub-contractors offices/ works in the UK to be included As required to suit the project requirements for the Contractor and Sub-contractor
Site accommodation				
■ Temporary accommodation for site based staff prior to main site establishment.		✓		As required to suit the project requirements for the Contractor and Sub-contractor
■ Employer offices				
■ Contractors offices		✓		As required to suit the project requirements for the Contractor and Sub-contractor
■ Site conference room		✓		As required to suit the project requirements for the Contractor and Sub-contractor
■ Security huts		✓		As required to suit the project requirements for the Contractor and Sub-contractor
■ Welfare facilities		✓		As required to suit the project requirements for the Contractor and Sub-contractor
■ Drying room		✓		As required to suit the project requirements for the Contractor and Sub-contractor
■ Canteen		✓		As required to suit the project requirements for the Contractor and Sub-contractor
■ First Aid hut		✓		As required to suit the project requirements for the Contractor and Sub-contractor
■ Induction hut		✓		As required to suit the project requirements for the Contractor and Sub-contractor
■ Site toilets		✓		As required to suit the project requirements for the Contractor and Sub-contractor
■ Site showers		✓		As required to suit the project requirements for the Contractor and Sub-contractor
■ Fencing to main site compound		✓		As required to suit the project requirements for the Contractor and Sub-contractor
■ Hard standing to site compound		✓		As required to suit the project requirements for the Contractor and Sub-contractor
■ Temporary car parks		✓		
■ Paved footpaths to site compound		✓		
■ Hoarding / fencing to site perimeter		✓	✓	As required to suit the project requirements for the Contractor and Sub-contractor
■ Hoarding licence		✓		As required to suit the project requirements for the Contractor and Sub-contractor
■ Moving site accommodation during the project				
Accommodation Equipment				
■ Canteen kitchen equipment		✓		Contractor to provide to own Staff and Sub-Contractors
■ Crockery / cutlery		✓		Contractor to provide to own Staff and Sub-Contractors
■ Furniture etc.		✓		Contractor to provide to own Staff and Sub-Contractors
■ Boot racks		✓		Contractor to provide to own Staff and Sub-Contractors

EMPLOYERS REQUIREMENTS

New Sports and Community Pavilion, Edmonds Park, Didcot



1. PRELIMINARIES/GENERAL CONDITIONS

1.4 Preliminaries Responsibility Matrix

	Employer	Main Contractor	Sub Contractor	Comments/ Guidance
Contractor's general cost items.				
Computers & special equipment				
▪ Project extranet/intranet		✓		
▪ Computers		✓	✓	
▪ Printers		✓	✓	
▪ TV & video for site inductions		✓		
▪ Software incl user licences		✓	✓	
▪ System maintenance & reconfiguration		✓	✓	
Services and facilities				
Communications				
▪ Phone lines, site, canteen, security		✓		Contractor to provide to own Staff and Sub-Contractors
▪ IT line installation.		✓		Contractor to provide to own Staff and Sub-Contractors
▪ IT line subscription.		✓		Contractor to provide to own Staff and Sub-Contractors
▪ Telephone system wiring		✓		Contractor to provide to own Staff and Sub-Contractors
▪ Handsets incl. security huts		✓	✓	Contractor to provide to own Staff and Sub-Contractors
▪ Plain paper fax machine		✓	✓	Contractor to provide to own Staff and Sub-Contractors
▪ Maintenance & adaptation of phone system during project		✓		Contractor to provide to own Staff and Sub-Contractors
▪ Site radios		✓	✓	Contractor to provide to own Staff and Sub-Contractors
▪ Call charges		✓	✓	Contractor to provide to own Staff and Sub-Contractors
Safety				
▪ First Aid kit incl. topping up		✓	✓	
▪ First Aid @ Work training		✓	✓	
▪ Site visitors - hard hats, hi-vis vests, Wellington boots, gloves, ear defenders etc.		✓	✓	
▪ Contractors site staff full PPE sets		✓	✓	
▪ Replacement PPE for long term resident site team & visitors.		✓	✓	
▪ Health & safety equipment		✓	✓	
▪ Induction video / facility		✓		
▪ Temporary barriers / hoardings		✓		
▪ Site safety signage		✓		
▪ Mansafe systems		✓		
▪ Temporary ramps / stairs		✓		
Stationery & Postage				
▪ Project archiving		✓	✓	
▪ Couriers		✓	✓	
▪ Parcel postage		✓	✓	
▪ Letter postage		✓	✓	
▪ Site stationery		✓	✓	
Photocopying				
▪ Site copier		✓		
▪ Maintain/ service copiers		✓		
▪ Colour copier		✓	✓	

1.4 Preliminaries Responsibility Matrix

1.4 Preliminaries Responsibility Matrix

	Employer	Main Contractor	Sub Contractor	Comments/ Guidance
Services and facilities Reprographics <ul style="list-style-type: none">CAD charges for logistics drawings etc.Copy documents for subcontract tenders / contractsColour printing / copying programmes etc.Copy S/C's drawings for issue to Design Team / other S/C'sCopy construction issue drawings / revisions to S/C's Site Photography <ul style="list-style-type: none">Regular site progress photosProfessional photography Waste Management & Removal <ul style="list-style-type: none">Waste removal from site accommodationWaste removal from canteenSkips / general waste removal from siteOn floor bins for waste collection Multi-service & Site Logistics Gang <ul style="list-style-type: none">Site catering staffCleaning site welfare, toilets and officesFire pointsSmall tools & plantMaterials off loading / horizontal distribution. Consumables & sundry items <ul style="list-style-type: none">Noise monitoring equipmentVibration monitoring equipmentS/C credit checksProject social functions - Topping outSite consumables incl. WC rolls, hand towels, sundry cleaning consumables etc. Final Clean <ul style="list-style-type: none">Phased cleaningPre-snap cleaningFinal cleanDeep clean to catering areasSpecial clean to IT areas.				

1. PRELIMINARIES/GENERAL CONDITIONS

1.4 Preliminaries Responsibility Matrix

	Employer	Main Contractor	Sub Contractor	Comments/ Guidance
Mechanical plant				
Hoisting				
▪ Erect and test hoist		✓		
▪ Hoist base - install & remove		✓		
▪ Hoist tower with run off's		✓		
▪ Protect building openings to each hoist		✓		
▪ Hoist hire		✓		
▪ Hoist drivers		✓		
▪ Dismantle hoist		✓		
▪ Forklift excl driver		✓		
▪ Forklift drivers		✓		
Cranage				
▪ Tower cranes, driver & banksman		✓		
▪ Mobile cranes		✓		
Wheel wash facility				
▪ Wheel wash installation		✓		
▪ Wheel wash maintenance		✓		
▪ Allowance for relocation		✓		
▪ Wheel wash removal		✓		
Temporary works				
Temporary Plumbing & Drainage				
▪ Temporary foul drainage - site + site accommodation		✓		
▪ Temporary surface water drainage - site + site accom		✓		
▪ Discharge licences		✓		
▪ Temporary water supplies - Potable to accom / welfare		✓		
▪ Temporary water supplies - Non-portable to accommodation / welfare /the works		✓		
▪ Wheel wash water supply.		✓		
▪ Temporary ground water control.		✓		
Scaffolding / access equipment				
▪ External perimeter scaffold		✓		Including alarming and adaptations as necessary to carry out the works
▪ Common user birdcage scaffolds		✓		Including alarming and adaptations as necessary to carry out the works
▪ Perimeter / void handrails		✓		Including alarming and adaptations as necessary to carry out the works
▪ Temporary staircases		✓		Including alarming and adaptations as necessary to carry out the works
▪ Temporary roof's / roof opening protection		✓		Including alarming and adaptations as necessary to carry out the works
▪ Powered access platforms /scissor lifts etc.		✓	✓	Including alarming and adaptations as necessary to carry out the works
▪ Trestles / tower scaffolds etc.		✓	✓	Including alarming and adaptations as necessary to carry out the works
▪ Crash decks		✓	✓	Including alarming and adaptations as necessary to carry out the works
Protection				
▪ Protection of the works		✓		
▪ Protection of stored materials		✓		

1.4 Preliminaries Responsibility Matrix

1.4 Preliminaries Responsibility Matrix

[illegible]

2. PROVISIONAL ITEMS

2.1 - Notes on Cost Plan

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

2. PROVISIONAL ITEMS

2.1 Notes on Cost Plan

- 1** This schedule has been prepared to show the anticipated elemental allocation of expenditure to be defined in the second stage procurement.
- 2** The Contractor is to comment with their Stage 1 tender on the adequacy of the elemental Cost Plan detailing any areas that they have concerns over.
- 3** Prior to commencement of the second stage sub-contract tendering activity the Contractor is to allocate the elemental costs/ provisional sums to the agreed work packages for reconciliation with the tender returns.
- 4** The Provisional Sums are Defined sums and relate to the scope of the works set out in the documents. The Contractor is deemed to have made due allowance in programming, planning and pricing preliminaries, for undertaking all the work required or necessary
- 5** The values in this section are deemed to be net sub-contract values. Main Contract allowances for preliminaries, general attendances, overheads and profits are to be included elsewhere.

2. PROVISIONAL ITEMS

2.2 - Cost Plan Summary (Elemental Provisional Sums)

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

2. PROVISIONAL ITEMS

2.2 Elemental Provisional Sums

Ref	Description		Total
0	Facilitating works		
	0.1 Toxic/hazardous material removal	–	
	0.2 Major demolition works	2,000	
	0.3 Specialist Groundworks	–	
	0.4 Temporary diversion works	–	
	0.5 Extraordinary site investigation works	–	
			2,000
1	Substructure		
	1.1 Foundations	150,800	
			150,800
2	Superstructure		
	2.1 Frame	73,900	
	2.2 Upper floors	–	
	2.3 Roof	168,100	
	2.4 Stairs and ramps	1,800	
	2.5 External walls	168,700	
	2.6 Windows and external doors	38,000	
	2.7 Internal walls and partitions	58,500	
	2.8 Internal doors	29,800	
			538,800
3	Internal finishes		
	3.1 Wall finishes	39,600	
	3.2 Floor finishes	26,600	
	3.3 Ceiling finishes	50,700	
			116,900
4	Fittings, furnishings and equipment		
	4.1 General fittings, furnishings and equipment	22,600	
			22,600
5	Services		
	5.1 Sanitary Installations	41,500	
	5.2 Mechanical Installations	102,700	
	5.8 Electrical installations	180,100	
	5.1 BWIC	16,200	
			340,500
6	Complete buildings and building units	–	–
7	Work to existing buildings	–	–

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

2. PROVISIONAL ITEMS**2.2 Elemental Provisional Sums**

Ref	Description		Total
8	External works		
	8.1 Site preparation works	6,500	
	8.2 Roads, paths and paving	142,500	
	8.3 Planting	19,400	
	8.4 Fencing, railings and walls	6,600	
	8.5 Site/street furniture and equipment	32,100	
	8.6 External drainage	47,900	
	8.7 External services	21,000	
	8.8 Minor building works and ancillary buildings	–	
			276,000
Total: Facilitating works and Building Works			1,447,600

2. PROVISIONAL ITEMS

2.3 - Dayworks

2. PROVISIONAL ITEMS

2.3 Dayworks

REF	DESCRIPTION	£
2.3.1	Authorised Overtime/All-in Labour Constants	
2.3.1.1	<p>Works carried out, outside of normal working hours</p> <p>For prime cost incurred at any time during the Contract. Any such extra cost will be calculated using Rates of Basic Pay, Additional Payments, for use with the Working Rule Agreement for the Construction Industry, published by the Construction Industry Joint Council, current when the work is carried out, together with additional payments for continuous extra skill or responsibility or intermittent responsibility, as appropriate.</p> <p>Provisional Sum: Allow for the following amount of resources, all in rates by a Labourer: 50 hours @ £ <input type="text"/> /hr Item -</p> <p>by a Craftsman: 50 hours @ £ <input type="text"/> /hr Item -</p> <p>Add for percentage addition to cover the cost of the non productive element only of overtime, incidental costs, overheads and profit, at time and a half <input type="text"/> % -</p> <p>at double time <input type="text"/> % -</p> <p>Insert rates/percentages in highlighted yellow cells</p>	
To Collection £		-



















2. PROVISIONAL ITEMS

2.3 Dayworks

REF	DESCRIPTION	£
2.3.2	DAYWORKS (A55)	
	General Notes	
	<ul style="list-style-type: none"> If in the opinion of the CA any work cannot be properly valued from the Pricing Document, instructions shall be confirmed in writing that the works to be carried out on a dayworks account basis. The Contractor is to insert rates in the following schedule of dayworks and these rates shall be extended into the cash column, totalled and carried to the Main Summary. The rates shall be "all-inclusive" and shall allow for all fluctuations in labour rates, insurances and expenses in connection with labour including allowing for the use of hand tools and maintenance of same, superintendence, travelling time and fares, profit, overheads, protection, incidental costs and the like. 	
	Labour	
2.3.2.1	Labourer or mate 50 hrs <input type="text"/> /hr Item	-
2.3.2.2	Groundworker 30 hrs <input type="text"/> /hr Item	-
2.3.2.3	Piling operative 30 hrs <input type="text"/> /hr Item	-
2.3.2.4	Banksman 30 hrs <input type="text"/> /hr Item	-
2.3.2.5	Scaffolder 30 hrs <input type="text"/> /hr Item	-
2.3.2.6	Concretor 30 hrs <input type="text"/> /hr Item	-
2.3.2.7	Reinforcement fixer 30 hrs <input type="text"/> /hr Item	-
2.3.2.8	Bricklayer 30 hrs <input type="text"/> /hr Item	-
2.3.2.9	Stonemason 30 hrs <input type="text"/> /hr Item	-
2.3.2.10	Renderer 30 hrs <input type="text"/> /hr Item	-
2.3.2.11	Metal roofing and metal cladding fixer 30 hrs <input type="text"/> /hr Item	-
2.3.2.12	Sheet membrane roofing layer 30 hrs <input type="text"/> /hr Item	-
2.3.2.13	Carpenter 30 hrs <input type="text"/> /hr Item	-
To Collection £		-

2. PROVISIONAL ITEMS

2.3 Dayworks

REF	DESCRIPTION	£
2.3.2	DAYWORKS (A55)	
	Labour (cont)	
2.3.2.14	Joiner 30 hrs  /hr Item	-
2.3.2.15	Structural steelworker 30 hrs  /hr Item	-
2.3.2.16	Metalworker 30 hrs  /hr Item	-
2.3.2.17	Plasterer 30 hrs  /hr Item	-
2.3.2.18	Carpet layer 30 hrs  /hr Item	-
2.3.2.19	Floor layer 30 hrs  /hr Item	-
2.3.2.20	Tiler 30 hrs  /hr Item	-
2.3.2.21	Glazier 30 hrs  /hr Item	-
2.3.2.22	Glazed curtain walling operative 30 hrs  /hr Item	-
2.3.2.23	Framed ceiling installer 30 hrs  /hr Item	-
2.3.2.24	Mastic sealant operative 30 hrs  /hr Item	-
2.3.2.25	Painter 30 hrs  /hr Item	-
2.3.2.26	Competent Electrician 30 hrs  /hr Item	-
2.3.2.27	Electrician's mate 30 hrs  /hr Item	-
2.3.2.28	Registered plumber 30 hrs  /hr Item	-
2.3.2.29	Plumber's mate 30 hrs  /hr Item	-
2.3.2.30	Registered heating and ventillating engineer 30 hrs  /hr Item	-
2.3.2.31	Heating and venilating engineer's mate 30 hrs  /hr Item	-
To Collection £		-

2. PROVISIONAL ITEMS

2.3 Dayworks

REF	DESCRIPTION		£
2.3.3	Materials & Goods		
2.3.3.1	Provide for the prime cost of materials and goods	item	2,000.00
2.3.3.2	Add the percentage addition for incidental costs, overheads and profit	% <input type="text"/>	-
	Plant		
2.3.3.3	Provide for the prime cost of plant hired by the Contractor	item	2,000.00
2.3.3.4	Add the percentage addition for incidental costs, overheads and profit	% <input type="text"/>	-
To Collection £			4,000.00

2. PROVISIONAL ITEMS

2.3 Dayworks

REF	DESCRIPTION	£
	Collection	
2.3/1		-
2.3/2		-
2.3/3		-
2.3/4		4,000.00
Total to main summary £		4,000.00

3. CONTRACT SUM ANALYSIS/WORK PACKAGES

3.1 - Element/Package Prices

3. CONTRACT SUM ANALYSIS/WORK PACKAGES

3.1 Element/ Package Prices

Ref.	Description	Total
	<p>General Notes</p> <ul style="list-style-type: none"> This Contract Sum Analysis is to be completed during the second stage tender and shall be amended by the Contractor to show the agreed packages of work. The values in this section are deemed to be net sub-contract values. Main Contract allowances for preliminaries, general attendances, overheads and profits are to be included elsewhere. <p>Work packages are to include but are not limited to:</p> <ul style="list-style-type: none"> Site clearance and alteration works Groundworks Insitu concrete Precast/ composite concrete Masonry external walls Structural steel Structural timber Fire protection Carpentry Composite slate roof coverings Composite slate wall coverings Canopies and covered terraces Waterproofing Proprietary linings and partitions Joinery Rooflights - aluminium Windows - aluminium External doors and louvres - aluminium Internal glazing Floor finishes (screeds, sheeting, tiles) Wall finishes (plaster, decoration, tiles, acoustic panels, sheeting) Ceiling finishes (suspended grid, plasterboard, decoration) Furniture, fittings and equipment Safety systems/ mansafe Signage Above ground drainage Below ground drainage (under building footprint) Sanitary installations Mechanical installations Rainwater harvesting Electrical installations Photovoltaic panels Specialist installations Communication, security and control systems 	

3. CONTRACT SUM ANALYSIS/WORK PACKAGES

3.1 Element/ Package Prices

Ref.	Description	Total
	<ul style="list-style-type: none">• Utility supplies• Builder's work in connection with services• Sustainable solutions/ renewables• Roads, paths and paving• Planting• Fencing, railings and walls• Site/street furniture and equipment• External drainage• External services• Minor building works and ancillary buildings	
Total to main summary £		--

4. MAIN SUMMARY

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

4. MAIN SUMMARY

Ref.	Description	£
1	PRELIMINARIES/GENERAL CONDITIONS	
	1.1 - Introduction	
	1.2 - Preliminaries	
	1.3 - Preliminaries Pricing Schedules	—
	1.4 - Responsibility Matrix	
2	PROVISIONAL ITEMS	
	2.1 - Notes on Cost Plan	
	2.2 - Cost Plan Summary	1,447,600.00
	2.3 - Dayworks	4,000.00
3	CONTRACT SUM ANALYSIS	
	3.1 - Element/ Package tenders	Nil
3	MAIN CONTRACTOR OVERHEADS AND PROFIT	
	Add a percentage to cover all Main Contractor overheads and profits based on the value of this tender Submission. The percentage is to allow for all adjustments to the net value of work (including Main Contractor Discount). No other adjustments shall apply.	
	<div style="text-align: right;">..... %</div>	
	Contractor : _____	
	Address : _____	

	Date : _____	

Total Tender £		1,451,600.00

5. FORM OF TENDER

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

5. FORM OF TENDER

Tender for: New Sports and Community Pavilion, Edmonds Park, Didcot

To: Ridge and Partners LLP
The Cowyards
Blenheim Park
Oxford Road
Woodstock
OX20 1QR

From:
.....
.....
.....

We have examined the following documents:

- Drawings listed in the Invitation to Tender;
- The JCT Form and other Conditions of Contract specified in the Pricing Document;
- Pre-Construction Information

Option A - period as stipulated by tender documents

We offer to carry out the whole of the Works described in accordance with the documents referred to above;

for the sum of £ (in words)

£ (in figures) exclusive of any VAT chargeable

within 34 weeks from acceptance of our second stage tender, comprising a period of:

- 4 weeks from acceptance to the Date of Possession and
- 30 weeks from the Date of Possession to the Date for Completion.

Option B - period to be stipulated by contractor

We offer to carry out the whole of the Works described in accordance with the documents referred to above;

for the sum of £ (in words)

£ (in figures) exclusive of any VAT chargeable

within – weeks from acceptance of our second stage tender, comprising a period of:

- weeks from acceptance to the Date of Possession and
- weeks from the Date of Possession to the Date for Completion.

5. FORM OF TENDER

Tender for: New Sports and Community Pavilion, Edmonds Park, Didcot

For the purposes of the contract, pre-construction agreement, warranties and guarantee requirements mentioned in the Pricing Document, We have reviewed the contents of the Pricing Document and accept, without amendment, the wording set out in the appendices.

We enclose our fully priced document in the separate envelope provided and marked with our name.

We agree that if any obvious errors in pricing or errors in arithmetic are discovered in the priced document[s] before acceptance of this offer, they shall be dealt with in accordance with the Alternative 2 procedure set out in JCT Practice Note 6 - Main Contract Tendering.

We undertake in the event of your acceptance to execute with you a formal contract embodying all the conditions and terms contained in this offer within 21 days of being required to do so by the Employer.

This tender remains open for acceptance for 56 days from the latest date fixed for the submission of the second stage tenders.

We confirm that this tender is submitted at our expense and agree that the Employer need not necessarily accept the lowest or any other tender.

5. FORM OF TENDER

Tender for: New Sports and Community Pavilion, Edmonds Park, Didcot

Certificate of Bona Fide Tender

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of the principle, I certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I also certify that we have not done and we undertake that will not do at any time before the hour and date specified for return of this tender any of the following acts:-

- a. Communication to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- b. entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
- c. offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing or sort described above.

In this certificate the word "person" includes any person any body or association, corporate or unincorporate and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signed by or on

behalf of :

Signature :
duly authorised to sign

Position :

Date : 2022

Note: The completed form of tender together with the information requested must be received by Ridge at the above address no later than 12:00 hours on the date set out in the tender invitation.

A. DOCUMENT REGISTER

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

A. DOCUMENT REGISTER

REF	DESCRIPTION	REVISION
-----	-------------	----------

Consultant Name : RIDGE		Project Ref : 5018614
	Documents:	
PD	Pricing Document	
PCI	Pre-Construction Information Pack	
5018614-001	Site Logistic Plan	
RDS	RDG-XX-XX-XX-A-9080 - Room Data Sheets - for information only	

Consultant Name : RPA ARCHITECTS		Project Ref : 2186
	Drawings :	
A-001	Block and location plan	-
A-002	Existing Site Plan	-
A-003	Proposed site plan	A
A-100	Proposed changing and community building plan	A
A-200	Proposed elevations	-
A-201	Proposed elevations	-
A-202	Proposed street elevations	-
	Other Documents:	
	Planning application form	04/06/2021
	Design, access and planning statement - May 2021	-
	Visualisation proposals	-

Consultant Name : The Landscape Studio		Project Ref : Edmonds Park
	Drawings :	
TLS.1	Landscape layout plan	A
TLS.2	Planting plan	-
	Other Documents:	
	Landscape statement	22/03/2021

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

A. DOCUMENT REGISTER

REF	DESCRIPTION	REVISION
Consultant Name :	Sylva Consultancy	Project Ref : 21046
	Other Documents:	
	Arboricultural Report - March 2021	05/03/2021

Consultant Name :	STM Environmental	Project Ref : PH1-2021-000083
	Other Documents:	
	Contaminated land risk assessment - Phase 1 Desk Study Report	1

Consultant Name :	Other Documents	Project Ref : n/a
	Other Documents:	
	Site waste management plan	June 2021
	Transport assessment	June 2021
	Geosynthetics Cellweb TRP Technical Support Package	-
	Configuration of football pitches - Edmonds Park	-
	Letter to Sport England and SODC re Edmonds Park community pavilion	02/08/2021
	Thames Water Asset location search - ALS/ALS Standard/2021_4511529	27/09/2021
	County Series Map - Groundsure Insights	30/07/2021

Consultant Name :	South Oxfordshire District Council	Project Ref : P21/S2646/FUL
	Other Documents:	
	Planning Decision Notice	22/10/2021
	Delegated Report	-

Consultant Name :	Blewburton Ltd	Project Ref : n/a
	Other Documents:	
	BREEAM New Construction 2018 Evidence Tracker	V1

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot



A. DOCUMENT REGISTER

REF	DESCRIPTION	REVISION
Consultant Name : Survey Solutions		Project Ref :
	Other Documents:	
	42308NGLS-01 Topographical Survey	
	42308NGUG-01 Utilities and Drainage Survey	-

B. CONTRACT CONDITIONS

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

B. CONTRACT CONDITIONS

Document Ref	Description	Revision
CONTRACT CONDITIONS		
	Documents:	
B.1	JCT Design and Build Contract 2016 - separate document	DRAFT

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

B. CONTRACT CONDITIONS

Document Ref	Description	Revision
CONTRACT CONDITIONS		
	Documents:	
B.2	Specific Schedule of Amendments	
	SCHEDULE OF AMENDMENTS TO JCT DESIGN AND BUILD CONTRACT 2016 EDITION	
	1. Contract Particulars	
	Clause 4.9 Interim and final Payments - final date and amount	
	Amend clause 4.9.1 as following;	
	Change '14 days' to '30 days'	

C. WARRANTIES, BONDS AND GUARANTEES

C. WARRANTIES, BONDS AND GUARANTEES

Document Ref	Description	Revision
WARRANTIES, BONDS AND GUARANTEES		
	Documents:	
C.1	Collateral Warranties/ Third Party Rights	Draft
	▪ SCWa/E - Sub-Contractor Collateral Warranty for Employer 2016 - Separate document	
	refer to preliminaries clause A30/320 for details of sub-contractors required to provide warranties and level/type of PI insurance required.	
	▪ CWa/F - Contractor Collateral Warranty for Funder 2016 - Separate document	
	▪ SCwa/F - Sub- Contractor Collateral Warranty for Funder 2016 - Separate document	
	Comments- as for SCWa/E for sub-contractors to provide this type of warranty	
	▪ Designers Collateral Warranty for Employer - Refer ro A30/315	
C.2	Performance Bond	

C.1 Collateral Warranties/ Third Party Rights

Professional Team's Collateral Warranty (Employer)

DATED _____ 2022

[NAME OF CONSULTANT]
(the "Consultant")

and

DIDCOT TOWN COUNCIL
(the "Employer")

PROFESSIONAL TEAM'S DIRECT AGREEMENT
relating to the design of New Sports and Community
Pavilion at Edmonds Park, Didcot

[File Ref:]

PROFESSIONAL TEAM'S COLLATERAL WARRANTY (EMPLOYER)

"Business Day: a day other than a Saturday, Sunday or public holiday in England when banks in London are open for business.

"CDM Regulations": the Construction (Design and Management) Regulations 2015.

"Practical Completion Certificate, Section Completion Certificate, Practical Completion Statement and Section Completion Statement":

the Certificate(s) or Statement(s) issued under the Building Contract as appropriate.

"Prohibited Materials": has the same meaning as set out in the Appointment.

"Project Agreement": the agreement of even date with this Agreement between the Employer and the Consultant by which the Project is to be procured.

"Services": has the same meaning as set out in the Appointment.

1.2 Clause headings shall not affect the interpretation of this agreement.

1.3 A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).

1.4 A reference to a company shall include any company, corporation or other body corporate, wherever and however incorporated or established.

1.5 Unless the context otherwise requires, words in the singular shall include the plural and, in the plural, include the singular.

1.6 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.

1.7 This agreement shall be binding on, and ensure to the benefit of, the parties to this agreement and their respective personal representatives, successors and permitted assigns, and references to any party shall

include that party's personal representatives, successors and permitted assigns.

1.8 References to clauses are to the clauses of this agreement.

2. CONSULTANT'S OBLIGATIONS AND WARRANTIES TO THE EMPLOYER

2.1 The Consultant warrants to the Employer that it has duly performed and observed, and will continue duly to perform and observe, all the terms of the Appointment on the Consultant's part to be performed and observed and, without prejudice to the generality of the foregoing, the Consultant warrants that it has exercised and will continue to exercise reasonable skill, care and diligence in the performance of the Services to be expected of a competent professional [type of service] experienced in providing services in relation to works of a similar size, scope, nature, value and complexity as the Works.

2.2 The Consultant warrants and undertakes to the Employer that it:

2.2.1 has not specified for use or knowingly permitted the use of; and

2.2.2 shall use such degree of skill, care and diligence as is referred to in clause 2.1 of this Agreement to see that other parties do not specify for use in the Works or permit it to be used with its knowledge, any Prohibited Materials.

2.3 Should the Consultant become aware during the course of performing the Services under the Appointment that any Prohibited Materials have been used in the Works, the Consultant will inform the Employer immediately in writing.

2.4 The copyright in all schedules, plans, drawings, deposits, specifications, calculations and all other information and documents together with any design contained therein prepared by or on behalf of the Consultant (the "Documents") shall remain vested in the Consultant but the Employer shall have an irrevocable non-exclusive licence free of any charge to copy and use such Documents and to reproduce the designs contained in them for any purpose related to the Works including, (but without limiting the generality thereof), the construction, completion, maintenance, use, reinstatement, modification, extension, repair, disposal and advertisement of the Works. Such licence shall entitle the Employer to grant sub-licences without the consent or approval of the Consultant and the licence shall be freely assignable by the Employer. The Consultant shall not be liable for any misuse of the Documents by the Employer or its sub-licensees. The Consultant shall, if the Employer so requests and undertakes in writing to pay the

Consultant's reasonable copying charges, promptly supply the Employer with conveniently reproducible copies of all such Documents.

- 2.5 The Consultant shall maintain professional indemnity insurance covering (inter alia), all liability hereunder, upon customary and usual terms and conditions prevailing for the time being in the insurance market, and with reputable insurers lawfully carrying on such insurance business in the United Kingdom, in an amount not less than **£5,000,000 (Five million)** for any one occurrence or series of occurrences arising out of any one event, with the sole exception of insurance cover in respect of pollution and contamination, date recognition and asbestos which may apply in aggregate during the insurance year and not on an any one occurrence or series of occurrences arising out of one event basis, for a period beginning now and ending 12 years from the date of issue of the Practical Completion Certificate or last Section Completion Certificate or Practical Completion Statement or last Section Completion Statement (as appropriate) for the purposes of the Building Contract, provided always that such insurance is available at commercially reasonable rates. The said terms and conditions shall not include any term or condition to the effect that the Consultant must discharge any liability before being entitled to recover from the insurers, or any other term or condition which might adversely affect the rights of any person to recover from the insurers pursuant to the Third Parties (Rights Against Insurers) Act 1930 or any amendment or re-enactment thereof.
- 2.6 Any reasonably increased or additional premium required by insurers by reason of the Consultant's own claims record or other acts, omissions, matters or things particular to the Consultant shall be deemed to be within commercially reasonable rates.
- 2.7 The Consultant shall immediately inform the Employer if such insurance ceases to be available at commercially reasonable rates.
- 2.8 The Consultant shall fully co-operate with any measures reasonably required by the Employer, including (without limitation) completing any proposals for insurance and associated documents and maintaining such insurance at rates above commercially reasonable rates if the Employer undertakes in writing to reimburse the Consultant in respect of the net cost of such insurance to the Consultant above commercially reasonable rates or, if the Employer effects such insurance at rates at or above commercially reasonable rates, reimbursing the Employer in respect of what the net cost of such insurance to the Employer would have been at commercially reasonable rates.
- 2.9 As and when it is reasonably requested to do so by the Employer the Consultant shall produce for inspection documentary evidence (including, if required by the Employer, the original of the relevant insurance documents) that its professional indemnity insurance is being maintained.

2.10 The Consultant's duties or liabilities under this agreement shall not be negated or diminished by:

(a) Any approval or inspection of:

(i) The Project; or

(ii) Any designs or specifications for the Property or the Project;
or

(iii) Any testing of any work, goods, materials, plant or
equipment; or

(iv) Any omission to approve, inspect or test,

by or on behalf of the Employer or the Contractor.

2.11 The Consultant shall not exercise, or seek to exercise, any right to:

(a) Terminate its employment under the Professional
Appointment; or

(b) Discontinue performance of the Services,

for any reason (including any breach on the part of the Contractor) without giving the Employer at least ten (10) Business Days' written notice of its intention to do so. Any notice from the Consultant shall specify the grounds for the Consultant's proposed termination or discontinuance.

3. ASSIGNMENT

3.1 This Agreement may be assigned twice only by the Employer and its successors and assignees without the consent of the Consultant being required.

4. VARIATION

- 4.1 The Consultant undertakes with the Employer not materially to vary, or depart from, the terms and conditions of the Appointment without the prior written consent of the Employer, and agree that no such variation or departure made without such consent shall be binding on the Employer, or affect or prejudice the Employer's rights hereunder, or in any other way.

5. NOTICES

- 5.1 Any notice to be given by the Consultant hereunder shall be deemed to be duly given if it is delivered by hand at or sent by registered post or recorded delivery to the above-mentioned address of the Employer or to the principal business address of the Employer for the time being, and any notice to be given by the Employer hereunder shall be deemed to be duly given if it is addressed to the Consultant and delivered by hand at or sent by registered post or recorded delivery to the above-mentioned address of the Consultant or to the principal business address of the Consultant for the time being and, in the case of any such notices, the same shall if sent by registered post or recorded delivery be deemed to have been received 48 hours after being posted.
- 5.2 Except as otherwise stated, all notices or other communications required in connection with this Agreement shall be in writing and sent by hand, by first class prepaid post or by facsimile transmission to the address or facsimile number shown below:

DIDCOT TOWN COUNCIL

Address:

Didcot Civic Hall,

Britwell Road, Didcot,

Oxfordshire, OX11 7HN

[NAME OF CONSULTANT]

Address: **[insert]**

Facsimile: **[insert]**

6. THIRD PARTY RIGHTS

- 6.1 Except as expressly set out in this Agreement nothing in this Agreement confers or purports to confer on any third party any benefit or any right to enforce any terms of this Agreement.

7. LIMITATION

- 7.1 No action or proceedings for any breach of this Agreement shall be commenced against the Consultant after the expiry of 12 years from the date of issue of the Practical Completion Certificate or last Section Completion Certificate or Practical Completion Statement or last Section Completion Statement (as appropriate).

8. GOVERNING LAW

- 8.1 This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

9. JURISDICTION

- 9.1 This Agreement is governed by the laws of England and Wales as applied in England and is subject to the non-exclusive jurisdiction of the courts of England and Wales.

IN WITNESS whereof the parties have executed this Agreement as a Deed and delivered it on the date first before written

Executed as a Deed by the Consultant

[name of consultant]

(a) acting by a Director and the
hereto its common seal
Company Secretary/two Directors
presence of

OR (b) by affixing
in the

..... and

.....
(Insert names of signatories)

(Common seal of

Company)

.....
Signature

Director

.....
Signature Company Secretary/Director
(signatures required for both options (a) & (b))

The Common Seal of the DIDCOT TOWN
COUNCIL
was hereunto affixed in the presence of:

Authorised Officer

THE GUARANTEE BOND is made as a deed **BETWEEN** the following parties whose names and [registered office] addresses are set out in the Schedule to this Bond (the “Schedule”):

- (1) The “Contractor” as principal
- (2) The “Guarantor” as guarantor, and
- (3) The “Employer”

WHEREAS

- (A) By a contract (the “Contract”) entered into or to be entered into between the Employer and the Contractor particulars of which are set out in the Schedule the Contractor has agreed with the Employer to execute works (the “Works”) upon and subject to the terms and conditions therein set out.
- (B) The Guarantor has agreed with the Employer at the request of the Contractor to guarantee the performance of the obligations of the Contractor under the Contract upon the terms and conditions of this Guarantee Bond subject to the limitation set out in Clause 2.

NOW THIS DEED WITNESSES as follows:

1. The Guarantor guarantees to the Employer that in the event of a breach of the Contract by the Contractor (which for the purposes of this Guarantee Bond will include the Contractor becoming Insolvent, as defined in clause 9), the Guarantor shall subject to the provisions of this Guarantee Bond satisfy and discharge the damages sustained by the Employer as established and ascertained pursuant to and in accordance with the provisions of or by reference to the Contract and taking into account all sums due or to become due to the Contractor.
2. The maximum aggregate liability of the Guarantor and the Contractor under this Guarantee Bond shall not exceed the sum set out in the Schedule (the “Bond Amount”) but subject to such limitation and to Clause 4 the liability of the Guarantor shall be co-extensive with the liability of the Contractor under the Contract.
3. The Guarantor shall not be discharged or released by any alteration of any of the terms, conditions and provisions of the Contract or in the extent or nature of the Works and no allowance of time by the Employer under or in respect of the Contract or the Works shall in any way release, reduce or affect the liability of the Guarantor under this Guarantee Bond.
4. Whether or not this Guarantee Bond shall be returned to the Guarantor the obligations of the Guarantor under this Guarantee Bond shall be released and discharged absolutely upon Expiry (as defined in the Schedule) save in respect of any breach of the Contract which has occurred and in respect of which a claim in writing containing particulars of such breach has been made upon the Guarantor before Expiry.
5. The Contractor having requested the execution of this Guarantee Bond by the Guarantor undertakes to the Guarantor (without limitation of any other rights and remedies of the Employer or the Guarantor against the Contractor) to perform and discharge the obligations on its part set out in the Contract.
6. This Guarantee Bond and the benefits thereof shall not be assigned without the prior written consent of the Guarantor and the Contractor.
7. The parties to this Guarantee Bond do not intend that any of its terms will be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999 or otherwise, by any person not a party to it.
8. This Guarantee Bond shall be governed by and construed in accordance with the laws of England and Wales and only the courts of England and Wales shall have jurisdiction hereunder.
9. For the purposes of this Guarantee Bond a party is “Insolvent”:

- 9.1 when it enters administration within the meaning of Schedule B1 to the Insolvency Act 1986;
 - 9.2 on the appointment of an administrative receiver or a receiver or manager of its property under Chapter 1 of Part III of that Act, or the appointment of a receiver under Chapter II of that Part;
 - 9.3 on the passing of a resolution for the voluntary winding-up without a declaration of solvency under section 89 of that Act; or
 - 9.4 on the making of a winding- up order under Part IV of that Act
- or any equivalent event in the country where the relevant party is registered.

IN WITNESS whereof the Contractor and the Guarantor have executed and delivered this Guarantee Bond as a Deed this [**] day of [**], [YEAR]

EXECUTED AND DELIVERED as a deed by [CONTRACTOR], Contractor

Acting by a Director in the presence of:

Witness Signature

Witness Address

Witness Occupation

EXECUTED AND DELIVERED as a deed by [GUARANTOR], Guarantor

Acting by a Director in the presence of:

Witness Signature

Witness Address

Witness Occupation

THE SCHEDULE

The Contractor: [**] whose [address] [registered office address] is [**].

The Guarantor: [**] whose registered office address is [**].

The Employer: Didcot Town Council of Didcot Civic Hall, Britwell Road, Didcot, Oxfordshire OX11 7HN

The Contract: A contract [dated the [**] day of [**]] [*to be entered into*] between the Employer and the Contractor in the form known as the JCT Design and Build Contract 2016 for the construction of works comprising [**] for the original contract sum of [**] pounds (£[**]).

The Bond Amount: The sum of £[**] pounds sterling (£[**]).

Expiry: the date on which the Practical Completion Certificate is issued under the Contract which shall be conclusive for the purposes of this Guarantee Bond.

D. PRE CONSTRUCTION SERVICES AGREEMENT (PCSA)

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

D. PRE CONSTRUCTION INFORMATION

Document Ref	Description	Revision
PRE CONSTRUCTION SERVICES AGREEMENT (PCSA)		
	Documents:	
D.1	PCSA Pricing Schedule	
D.2	PCSA Form of Tender	
D.3	PCSA Contract Particulars - Separate Document	Draft

D. PRE CONSTRUCTION SERVICES AGREEMENT (PCSA)

D.1 PCSA Pricing Schedule

D. PRE CONSTRUCTION INFORMATION

D/1 PCSA Pricing Schedule

Ref.	Description	F £	TR £
1	Main Contractor's Cost Items		
	<ul style="list-style-type: none"> Notwithstanding the conditions set out in the 'National Building Specification' guidelines and the 'Standard Method of Measurement' 7th Edition. The Contractor's general cost items are to be priced in accordance with the 'RICS New Rules of Measurement' volume 2, 1st edition, (RICS:NRM-2 v1) Costs relating to preliminaries items that are not specifically identified in the contractor's full and detailed breakdown shall be deemed to have no cost implications or have been included elsewhere within the contractor's rates and prices. 		
1	Employer's requirements		
1.1.1	Site accommodation		
	1 Site accommodation	--	--
	2 Temporary works in connection with site establishment	--	--
	3 Furniture and equipment	--	--
	4 IT systems	--	--
	5 Consumables & services	--	--
	6 Brought-in services	--	--
	7 Sundries	--	--
1.1.2	Site records		
	1 Operation and maintenance manuals.	--	--
	2 Compilation of health and safety file.	--	--
To Collection £		--	--

D. PRE CONSTRUCTION INFORMATION

D/1 PCSA Pricing Schedule

Ref.	Description	F £	TR £
1.2	Main Contractor's Cost Items		
1.2.1	Management & Staff		
1.2.1.1	Project Specific Management & Staff:		
	1 Project manager/director	--	--
	2 Construction manager/Supervisors	--	--
	3 Health & Safety manager/officer	--	--
	4 Commissioning manager (building engineering services)	--	--
	5 Planning/programming manager and staff.	--	--
	6 Senior/managing quantity surveyor.	--	--
	7 Project/package quantity surveyors.	--	--
	8 Administrative staff	--	--
	9 Other management and staff.	--	--
1.2.1.2	Visiting Management & Staff		
	1 Managing/regional directors & the like	--	--
	2 Quality manager	--	--
	3 Contracts/commercial manager	--	--
	4 Health & Safety Manager/Officer	--	--
	5 Other visiting management & staff	--	--
1.2.1.3	Extraordinary Support Costs		
	1 Other extraordinary support costs	--	--
	2 Day transport	--	--
	3 Personnel transport	--	--
	4 Temporary living accommodation	--	--
	5 Subsistence payments	--	--
	6 Out of Hours working	--	--
1.2.2	Site establishment		
1.2.2.1	Site facilities		
	1 Site accommodation	--	--
	2 Temporary works in connection with site establishment	--	--
	3 Furniture and equipment	--	--
	4 IT systems	--	--
	5 Consumables & services	--	--
	6 Brought-in services	--	--
	7 Sundries	--	--
To Collection £		--	--

D. PRE CONSTRUCTION INFORMATION

D/1 PCSA Pricing Schedule

Ref.	Description	F £	TR £
1.2.3	Temporary services		
1.2.3.1	Site facilities		
	1 Temporary water supply	--	--
	2 Temporary gas supply	--	--
	3 Temporary electricity supply	--	--
	4 Temporary telecommunication systems	--	--
	5 Temporary drainage	--	--
1.2.4	Security		
1.2.4.1	Site facilities		
	1 Security staff	--	--
	2 Security equipment	--	--
	3 Hoardings, fences and gates	--	--
1.2	Main Contractor's Cost Items		
1.2.5	Safety and environmental protection		
1.2.5.1	Site facilities		
	1 Safety programme	--	--
	2 Barriers & safety scaffolding	--	--
	3 Environmental protection measures	--	--
1.2.6	Control and protection		
1.2.6.1	Site facilities		
	1 Survey, inspections & monitoring	--	--
	2 Setting out	--	--
	3 Protection of works	--	--
	4 Samples	--	--
	5 Environmental control of building	--	--
To Collection £		--	--

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

D. PRE CONSTRUCTION INFORMATION

D/1 PCSA Pricing Schedule

Ref.	Description	F £	TR £
1.2.7	Mechanical plant		
1.2.7.1	Site facilities		
	1 Generally	--	--
	2 Tower cranes	--	--
	3 Mobile cranes	--	--
	4 Hoists	--	--
	5 Access plant	--	--
	6 Concrete plant	--	--
	7 Other plant	--	--
1.2.8	Temporary works		
1.2.8.1	Site facilities		
	1 Access scaffolding	--	--
	2 Temporary works	--	--
1.2.9	Site records		
1.2.9.1	Site records		
	1 Photography	--	--
	2 Works records	--	--
1.2.10	Completion and post-completion requirements		
1.2.10.1	Requirements		
	1 Testing and commissioning plan	--	--
	2 Handover	--	--
	3 Post-completion services	--	--
1.2.11	Cleaning		
1.2.11.1	Requirements		
	1 Site tidy	--	--
	2 Maintenance of roads, paths and pavings	--	--
	3 Building clean	--	--
To Collection £		--	--

D. PRE CONSTRUCTION INFORMATION

D/1 PCSA Pricing Schedule

Ref.	Description	F £	TR £
1.2.12	Fees and charges		
1.2.12.1	Fees & Charges		
	1 Rates on temporary accommodation.	--	--
	2 Licences in connection with hoardings, scaffolding, gantries & the like.	--	--
1.2.13	Site services		
1.2.13.1	Temporary works		
	1 Temporary works that are not specific to an element.	--	--
1.2.13.2	Multi-service gang		
	1 Ganger	--	--
	2 Labour	--	--
	3 Fork lift driver.	--	--
	4 Service gang plant and transport.	--	--
1.2.14	Insurance, bonds, guarantees and warranties		
1.2.14.1	Works insurance		
	1 Contractor's 'all risks' (CAR) insurance.	--	--
	2 Contractor's plant and equipment insurance.	--	--
	3 Temporary buildings insurance.	--	--
	4 Terrorism insurance.	--	--
	5 Other insurances in connection with the works.	--	--
1.2.14.2	Public liability insurance		
	1 Non-negligence insurance.	--	--
	2 Professional indemnity insurance.	--	--
1.2.14.3	Employer's (main contractor's) liability insurance		
	1 Management and staff, including administrative staff.	--	--
	2 Works operatives.	--	--
To Collection £		--	--

D. PRE CONSTRUCTION INFORMATION

D/1 PCSA Pricing Schedule

Ref.	Description	F £	TR £
1.2.14.4	Other insurances		
	1 Employer's loss of liquidated damages.	--	--
	2 Latent defects cover.	--	--
	3 Motor vehicles.	--	--
	4 Other insurances.	--	--
	5 Insurance premium tax (IPT).	--	--
	6 Allowance for recovery of all or part of premium excess.	--	--
1.2.14.5	Bonds		
	1 Tender bonds (if applicable).	--	--
	2 Performance bonds.	--	--
1.2.14.6	Guarantees		
	1 Parent company guarantees.	--	--
	2 Product guarantees, insurance backed guarantees.	--	--
1.2.14.7	Warranties		
	1 Collateral warranties.	--	--
	2 Funder's warranties.	--	--
	3 Purchaser's and tenant's warranties.	--	--
	4 Other warranties.	--	--
1.2.14.8	Design Fees		
	1 Architectural	--	--
	2 Structural	--	--
	3 Civil Engineering	--	--
	4 MEP Engineer	--	--
	5 Landscaping Architect	--	--
	6 Fire Consultant	--	--
	7 Acoustic Consultant	--	--
	8 BREEAM Advisor	--	--
	9 Principal Designer	--	--
	10 Ecologist	--	--
	11 Temporary Works Designer	--	--
	12 Technical support / clash detection	--	--
	13 Other Fees and charges	--	--
To Collection £		--	--

New Sports and Community Pavilion, Edmonds Park, Didcot

D/1 PCSA Pricing Schedule

D.1/7

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

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D. PRE CONSTRUCTION INFORMATION

D/2 PCSA Contractor's Project Staff Rates

REF	ROLE	QTY	UNIT	RATE £	TOTAL £
D/2.1	CONTRACTOR'S PROJECT STAFF RATES				
	Please enter rates for the following Contractor Project Staff for inclusion in Annex A of the Pre-Construction Agreement				
D/2.1.1	Management & Staff:				
	1 Project Director	8	hrs	-	--
	2 Senior Project Manager	8	hrs	-	--
	3 Project Manager	8	hrs	-	--
	4 Assistant Project Manager	8	hrs	-	--
	5 Senior Commercial Manager	8	hrs	-	--
	6 Commercial Manager	8	hrs	-	--
	7 Procurement Manager	8	hrs	-	--
	8 Senior Quantity Surveyor	8	hrs	-	--
	9 Quantity Surveyor	8	hrs	-	--
	10 Assistant / Technician Quantity Surveyor	8	hrs	-	--
	11 Trainee Quantity Surveyor	8	hrs	-	--
	12 Cost Clerk	8	hrs	-	--
	13 Senior M&E Manager	8	hrs	-	--
	14 Security Systems Manager	8	hrs	-	--
	15 Logistics Manager	8	hrs	-	--
	16 Construction Director	8	hrs	-	--
	17 Senior Construction Manager	8	hrs	-	--
	18 Construction Manager	8	hrs	-	--
	19 Assistant Construction Manager	8	hrs	-	--
	20 Design Manager	8	hrs	-	--
	21 BIM Manager	8	hrs	-	--
	22 Planning Manager	8	hrs	-	--
	23 Senior Planner/Project Controller	8	hrs	-	--
	24 Planner/Project Controller	8	hrs	-	--
	25 Assistant / Trainee Planner/Project Controller	8	hrs	-	--
	26 Principal Designer	8	hrs	-	--
	27 H&S Manager	8	hrs	-	--
	28 Training Manager	8	hrs	-	--
	29 Quality Management Systems Manager	8	hrs	-	--
	30 Office Manager	8	hrs	-	--
	31 Document Controller	8	hrs	-	--
	32 Reception/Admin support	8	hrs	-	--
1.2/1		To Collection £			--

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

D. PRE CONSTRUCTION INFORMATION

D/2 PCSA Contractor's Project Staff Rates

REF	ROLE	QTY	UNIT	RATE £	TOTAL £
2.1.1.2	Design				
	Architect:				
1	Senior	8	hrs	-	--
2	Qualified	8	hrs	-	--
3	Assistant/Technician	8	hrs	-	--
4	Trainee	8	hrs	-	--
	Civil / Structural Engineer:				
5	Senior	8	hrs	-	--
6	Qualified	8	hrs	-	--
7	Assistant/Technician	8	hrs	-	--
8	Trainee	8	hrs	-	--
	Mechanical Engineer:				
9	Senior	8	hrs	-	--
10	Qualified	8	hrs	-	--
11	Assistant/Technician	8	hrs	-	--
12	Trainee	8	hrs	-	--
	Electrical Engineer:				
13	Senior	8	hrs	-	--
14	Qualified	8	hrs	-	--
15	Assistant/Technician	8	hrs	-	--
16	Trainee	8	hrs	-	--
	Environmental Services:				
17	Senior	8	hrs	-	--
18	Qualified	8	hrs	-	--
19	Assistant/Technician	8	hrs	-	--
20	Trainee	8	hrs	-	--
1.2/2				To Collection £	--

1ST STAGE TENDER DOCUMENT

RIDGE

New Sports and Community Pavilion, Edmonds Park, Didcot

D. PRE CONSTRUCTION INFORMATION

D/2 PCSA Contractor's Project Staff Rates

REF	ROLE	QTY	UNIT	RATE £	TOTAL £
	Collection				
	1.2/1				--
	1.2/2				--
Total to main summary £					--

D. PRE CONSTRUCTION SERVICES AGREEMENT (PCSA)

D.2 PCSA Form of Tender

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

D. FORM OF TENDER

D/2 PCSA Form of Tender

To: Ridge and Partners LLP
The Cowyards
Blenheim Park
Oxford Road
Woodstock
OX20 1QR

From:
.....
.....
.....
.....

We have examined the tender documents and offer to provide the Pre Construction Services described (inclusive of all expenses, disbursements and the like) in accordance with the documents;

Option A - period as stipulated by tender documents

for the sum of £ (in words)

£ (in figures) exclusive of any VAT chargeable

within 12 weeks from acceptance of our tender, comprising a period of:

- 4 weeks from appointment as 2nd stage contractor to start the design period/procurement period, and
- 8 weeks for the second procurement period.

Option B - period to be stipulated by contractor

We offer to carry out the whole of the Works described in accordance with the documents referred to above;

for the sum of £ (in words)

£ (in figures) exclusive of any VAT chargeable

within – weeks from acceptance of our tender, comprising a period of:

- weeks from appointment as 2nd stage contractor to start the design period/procurement period, and
- weeks for the second procurement period.

D. FORM OF TENDER

D/2 PCSA Form of Tender

We enclose our priced PCSA fee and preliminaires document for each option.

We agree that if any obvious errors in pricing or errors in arithmetic are discovered in the priced document[s] before acceptance of this offer, they shall be dealt with in accordance with the Alternative 2 procedure set out in JCT Practice Note 6 - Main Contract Tendering.

We undertake in the event of your acceptance to execute with you a formal contract embodying all the conditions and terms contained in this offer within 21 days of being required to do so by the Employer.

This tender remains open for acceptance for 56 days from the latest date fixed for the submission of tenders.

We confirm that this tender is submitted at our expense and agree that the Employer need not necessarily accept the lowest or any other tender.

Certificate of Bona Fide Tender

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of the principle, I certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I also certify that we have not done and we undertake that will not do at any time before the hour and date specified for return of this tender any of the following acts:-

- a. Communication to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- b. entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
- c. offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing or sort described above.

In this certificate the word "person" includes any person any body or association, corporate or unincorporate and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot



D. FORM OF TENDER

D/2 PCSA Form of Tender

Signed by or on
behalf of :

Signature :
duly authorised to sign

Position :

Date : 20.....

Note: The completed form of tender together with the information requested must be received at the above address no later than 12:00 hours on the date set out in the tender invitation.

D. PRE CONSTRUCTION SERVICES AGREEMENT (PCSA)

D.3 PCSA Contract Particulars

E. COST PLAN

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

E. COST PLAN

REF	DESCRIPTION	QUANTITY	RATE	ITEM TOTAL	GROUP TOTAL
0	Facilitating works	1 item			
0.1	Toxic/hazardous material removal <ul style="list-style-type: none">Asbestos survey and removalContaminated ground land; removalEradication of plant growth; removal / chemical treatment				
0.2	Major demolition works <ul style="list-style-type: none">Demolition worksSoft strip works			--	
0.3	Specialist groundworks <ul style="list-style-type: none">Site dewatering and pumpingSoil stabilisation measuresGround gas venting measures				
0.4	Temporary diversion works <ul style="list-style-type: none">Temporary diversion of drainsTemporary diversion of services				
0.5	Extraordinary site investigation works <ul style="list-style-type: none">Archaeological investigationReptile/wildlife mitigation measuresOther extraordinary investigation works				
Element Group Total				£	--

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

E. COST PLAN

REF	DESCRIPTION	QUANTITY	RATE	ITEM TOTAL	GROUP TOTAL
1	Substructure				
1.1	Substructure				
	• Standard Foundations (assumption)				
	• Strip foundation, including excavation, earthwork support, disposal, backfilling, compact base of foundation, concrete, reinforcement, formwork, compressible materials, clayboard; strip foundation estimated up to 1m deep (subject to ground investigation)	433 m ²		--	
	• Isolated pad foundation; for column base, excavate pit in firm ground, partial backfill, partial disposal, support, compact base of pit; in-situ concrete; reinforced.	5 nr		--	
	• Assume 150mm wide x 300mm deep concrete upstand with reinforcement for external walls	122 m		--	
	• Assume 150mm wide x 300mm deep concrete upstand with reinforcement for internal walls	87 m		--	
	• External Walls Up to DPC				--
	• Assumption: 100 thick block outer skin, 60 wide lean concrete infilled; concrete block inner skin at slab level; 350 high block wall plus 100 high brick wall; overall 450 high; DPC; cavity tray and associated weepholes	122 m		--	
1.2	Ground floor construction (assumption in-situ concrete)				
	• Ground floor construction: blinded hardcore bed; 150 thick reinforced ground bearing slab with A393 mesh reinforcement top and bottom; DPM; 85 thick floor grade insulation; vapour control layer, 75 thick screed	433 m ²		--	
	• Design joints	433 m ²		--	
Element Group Total				£	--

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

E. COST PLAN

REF	DESCRIPTION	QUANTITY	RATE	ITEM TOTAL	GROUP TOTAL
2.0	Superstructure				
2.1	Frame				
	• Steel frames	433 m2		--	
	• Fire protection to steel frame	433 m2		--	
	• Porch column	5 nr		--	
2.2	Upper floors				--
	• Upper floors			Not Applicable	
2.3	Roof				--
	• Roof Structure				
	• Roof structure - pitched roof - Roof truss by specialist; ceiling joist as part of the roof truss (area considered GIA plus covered terrace)	499 m ²		--	
	• Roof Coverings				
	• Roof coverings - Pitched roofs composite slate roof; breather membrane, battens and counter battens	723 m ²		--	
	• Extra over for ridge	48 m		--	
	• Extra over for double course of slates at eaves	95 m		--	
	• Extra over for eaves; facia/soffits	95 m		--	
	• Extra over for verge & barge board	60 m		--	
	• Extra over for valley gutter/ flashings	16 m		--	
	• Roof insulation board between rafters; vapour control barriers (assume 100 thick between rafters and 200 thick over rafters)	611 m ²		--	
	• Roof insulation to sloping ceiling with insulation between rafters 100 thick; vapour control barriers. (insulated plasterboard measured under ceiling)	112 m ²		--	
	• Roof Drainage				
	• Gutters	95 m		--	
	• Rainwater pipes & fittings	30 m		--	
	• Extra over for connecting below ground drainage	10 nr		--	

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

E. COST PLAN

REF	DESCRIPTION	QUANTITY	RATE	ITEM TOTAL	GROUP TOTAL
	<ul style="list-style-type: none"> Rooflights/ openings <ul style="list-style-type: none"> Forming recess to high level windows to community space; including roof tiles, flashings etc Roof lights 	1 item 12 m ²		-- --	
2.4	Stairs and ramps <ul style="list-style-type: none"> Forming ramps to main entrance Forming ramps to Plant/ Bins Forming ramps to fire escape 	1 nr 1 nr 1 nr		-- -- --	--
2.5	External walls <ul style="list-style-type: none"> External walls; facing brickwork (various colours of brick) Extra over for forming cavities Extra over for dpc Extra over for cavity tray at base of cavity wall; weep holes; jointing to dpc under timber stud to ground floor slab Extra over for finishing at top of wall Extra over for slate cladding to gable to east elevation Extra over for brick banding (approx. 300 wide projection) Extra over for forming entrance/canopy to south elevation Extra over for forming opening to external doors Extra over for forming opening for windows Timber frame to inner skin including insulation and plasterboard 	415 m ² 415 m ² 109 m 109 m 122 m 19 m ² 30 m 1 item 5 nr 6 nr 415 m ²		-- -- -- -- -- -- -- -- -- -- --	--

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

E. COST PLAN

REF	DESCRIPTION	QUANTITY	RATE	ITEM TOTAL	GROUP TOTAL
2.6	Windows and external doors				
	External Windows				
	• Windows (6 number of various sizes)	35 m ²		--	
	• Window film to windows	35 m ²		--	
	• Glazed sliding door to entrance (approx. 2550 x 2500)	1 nr		--	
	• Sliding/folding door to community space (approx. 6500 x 2500)	1 nr		--	
	• Single door to changing area (approx. 1000 x 2500)	1 nr		--	
	• Single door to fire escape (approx. 900 x 2500)	1 nr		--	
	• Double door including louvre to Plant/Bins	1 nr		--	
2.7	Internal walls and partitions				
	• Wall and partitions				
	• Timber stud, plasterboard partitions; sole & head plates; 12.5 thick plasterboard both sides; 50 thick insulation	431 m ²		--	
	• Extra over for pattressing to wall	65 m ²		--	
	• Extra over for forming openings in walls for internal doors; single door	19 nr		--	
	• Extra over for forming openings in walls for internal doors; double door	3 nr		--	
	• Extra over for 15mm Fireline board to wall (assume 20% of internal partition)	86 m ²		--	
	• Cubicles: Shower & WC cubicles	8 nr		--	
2.8	Internal doors				
	• Internal doors; single	19 nr		--	
	• Internal doors; double	2 nr		--	
	• Internal doors; double to hall	1 nr		--	
	• Internal doors; roller shutter to kitchen servery	1 nr		--	
	• Architraves mdf (both sides of the door) & paint	236 m		--	
Element Group Total				£	--

E. COST PLAN

REF	DESCRIPTION	QUANTITY	RATE	ITEM TOTAL	GROUP TOTAL
3.0	Internal Finishes				
3.1	Wall Finishes				
	• Skim finish to walls	968 m ²		--	
	• Emulsion paint; Dimond mat linen white	716 m ²		--	
	• Emulsion paint; light grey	133 m ²		--	
	• Emulsion paint; washable linen white (moisture resistant)	119 m ²		--	
	• White rock finish	105 m ²		--	
	• Tile splashback	6 m		--	
	• Hygienic wall finish to kitchen areas	46 m ²		--	
	• Acoustic treatment to walls	1 item		--	
	• Corner protectors	8 nr		--	
					--
3.2	Floor finishes				
	• Cement sand floor screed			included in floor construction	
	• Forbo De Luxe Decibel; including latex screed	220 m ²		--	
	• Anti-slip altro classic; including latex screed	16 m ²		--	
	• Anti-slip stone effect; including latex screed	13 m ²		--	
	• Altro marine 20 vinyl; including latex screed	45 m ²		--	
	• Altro Atlas 40 vinyl; including latex screed	83 m ²		--	
	• Anti slip floor to kitchen; including latex screed	20 m ²		--	
	• Concrete sealed floor	11 m ²		--	
	• Matting suitable for football boots	9 m ²		--	
	• Matting to covered entrance	12 m ²		--	
	• Matting to covered terrace	15 m ²		--	
	• Skirtings; Timber skirting	114 m		--	
	• Skirtings; Altro classic	17 m		--	
	• Skirtings; anti-slip stone effect	29 m		--	
	• Skirtings; altro, marine 20	53 m		--	
	• Skirtings; Altro atlas 40	100 m		--	
	• Skirtings; Anti-slip to kitchen	18 m		--	

E. COST PLAN

REF	DESCRIPTION	QUANTITY	RATE	ITEM TOTAL	GROUP TOTAL
	<ul style="list-style-type: none"> Floor trim/finishes to single internal doors 	19 nr		--	--
	<ul style="list-style-type: none"> Floor trim/finishes to double internal doors 	3 nr		--	
3.3	Ceiling Finishes				
	<ul style="list-style-type: none"> Standard plasterboard ceiling 	143 m ²		--	
	<ul style="list-style-type: none"> Moisture resistant plasterboard ceiling 	150 m ²		--	
	<ul style="list-style-type: none"> Insulated plasterboard slope ceiling to community space; high level 	112 m ²		--	
	<ul style="list-style-type: none"> Sound absorption rafting; to Foyer & community space(assumed 60% area to cover) 	91 m ²		--	
	<ul style="list-style-type: none"> Finishes to ceiling; skim coat 	405 m ²		--	
	<ul style="list-style-type: none"> Finishes to ceiling; matt white 	143 m ²		--	
	<ul style="list-style-type: none"> Finishes to community space ceiling 	112 m ²		--	
	<ul style="list-style-type: none"> Finishes to ceiling; washable white (moisture resistant) 	150 m ²		--	--
	<ul style="list-style-type: none"> Acoustic treatment to ceiling 	1 item		--	
	<ul style="list-style-type: none"> Access hatch 	1 item		--	
	<ul style="list-style-type: none"> Covered terrace, entrance & benching area ceiling (assumed timber cladding) 	66 m ²		--	
Element Group Total				£	--
4.0	Fittings, furnishings and equipment				
4.1	General fittings, furnishings and equipment				
	<ul style="list-style-type: none"> General fittings 				
	<ul style="list-style-type: none"> Changing room bench with hooks 	19 m		--	
	<ul style="list-style-type: none"> Locker; to changing lobby 	24 nr		--	
	<ul style="list-style-type: none"> Locker to official change 	10 nr		--	
	<ul style="list-style-type: none"> Tables & chairs 			Excluded	
	<ul style="list-style-type: none"> First aid/ examination set 	1 nr		--	

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

E. COST PLAN

REF	DESCRIPTION	QUANTITY	RATE	ITEM TOTAL	GROUP TOTAL
	• Kitchen fittings and equipment				
	• Kitchen unit/counter (approximate 630 wide) including servery, cutout for sink & washbasin	14 m		--	
	• Kitchen appliances; Hob+Oven + cooker hood	1 nr		--	
	• Kitchen appliances; Under counter dishwasher	1 nr		--	
	• Kitchen appliances; Under counter fridge/freezer	1 nr		--	
	• Waste bins, towel rails, storage racks and other accessories	1 item		--	
					--
	• Sign/ Notices				
	• Statutory signage	433 m ²		--	
	• General internal signage	433 m ²		--	
					--
	• Bird and Vermin Control				
	• Wires, nets, spikes etc	1 item		--	
					--
					--
Element Group Total				£	--

E. COST PLAN

REF	DESCRIPTION	QUANTITY	RATE	ITEM TOTAL	GROUP TOTAL
5	Services				
5.1	Sanitary installations				
	• Sanitary appliances				
	• Kitchen sink, taps and waste	1 nr		--	
	• Kitchen WHB, including taps and waste	1 nr		--	
	• WHB, including taps and waste	9 nr		--	
	• WC including seat & cover	9 nr		--	
	• Urinals			None	
	• Shower tray & shower screen	9 nr		--	
	• Shower tray & shower screen to Accessible changing	1 nr		--	
	• Thermostatic shower valve & head	9 nr		--	
	• Thermostatic shower valve & head to accessible changing	1 nr		--	
	• Cleaner's sink	1 nr		--	
	• Accessible WC suite/ baby changing; including WC, WHB, mirror, grab rail, baby changing seat etc.	1 item		--	
	• Accessible changing room/ first aid; including WC, WHB, mirror, grab rail etc.	1 item		--	
	• Testing of installations	%		--	
	• Commissioning of installations	%		--	
	• Sanitary ancillaries				
	• Fittings; Mirrors to toilet, allow 1 per WHB (for accessible included in WC suite above)	9 nr		--	
	• Fittings; Hand driers (allowed to some WC's only)	6 nr		--	
	• Fittings; toilet roll holders (for accessible included in WC suite above)	9 nr		--	
	• Fittings; soap dispensers (for accessible included in WC suite above)	9 nr		--	
5.2	Mechanical installations				
	• Service equipment			Excluded	

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

E. COST PLAN

REF	DESCRIPTION	QUANTITY	RATE	ITEM TOTAL	GROUP TOTAL
5.3	Disposal installations				
	• Drainage to sanitary appliances; above ground soil and waste	35 nr		--	
	• Testing of installations	%		--	
	• Commissioning of installations	%		--	
5.4	Water installation				--
	• Mains water supply; hot & cold water services and thermal insulation	433 m ²		--	
	• Testing of installations	%		--	
	• Commissioning of installations	%		--	
5.5	Heat source				--
	• Heat source	433 m ²		--	
	• Testing of installations	%		--	
	• Commissioning of installations	%		--	
5.6	Space heating				--
	• Central heating system & controls	433 m ²		--	
	• Testing of installations	%		--	
	• Commissioning of installations	%		--	
5.7	Ventilation systems				--
	• Toilet/Shower/Kitchen ventilation units	433 m ²		--	
	• Testing of installations	%		--	
	• Commissioning of installations	%		--	
5.8	Electrical installations				--
	• Electrical mains/submains distributions				
	• Electrical mains sub-mains	433 m ²		--	
	• Testing of installations	%		--	
	• Commissioning of installations	%		--	
	• Power installations				
	• Power installations	433 m ²		--	
	• Testing of installations	%		--	
	• Commissioning of installations	%		--	
					--

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

E. COST PLAN

REF	DESCRIPTION	QUANTITY	RATE	ITEM TOTAL	GROUP TOTAL
	<ul style="list-style-type: none"> Lighting installations <ul style="list-style-type: none"> Lighting installations 433 m² Testing of installations % Commissioning of installations % 			--	--
	<ul style="list-style-type: none"> Earthing & Bonding Systems <ul style="list-style-type: none"> Earthing & bonding systems 433 m² Testing of installations % Commissioning of installations % 			--	--
	<ul style="list-style-type: none"> Solar PV Installations <ul style="list-style-type: none"> Solar Panel 1 item Testing of installations % Commissioning of installations % 			--	--
5.9	Gas and other fuel installations <ul style="list-style-type: none"> Gas and other fuel installations 			Excluded	--
5.10	Lift and conveyor installations <ul style="list-style-type: none"> Lift & conveyor installations 			Not Applicable	--
5.11	Fire and Lightning protection <ul style="list-style-type: none"> Fire fighting system (lightning, fire detection & alarm) 433 m² Testing of installations % Commissioning of installations % 			--	--
5.12	Communication, security and control systems <ul style="list-style-type: none"> Communication /data system <ul style="list-style-type: none"> Telecommunication system 433 m² Testing of installations % Commissioning of installations % 			--	--
	<ul style="list-style-type: none"> Burglar and security alarms; security lighting <ul style="list-style-type: none"> Burglar & security alarms 433 m² Security lights & lighting system 433 m² Testing of installations % Commissioning of installations % 			--	--
					--

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

E. COST PLAN

REF	DESCRIPTION	QUANTITY	RATE	ITEM TOTAL	GROUP TOTAL
	<ul style="list-style-type: none"> CCTV CCTV System Testing of installations Commissioning of installations 	433 m ² % %		-- -- --	--
5.13	Specialist installations			Excluded	
	<ul style="list-style-type: none"> Specialist installations 				
5.14	Builder's work in connection with services				
	<ul style="list-style-type: none"> Builder's work in connection with services & fire stopping 	%		--	--
Element Group Total					£ --
6	Complete buildings and building units				--
6.1	Prefabricated buildings			Not applicable	
Element Group Total					£ --
7	Work to existing buildings				--
7.1	Minor demolition works and alteration works			Not Applicable	
Element Group Total					£ --

E. COST PLAN

REF	DESCRIPTION	QUANTITY	RATE	ITEM TOTAL	GROUP TOTAL
8	External works				
8.1	Site preparation works				
	• Site strip	6475 m ²		--	
8.2	Roads, paths and pavings				--
	• Stone slab paving	22 m ²		--	
	• Resin bound gravel permeable paving with black powder coated metal edge	711 m ²		--	
	• Extra over for specialist sports paving to areas around table tennis tables - say 26m2 per Table tennis table	79 m ²		--	
	• Gravel path	21 m ²		--	
	• Timber edge	36 m		--	
	• Grass Crete system with grass seed over	80 m ²		--	
	• Making good existing carpark; replace wearing course	1172 m ²		--	
	• Repairing, replacing existing kerbing	181 m		--	
	• Line marking to existing carpark	66 nr		--	
8.3	Planting				--
	• Topsoil for planting bed	114 m ²		--	
	• Planting as proposed herbaceous planting schedule with fine bark mulch	114 m ²		--	
	• Existing grass allowed to grow long with a maximum of 2 cuts per year to encourage wild flower growth	680 m ²		--	
	• Existing grass retained and patched where necessary	4311 m ²		--	
8.4	Fencing, railings and walls				--
	• Removing existing fencing and make good for new access	1 item		--	
	• Entrance gate - Pedestrian gate	1 nr		--	
	• Pedestrian gate from carpark	2 nr		--	
	• Timber and metal pole kick rail with gates for emergency vehicle access	1 nr		--	
					--

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

E. COST PLAN

REF	DESCRIPTION	QUANTITY	RATE	ITEM TOTAL	GROUP TOTAL
8.5	Site/street furniture and equipment <ul style="list-style-type: none"> Cycle shelter for 8nr cycle stand Table tennis tables & specialist matting Bollards (assumed 3nr) Outdoor tables 4nr & chairs 16nr Timber benches/seating area (re-use existing 2nr) Bin (re-use 2nr existing bin) Nesting boxes, bat boxes etc 	1 item 3 nr 3 nr 4 set 7 nr 4 nr 1 item		-- -- -- -- -- -- --	--
8.6	External drainage <ul style="list-style-type: none"> Site drainage hardstanding Building drainage Connection to existing foul drainage system in Park Road 	834 m ² 433 m ² 1 item		-- -- --	
8.7	External services <ul style="list-style-type: none"> Water main supply Electricity mains supply Gas main supply Telecommunication connection Services trenching External lighting Bases of external lighting 	1 PS 1 PS 1 PS 1 item 1 item 1 item		-- -- excluded -- -- -- --	
8.8	Minor building works and ancillary buildings			excluded	
Element Group Total				£	--
Sub Total: Facilitating works and Building Works				£	--

F. PROGRAMME

1ST STAGE TENDER DOCUMENT

NEW PAVILION, EDMONDS PARK, DIDCOT

OUTLINE PROGRAMME

Issue Date: 07 July 2022

Ref	Description	Year Month	Start	Finish	Start Week nr	Duration (wks)
	Stage One					
1	1st Stage Tender Period		04/07/22	05/08/22	27	5
2	1st Stage Tender Review		08/08/22	19/08/22	32	2
3	Standstill - 10 CALENDAR DAYS		22/08/22	02/09/22	34	2
4	1st Stage Tender Award		05/09/22	09/09/22	36	1
	Stage Two					
5	2nd Stage Tender Period		10/10/22	02/12/22	41	8
6	2nd Stage Tender Review and Tender Report		05/12/22	16/12/22	49	2
7	Client Review/Approval		19/12/22	06/01/23	51	3
8	Appointment of Stage 2 works		09/01/23	13/01/23	54	1
9	Contractor Mobilization		16/01/23	10/02/23	55	4
10	Start on Site		13/02/23	13/02/23	59	–
11	Construction Period		13/02/23	08/09/23	59	30
12	Handover		08/09/23	08/09/23	88	–
13	Defects Liability Period		11/09/23	06/09/24	89	52

G. PLANNING DECISION AND PLANNING CONDITION TRACKER

PLANNING

ELECTRONIC
VERSION

Planning Decision

P21/S2646/FUL

Didcot Town Council
c/o RPA Architects Ltd
Strathfield House
Chilton Road
Upton
OX11 9JL

PLANNING PERMISSION

Application No : **P21/S2646/FUL**

Application proposal, including any amendments :

The construction of a new single storey pavilion providing sports changing rooms and a multi-functional community space together with related facilities. External hard and soft landscaping, sports and play equipment, bicycle storage and improved parking arrangements.

Site Location : **Edmonds Park Park Road Didcot OX11 8QL**

South Oxfordshire District Council hereby gives notice that **planning permission is GRANTED** for the carrying out of the development referred to above strictly in accordance with the description, plans and specifications contained in the application (as varied by any amendments as referred to above) subject to the following condition(s) :

1. The development to which this permission relates must be begun not later than the expiration of three years beginning with the date of this permission.

Reason: By virtue of Sections 91 to 95 of the Town and Country Planning Act 1990 as amended by section 51 of the Planning and Compulsory Purchase Act 2004.

2. That the development hereby approved shall be carried out in accordance with the details shown on the following approved plans, A-001, A-201, A-202, A-200, A-100 Rev A, TLS.1, TLS.2, A-002 and A-003 Rev A, except as controlled or modified by conditions of this permission.



Reason: To secure the proper planning of the area in accordance with Development Plan policies.

3. Prior to the commencement of any site works or operations, including demolition and site clearance relating to the development hereby permitted, an Arboricultural Method Statement and accompanying Tree Protection Plan shall be submitted to and approved in writing by the Local Planning Authority.

The Arboricultural Method Statement must include the following:

(1) A specification of any pruning or tree surgery works to any trees to be retained, to prevent accidental damage by construction or demolition activities;

(2) The specification and location of temporary tree protective fencing and any ground protection required to protect all retained trees in accordance with the current edition of BS 5837 "Trees in relation to design, demolition and construction", and details of the timing and duration of its erection;

(3) The definition of areas for the storage or stockpiling of materials, temporary on-site parking, site offices and huts, mixing of cement or concrete, and fuel storage;

(4) The means of demolition of any existing site structures, and of the reinstatement of the area currently occupied thereby;

(5) The route and method of installation of drainage or any underground services in the vicinity of retained trees; Consideration will be made to avoid siting of utilities and service runs within the Root Protection Area (RPA) of all trees to be retained. Only where it can be demonstrated that there is no alternative location for the laying of utilities, will encroachment into the RPA be considered. Methodology for any installation works within the RPA will be provided and must be in compliance with the current edition of NJUG 'Guidelines for the planning and installation and maintenance of utility apparatus in proximity to trees'.

(6) The details and method of construction of any other structures such as boundary walls in the RPA of retained trees and how these relate to existing ground levels;

(7) The details of materials and method of construction of any roadway, driveway, parking, pathway or other surfacing within the RPA, which is to be of a 'No Dig' construction method, in accordance with the principles with in Arboricultural Association Guidance Note 12 "The use of cellular confinement systems near trees" and in accordance with current industry best practice; and is appropriate for the type of roadway required in relation to its usage.

(8) Provision for the supervision of ANY works within the RPA of trees to be retained, and for the monitoring of continuing compliance with the protective measures specified, by an appropriately qualified arboricultural consultant, to be appointed at the developer's expense and notified to the Local Planning Authority, prior to the commencement of development; and provision for the regular reporting of continued compliance or any departure there from to the Local Planning Authority.

Thereafter the development shall be carried out in accordance with the approved details with the agreed measures being kept in place during the entire course of development.

Reason: To safeguard trees which are visually important in accordance with Policies ENV1, DES1, and DES2 of the South Oxfordshire Local Plan 2035.

4. Prior to the commencement of development, a full surface water drainage scheme shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details prior to the first occupation of the development hereby approved.

Reason: To prevent pollution and flooding in accordance with Policies ENV12 and EP4 of the South Oxfordshire Local Plan 2035.

5. Prior to the commencement of development, a full foul water drainage scheme shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details prior to the first occupation of the development hereby approved.

Reason: To ensure the proper provision of foul water drainage and to ensure flooding and pollution is not exacerbated in the locality in accordance with policy EP4 of the South Oxfordshire Local Plan 2035.

6. No development shall take place until evidence that the development is registered with a BREEAM certification body and a pre-assessment report (or design stage certificate with interim rating if available) indicating that the development can achieve BREEAM level 'excellent' has been submitted to and approved in writing by the local planning authority. The development shall achieve BREEAM level 'excellent' unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure high standards of sustainable design and construction in

accordance with policy DES10 of the South Oxfordshire Local Plan 2035.

7. The building shall not be occupied until a final certificate has been submitted to and approved by the local planning authority. The final certificate must demonstrate that BREEAM (or any such equivalent national measure of sustainable national measure of sustainable building which replaces that scheme) rating 'excellent' has been achieved for this development. The development shall achieve BREEAM level 'excellent' unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure high standards of sustainable design and construction in accordance with policy DES10 of the South Oxfordshire Local Plan 2035.

8. Prior to the commencement of the development above slab level hereby approved samples of all materials to be used in the external construction and finishes of the development hereby permitted shall be submitted to and approved in writing by the Local Planning Authority.

Reason: In the interests of the visual appearance of the development in accordance with Policies DES1 and DES2 of the South Oxfordshire Local Plan 2035.

9. Cycle parking facilities shall be provided prior to the occupation of the development hereby approved, in accordance with details which have first been submitted to and approved in writing by the Local Planning Authority. The approved cycle parking facilities shall be retained for such use thereafter.

Note: The cycle parking facilities are required to use a total of 10 "Sheffield" type cycle stands at 0.9m centres, covered and secure.

Reason: To encourage the use of cycles as a means of transport in accordance with Policy TRANS5 of the South Oxfordshire Local Plan 2035.

10. The landscaping scheme (including hardsurfaces) as shown on the approved plans TLS.1 & TLS.2 and described by the Landscape Statement by The Landscape Studio dated 22.3.2021 shall be implemented prior to the first occupation or use of the approved development and thereafter be maintained in accordance with the approved scheme. In the event of any of the soft landscaping so planted dying or being seriously damaged or destroyed within 5 years of the completion of the development, replacement planting, as the case may be, of a species first approved by the Local Planning Authority, shall be planted and properly maintained in a position or positions first approved in writing by the Local Planning Authority.

Reason: To help to assimilate the development into its surroundings in accordance with Policies ENV1, DES1 and DES2 of the South Oxfordshire Local Plan 2035.

11. Prior to the first occupation of the development hereby approved, the parking and turning areas shall be provided in accordance with the approved plan A-003, Rev A and shall be constructed, laid out, surfaced, drained and completed to be compliant with sustainable drainage (SuDS) principles, and shall be retained unobstructed except for the parking of vehicles associated with the development at all times.

Reason: In the interests of highway safety and in accordance with Policy TRANS5 of the South Oxfordshire Local Plan 2035.

12. The developer shall confirm in writing to the Local Planning Authority the presence of any unsuspected contamination encountered during the development. In the event of any contamination to the land and/or water being encountered, no development shall continue until a programme of investigation and/or remedial works to include methods of monitoring and certification of such works undertaken. Where land contamination investigation/remedial works are required this must be carried out by a competent person in accordance with current government and Environment Agency Guidance and Approved Codes of Practice such as Land Contamination: Risk Management 2020 and BS10175:2011 +A2:2017 'Investigation of potentially contaminated sites' and submitted to and approved in writing by the local planning authority.

Reason: To ensure that any ground, water and associated gas contamination is identified and adequately addressed to ensure the safety of the development, the environment and to ensure the site is suitable for the proposed use in accordance with Policy ENV11 of the South Oxfordshire Local Plan 2035.

13. Upon completion of the development any external lighting shall be designed and installed so the main beam angle is not directed towards any receptors. To prevent glare, the lighting sources (bulbs and reflectors) shall not be visible from any adjacent properties. The luminaire's front glazing shall be kept parallel to the ground surface (i.e. facing downwards). This scheme shall also ensure that light trespass into the windows of any light sensitive premises shall not have a Vertical Illuminance greater than 10 Lux (in accordance with the Institution of Lighting Engineers Guidance Notes for the Reduction of Obtrusive Light GN01).

Reason: To protect the appearance of the area, the environment and wildlife, and local residents from light pollution in accordance with Policy ENV12 of the South Oxfordshire Local Plan 2035.

- NB: The above permission/consent may contain pre-conditions, which require specific matters to be approved by the Local Planning Authority before a specified stage in the development occurs. This means that a lawful commencement of the approved development/works cannot be made until the particular requirements of the pre-condition(s) have been met.

NB: This approval is specific to the details of the development as shown on the approved plans and other associated documentation. Unless otherwise agreed by the Council any departure from the approved plans will constitute unauthorised development and may be liable to enforcement action. As such the Council must be advised in writing of any proposed variations from the approved plans and other associated documentation at the earliest stage possible. A decision will then be made as to whether the changes can be dealt with as a minor revision to the approved details or whether a revised application is required.

This permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, byelaw, order or regulation.

Reason for Decision

The development is acceptable in principle and subject to the recommended conditions there will be no harm caused. Therefore, it is concluded that the application complies with the relevant policies of the adopted Local Plan and the NPPF.

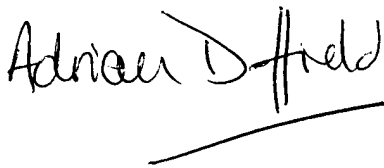
In accordance with paragraph 38 of the National Planning Policy Framework the Council takes a positive and proactive approach to development proposals. The Planning Service works with applicants/agents in a positive and proactive manner by offering a pre-application advice service and by advising applicants/agents of issues that arise during the processing of their application and where possible suggesting solutions to problems.

Note : A more detailed explanation is available in the officer's report, available in the application case file.

Key Policies

CF2	Provision of Community Facilities and Services
CF3	New Open Space, Sport and Recreation Facilities
CF4	Existing Open Space, Sport and Recreation Facilities
DES1	Delivering High Quality Development
DES10	Carbon Reduction
DES2	Enhancing Local Character
DES6	Residential Amenity
DES7	Efficient Use of Resources
DES8	Promoting Sustainable Design
ENV1	Landscape and Countryside
ENV2	Biodiversity - Designated sites, Priority Habitats and Species
ENV3	Biodiversity
ENV11	Pollution - Impact from existing and/ or Previous Land uses on new Development and the Natural Environment (Potential receptors of Pollution)
EP4	Flood Risk
STRAT1	The Overall Strategy
STRAT3	Didcot Garden Town
TRANS5	Consideration of Development Proposals

Note : The full wording of the above policies are available on our website or in the local plan documents, at our offices.



Head of Planning
22nd October 2021

STATUTORY INFORMATIVE

Appeals to the Secretary of State

If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State for the Environment under sections 78 and 79 of the Town and Country Planning Act 1990.

If you want to appeal, then you must do so within **six months** of the date of this notice, using a form which you can get from :

The Planning Inspectorate
Customer Support Unit
Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6PN
Telephone : 0303 444 5000
www.planningportal.gov.uk
email: enquiries@pins.gsi.gov.uk.

The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to him that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions it imposed, having regard to the statutory requirements, to the provisions of the development order and to any directions given under the order.

In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based its decision on a direction given by him.

Purchase Notice

If either the local planning authority or the Secretary of State for the Environment refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor can he render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.

In these circumstances, the owner may serve a purchase notice on the Council

(District Council, London Borough Council or Common Council of the City of London) in whose area the land is situated. This notice will require the Council to purchase his interest in the land in accordance with the provisions of Part VI, Chapter 1 of the Town and Country Planning Act 1990.

Compensation

In certain circumstances compensation may be claimed from the local planning authority if permission is refused or granted subject to conditions by the Secretary of State on appeal or on reference of the application to him.

These circumstances are set out in sections 114 and related provisions of the Town and Country Planning Act 1990.

OTHER INFORMATION

The Planning Portal contains a wide range of helpful planning-related guidance and services. You may wish to view their website (www.planningportal.gov.uk).

BUILDING OVER GAS MAINS AND SERVICES

Please note before you plan to dig, or carry out building work within the SGN gas network, you must:

1. Check your proposals against the information held at <https://www.linesearchbeforeudig.co.uk/> to assess any risk associated with your development **and**
2. Contact the SGN Plant Protection team to let them know. Plant location enquiries must be made via email, but you can phone SGN with general plant protection queries. See SGN details below: Phone 0800 912 1722 or email plantlocation@sgn.co.uk

For further information please refer to:

<https://www.sgn.co.uk/damage-prevention>

<https://www.sgn.co.uk/help-and-advice/digging-safely>

APPLICATION NO.	P21/S2646/FUL
APPLICATION TYPE	FULL APPLICATION
REGISTERED	8.6.2021
PARISH	DIDCOT
WARD MEMBER(S)	Celia Wilson Axel Macdonald Mocky Khan
APPLICANT	Didcot Town Council
SITE	Edmonds Park Park Road Didcot, OX11 8QL
PROPOSAL	The construction of a new single storey pavilion providing sports changing rooms and a multi-functional community space together with related facilities. External hard and soft landscaping, sports and play equipment, bicycle storage and improved parking arrangements.
OFFICER	Nathaniel Bamsey

1.0 INTRODUCTION AND PROPOSAL

- 1.1 The application site is Edmonds Park in the town of Didcot. The site is in the north east of the park close to Park Road. Residential properties are to the north and west. The Didcot Youth and Community Centre is to the south west and Didcot Wave on the other corner of the park. Vehicular access to the site is gained via Park Road to a large car park which is also included within the site area.
- 1.2 This application seeks approval for the erection of a single storey pavilion building that will provide changing rooms and a flexible community space.

2.0 SUMMARY OF CONSULTATIONS & REPRESENTATIONS

2.1 Didcot Town Council

Support (they are the applicant)

Sport England

Initially holding objection:

'We require a plans showing the existing and proposed pitch layouts in relation to the new building. The google earth image shows the site heavily used for football'

Following the submission of additional information

'Having assessed the application, Sport England is satisfied that the proposed development meets exception 2 of our playing fields policy, in that:

'The proposed development is for ancillary facilities supporting the principal use of the site as a playing field, and does not affect the quantity or quality of playing pitches or otherwise adversely affect their use.'

South Oxfordshire District Council – Delegated Report

This being the case, Sport England does not wish to raise an objection to this application.'

Forestry Officer (South and Vale)

No objection, subject to condition

'The majority of the trees within and adjacent to this site form a significant feature of the landscape and need to be considered as a constraint to development.'

The submitted arboricultural report demonstrates the trees have been taken into consideration in the design process and that the building could be implemented without causing harm to the trees subject to suitable tree protection measures being taken prior to and throughout construction.

The submitted arboricultural report does not include tree protection information, therefore if permission is to be granted the detailed tree protection condition must be attached (PLC 4201)'

South -Highways Liaison Officer (Oxfordshire County Council)

No objection, subject to condition

'I suggest the following conditions:

PLC:3303 Parking & Manoeuvring Areas Retained: Prior to the first occupation of the development, hereby approved, the parking and turning areas shall be provided in accordance with drawing no. A-003, Rev A, and shall be constructed, laid out, surfaced, drained and completed to be compliant with sustainable drainage (SuDS) principles, and shall be retained unobstructed except for the parking of vehicles associated with the development at all times.

Reason: In the interests of highway safety and in accordance with Policy TRANS5 of the South Oxfordshire Local Plan 2035.

PLC:3401 Cycle Parking Facilities: Cycle parking facilities shall be provided prior to the occupation of the development hereby approved, in accordance with details to be submitted to and approved in writing by the Local Planning Authority, prior to the commencement of development.

Reason: To encourage the use of cycles as a means of transport in accordance with Policy TRANS5 of the South Oxfordshire Local Plan 2035.

Note: The cycle parking facilities are required to use a total of 10 "Sheffield" type cycle stands at 0.9m centres, covered and secure.'

Contaminated Land

Initially requested a contaminated land preliminary risk assessment. Following the submission of this:

'While the report recommends an intrusive site investigation, based on information within Environmental Health records of a previous intrusive site investigation in 2006 at the former food canning works, directly adjacent to the

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east, which ultimately found no contamination likely to cause harm to the residential end use; and also with consideration of the 2021 report's site walkover, including photographs taken at the site, I do not agree with the findings of the preliminary risk assessment of a moderate level of risk. On this basis, my recommendation is that a site investigation is not required.

However, as concerns from potential contamination have been highlighted from past activity, and that there is no known previous investigation undertaken for the site, a watching brief is recommended to be employed in the event of unsuspected contamination being discovered.

To allow for this I would, therefore, recommend the standard condition covering unsuspected contaminated land.'

Env. Protection Team

No objection, subject to condition

'I have no objections to the development. During the construction phase, it is felt only the hours of construction need to be controlled to ensure noise pollution on neighbouring residential is minimised. While the Design and Access Statement states that impacts to nearest residential areas have been considered within the design, there is no information specifically awarded on the use of external lighting for the new development. As such, I recommend the following conditions, should the LPA be mindful to grant permission :-

Hours of construction construction/demolition sites (Vale hours)

The hours of operation for construction and demolition works shall be restricted to 07:30-18:00 Monday to Friday and 08:00-13:00 on a Saturday. No work to take place on Sundays or Public Holidays without the prior written authority of the Local Planning Authority.

Reason: To protect the occupants of nearby residential properties from noise and dust disturbance during the development of the site, in accordance with South Oxfordshire Local Plan 2011-2035 Policy ENV12.

External Lighting

Upon completion of the development any external lighting shall be designed and installed so the main beam angle is not directed towards any receptors. To prevent glare, the lighting sources (bulbs and reflectors) shall not be visible from any adjacent properties. The luminaires front glazing shall be kept parallel to the ground surface (i.e. facing downwards). This scheme shall also ensure that light trespass into the windows of any light sensitive premises shall not have a Vertical Illuminance greater than [2, 5, 10 or 25] Lux (in accordance with the Institution of Lighting Engineers Guidance Notes for the Reduction of Obtrusive Light GN01).

Reason: To protect the occupants of nearby residential properties from artificial light disturbance following development of the site, in accordance with South Oxfordshire Local Plan 2011-2035 Policy ENV12.'

Thames Water Development Control

No objection

Neighbour

Objection (3)

- Only ~25% of the building is for sport
- Pandemic means open space now more important, and this will be lost
- Harm to views across the park
- Parking and traffic
- Anti-social behaviour
- Loss of sports pitches
- Too far from football pitches
- Should be built on site of existing pavilion

No strong views (4)

- More space could be given to wildflowers
- Site will have to be managed to prevent anti-social behaviour
- Consideration should be given to providing drinking water fountain
- Dog-friendly café would be very popular
- Existing path should not be moved, and new path will harm the landscape
- Trees must be protected during construction

Support (1)

3.0 RELEVANT PLANNING HISTORY

3.1 None found

4.0 ENVIRONMENTAL IMPACT ASSESSMENT

4.1 The proposed development is not Schedule 1 or 2 development as defined by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017, so an Environmental Impact Assessment is not required.

5.0 POLICY & GUIDANCE

5.1 Development Plan Policies

South Oxfordshire Local Plan 2035 (SOLP) Policies:

CF2 - Provision of Community Facilities and Services

CF3 - New Open Space, Sport and Recreation Facilities

CF4 - Existing Open Space, Sport and Recreation Facilities

DES1 - Delivering High Quality Development

DES10 - Carbon Reduction

DES2 - Enhancing Local Character

DES6 - Residential Amenity

DES7 - Efficient Use of Resources

DES8 - Promoting Sustainable Design

ENV1 - Landscape and Countryside

ENV2 - Biodiversity - Designated sites, Priority Habitats and Species

ENV3 - Biodiversity

ENV11 - Pollution - Potential Receptors of Pollution

EP4 - Flood Risk

STRAT1 - The Overall Strategy

STRAT3 - Didcot Garden Town

TRANS5 - Consideration of Development Proposals

5.2 Neighbourhood Plan

Didcot does not have a made neighbourhood plan.

5.3 Supplementary Planning Guidance/Documents

South Oxfordshire Design Guide 2016 (SODG 2016)

5.4 National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG)

5.5 Other Relevant Legislation

Human Rights Act 1998

The provisions of the Human Rights Act 1998 have been taken into account in the processing of the application and the preparation of this report.

Equality Act 2010

In determining this planning application the Council has regard to its equalities obligations including its obligations under Section 149 of the Equality Act 2010.

6.0 PLANNING CONSIDERATIONS

6.1 The relevant planning considerations are the following:

- **Principle of the development**
- **Design and character**
- **Residential amenity**
- **Access and parking**
- **Other material planning considerations**

6.2 Principle of the development

Policy CF3 supports new sport and recreation development. The policy states that these facilities should be co-located with other community uses where possible and accessible by public transport. The pavilion will be erected near to the Didcot Youth and Community Centre and there are community uses included within the building. A bus stop is nearby on Park Road. Thus, demonstrating compliance with policy CF3.

The policy also requires long term maintenance and management of the open space/facilities to be agreed. This is not considered applicable in this instance as the pavilion is to be erected on Edmonds Park and the open space and building will be managed by the town council.

The Playing Pitch Strategy for South Oxfordshire published in 2018 identified that replacement changing facilities were required at Boundary Park so the proposed development would fulfil this requirement.

The community space within the building is supported by policy CF2 which states that development proposals for new community uses will be particularly supported where:

- (i) they are located within or adjacent to the built-up area of an existing

settlement;

(ii) they would clearly meet an identified local need; and

(iii) they are accessible for all members of the community and promote social inclusion.

The building is within the built-up area of Didcot. Didcot Town Council carried out a community engagement exercise which found that there is significant local demand for a building of this type. The accessibility of the building will be assessed elsewhere in this report, but the flexible nature of the community space and the wide range of potential users will promote social inclusion.

As the development is supported by policies CF2 & 3 it is acceptable in principle subject to the compliance with other relevant development plan policies.

6.3 Design and character

Policy

Policy DES1 requires new development to be of high-quality design. The policy gives a wide range of measures against which development will be assessed, including efficient use of land, net gains and no net loss of biodiversity, sustainability and respect for local character and context. This respect for local character is echoed by policy DES2 which requires new development to be designed to reflect the positive features that make up the character of the local area and it should both physically and visually enhance and complement the surroundings.

Policy ENV1 seeks to protect South Oxfordshire's landscape, countryside and rural areas against harmful development by requiring development to protect and, where possible enhance, features that contribute to the nature and quality of South Oxfordshire's landscapes.

Discussion

The proposed building has an overall low appearance with its single storey eaves. This, together with its set back from the highway will prevent the building being overly prominent within the street scene. The massing of the building is broken up into three distinct parts which reduces its bulk whilst providing visual interest.

There is a mixture of building designs in the vicinity but the overall design of the building with its simple form and traditional gabled pitched roofs is in keeping with local character. The proposed materials and some design features of the building will give it a contemporary appearance whilst being responsive to local character. A condition is recommended requiring the submission of material details to ensure these are high quality.

The building will be built in the corner of the park where there are currently open views. This is not considered to be significantly harmful as the impact will be localised to this corner and long views across the park will still be possible through the row of trees to the south.

A small section of banking will be removed to create the new pedestrian access. This is not considered to be harmful as the low height of the bank together with the narrow width that will be removed ensures the impact will be limited.

A landscaping scheme is proposed which will help to assimilate the building into its surroundings and provide an attractive feature. A condition is recommended requiring the landscaping to be implemented prior to first use and for any dying or dead plants to be replaced for five years to secure the landscaping and ensure its longevity.

There are several large trees near the proposed building that contribute strongly to local character. The application is supported by an arboricultural report. The forestry officer is satisfied that the development can be implemented without harming these trees subject to the submission of a tree protection plan to protect the trees during construction. This will be secured via condition.

Subject to the recommended conditions it is held that the development will not harm visual amenity and it would accord with policies DES1, 2 & ENV1.

6.4 Residential amenity

Policy

Policy DES6 requires development proposals to demonstrate that they will not significantly impact the amenity of neighbouring uses in relation to loss of privacy, daylight or sunlight, dominance or visual intrusion, noise or vibration, smell, dust, heat, odour, gases or other emissions, pollution, contamination or the use of / or storage of hazardous substances and external lighting.

Discussion

The distance to neighbouring properties and the relative low height of the building will prevent harm to neighbours through overshadowing, overdominance and visual intrusion.

The council's environmental health (EH) officer was consulted on this application and they raise no concerns regarding noise and disturbance from the use of the building itself. This could be suitably controlled through licensing of the venue.

The EH officer has requested a condition regarding hours of construction. Some disruption from construction is inevitable but the relatively minor nature of the development means it would not be reasonable nor necessary to control the hours of construction and the council has enforcement powers under the Control of Pollution Act 1974 to control noise from construction sites.

The EH officer has also requested a compliance condition to ensure that the external lighting is not visible from nearby properties to protect their amenity. This condition is necessary and reasonable and is considered to meet the six tests for conditions from the NPPF.

Subject to the recommended conditions it is held that neighbours will not be harmed by the development and the application complies with policy DES6.

6.5 Access and Parking

Policy

Policy TRANS5 requires development proposals to provide for a safe and convenient access for all users to the highway network, provide cycle parking where relevant, be served by an adequate road network which can accommodate traffic without creating

traffic hazards or damage to the environment, be designed to enable charging of plug-in and other lower emission vehicles, provide for loading, unloading, circulation and turning space and provide for the parking of vehicles in accordance with Oxfordshire County Council (OCC) parking standards, unless specific evidence is provided to justify otherwise.

Discussion

The proposed building is in a highly sustainable location, near to the town centre and accessible by public transport. The building will intensify the use of the site, but the local highway network can accommodate the traffic generated.

Vehicular access for the building will be via the existing access from Park Road and the parking will be within the existing car park. The only alteration proposed to the car park is the painting of parking bays to give a more formal car park. The highways engineer has no objection to the development as they are satisfied that the access and parking arrangements accord with standards. A condition is recommended requiring the car parking spaces to be marked out prior to first use of the development and retained.

Pedestrian access will be gained via a relocated access from Park Road. This will enable safe step-free access to the building ensuring the building is accessible to all users whilst promoting more active modes of travel.

Some comments have been received objecting to the closure of the existing pedestrian access. The relocation of the pedestrian access will mean less direct access into the park is possible, but this will result in only a small diversion and the town council could move the access at any time without planning permission.

Cycle parking is shown on the site plan. The highways engineer has requested details of this cycle parking as uncovered stands are currently shown where OCC standards are for covered Sheffield-type stands. Policy TRANS5 also requires covered cycle parking so this condition is necessary and reasonable to ensure the cycle parking provision accords with OCC standards and local plan policy.

Subject to the recommended conditions it is held that the development will not harm highway safety nor the local highway network and sustainable modes of transport are encouraged in accordance with policy TRANS5. The accessibility of the development to all users also demonstrates compliance with policy CF2.

6.6 Other material planning considerations

Impact on playing pitch provision

Policy

Policy CF4 states that the Council will seek to protect, maintain and where possible enhance existing open space, sport and recreation, play facilities and land including playing fields to ensure their continued contribution to the health and well-being of visitors and residents.

Discussion

As the land where the building is proposed is in use as a playing field, Sport England are a statutory consultee. They initially raised concerns as the building could prejudice the use of the land for sport. Additional information was submitted, and Sport England

removed their objection as the proposed development is considered to meet exception 2 of their playing fields policy in that it provides ancillary facilities that support the principal use of the site as a playing field, whilst not affecting the quantity or quality of playing pitches or otherwise adversely affecting their use.

As the development enhances the use of the site for sport through the provision of improved changing facilities whilst not affecting the quality or quantity of playing pitches it is held that it accords with policy CF4.

Contaminated land

Policy

The impact of contaminated land on new development is controlled by policy ENV11. This states that development proposals should be appropriate to their location and should be designed to ensure that the occupiers of a new development will not be subject to individual and/or cumulative adverse effect(s) of pollution. Development should avoid or provide details of proposed mitigation methods to protect occupiers of a new development from the adverse impact(s) of pollution. Development on contaminated land will not be permitted unless the contamination is effectively treated by the developer to prevent any harm to human health and the natural environment.

Discussion

A former use nearby the site gives rise to potential risks from contamination. The council's contaminated land officer requested a preliminary risk assessment to enable an assessment as to the impact this risk could have on the development.

This risk assessment identified a moderate level of risk and recommended further investigations. However, the council's contaminated land officer did not agree with this assessment and was satisfied that no further intrusive investigations would be required. They instead requested the unsuspected land contamination condition that requires the developer to inform the council of any contamination that is discovered during construction. With this condition applied it is held that the development will not be at risk from contamination and the application complies with policy ENV11.

Sustainability

Policy

DES7 requires development proposals to make provision for the effective use and protection of natural resources where applicable. This includes the efficient use of land, minimising waste, maximising passive solar heating, lighting, natural ventilation, energy and water efficiency and the re-use of materials.

Policy DES8 requires all development proposals to demonstrate that they are seeking to limit greenhouse emissions through location, building orientation, design, landscape and planting taking into account any nationally adopted standards. Development should also be designed to improve resilience to the anticipated effects of climate change and be built to last.

Policy DES10 requires development proposals for non-residential development proposals are required to meet the BREEAM excellent standard (or a recognised equivalent assessment methodology).

Discussion

The plans show solar thermal and photovoltaic panels on the roof of the building and the design and access statement says that sustainability has been an important consideration when designing the building. To this end, the town council have agreed to meet the BREEAM excellent standard. Two conditions are recommended to secure this.

First, a pre-assessment report will be submitted prior to commencement demonstrating that this standard can be met. Following the completion of the development and prior to occupation a certificate confirming that this standard has been achieved shall be submitted for approval.

Subject to compliance with the recommended conditions it is held that the application would comply with policies DES7, 8 & 10. This will ensure greenhouse emissions are limited both during construction and for the lifetime of the building.

Biodiversity

Policy

Policy ENV3 supports development that will conserve, restore and enhance biodiversity in the district. All development should provide a net gain in biodiversity where possible. As a minimum, there should be no net loss of biodiversity.

Discussion

The area of land on which the building is proposed is grass which is regularly mowed. As such, its biodiversity value is limited. The landscaping scheme will introduce a much more diverse range of plant species to the site and areas of grass are proposed to be mowed much less often. This will ensure there is net gain in biodiversity as a greater range of plant species will be present on the site providing a habitat for animal species. As a net gain in biodiversity will be achieved, the development accords with policy ENV3.

Drainage

Policy

Policy EP4 seeks to minimise the risk and impact of flooding by directing new development to areas with the lowest probability of flooding, ensuring that all new development addresses the effective management of all sources of flood risk and ensuring that development does not increase the risk of flooding elsewhere. A Site-Specific Flood Risk Assessment (SSFRA) should be provided for all development in Flood Zones 2 and 3. Development will be required to provide a drainage strategy that should include sustainable drainage systems.

Discussion

The development is not in an area identified as at risk from flooding. No details have been provided of the proposed surface and foul water drainage. Conditions are recommended requiring submission of these details to ensure that surface and foul water are adequately managed to prevent an increase in flood risk and to ensure pollution is not caused. With these conditions applied, the development accords with policy EP4.

6.7 Community Infrastructure Levy (CIL)

This type of development is not liable to pay CIL.

6.8 Pre-commencement conditions

The Town and Country Planning (Pre-commencement Conditions) Regulations 2018 made under the provision of section 100ZA of the Act as inserted by the Neighbourhood Planning Act 2017 requires agreement of applicants/agents to pre-commencement conditions.

Agreement to the pre-commencement conditions was received on the 14th of October.

7.0 CONCLUSION

- 7.1 The development is acceptable in principle and subject to the recommended conditions there will be no harm caused. Therefore, it is concluded that the application complies with the relevant policies of the adopted Local Plan and the NPPF.

8.0 RECOMMENDATION

Planning Permission

- 1 : Commencement 3 yrs - Full Planning Permission
- 2 : Approved plans *
- 3 : Tree Protection (Detailed)
- 4 : Surface water drainage works (details required)
- 5 : Foul drainage works (details required)
- 6 : BREEAM Standard * Pre-assessment
- 7 : BREEAM Standard * Certificate
- 8 : Sample materials required (all)
- 9 : Cycle Parking Facilities
- 10 : Landscaping implementation
- 11 : Parking & Manoeuvring Areas Retained *
- 12 : Unsuspected Contaminated Land Condition
- 13 : External Lighting - Specific



Tom Wyatt

Delegated Authority Sign-Off Officer

**5018614 - New Sports and Community Pavilion,
Edmonds Park, Didcot**
PLANNING CONDITION TRACKER

Issue Date

20/05/2022

RIDGE

Condition Type Key	NO ACTION/ N/A
	PRIOR TO OCCUPATION/ USE
	PRIOR TO COMMENCEMENT ON THAT ELEMENT
	PRIOR TO COMMENCEMENT OF DEVELOPMENT
	POST OCCUPATION

Status Key	NO ACTION/ N/A
	CONDITION DISCHARGED
	ISSUED NOT APPROVED
	NOT ISSUED/ RESOLVED
	REVIEW IN PROGRESS

Application No : P21/S2646/FUL: The construction of a new single storey pavilion providing sports changing rooms and a multi-functional community space together with related facilities. External hard and soft landscaping, sports and play equipment, bicycle storage and improved parking arrangements.

Date Permission Granted: 22 October 2021

No.	Details	Owner	Submitted	Approved	Comments
1	The development to which this permission relates must be begun not later than the expiration of three years beginning with the date of this permission. Reason: By virtue of Sections 91 to 95 of the Town and Country Planning Act 1990 as amended by section 51 of the Planning and Compulsory Purchase Act 2004.	N/A	N/A	N/A	Development to start before October 2025
2	That the development hereby approved shall be carried out in accordance with the details shown on the following approved plans, A-001, A-201, A-202, A-200, A-100 Rev A, TLS.1, TLS.2, A-002 and A-003 Rev A, except as controlled or modified by conditions of this permission. Reason: To secure the proper planning of the area in accordance with Development Plan policies.	N/A	N/A	N/A	N/A
3	Prior to the commencement of any site works or operations , including demolition and site clearance relating to the development hereby permitted, an Arboricultural Method Statement and accompanying Tree Protection Plan shall be submitted to and approved in writing by the Local Planning Authority. The Arboricultural Method Statement must include the following: (1) A specification of any pruning or tree surgery works to any trees to be retained, to prevent accidental damage by construction or demolition activities; (2) The specification and location of temporary tree protective fencing and any ground protection required to protect all retained trees in accordance with the current edition of BS 5837 'Trees in relation to design, demolition and construction', and details of the timing and duration of its erection; (3) The definition of areas for the storage or stockpiling of materials, temporary on-site parking, site offices and huts, mixing of cement or concrete, and fuel storage; (4) The means of demolition of any existing site structures, and of the re-instatement of the area currently occupied thereby; (5) The route and method of installation of drainage or any underground services in the vicinity of retained trees; Consideration will be made to avoid siting of utilities and service runs within the Root Protection Area (RPA) of all trees to be retained. Only where it can be demonstrated that there is no alternative location for the laying of utilities, will encroachment into the RPA be considered. Methodology for any installation works within the RPA will be provided and must be in compliance with the current edition of NJUG 'Guidelines for the planning and installation and maintenance of utility apparatus in proximity to trees'. (6) The details and method of construction of any other structures such as boundary walls in the RPA of retained trees and how these relate to existing ground levels; (7) The details of materials and method of construction of any roadway, driveway, parking, pathway or other surfacing within the RPA, which is to be of a 'No Dig' construction method, in accordance with the principles with in Arboricultural Association Guidance Note 12 'The use of cellular confinement systems near trees' and in accordance with current industry best practice; and is appropriate for the type of roadway required in relation to its usage. (8) Provision for the supervision of ANY works within the RPA of trees to be retained, and for the monitoring of continuing compliance with the protective measures specified, by an appropriately qualified arboricultural consultant, to be appointed at the developer's expense and notified to the Local Planning Authority, prior to the commencement of development; and provision for the regular reporting of continued compliance or any departure there from to the Local Planning Authority. Thereafter the development shall be carried out in accordance with the approved details with the agreed measures being kept in place during the entire course of development.	Client/Ridge/ Contractor			Refer to separate schedule
4	Prior to the commencement of development , a full surface water drainage scheme shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details prior to the first occupation of the development hereby approved. Reason: To prevent pollution and flooding in accordance with Policies ENV12 and EP4 of the South Oxfordshire Local Plan 2035. the Public Highway.	Contractor			To be undertaken by the appointed 2nd Stage Contractor as part of 2nd Stage tender process
5	Prior to the commencement of development , a full foul water drainage scheme shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details prior to the first occupation of the development hereby approved. Reason: To ensure the proper provision of foul water drainage and to ensure flooding and pollution is not exacerbated in the locality in accordance with policy EP4 of the South Oxfordshire Local Plan 2035.	Contractor			To be undertaken by the appointed 2nd Stage Contractor as part of 2nd Stage tender process
6	No development shall take place until evidence that the development is registered with a BREEAM certification body and a pre-assessment report (or development can achieve BREEAM level 'excellent' has been submitted to and approved in writing by the local planning authority. The development shall achieve BREEAM level 'excellent' unless otherwise agreed in writing by the Local Planning Authority. Reason: To ensure high standards of sustainable design and construction in accordance with policy DES10 of the South Oxfordshire Local Plan 2035.	Blewburton Ltd (Oxford)			Waiting formal conformation from South Oxfordshire District Council that level of BREEAM can be 'Very Good'

**5018614 - New Sports and Community Pavilion,
Edmonds Park, Didcot**
PLANNING CONDITION TRACKER

Issue Date

20/05/2022

RIDGE

Condition Type Key	NO ACTION/ N/A
	PRIOR TO OCCUPATION/ USE
	PRIOR TO COMMENCEMENT ON THAT ELEMENT
	PRIOR TO COMMENCEMENT OF DEVELOPMENT
	POST OCCUPATION

Status Key	NO ACTION/ N/A
	CONDITION DISCHARGED
	ISSUED NOT APPROVED
	NOT ISSUED/ RESOLVED
	REVIEW IN PROGRESS

Application No : P21/S2646/FUL: The construction of a new single storey pavilion providing sports changing rooms and a multi-functional community space together with related facilities. External hard and soft landscaping, sports and play equipment, bicycle storage and improved parking arrangements.

Date Permission Granted: 22 October 2021

No.	Details	Owner	Submitted	Approved	Comments
7	The building shall not be occupied until a final certificate has been submitted to and approved by the local planning authority. The final certificate must demonstrate that BREEAM (or any such equivalent national measure of sustainable national measure of sustainable building which replaces that scheme) rating 'excellent' has been achieved for this development. The development shall achieve BREEAM level 'excellent' unless otherwise agreed in writing by the Local Planning Authority. Reason: To ensure high standards of sustainable design and construction in accordance with policy DES10 of the South Oxfordshire Local Plan 2035.	Blewburton Ltd (Oxford)/Contractor			Condition of Practical Completion?
8	Prior to the commencement of the development above slab level hereby approved samples of all materials to be used in the external construction and finishes of the development hereby permitted shall be submitted to and approved in writing by the Local Planning Authority. Reason: In the interests of the visual appearance of the development in accordance with Policies DES1 and DES2 of the South Oxfordshire Local Plan 2035.	The Contractor			To be undertaken by the appointed 2nd Stage Contractor as part of 2nd Stage tender process
9	Cycle parking facilities shall be provided prior to the occupation of the development hereby approved, in accordance with details which have first been submitted to and approved in writing by the Local Planning Authority. The Note: The cycle parking facilities are required to use a total of 10 'Sheffield' type cycle stands at 0.9m centres, covered and secure. Reason: To encourage the use of cycles as a means of transport in accordance with Policy TRANS5 of the South Oxfordshire Local Plan 2035.	Client/Ridge/ Contractor			Currently 9 nr indicated on site plan. Drawing to be updated to reflect planning requirement. 1st Stage Tender Documents to reflect planning condition
10	The landscaping scheme (including hardsurfaces) as shown on the approved plans TLS.1 & TLS.2 and described by the Landscape Statement by The Landscape Studio dated 22.3.2021 shall be implemented prior to the first occupation or use of the approved development and thereafter be maintained in accordance with the approved scheme. In the event of any of the soft landscaping so planted dying or being seriously damaged or destroyed within 5 years of the completion of the development, replacement planting, as the case may be, of a species first approved by the Local Planning Authority, shall be planted and properly maintained in a position or positions first approved in writing by the Local Planning Authority. Reason: To help to assimilate the development into its surroundings in accordance with Policies ENV1, DES1 and DES2 of the South Oxfordshire Local Plan 2035.	Contractor			To be undertaken by the appointed 2nd Stage Contractor as part of 2nd Stage tender process
11	Prior to the first occupation of the development hereby approved, the parking and turning areas shall be provided in accordance with the approved plan A-003, Rev A and shall be constructed, laid out, surfaced, drained and completed to be compliant with sustainable drainage (SuDS) principles, and shall be retained unobstructed except for the parking of vehicles associated with the development at all times. Reason: In the interests of highway safety and in accordance with Policy TRANS5 of the South Oxfordshire Local Plan 2035.	Contractor			To be undertaken by the appointed 2nd Stage Contractor as part of 2nd Stage tender process
12	The developer shall confirm in writing to the Local Planning Authority the presence of any unsuspected contamination encountered during the development. In the event of any contamination to the land and/or water being encountered, no development shall continue until a programme of investigation and/or remedial works to include methods of monitoring and certification of such works undertaken. Where land contamination investigation/remedial works are required this must be carried out by a competent person in accordance with current government and Environment Agency Guidance and Approved Codes of Practice such as Land Contamination: Risk Management 2020 and BS10175:2011 +A2:2017 'Investigation of potentially contaminated sites' and submitted to and approved in writing by the local planning authority. Reason: To ensure that any ground, water and associated gas contamination is identified and adequately addressed to ensure the safety of the development, the environment and to ensure the site is suitable for the proposed use in accordance with Policy ENV11 of the South Oxfordshire Local Plan 2035.	Client/Ridge/ Contractor			No action required unless contamination found. Requirement to be set out in 1st Stage Tender Documents
13	Upon completion of the development any external lighting shall be designed and installed so the main beam angle is not directed towards any receptors. To prevent glare, the lighting sources (bulbs and reflectors) shall not be visible from any adjacent properties. The luminaire's front glazing shall be kept parallel to the ground surface (i.e. facing downwards). This scheme shall also ensure that light trespass into the windows of any light sensitive premises shall not have a Vertical Illuminance greater than 10 Lux (in accordance with the Institution of Lighting Engineers Guidance Notes for the Reduction of Obtrusive Light GN01). Reason: To protect the appearance of the area, the environment and wildlife, and local residents from light pollution in accordance with Policy ENV12 of the South Oxfordshire Local Plan 2035.	Contractor			To be undertaken by the appointed 2nd Stage Contractor as part of 2nd Stage tender process

Condition	Comment
Prior to the commencement of any site works or operations, including demolition and site clearance relating to the development hereby permitted, an Arboricultural Method Statement and accompanying Tree Protection Plan shall be submitted to and approved in writing by the Local Planning Authority.	
The Arboricultural Method Statement must include the following:	
A specification of any pruning or tree surgery works to any trees to be retained, to prevent accidental damage by construction or demolition activities;	Section 3.6.4 of the Arboricultural report indicates tree pruning to be carried out to British Standard 3998:2010 'Tree Works – Recommendations'. No specific tree pruning schedule has been prepared. Contractor to identify tree pruning requirements during 2 nd Stage tender process and Didcot Town Council (DTC) to decide if they undertake this work as direct works prior to the works commencing on site or leave for Contractor to undertake. Allowance to be included in Budget Estimate.
The specification and location of temporary tree protective fencing and any ground protection required to protect all retained trees in accordance with the current edition of BS 5837 "Trees in relation to design, demolition and construction", and details of the timing and duration of its erection;	One tree has a Tree Preservation Order which prohibits the cutting down, uprooting, topping, lopping, willful damage, or destruction without permission of the LPA. Section 3.6.2 and 3.6.3 set out the requirements for fence and ground protection. Further drawings maybe required to confirm this. Allowance to be included in Budget Estimate
The definition of areas for the storage or stockpiling of materials, temporary on-site parking, site offices and huts, mixing of cement or concrete, and fuel storage;	To be provide by the tendering contractor. Item to be included in 1 st Stage tender requesting this information is provided
The means of demolition of any existing site structures, and of the re- instatement of the area currently occupied thereby;	Do not think this is applicable on this scheme
The route and method of installation of drainage or any underground services in the vicinity of retained trees; Consideration will be made to avoid siting of utilities and service runs within the Root Protection Area (RPA) of all trees to be retained. Only where it can be demonstrated that there is no alternative location for the laying of utilities, will encroachment into the RPA be considered. Methodology for any installation works within the RPA will be provided and must be in compliance with the current edition of NJUG 'Guidelines for the planning and installation and maintenance of utility apparatus in proximity to trees'.	To be detailed in the 1 st Stage Tender Documents. Root protection areas (RPA) identified in drawings included in the Arboricultural Report
The details and method of construction of any other structures such as boundary walls in the RPA of retained trees and how these relate to existing ground levels;	Generally, not an issue the corner of the building does intersect with the RPA of T4. Contractor to provide as part of 2 nd Stage tender design. Highlight requirement in 1 st Stage Tender
The details of materials and method of construction	Generally, not an issue some areas of footpaths fall

of any roadway, driveway, parking, pathway or other surfacing within the RPA, which is to be of a 'No Dig' construction method, in accordance with the principles with in Arboricultural Association Guidance Note 12 "The use of cellular confinement systems near trees" and in accordance with current industry best practice; and is appropriate for the type of roadway required in relation to its usage.	within RPA. Contractor to provide as part of 2 nd Stage tender design. Highlight requirement in 1 st Stage Tender. Allowance to be included in Project estimate for no dig construction to this area.
Provision for the supervision of ANY works within the RPA of trees to be retained, and for the monitoring of continuing compliance with the protective measures specified, by an appropriately qualified arboricultural consultant, to be appointed at the developer's expense and notified to the Local Planning Authority, prior to the commencement of development; and provision for the regular reporting of continued compliance or any departure there from to the Local Planning Authority.	Contract to appoint Arboriculturist as part of the 2 nd Stage tender cost to comply with this requirement. DTC may need to consider appoint their own consultant to monitor. Allowance to be included for appropriate fees
Thereafter the development shall be carried out in accordance with the approved details with the agreed measures being kept in place during the entire course of development.	No comment
Reason: To safeguard trees which are visually important in accordance with Policies ENV1, DES1, and DES2 of the South Oxfordshire Local Plan 2035.	No comment

H. PRE-CONSTRUCTION INFORMATION



RIDGE

**PRE-CONSTRUCTION
INFORMATION
EDMONDS PARK PAVILION**
June 2022



Didcot Town Council

Faith in Service

NEW SPORTS AND COMMUNITY PAVILION, EDMONDS PARK, DIDCOT RIDGE

21 June 2022

Prepared for

Didcot Town Council
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Prepared by

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1. INTRODUCTION

In compliance with the Construction (Design and Management Regulations) 2015, Ridge & Partners LLP have been appointed by Didcot Town Council as the Principal Designer for the new single storey pavilion building at Edmonds Park.

In accordance with the above regulations, the Client wishes to minimise risk to all parties involved in the contract, use and maintenance of the building. Following the completion of the project, a Health and Safety File will be handed to the Client to keep for inspection by anybody who needs to make use of the information gained during the development of the project.

The Health and Safety Plan and File are provided for the purpose of conveying information provided by others to those who have a duty to ensure the health and safety of any person at work, any person who is carrying out work or will carry out construction work, maintenance or cleaning work in or on the structure, or any person who may be affected by such work.

Ridge and Partners LLP does not accept any responsibility for the accuracy and currency of the documentation provided by others.

Note: For construction purposes the latest issue of documentation from the designers should always be used.

2. PROJECT INFORMATION

2.1. Project Description

The works comprise of the design and construction of a new single storey pavilion providing sports changing rooms and a multi-functional community space together with related facilities. External hard and soft landscaping, sports and play equipment, bicycle storage and improved parking arrangements.

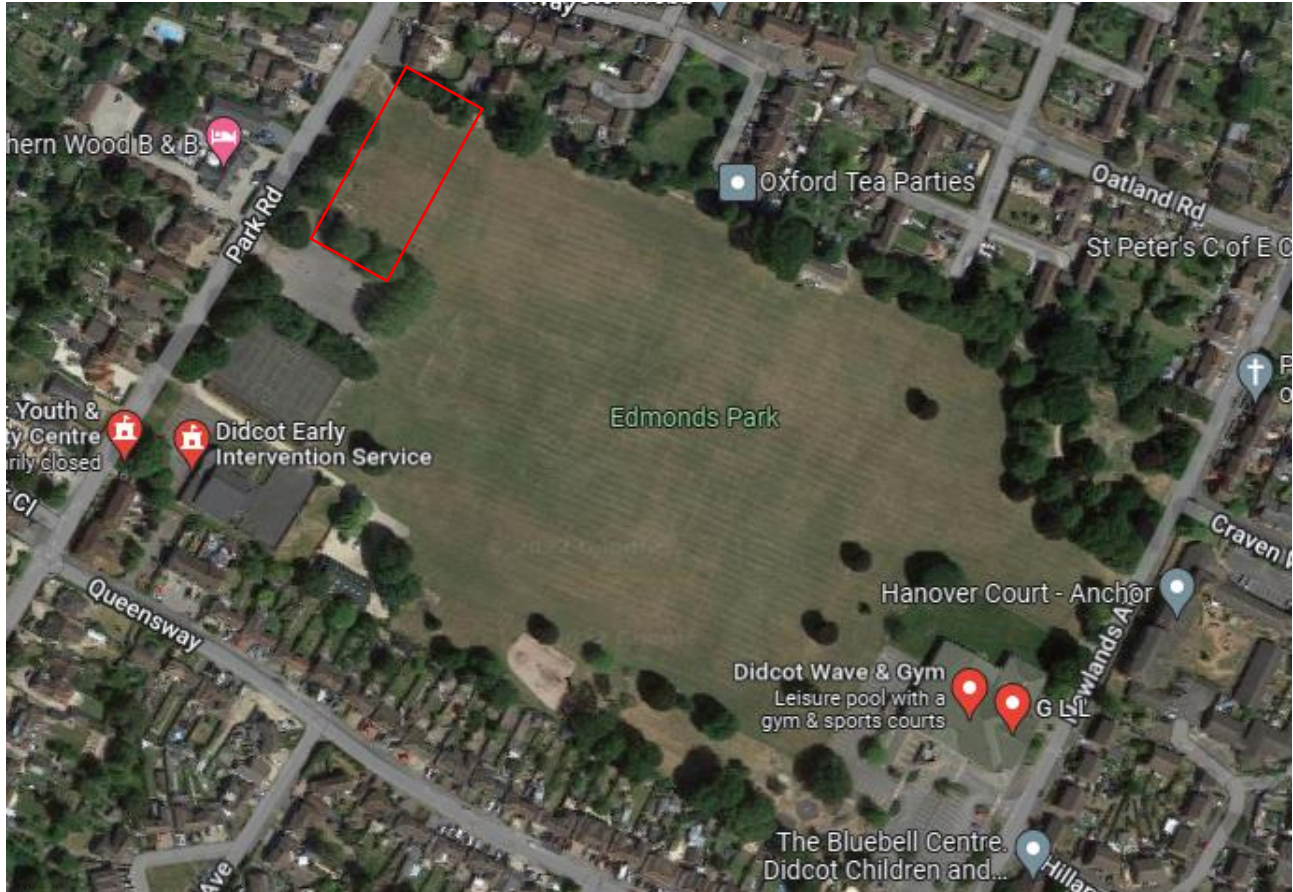


Figure 1 Site Location -

2.2. Project Programme

The key dates for the Principal Contractor to consider within the tender offer and as outlined within these requirements are as follows:-

- Anticipated date of possession: January 2023 TBC
- Anticipated completion date: August 2023 TBC
- Anticipated period between appointment of the Principal Contractor and date of possession: 4 weeks

2.3. Extent and location of existing records and plans

The following reports and surveys are provided:

TITLE	AUTHOR
As per the tender pack	

2.4. Project Particulars

CLIENT

Name: Didcot Town Council

Address: Britwell Rd, Didcot OX11 7JN

ARCHITECT

Name TBC

Address:

Telephone:

PROJECT MANAGER

Name: TBC

Address:

Telephone:

PRINCIPAL DESIGNER Stage 1

Name: Ridge and Partners LLP

Address: The Cowyards, Blenheim Park, Oxford Road, Woodstock, OX20 1QR

Telephone: 01993 815000

2nd STAGE PRINCIPAL DESIGNER - TBC

QUANTITY SURVEYOR

Name: Ridge and Partners LLP

Address: The Cowyards, Blenheim Park, Oxford Road, Woodstock, OX20 1QR

Telephone: 01993 815000

2nd STAGE QUANTITY SURVEYOR - TBC

MECHANICAL AND ELECTRICAL ENGINEER - TBC

Name:

Address:

Telephone:

STRUCTURAL ENGINEER TBC

Name:

Address:

Telephone:

The successful Principal Contractor must provide the Principal Designer with full details of any additional designers associated with the construction phase, particularly taking into account the details of the temporary works designers, such as:

- Scaffold designers;
- Formwork designers;
- Other temporary structures such as crane bases.
-

Note that this list is not exhaustive.

3. CLIENT'S MANAGEMENT REQUIREMENTS

3.1. Management of the Construction Work

The Principal Contractor must ensure compliance with all relevant legislation, approved codes of practice and best practice. The construction phase plan should be developed in consultation with the contractors who will be affected by it, and the Principal Contractor should request any additional information required from the Client's team for the plan through the Principal Designer.

The Principal Contractor shall submit the construction phase plan and details of the welfare arrangements to the Principal Designer for review at least one week before the intended commencement date. A copy of the vetting sheet to be used by the Principal Designer in this respect is included in the appendix. The Principal Contractor shall not commence any work on site (including site set up) until he has received written confirmation from the client that his construction phase plan and welfare arrangements are satisfactory.

Detailed proposals for the following shall be included in the plan submitted:

- Site layout plan;
- Site access plan;
- Traffic management plan

The Principal Contractor is expected to review and revise his construction phase plan as necessary throughout the construction period. they should note, however, the Regulations do not require such revisions to be approved by either the Client or Principal Designer; however this will be an agenda item during site visits and audits.

3.2. Progress Safety Report

The Principal Contractor shall include detailed reports on site health and safety management as part of his progress reports, which shall include:

- Accident and incident rate;
- Summary of all accidents/incidents including minor and near misses that have occurred during the reporting period and actions taken to prevent a recurrence of similar incidents;
- Copies of all formal site inspection reports for the period , details of any particular actions taken in consequence of the reports, and a summary of the main findings;
- Report on any significant high risk activities planned to take place over the next reporting period and how the risks will be managed;
- Report on any significant high risk activities that took place over the last period and how the risks were controlled;
- Report on any amendments made to the construction phase plan during the period (Review schedule of risk assessments and method statements);
- Confirmation of the number of people inducted during the period;
- Confirmation of toolbox talks and other onsite training undertaken during the period;
- Details of the welfare facilities on site and associated cleaning regime;
- Confirmation of health and safety coordination meetings held in the period e.g. Meetings with the Client's Site Representative, contractors safety coordination meetings;
- Confirmation of site security arrangements and details of any breaches of site security during the period.

3.3. Health and Safety Goals

The following health and safety goals have been set for this project. Achievement in relation to these goals will be measured as indicated and reported to the client at progress meetings.

TARGET	MEASUREMENT PROCEDURE	TIMESCALE
No lost-time accidents	Accidents/near misses to be recorded	Ongoing
All personnel to receive site induction prior to commencement of work	Principal Contractor to keep induction records available for inspection	Prior to commencement & ongoing
Weekly formal site health and safety inspections	Principal Contractor to keep records of inspections available on site and include copies with his progress reports	Weekly
Appropriate PPE to be worn at all times	Principal Contractors regular site safety inspections Observation by Client and consultants visiting site.	Ongoing
Positive feedback from Client or adjacent occupants	Client feedback to be on agenda for progress and project review meetings	Ongoing

3.4. Communications

Good communication is vital to ensure that the project will be well managed and minimise risks to health and safety. It is the responsibility of all Designers, Contractors and the Principal Contractor to liaise with the Principal Designer through the duration of the pre-construction phase, i.e. *any phase in which design is undertaken*. To ensure work is co-ordinated properly all duty holders must attend design and progress meetings as required in order to ensure that details of health and safety risks are shared amongst the project team.

The Principal Contractor should highlight any risk information which has not previously been recorded as soon as it becomes available / known to him. The Principal Contractor will be required to speak to the Principal Designer on a regular basis and keep him apprised of forthcoming works that may affect:

- The operations of the Client;
- Any third parties;
- The safe construction of the building;
- The safe management (i.e. cleaning and maintenance) of the final project.
-

Health and safety will be on the agenda for all progress meetings. This should include a discussion of any key up and coming health or safety risks / issues, as well as a report on achievement with respect to project health and safety targets.

3.5. Welfare Provision

Site accommodation/welfare facilities must be provided in accordance with the requirements of Schedule 2 of the Construction (Design and Management) Regulations, and must be suitable and sufficient taking into account the works being carried out, any likely contamination issues and the number of operatives on site etc.

Details of site welfare arrangements must be included in the Principal Contractor's Construction Phase Plan

3.6. Security of the Site

The Principal Contractor must ensure that the site is enclosed with suitable fencing/hoarding and adequately secured against unauthorised access at all times.

All operatives and visitors must report to the site office before entering site work areas, and sign in in the daily record book, and sign out when leaving.

Details of site security arrangements must be included in the Principal Contractor's Construction Phase Plan.

3.7. Hoarding Requirements and any Additional Security Measures

The Principal Contractor will be responsible for security of the designated work area. The Principal Contractor shall provide and maintain all necessary signage, plus any necessary additional barriers, to segregate his working area(s) from third parties.

At the end of each day the Principal Contractor shall ensure that the site is secured as appropriate and that no ladders etc are left in a position that would allow unauthorised persons access to any high risk areas within the site.

As the nature of the park will be public facing it is imperative that the security of the area prevents access by vulnerable members of public such as children. The hoarding should be sufficiently robust to consider criminal damage.

3.8. Fire and Emergency Procedures and Means of Escape

The Principal Contractor shall draw up emergency procedures for the site, which should be explained to everyone during induction and posted on the site notice board.

The Principal Contractor shall ensure that sufficient qualified first aiders and/or appointed persons are available at all times. All contractors, sub-contractors and visitors shall be made aware of the identity of these people. Suitable means of ensuring that first aiders and appointed persons can be readily identified include displaying their names on the site notice board and requiring them to wear suitable labels on their hard hats.

The Principal Contractor shall keep records of all accidents and near misses that occur on site, including copies of any forms sent by contractors to the HSE under RIDDOR. All major occurrences shall be notified to the Principal Designer as soon as possible, and a copy of all accidents / near miss records shall be included in the Principal Contractor's regular progress reports.

3.9. Permits to Work / Authorisation Requirements

The Principal Contractor shall ensure that a permit to work system is employed at the site where necessary, and particularly in relation to:

- Excavations;
- Roof work;
- High and low voltage electrical work;
- Confined spaces.

3.10. Smoking Restrictions

Smoking should only be permitted in the designated area within the site compound, away from any combustible materials. No smoking will be permitted in any site accommodation or in any area of work.

4. MANAGEMENT OF HEALTH AND SAFETY HAZARDS OF THE SITE

4.1. Site Boundaries, Access, and Restrictions on Deliveries and Storage

The Principal Contractor shall ensure that access for emergency vehicles is maintained at all times during the construction period and that during the taking of deliveries all local roads are kept clear.

The site is accessed via residential public roads. School drop off / pick up times should be avoided. Deliveries should be made either before 7am, or between 9:00 – 16:00. An area will be made available for use by the contractor for parking of vehicles (number of spaces and location to be agreed at pre-start meeting).

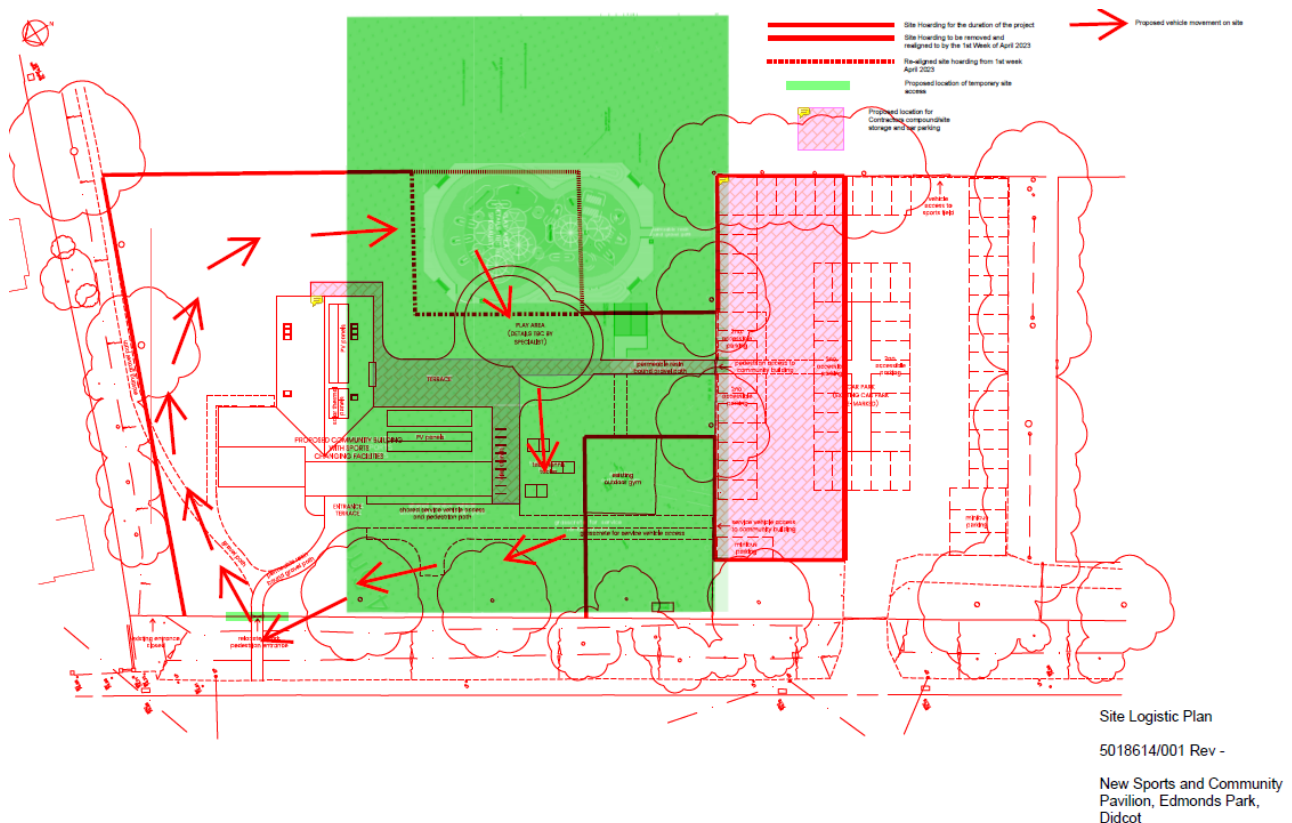
4.2. Transport Arrangements and Vehicle Movement Restrictions

The Principal Contractor shall submit a traffic management plan for review, which shall include details on control of delivery vehicles. The Principal Contractor shall adopt good practice in planning the site layout and consider the following:

- Reversing should be minimised wherever possible;
- Parking should be made available away from lay-down areas;
- Pedestrians and vehicles should be segregated;
- A one way system should be implemented if possible.

A site plan setting out the site enclosure, including the extent of fencing around the site, the proposed parking locations for contractors, the proposed skip locations and all emergency muster points should be provided.

Suggested logistics plan a site compound areas are detail below for confirmation at the prestart meeting.



New temporary access is formed in the location of the new pedestrian path and the area given as contractors site is sufficient to enable a lorry to drive round the proposed building and exit via the temporary access. This would involve the formation of a haul road. This could also be the main access for contractors personnel to

the proposed site compound for site parking. This would keep the contractors vehicles/delivery separate from the public accessing the car park. There will be issues with waiting on Park Road and this would need to be managed by the Contractor.

4.3. Adjacent Land Uses

There are no other known significant construction projects that should impact on these works

4.4. Existing Service Locations

The Principal Contractor shall undertake a services survey and verify all existing services to be encountered on site prior to commencing with Works and exercise care when undertaking the Works. All existing services to the occupied areas are to be maintained at all times and connections to existing services and associated works will have to be undertaken out of hours or at times to suit the operation of the areas. The Principal Contractor shall provide physical protection to services or detail a working methodology that shows that protection is not necessary and make good any damage.

4.5. Existing Structures

No known obstructions. Contractor to report to CA as soon as possible if any obstructions or issues are discovered on site.

4.6. Existing Plant and Equipment

A survey is arranged for the service locations that will be made available to the contractor prior to commencement.

4.7. Existing Soils & Ground Water

A survey is arranged for the soil investigation that will be made available to the contractor prior to commencement.

4.8. Other Existing Site Investigation

None

4.9. Fire Precautions

The Principal Contractor shall take all necessary precautions to prevent fires from occurring and to minimise effects should there be a fire. He shall work in accordance with the HSE publication "HSG 168 Fire Safety in Construction", available via pdf download at HSE books:

<http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717663453>

4.10. Fire and Emergency Procedures and Means of Escape

The Principal Contractor shall draw up emergency procedures for the site, which should be explained to everyone during induction and posted on the site notice board.

The Principal Contractor shall ensure that sufficient qualified first aiders and/or appointed persons are available at all times. All contractors, sub-contractors and visitors shall be made aware of the identity of these people. Suitable means of ensuring that first aiders and appointed persons can be readily identified include displaying their names on the site notice board and requiring them to wear suitable labels on their hard hats.

The Principal Contractor shall keep records of all accidents and near misses that occur on site, including copies of any forms sent by contractors to the HSE under RIDDOR. All major occurrences shall be notified to the Principal Designer as soon as possible, and a copy of all accidents / near miss records shall be included in the Principal Contractor's regular progress reports.

5. HEALTH HAZARDS AND RESTRICTIONS

5.1. Asbestos

Asbestos will be tested as part of the Site Investigation. The report from this will be made available to the contractor prior to commencement.

5.2. Existing Storage of Hazardous Materials

None

5.3. Contaminated Land

Investigation surveys will be available to the contractor prior to starting on site.

5.4. Existing Structures Containing Hazardous Materials

None – SI to follow and be provided to the Principal Contractor prior to commencement on site.

5.5. Health Risks Arising from Client Activities

None

6. DESIGN AND CONSTRUCTION HAZARDS

6.1. Significant Risks Identified During Design

A summary of the significant risks identified during the design is as follows (refer to the risk register and drawings for full details):

HAZARD	RISK REDUCTION / RESIDUAL RISK
<i>None identified at this stage that could be considered as being unusual for this type of work, or which could be difficult to manage on site.</i>	Details of design assumptions and suggested work methods identified by the designers following the design risk management process are included within Appendix of this document.

6.2. Significant Design Assumptions or Suggested Work Methods Etc

The Principal Contractor will be required to provide and maintain/adapt temporary partitions and fencing to protect occupants during the works.

The Principal Contractor shall indicate to the client the measures they will take to ensure the Health & Safety of visitors and staff etc. is not compromised by their operations. Disturbance arising from the Principal Contractors activities shall be kept to a minimum.

The Principal Contractor shall ensure that Risk Assessments and Methods Statements relating to the protection of visitors and staff are included in the Construction Phase Plan.

The Principal Contractor shall restrict their operations to within the designated working areas, works required outside these areas shall be through prior agreement and arrangement with the client representative and parties likely to be affected.

6.3. Materials Requiring Particular Precautions

None advised

6.4. Ongoing Design Work and Design Changes

The principles of prevention must be applied to any ongoing design work, particularly considering:

- Construction/maintenance workers engaged directly in the hazardous activity;

- Other construction/maintenance workers who may be affected, e.g. those working below high level working;
- Clients workforce occupying the building whilst construction works are carried out;
- General public, including client staff and visitors.

Full details of any design risk management steps taken by the Principal Contractor should be provided to the Principal Designer. Any design changes which have an impact on health and safety, particularly those which are made on site, must be assessed by the design team, and provided to the Principal Designer for comment prior to construction work being undertaken on the change.

6.5. General Construction Hazards

Contractors must take all necessary precautions to deal with normal construction risks, such as:

- Working with height;
- Injury from lifting heavy / awkward objects, materials etc;
- Mobile Plant and vehicles;
- Slips and trips;
- Dealing with existing services;
- Working within occupied buildings;
- Waste disposal;
- Noise;
- Dust.

Note, the above list is not exhaustive.

7. THE HEALTH AND SAFETY FILE

The Health & Safety File provides information needed to allow future construction work, which includes cleaning, maintenance, alterations, refurbishment and demolition, to be carried out safely. The information in the file should alert those doing the work to the risks involved and help them to decide how to work safely. The file is a separate document to any other documents required under the contract, such as the building manual and / or operating and maintenance manuals.

The Principal Designer is responsible for preparing the Health and Safety File and handing it to the Principal Contractor for completion at the end of the project. All designers and contractors have duties under the CDM Regulations to promptly provide information for the file.

A list of information required to be included in the file is included in the appendix to this document. A detailed schedule and programme of information to be provided by individual contractors and designers shall be drawn up by the Principal Designer in consultation with those organisations/ persons. This schedule will be reviewed at regular intervals during the construction period to ensure that all necessary information will be compiled into the file prior to completion. **The health and safety file must be provided a minimum of two weeks prior to practical completion.**

APPENDIX A – FORM F10 NOTIFICATION

A copy will be provided to the Principal Contractor for display on site

APPENDIX B – CONTENTS OF THE H&S FILE

- Key Structural Design Principles, to include all structural drawings (including steelwork contractor), and key design calcs/parameters, all safe working loads for floors and roofs, including plant enclosures, summary of piling design, identification of areas where loadings may preclude the locating of heavy plant, machinery or scaffolding;
- All residual risk information, to include items including but not limited to details of buried services, deleterious materials left in-situ, any hazardous finishes or coatings which require specific control measures during maintenance, repair or removal, sources of stored energy, extra-heavy items of installed plant, areas of restricted access or confined spaces;
- Details of the consideration given to reducing any residual risks, including those noted above and any others not listed which may be present within the structure or which may be present during the maintenance, cleaning, repair or demolition of the structure;
- Design criteria for all mechanical and electrical installations;
- Maintenance access strategy for key items of plant and equipment, to include a schedule of all items of installed plant, along with details of access for maintenance for each;
- Information on the removal / dismantling of plant and equipment (e.g. lifting arrangements; special instructions for dismantling), based on information received from all sub-contractors, to include, but not limited to, details of lifting eyes, lifting techniques, dismantling sequencing, de-gassing requirements;
- All relevant health and safety information in relation to the cleaning and maintaining of and safe access to the structure;
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc, marked up on appropriate drawings;
- Originals of all key safety critical certification, including, but not limited to electrical safety certificates, emergency lighting certificates, fire warning and detection certificates, man-safe testing certificates, gas safety certificates, lifting equipment certificates (thorough inspection as required by LOLER), chlorination certificates;
- Fire strategy drawing, identifying emergency escape and fire appliance routes, compartmentation, fire resisting doors, location of emergency alarm and firefighting systems, services, shut off valves switches, etc;
- Drawings identifying all key access points for maintenance and repair.

Section	Required on this Project	Provided by
Section 1.0 – Introduction	Yes	Ridge
Section 2.0 – Document Control	Yes	Ridge
Section 3.0 – Project Particulars		
3.1 Project Description	Yes	Ridge
3.2 Project Location	Yes	Ridge
3.3 Copy of F10 Notification	Yes	Ridge
Section 4.0 – Project Directory		
4.1 Design Team	Yes	Ridge
4.2 Trade Contractors	Yes	Ridge
4.3 Suppliers	Yes	Ridge
Section 5.0 – Specifications/Building Certificates/ Handover		
5.1 Specifications	Yes/ No / NA	State party
5.2 Compliance with Building Regulations	Yes/ No / NA	State party
5.3 Copy of Completion Certificate	Yes/ No / NA	State party
5.4 Schedule of Warranty & Maintenance Periods	Yes/ No / NA	State party
5.5 Copies of Guarantees & Warranties	Yes/ No / NA	State party
5.6 Snagging List	Yes/ No / NA	State party
5.7 Schedule for the Provision of Outstanding Information	Yes/ No / NA	State party
		State party
Section 6.0 – Design Criteria		State party
6.1 Architect	Yes/ No / NA	State party
6.2 Structural	Yes/ No / NA	State party
6.3 Electrical	Yes/ No / NA	State party
6.4 Mechanical	Yes/ No / NA	State party
6.5 Internal Design	Yes/ No / NA	State party
6.6 Landscape Design	Yes/ No / NA	State party
		State party
Section 7.0 Residual Risk Register		State party
7.1 Architectural	Yes/ No / NA	State party
7.2 Structural	Yes/ No / NA	State party
7.3 Mechanical	Yes/ No / NA	State party
7.4 Electrical	Yes/ No / NA	State party
7.5 Internal Design	Yes/ No / NA	State party
7.6 Landscape Design	Yes/ No / NA	State party
Section 8.0 Building Strategies		
8.1 Cleaning & Maintenance Strategy	Yes/ No / NA	State party
8.2 Internal	Yes/ No / NA	State party
8.3 External	Yes/ No / NA	State party

Section 9.0 – Certificates / Warranties – Where necessary.		
9.1 Electrical Installation Certificates	Yes/ No / NA	State party
9.2 Fibre Optic Cable Test Certificates	Yes/ No / NA	State party
9.3 Gas Installation test Certificates	Yes/ No / NA	State party
9.4 Cranes, hoists, lifting beams test certificates	Yes/ No / NA	State party
9.5 Lift passenger and goods test certificates	Yes/ No / NA	State party
9.6 Boilers pressure vessels and pipe work test certificates	Yes/ No / NA	State party
9.7 Mechanical Ventilation and Plant and installation air test certificates	Yes/ No / NA	State party
9.8 Heating Plant Commissioning Records	Yes/ No / NA	State party
9.9 Mechanical Ventilation/Air Conditioning Commissioning Records	Yes/ No / NA	State party
9.10 PHE Installation Certificates	Yes/ No / NA	State party
9.11 Details of Sterilisation & Chlorination	Yes/ No / NA	State party
9.12 Water Sampling Test Results	Yes/ No / NA	State party
9.13 Other Plant Installation – BMS	Yes/ No / NA	State party
		State party
Section 10.0 Fire Precautions		State party
10.1 Copies of As Built Plans sufficiently detailed to satisfy regulation 16b, as referred to in approved document B of volume 2.	Yes/ No / NA	State party
10.2 Schedule of Fire Appliances, Detectors, Alarms & Signs	Yes/ No / NA	State party
10.3 Copies of Test Certificates	Yes/ No / NA	State party
10.3.1 AFD	Yes/ No / NA	State party
10.3.2 MCPs	Yes/ No / NA	State party
10.3.2 VAS	Yes/ No / NA	State party
10.4 Copies of Test Certificates for Emergency Lighting	Yes/ No / NA	State party
Section 11.0 – Asbestos Management		
11.1 Schedule of Areas Covered	Yes/ No / NA	State party
11.2 Copies of Drawings Showing Areas Cleared	Yes/ No / NA	State party
11.1 Clearance Certificates	Yes/ No / NA	State party
11.2 Consignment Notes	Yes/ No / NA	State party
11.3 Asbestos left in situ Register	Yes/ No / NA	State party
Section 12.0 – Security		
12.1 Schedule of Security Devices	Yes/ No / NA	State party
12.2 Test & Commissioning Data	Yes/ No / NA	State party

APPENDIX C – CONSTRUCTION PHASE PLAN CHECK LIST

DOES THE PRINCIPAL CONTRACTOR'S CONSTRUCTION STAGE SAFETY PLAN INCLUDE: -		INFORMATION AVAILABLE	COMMENTS
1.0	Description of project		
(a)	Project description and programme details including any key dates.		
(b)	Details of client, Principal Designer, designers, Principal Contractor and other consultants.		
(c)	Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate		
2.0	Management of the works		
(a)	Management structure and responsibilities.		
(b)	Health and safety goals for the project and arrangements for monitoring and review of health and safety performance.		
(c) (i)	Arrangements for regular liaison between parties on site,		
(c) (ii)	Arrangements for consultation with the workforce,		
(c) (iii)	Arrangements for the exchange of design information between the client, designers, Principal Designer and contractors on site.		
(c) (iv)	Arrangements for handling design changes during the project.		
(c) (v)	Arrangements for the selection and control of contractors,		
(c) (vi)	Arrangements for the exchange of health and safety information between contractors,		
(c) (vii)	Arrangements for site security,		
(c) (viii)	Arrangements for site induction,		
(c) (ix)	Arrangements for onsite training,		
(c) (x)	Arrangements for welfare facilities and first aid,		
(c) (xi)	Arrangements for the reporting and investigation of accidents and incidents including near misses,		
(c) (xii)	Arrangements for the production and approval of risk assessments and written systems of work		
(d)	Site rules (including drug and alcohol policy)		
(e)	Fire and emergency procedures		

3.0	ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS	INFORMATION AVAILABLE	COMMENTS
(a)	Safety risks, including:		
(a)(i)	Delivery and removal of materials (including waste*) and work equipment taking account of any risks to the public, for example during access to or egress from the site,		
(a)(ii)	Dealing with services - water, electricity and gas, including overhead power lines and temporary electrical installations.		
(a)(iii)	Accommodating adjacent land use.		
(a)(iv)	Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures.		
(a)(v)	Preventing falls.		
(a)(vi)	Work with or near fragile materials.		
(a)(vii)	Control of lifting operations,		
(a)(viii)	The maintenance of plant and equipment.		
(a)(ix)	Work on excavations and work where there are poor ground conditions.		
(a)(x)	Work on wells, underground earthworks and tunnels.		
(a)(xi)	Work on or near water where there is a risk of drowning.		
(a)(xii)	Work involving diving.		
(a)(xiii)	Work in a caisson or compressed air working.		
(a)(xiv)	Work involving explosives.		
(a)(xv)	Traffic routes and segregation of vehicles and pedestrians.		
(a)(xvi)	Storage of materials (particularly hazardous materials) and work Equipment.		
(a)(xvii)	Any other significant safety risks.		
(b)	Health risks, including:		
(b)(i)	The removal of asbestos,		
(b)(ii)	Dealing with contaminated land,		
(b)(iii)	Manual handling,		
(b)(iv)	Use of hazardous substances, particularly where there is a need for health monitoring.		
(b)(v)	Reducing noise and vibration.		
(b)(vi)	Work with ionising radiation.		

3.0	ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS	INFORMATION AVAILABLE	COMMENTS
(b)(vii)	Exposure to UV radiation (from the sun).		
(b)(viii)	Any other significant health risks.		
4.0	The Health And Safety File		
4.(a)	Layout and format.		
4.(b)	Arrangements for the collection and gathering of information.		
4.(c)	Storage of information.		

I. BREEAM TRACKER

BREEAM New Construction 2018 Evidence Tracker

Project name Edmonds Park
 Date 24/05/2020
 Assessor Ian Bacon
 AP Elise Kidd
 Assessment type BREEAM UK New Construction 2018. Fully Fitted
 Building type Other Buildings - Assembly and leisure
 Requirement BREEAM Very Good
 Registration number BREEAM-0094-7895



Key:
Evidence required
Some evidence received
Awaiting evidence

Highlighted cells = higher than pre-assessment

Section	Issue	Criteria	Available credits	Targeted credits	Minimum standards	Specialist	Time dependent	Notes	Evidence required	DS/PCR	Primary company responsible	Deadline	Evidence received
MAN 01 - Project brief and design	Project delivery planning		1	1			Prior to completion of Concept Design		Meeting minutes	DS	Didcot Town Council		
									Construction programme	DS	Contractor		
									Responsibilities schedule	DS	Contractor		
									Letter detailing compliance including influence on design - BREEAM SPEC	DS	Contractor		
	Stakeholder consultation		1	1			Prior to completion of Concept Design and Prior to completion of Detailed Design		Letter detailing compliance including influence on design	PCR	Contractor		
									Consultation plan setting out the process and scope of the consultation.	DS	Didcot Town Council		
									Evidence of consultation	DS	Didcot Town Council		
									Letter detailing compliance including influence on design - BREEAM SPEC	DS	Contractor		
	BREEAM Advisory Professional (AP)		2	2		BREEAM AP	Throughout concept design and developed design	Elise Kidd at Blewburton to act as AP	Commitment to provide feedback - BREEAM SPEC	DS	Contractor		
									Evidence of feedback being provided	PCR	Contractor		
									Formal agreement of BREEAM targets	DS	Didcot Town Council		
									Appointment of AP	DS	Blewburton		
	Component level LCC option appraisal		1	1		LCC specialist	Technical Design		BREEAM DS report	DS	Blewburton		
									Meeting minutes	DS	Didcot Town Council		
									BREEAM AP reports	DS	Blewburton		
									Component level LCC options appraisal	DS	LCC specialist		
	Capital cost reporting		1	1					Evidence LLC specialists meets competent person criteria	DS	LCC specialist		
									Examples of how LCC has influenced the building and systems.	DS	Architect		
									Evidence influences to building and systems have been followed through to completion	PCR	Contractor		
									Predicted capital cost	DS	Contractor		
	Pre-requisite - Timber								Actual capital cost	PCR	Contractor		
									Letter of commitment regarding timber - BREEAM SPEC	DS	Contractor		
									Purchase orders for timber	PCR	Contractor		
									Manufacturers literature for timber	PCR	Contractor		
	Environmental management		1	1					Letter detailing timber used	PCR	Contractor		
									Principal contractors EMS	DS	Contractor		
									EMS for any other parties managing the construction site	DS	N/A		
									Best practice pollution policies and procedures from the principal	DS	Contractor		
	BREEAM Advisory Professional (AP) (site)		1	1		BREEAM AP	Construction, Handover and Close Out	Elise Kidd at Blewburton to act as AP	Best practice pollution policies and procedures for any other parties	DS	N/A		
									Commitment to implement pollution policies and procedures - BREEAM SPEC	DS	Contractor		
									Evidence of implementation of best practice pollution policies and procedures	PCR	Contractor		
									Formal agreement of BREEAM targets	DS	Didcot Town Council		
	Responsible construction management		2	2	1 credit - Excellent			Mostly covered by CCS but some additional elements required	Appointment of AP	DS	Blewburton		
									Meeting minutes	PCR	Contractor		
									BREEAM AP reports	PCR	Blewburton		
									Registration with CCS scheme	DS	Contractor		
									Letter of commitment to achieve required CCS standard and additional	DS	Contractor		
									Evidence of measures in addition to CCS	PCR	Contractor		
									CCS certificate	PCR	Contractor		
									CCS report	PCR	Contractor		

Management	MAN 03 - Responsible construction practices	Monitoring of construction site impacts	2	2					Letter of commitment to monitor energy and water use - BREEAM SPEC	DS	Contractor			
								Letter of commitment to monitor transport - BREEAM SPEC	DS	Contractor				
								Letter including details of individual responsible - BREEAM SPEC	DS	Contractor				
								Energy monitoring records	PCR	Contractor				
								Water monitoring records	PCR	Contractor				
								Transport monitoring records	PCR	Contractor				
		Commissioning - testing schedule and responsibilities	1	1	1 credit - Very Good			Commissioning schedule, including appropriate standards	DS	Contractor				
								Letter including details of individual responsible - BREEAM SPEC	DS	Contractor				
								Principal contractors budget and main programme of works	DS	Contractor				
		Commissioning - design and preparation	1	1		Specialist commissioning manager	During design stage	Record of completed commissioning	PCR	Contractor				
								Appointment of commissioning manager (during design stage)	DS	Contractor				
								Letter detailing commissioning managers role - BREEAM SPEC	DS	Contractor				
								Record of commissioning managers input - design stage	DS	Contractor				
								Record of commissioning managers input - during construction and installation	PCR	Contractor				
								Record of completed commissioning	PCR	Contractor				
		Testing and inspecting building fabric	1	1		Thermographic specialist Air leakage specialist		Letter of commitment regarding airtightness testing and a thermographic survey, including remedial works - BREEAM SPEC	DS	Contractor				
								Airtightness testing results including details of any remedial works carried out and qualifications	PCR	Contractor				
								Thermographic survey results including details of any remedial works carried out and qualifications	PCR	Contractor				
	MAN 04 - Commissioning and handover	Handover	1	1	Building User Guide - Very Good		Prior to handover	Letter of commitment to produce and distribute a compliant building user guides - BREEAM SPEC	DS	Contractor				
								Meeting minutes with occupants reviewing draft building user guides	PCR	Contractor				
								Final building user guides	PCR	Contractor				
								Draft training schedules	DS	Contractor				
								Training schedule	PCR	Contractor				
								Evidence of delivered training	PCR	Contractor				
		Aftercare support	1	1				Letter of commitment regarding aftercare support - BREEAM SPEC	DS	Contractor				
								Letter of commitment regarding energy and water consumption - BREEAM SPEC	DS	Contractor				
								Aftercare support meeting minutes.	PCR	Contractor				
								Evidence of on-site facilities management training.	PCR	Contractor				
								Contract to provide compliant aftercare support	PCR	Contractor				
								Contract to provide energy and water consumption monitoring	PCR	Contractor				
		Commissioning - implementation	1	1	1 credit - Excellent	Specialist commissioning manager		Letter of commitment regarding seasonal commissioning - BREEAM SPEC	DS	Contractor				
								Seasonal commissioning schedule	PCR	Contractor				
								Seasonal commissioning letter of appointment	PCR	Contractor				
	MAN 05 - Aftercare	Post-occupancy evaluation	1	1		Independent third party	Back up credit - could be removed if PCR score is high enough	Letter of commitment regarding post occupancy evaluation - BREEAM SPEC	DS	Contractor				
		Credits	21	19				Contract to provide post occupancy evaluation	PCR	Contractor				
		Weighting		11.00%				Letter of commitment regarding dissemination of information	PCR	Contractor				
	Management total:	Section Score		0.100										
								Glare control assessment and strategy	DS	Architect				
								Design stage drawings - showing glare control	DS	Architect				

HEA 01 - Visual comfort	Glare control	1	1				Glare control strategy (updated for as-built or confirmation of no changes) Manufacturers literature - glare control Assessors site inspection report	PCR PCR PCR	Architect Contractor Blewburton			
							As-built drawings - showing glare control View out calculations Design stage drawings - showing openings	PCR DS DS	Architect Blewburton Architect			
	View out	1	1				View out calculations (updated for as-built or confirmation of no changes) Assessors site inspection report	PCR PCR	Blewburton Blewburton			
							As-built drawings - showing openings	PCR	Architect			
							Letter of commitment regarding internal and external lighting - BREEAM SPEC	DS	Contractor			
							Lighting design strategy	DS	M&E			
							Design stage drawings - showing internal lighting levels, controls and zones	DS	M&E			
							Design stage drawings - showing external lighting levels	DS	M&E			
							Manufacturers literature - lighting	PCR	M&E			
							Assessors site inspection report	PCR	Blewburton			
	Internal and external lighting	1	1				Lighting design strategy (updated for as-built or confirmation of no changes) As-built drawings - showing internal and external lighting, zones an controls.	PCR PCR	M&E M&E			
							Indoor air quality plan	DS	Indoor air quality consultant			
	Prerequisite - Indoor air quality (IAQ) plan					Indoor air quality expert	Indoor air quality plan (updated for as-built or confirmation of no changes) Assessors site inspection report	PCR PCR	Indoor air quality consultant Blewburton			
							Letter of commitment regarding ventilation - BREEAM SPEC	DS	Contractor			
							Letter of commitment regarding air quality sensors - BREEAM SPEC	DS	Contractor			
							Ventilation strategy	DS	M&E			
							Design stage drawings - showing ventilation intakes and exhausts, openings and sources of external pollution	DS	M&E			
							Manufacturers literature - ventilation	PCR	M&E			
							Manufacturers literature - air quality sensors	PCR	M&E			
							Ventilation strategy (updated for as-built or confirmation of no changes)	PCR	M&E			
							Assessors site inspection report	PCR	Blewburton			
	Ventilation	1	1				As-built drawings - showing ventilation intakes and exhausts, openings and sources of external pollution	PCR	M&E			
	Emissions from construction products	2	1				Letter of commitment regarding VOC's - BREEAM SPEC Letter detailing products used Manufacturers literature - VOC's	DS PCR PCR	Contractor Contractor Contractor			
							Thermal modelling results	DS	Energy assessor			
							Letter of commitment regarding thermal modelling - BREEAM SPEC Assessors site inspection report	DS PCR	Contractor Blewburton			
	Thermal modelling	1	1			Energy assessor	Thermal modelling results (updated for as-built or confirmation of no changes)	PCR	Energy assessor			
HEA 02 - Indoor air quality							Thermal modelling for climate change scenario results Details of how the building has been adapted.	DS DS	Energy assessor Architect			
							Letter of commitment regarding thermal modelling - BREEAM SPEC	DS	Contractor			
							Assessors site inspection report	PCR	Blewburton			
	Designing for future thermal comfort	1	1			Energy assessor	Thermal modelling for climate change scenario results (updated for as-built or confirmation of no changes)	PCR	Energy assessor			

HEA 04 - Thermal comfort	Thermal zoning and controls	1	1					Temperature control strategy	DS	M&E		
								Letter of commitment regarding temperature control - BREEAM SPEC	DS	Contractor		
HEA 05 - Acoustic performance	Sound insulation	1	1		Acoustician			Assessors site inspection report	PCR	Blewburton		
								Confirmation that the development has been built in line with the temperature control strategy	PCR	Contractor		
								Letter of commitment regarding acoustic performance - BREEAM SPEC	DS	Contractor		
								Acousticians report	PCR	Acoustician		
	Indoor ambient noise levels	1	1		Acoustician			Acousticians qualifications	PCR	Acoustician		
								Letter of commitment regarding acoustic performance - BREEAM SPEC	DS	Contractor		
								Acousticians report	PCR	Acoustician		
								Acousticians qualifications	PCR	Acoustician		
HEA 06 - Security	Room acoustics	1	1		Acoustician			Letter of commitment regarding acoustic performance - BREEAM SPEC	DS	Contractor		
								Acousticians report	PCR	Acoustician		
								Acousticians qualifications	PCR	Acoustician		
								Security needs assessment including evidence of qualifications	DS	Security consultant		
HEA 07 - Safe and healthy surroundings	Security of site and building	1	1		Security consultant (SABRE)	During or prior to Concept Design		Documentation of agreed variations	DS	Security consultant		
								Commitment to implement recommendations - BREEAM SPEC	DS	Contractor		
								Design stage drawings - showing security measures	DS	Architect		
								As built drawings - showing security measures	PCR	Architect		
	Safe access	1	1					Assessors site inspection report	PCR	Blewburton		
								Design stage drawings showing footpaths, cycle paths, parking, drop off-areas, delivery areas.	DS	Architect		
								As-built stage drawings showing footpaths, cycle paths, parking, drop off-areas, delivery areas.	PCR	Architect		
								Assessors site inspection report	PCR	Blewburton		
Health and Wellbeing total:	Outside space	1	1					Design stage drawings showing outside space	DS	Architect		
								As-built drawings showing outside space	PCR	Architect		
								Assessors site inspection report	PCR	Blewburton		
								Credits	17	14		
ENE 01 - Reduction of energy use and carbon emissions	Energy performance	9	4	4 credits - Very Good. 6 credits -	Energy assessor			Design stage BRUKL output document	DS	Energy assessor		
								As-built BRUKL output document	PCR	Energy assessor		
ENE 02 - Energy monitoring	Sub-metering of end-use categories	1	1	One credit - Very Good				Metering strategy	DS	M&E		
								Letter of commitment regarding metering - BREEAM SPEC	DS	Contractor		
								Design stage drawings - metering	DS	M&E		
								Metering strategy (updated for as-built or confirmation of no changes)	PCR	M&E		
								As-built drawings - metering	PCR	M&E		
								Assessors site inspection report	PCR	Blewburton		
	Sub-metering of high energy load and tenancy areas	1	1					Metering strategy	DS	M&E		
								Letter of commitment regarding metering - BREEAM SPEC	DS	Contractor		
								Design stage drawings - metering	DS	M&E		
								Metering strategy (updated for as-built or confirmation of no changes)	PCR	M&E		
								As-built drawings - metering	PCR	M&E		
								Assessors site inspection report	PCR	Blewburton		
ENE 03 - External lighting	External lighting	1	1					Letter of commitment regarding lighting - BREEAM SPEC	DS	Contractor		
								External lighting specification	DS	M&E		
								Design stage drawings - external lighting	DS	M&E		
								Manufacturers literature - external lighting	PCR	M&E		
								As-built drawings - external lighting	PCR	M&E		
								Assessors site inspection report	PCR	Blewburton		

Energy	ENE 04 - Low carbon design	Passive design analysis	1	1		Energy assessor	During Concept Design	Hea04 compliant thermal model results	DS	Energy assessor					
								Passive design analysis	DS	Energy assessor					
								Commitment to implement recommendations - BREEAM SPEC	DS	Contractor					
								Design stage calculations showing a meaningful reduction	DS	Energy assessor					
								Assessors site inspection report	PCR	Blewburton					
		Low and zero carbon feasibility study	1	1		Energy assessor	Prior to the completion of Concept Design	As built calculations showing a meaningful reduction	PCR	Energy assessor					
								Feasibility study	DS	Energy assessor					
								LZCT specification	DS	M&E					
								Design stage drawings - LZCT	DS	M&E					
								Commitment to implement recommendations - BREEAM SPEC	DS	Contractor					
	ENE 08 - Energy efficient equipment	Energy efficient equipment	2	2					Unregulated energy consuming load analysis	DS	M&E				
									Unregulated energy consuming load calculations	DS	M&E				
									Letter of commitment to install energy efficient equipment - BREEAM SPEC	DS	Contractor				
									Unregulated energy consuming load calculations (updated for as-built or	PCR	M&E				
									Manufacturers literature - equipment	PCR	M&E				
		Credits	21	11						Assessors site inspection report	PCR	Blewburton			
										Weighting		16.00%			
										Section Score		0.08			
										Energy total:					

Transport	TRA 01 - Transport assessment and travel plan	Transport assessment and travel plan	2	2		Travel specialist	No later than concept design		Sie-specific transport assessment	DS	Transport consultant		
Draft travel plan.	DS	Transport consultant											
Letter of commitment regarding the travel plan - BREEAM SPEC	DS	Contractor											
Site-specific travel plan	PCR	Transport consultant											
Evidence of occupants involvement in developing the trave plan	PCR	Didcot Town Council											
TRA 02 - Sustainable transport measures	Sustainable transport measures	10	4						Commitment to implement the travel plan	PCR	Didcot Town Council		
Assessors site inspection report	PCR	Blewburton											
Commitment to produce a TRA 01 compliant travel plan - BREEAM SPEC	DS	Contractor											
Site accessibility index	DS	Transport consultant											
Evidence of local amenities	DS	Blewburton											
Credits	12	6						Commitment regarding other sustainable transport measures -	DS	Contractor			
Design stage drawings showing sustainable transport measures	DS	Architect											
TRA 01 compliant travel plan	PCR	Transport consultant											
As-built drawings showing sustainable transport measures	PCR	Architect											
Assessors site inspection report	PCR	Blewburton											
Travel total:													
WAT 01 - Water consumption	Water consumption	5	1	1 credit - Good. 2 credits - Outstanding					Sanitary ware specification	DS	Contractor		
Dishwasher and washing machine specification	DS	Contractor											
Letter of commitment regarding sanitary ware - BREEAM SPEC	DS	Contractor											
Design stage drawings - water fittings	DS	Architect											
Wat 01 tool - design stage	DS	Blewburton											
Letter confirming any changes from design stage	PCR	Contractor											
As built drawings - water fittings	PCR	Architect											
Wat 01 tool - as built	PCR	Blewburton											
Assessors site inspection report	PCR	Blewburton											

Water	WAT 02 - Water monitoring	Water monitoring	1	1	Criterion 1 - Good				Letter of commitment regarding water meters - BREEAM SPEC	DS	Contractor			
							Design stage drawings - water meters	DS	M&E					
							Manufactures literature - water meters	PCR	M&E					
							Letter confirming connection to BMS	PCR	M&E					
							As built drawings - water meters	PCR	M&E					
	WAT 03 - Water leak detection	Leak detection system	1	1				Assessors site inspection report	PCR	Blewburton				
						Letter of commitment regarding water leak detection - BREEAM SPEC	DS	Contractor						
						Design stage drawings - water leak detection	DS	M&E						
						Manufactures literature - water leak detection	PCR	M&E						
						As built drawings - water leak detection	PCR	Contractor						
							Assessors site inspection report	PCR	Blewburton					
							Letter of commitment regarding flow control devices - BREEAM SPEC	DS	Contractor					
							Design stage drawings - flow control devices	DS	M&E					
							Manufactures literature - flow control devices	PCR	M&E					
						As built drawings - flow control devices	PCR	M&E						
Water total:		Credits	8	4										
		Weighting		7.00%										
		Section Score		0.04										

Materials	MAT 03 - Responsible sourcing of construction products	Pre-requisite - Timber			Criterion 1 - Pass				Letter of commitment regarding timber- BREEAM SPEC	DS	Contractor			
							Purchase orders	PCR	Contractor					
							Manufacturers literature	PCR	Contractor					
							Letter detailing timber used	PCR	Contractor					
							Sustainable procurement plan	DS	Contractor					
	MAT 05 - Designing for durability and resilience	Enabling sustainable procurement	1	1			Before concept design		Commitment to source materials in line with the sustainable procurement plan - BREEAM SPEC	DS	Contractor			
								Records showing implementation of sustainable procurement plan	PCR	Contractor				
								Identification of vulnerable areas and exposed parts of the building	DS	Architect				
								Identification of protection measures	DS	Architect				
								Design stage drawings - risk from damage + material degradation	DS	Architect				
			Designing for durability and resilience	1	1				Confirmation measures will be implemented - BREEAM SPEC	DS	Contractor			
									Manufacturers literature where applicable	PCR	Contractor			
									As built drawings - risk from damage + material degradation	PCR	Architect			
									Assessors site inspection report	PCR	Blewburton			
Credits				14	2									
Materials total:		Weighting		15.00%										
		Section Score		0.02										

	WST 01 - Project waste management	Pre-refurbishment audit	1	1	1 credit - Outstanding	Competent person	During Concept Design		Pre-demolition audit	DS	Contractor		
									Confirmation measures will be implemented - BREEAM SPEC	DS	Contractor		
									Evidence pre-demolition audit findings have been implemented	PCR	Contractor		
									Resource management plan	DS	Contractor		
									Letter of commitment to meet waste target - BREEAM SPEC	DS	Contractor		
		Construction resource efficiency	3	1					Post construction waste reports	PCR	Contractor		
									Resource management plan	DS	Contractor		
									Letter of commitment to meet waste target - BREEAM SPEC	DS	Contractor		
									Post construction waste reports	PCR	Contractor		
									Minutes discussing waste streams and volumes	DS	Didcot Town Council		
	WST 03 - Operational waste	Operational waste	1	1	1 credit - Excellent				Design stage drawings showing accessible bin store	DS	Architect		
									Details of bin sizes and waste streams	DS	Architect		
									Letter of commitment to provided label bin store of the proposed sizes - BREEAM SPEC	DS	Contractor		
									As-built drawings - bin store	PCR	Architect		
								Assessors site inspection report	PCR	Blewburton			

Waste	WST 05 - Adaptation to climate change	Resilience of structure, fabric, building services and renewables installation	1	1			During Concept Design	Climate change extreme weather risk assessment	DS	Architect			
								Recommendations and solutions to mitigate the risks identified	DS	Architect			
								Update on recommendations and solutions during technical design	DS	Architect			
								Confirmation mitigation measures will be implemented. - BREEAM SPEC	DS	Contractor			
								Evidence of implementation of mitigation measures	PCR	Contractor			
								Assessors site inspection report	PCR	Blewburton			
	WST 06 - Design for disassembly and adaptability	Design for disassembly and functional adaptability - recommendations	1	1			By Concept Design	Disassembly and the functional adaptation study	DS	Architect			
								Disassembly and the functional adaptation recommendations	DS	Architect			
								Design stage drawings - disassembly and the functional adaptation	DS	Architect			
								Commitment to implement functional adaptation recommendations. - BREEAM SPEC	DS	Contractor			
								Details of omitted measures. - BREEAM SPEC	DS	Contractor			
								As built drawings - functional adaptation	PCR	Architect			
Land Use and Ecology	LE 02 - Ecological risks and opportunities	Disassembly and functional adaptability – implementation	1	1			During technical design	Building adaptability and disassembly guide	PCR	Contractor			
								Assessors site inspection report	PCR	Blewburton			
								Credits	10	7			
								Weighting		6.00%			
								Section Score		0.04			
								Waste total:					
	LE 03 - Managing impacts on ecology	Prerequisite - Statutory obligations	0	0		Ecologist	Preparation and brief stage	Commitment to monitor against all relevant UK and EU or international legislation relating to the ecology of the site - BREEAM SPEC	DS	Contractor			
								Evidence of monitoring against all relevant UK and EU or international legislation relating to the ecology of the site	PCR	Contractor			
								Appointment of ecologist	DS	Didcot Town Council			
								Ecologists report	DS	Ecologist			
								Evidence the ecologists findings and recommendations have been shared with appropriate team members	DS	Ecologist			
								Evidence of collaboration to identify optional ecological outcomes	DS	Ecologist			
								Details of selected measures inline with the mitigation hierarchy	DS	Ecologist			
								Design stage drawings showing measures	DS	Architect			
								As -built drawings showing measures	PCR	Architect			
								Assessors site inspection report	PCR	Blewburton			
								Ecologists report identifying further measures	DS	Ecologist			
								Commitment to implement further measures - BREEAM SPEC	DS	Contractor			
								Evidence measures were implemented during site preparation and construction	PCR	Contractor			
	LE 03 - Managing impacts on ecology	Planning and measures on-site	1	1			Concept design	Ecologists report showing no overall loss of ecological value	DS	Ecologist			
								Commitment to implement ecologists recommendations - BREEAM SPEC	DS	Contractor			
								Evidence of implementation of ecologists recommendations	PCR	Contractor			
								Assessors site inspection report	PCR	Blewburton			
								Appointment of ecologist	DS	Didcot Town Council			
								Ecologists report - enhanced ecological value	DS	Ecologist			
								Commitment to incorporate ecologists recommendations - BREEAM SPEC	DS	Contractor			
								Design stage landscape plan	DS	Landscape architect			
								As built landscape plan	PCR	Landscape architect			
								Assessors site inspection report	PCR	Blewburton			
								Appointment of ecologist	DS	Didcot Town Council			
								Ecologists report - enhanced ecological value	DS	Ecologist			
								Ecologists report - enhanced ecological value	DS	Ecologist			

Pollution	LE 04 - Ecological change and enhancement	Change and enhancement of ecology	3	1						Commitment to incorporate ecologists recommendations - BREEAM SPEC	DS	Contractor			
										Design stage landscape plan	DS	Landscape architect			
										As built landscape plan	PCR	Landscape architect			
	LE 05 - Long term impact on biodiversity	Management and maintenance throughout the project- Foundation and Comprehensive routes								Assessors site inspection report	PCR	Blewburton			
										Ecologists confirmation regarding legislation	DS	Ecologist			
										Ecologists report - management and maintenance	DS	Ecologist			
										Commitment to implement ecology management and maintenance -	DS	Contractor			
										Commitment to produce a building user guide including ecology - BREEAM SPEC	DS	Contractor			
										Evidence of implementation of ecologists management and maintenance recommendations	PCR	Contractor			
										Building user guide including ecology section	PCR	Contractor			
		Landscape and ecology management plan								Commitment to produce a landscape and habitat management plan - BREEAM SPEC	PCR	Landscape architect			
										Landscape and habitat management plan	PCR	Landscape architect			
	Land Use and Ecology total:	Credits	13	9											
		Weighting		13.00%											
		Section Score		0.09											
		POL 01 - Impact of refrigerants	Pre-requisite								Letter of commitment - Refrigeration Ammonia Refrigeration Systems - BREEAM SPEC	DS	Contractor		
										Refrigerant systems specification	DS	M&E			
										Manufacturers literature	PCR	M&E			
										Assessors site inspection report	PCR	Blewburton			
Impact of refrigerant			2	1							Letter of commitment - Impact of refrigerant - BREEAM SPEC	DS	Contractor		
											Refrigerant systems specification	DS	M&E		
											Impact of refrigerant calculations	DS	M&E		
											Manufacturers literature	PCR	M&E		
											Impact of refrigerant calculations	PCR	M&E		
											Assessors site inspection report	PCR	Blewburton		
Leak detection			1	1							Letter of commitment - refrigerant leak detection - BREEAM SPEC	DS	Contractor		
											Refrigerant leak detection specification	DS	M&E		
										Manufacturers literature	PCR	M&E			
										Assessors site inspection report	PCR	Blewburton			
POL 02 - Local air quality		Local air quality	2	2					All electric	Letter of commitment - heating and hot water systems - BREEAM SPEC	DS	Contractor			
										Heating and hot water specification	DS	M&E			
										Manufacturers literature	PCR	M&E			
		Flood resilience	2	2						Assessors site inspection report	PCR	Blewburton			
											Flood risk assessment	DS	Surface water engineer		
											Evidence of consultants qualifications	DS	Surface water engineer		
											Confirmation FRA reflects site - BREEAM SPEC	DS	Contractor		
		Surface water run-off	2	2							Confirmation FRA reflects site as-built	PCR	Surface water engineer		
											Peak rate of run off calculations - pre development	DS	Surface water engineer		
											Peak rate of run off calculations - post development	DS	Surface water engineer		
											Letter of commitment - Maintenance agreements for SuDS - BREEAM SPEC	DS	Contractor		
										Proposed drainage solutions	DS	Surface water engineer			
										Drawings showing SuDS	DS	Surface water engineer			
										Volume of run off calculations - pre development	DS	Surface water engineer			
										Volume of run off calculations - post development	DS	Surface water engineer			
										Limiting discharge calculation results	DS	Surface water engineer			
						As built versions of all calculations	PCR	Surface water engineer							
						As built drawings showing SuDS	PCR	Surface water engineer							
						Maintenance agreements for SuDS	PCR	N/A							
							Discharge calculations	DS	Surface water engineer						

Innovation	POL 03 - Flood risk management and reducing surface water run-off	Minimising water course pollution	1	1	Surface water engineer				Letter of commitment to make a drainage plan available to occupiers - BREEAM SPEC	DS	Contractor					
			Letter of commitment - Maintenance agreements for SuDS - BREEAM SPEC	DS					Contractor							
			Design stage drawings showing pollution protection	DS					Surface water engineer							
			Drainage plan	PCR					Surface water engineer							
			As built drawings showing pollution protection	PCR					Surface water engineer							
			Maintenance agreements for SuDS	PCR					N/A							
			External lighting strategy	DS					M&E							
			Design stage drawings - external lighting	DS					M&E							
	POL 04 - Reduction of night time light pollution	Reduction of night time light pollution	1	1					Commitment to install lighting as recommended.	DS	Contractor					
									Manufacturers literature	PCR	M&E					
									As built drawings - external lighting	PCR	M&E					
									Assessors site inspection report	PCR	Blewburton					
									Identification of noise sensitive areas	DS	Acoustician					
									Noise impact assessment	DS	Acoustician					
	POL 05 - Reduction of noise pollution	Reduction of noise pollution	1	1	Acoustician				Noise level results	DS	Acoustician					
									Commitment to install attenuation measures - BREEAM SPEC	DS	Contractor					
									Design stage drawings showing attenuation measures	DS	Architect					
									Evidence of installed attenuation measures	PCR	Contractor					
									As built drawings - attenuation measures	PCR	Architect					
									Assessors site inspection report	PCR	Blewburton					
Credits									12	11						
Weighting										8.00%						
Section Score										0.07						
Pollution total:																
HEA 06 - Security	Security of site and building	1	1													
		Credits	10											1		
		Weighting												10.00%		
		Innovation total:												0.01		

J. TENDER EVALUATION

J. TENDER EVALUATION

J.1 - Introduction

1. Introduction

- 1.1. This section sets out the evaluation criteria and the evaluation methodology which will be used to determine the Most Economically Advantageous Tender (MEAT).

2. Compliant Tenders

- 2.1. A Tender will be deemed to be compliant by The Employer if it meets all of the following conditions:
- a) The required information requested in the Tender Information is provided fully in accordance with the Invitation to Tender instructions. Details of mandated returns are included in ROR 5 of Appendix E.
 - b) The total Weighted Technical Score achieved is a moderated technical score at or above Lowest Acceptable Score, 60% (sixty percent) of the maximum available technical marks, and the Tender has met (or exceeded) the Minimum Acceptable Score for each of the
- 2.2. Tenders that are non-compliant will be excluded. Compliant Tenders will be evaluated to determine the MEAT. The evaluation criteria are Technical (50) and Commercial (Price 50).

3. Technical Requirements

- 3.1. The response to each ROR shall be specific, provided in one location and must be complete in itself. Different personnel may be scoring different RORs, and they will only have access to the ROR responses they are evaluating. Evidence is to be provided as documents in both printed hard copy and electronic soft copy in Adobe.pdf file format, unless otherwise stated in the ROR.
- 3.2. Where a page limit has been stated in each ROR any appendices shall be included within this page limit. Any information provided above the stated page limits (sides of A4) will not be evaluated. At all times the font size shall be no smaller than font Arial size 11.

4. Technical Scoring

- 4.1. The Evaluation team will evaluate the Tenders, supporting evidence and provide evaluation scores. A nominated lead will be assigned to moderate the evaluations.
- 4.2. The Tenders will be assessed against the technical criteria set out in Appendix J. Tenders will be allocated a score in accordance with the marking scheme in each individual ROR.
- 4.3. The scoring mechanism for the technical requirements is set out in each individual ROR. Each ROR includes assessor guidance that is unique to that ROR, which will be used for the evaluation purposes.
- 4.4. The allocated score for each ROR will be multiplied by the weight allocated to each ROR as set out in Table 1 below.
- 4.5. If a score is achieved on any of the RORs that is below the minimum acceptable score, as shown in Table 1, it will result in the Tender being identified as non-compliant.
- 4.6. Tenders will only be considered compliant where Tenderers score a minimum of 60% of the total available Technical Scores (the Lowest Acceptable Score).
- 4.7. For example, if a Tenderer achieves a score of 2 on a ROR question, they would need to score higher in the other RORs for the Tenderer to achieve the Lowest Acceptable Score of 60% overall.

J. TENDER EVALUATION**J.1 - Introduction**

4.8. Table 1 shows an overview of the ROR weightings and minimum acceptable individual ROR scores:

- The scores for each ROR will be weighted in accordance with the table below and then the weighted scores will be totalled to arrive at an overall Weighted Technical Score for each Tenderer.
- If the overall Weighted Technical Score is less than the Lowest Acceptable Score of 60% that Tender will be deemed non-compliant.
- The overall Weighted Technical Score will be converted to an Overall Technical Score to be carried forward to the MEAT evaluation.
- All calculations will be rounded to 3 decimal places.

4.9. Table 1 – ROR Weightings and Minimum Acceptable ROR Score:

RoR No	Question Topic	Prime Criteria	Maximum RoR Score	Weighting	Minimum Acceptable ROR Score
1	Site Set Up	To gain assurance that the Tenderer understands the site requirements	10	20%	2
2	Programme & Constraints	Handover date and confidence of achieving programme	10	35%	6
3	SQEP	Appropriate qualified resources	10	20%	2
4	Stakeholder Management	Communications plan	10	25%	6
5	Mandated Returns	Commercial	PASS	N/A	PASS
		TOTAL		100%	

The overall Weighted Technical Score will be converted into an overall Technical Score using the following formula for compliant Tenders

$$\text{Overall Technical Score} = \frac{\text{Weighted Technical Score}}{\text{Available Marks}} \times 50$$

5. Evaluation Method – Commercial**Commercial Scoring**

5.1. The Tenderers tendered price is as detailed in the Pricing Schedule. All calculations shall be rounded to 3 decimal places.

The lowest priced compliant model tender sum will be allocated the Maximum Available Commercial Score of 50. The Commercial Score for the other compliant tenders will then be calculated by dividing the lowest compliant model Tender sum by the Tenderer's model Tender sum and then multiplying the result by the Maximum Available Commercial Score, as stated in the equation below:

$$\text{Overall Commercial Score} = \frac{\text{Tender Sum}}{\text{Lowest Tender Sum}} \times 50$$

J. TENDER EVALUATION

J.1 - Introduction

- 5.2. Commercially Compliant Tenders will be evaluated on the basis of Most Economically Advantageous Tender (MEAT).

6. Total Score - MEAT Evaluation

- 6.1. The Overall Technical Score and Overall Commercial Score for each Tender will then be combined, giving a Total Score out of 100. The Tender with the highest Total Score will be deemed the Most Economically Advantageous Tender.

In the event that more than one Tenderer receives equal highest Total Scores, the Tenderer with the lower price will be deemed the Most Economically Advantageous Tender.

7. Evaluation Process

Technical Evaluation

- 7.1. All Tenders will be independently evaluated by pre-selected technical evaluators and in accordance with the evaluation criteria. The technical evaluators will not be party to any pricing information.

Once the individual evaluations have been received a moderation panel will be facilitated and chaired by a pre-selected moderator where final scores for each ROR will be agreed.

Commercial Evaluation

- 7.2. Tenders will be checked for compliance in line with the invitation to tender. This process will confirm that all requested Tender documentation has been provided, and that the Tender has been submitted in accordance with the invitation to tender (including the required information in the Tender Information and Appendix E Requirements of Response Mandated Returns).

Pricing information will be reviewed, and any required clarifications from Tenderers will follow the procedure for Tender clarifications at Section 8 below.

8. Tender Clarifications

- 8.1. Any Tender clarifications issued by The Employer will not be to modify your tender. They will be to clarify the responses already provided if an area of the submission is unclear.

If during the clarification process it reveals that a mistake or misunderstanding has occurred, the Tenderer may be invited to adjust their Tender. In this circumstance all Tenderers shall be given equal opportunity to Revise or Confirm their tenders.

J. TENDER EVALUATION**J.2 - Requirements of Response (RORs) and Evaluation Methodology**

The Requirements of Response (ROR) 1-5 will be evaluated in the following stages. Tenderers must pass each stage before moving on to the next.

- 1) Quality (ROR 1-5) - The quality score shall be calculated using the following sum: (Tenderers Score/Total Available Marks) x Technical Weighting
- 2) Price - The lowest price compliant tenderer will be allocated 50% for Price and the other compliant tenderers will then be scored using the percentage difference method.
- 3) Total Score = Technical Score (out of 50) + Price score (out of 50). The tenderer with the highest percentage score (i.e. out of 100) will be the preferred bidder.
- 4) Mandated Returns (ROR 5) - This ROR summarises the information required from the preferred bidder prior to contract award, and will be assessed for compliance on a pass/fail basis in parallel with the MEAT evaluation.

The Employer may request clarification for any apparent failures in this ROR independently of the MEAT process. Queries relating to ROR 5 will not be related to the responses to RORs 1-4. ROR 5 will only contribute to the MEAT evaluation on a Pass/Fail basis.

Technical Requirements (ROR 1-5)

If a mandated return has been omitted in error the bidder will be asked to provide the document within a stated timeframe. Failure to provide said document by that deadline will result in elimination of the competition. Submitted mandatory returns that do not meet the required standard will be deemed as a fail and no opportunity to revise that document will be given. All RORS shall gain a score of at least the minima stated in Table 1 below to be deemed compliant. The aggregated average weighted score ROR1-4 must also exceed 60% of available marks to be deemed compliant.

TABLE 1: CRITICAL REQUIREMENTS OF RESPONSE			
ROR No.	Deliverable	Weighting	Minimum Acceptable Score
ROR 01	Site Set Up	2.0	2 out of 10
ROR 02	Programme & Constraints	3.5	6 out of 10
ROR 03	SQEP	2.0	2 out of 10
ROR 04	Stakeholder Management	2.5	6 out of 10
ROR 05	Mandated Returns	Pass/Fail	Pass
		10.0	

Technical Score (ROR 1-5)

Each ROR will be marked and scored 10/8/6/2/0 using the following table:

TABLE 2: MARKING SCHEME		
Assessment	Score	General Characteristics
Excellent	10	Ideal response. The most comprehensive which is reasonably demonstrated
Good	8	Response is significantly better than minimum acceptable but less than ideal.
Acceptable	6	Response is at an acceptable standard.
Poor	2	Response is of a poor standard.
Major Concerns	--	Completely inadequate response, or no response provided.

J. TENDER EVALUATION

J.2 - Requirements of Response (RORs) and Evaluation Methodology

Where the scoring guidance states "5) [No 'score 6' guidance for this success criteria. Refer to Score 8 guidance but without scoring constraint]" or similar the response for this success criteria indicator must achieve the criteria specified for the next Score 8] but without limiting the overall mark [eg not constraining to Score 6 overall]. Failure to achieve this criteria will result in lower score [eg Score 2 overall].

Weightings for each ROR are set out in the table below:

TABLE 3: WEIGHTINGS				
ROR No.	Subject	Max Score	RoR Weighting	Weighted RoR Mark Available
ROR 01	Site Set Up	10	2.0	10.00
ROR 02	Programme & Constraints	10	3.5	35.00
ROR 03	SQEP	10	2.0	15.00
ROR 04	Stakeholder Management	10	2.5	25.00
	Total		10.00	85.00

By way of illustration, for ROR 2 (Programme & Constraints), a response may be given an initial score of 6 out of 10 (as per Table 2), but since this ROR is weighted 3.5, (as per Table 3) the total weighted mark allocated will be 28. Maximum scores are based on each ROR being given an initial score of 10.

Worked Example:

Worked Example Bidder B: TECHNICAL WEIGHTINGS				
ROR No.	Subject	RoR Score	RoR Weighting	Weighted RoR Mark
ROR 01	Site Set Up	9	2.00	18.00
ROR 02	Programme & Constraints	8	3.50	28.00
ROR 03	SQEP	8	2.00	16.00
ROR 04	Stakeholder Management	6	2.50	15.00
	Total			77.00

The weighted Technical score is calculated as the following equation:

$$(\text{Tenderers Score} / \text{Total Available Marks}) \times \text{Technical Weighting}$$

$$\text{Example Bidder B Weighted Technical Score} = 77/100 \times 50 = 38.50$$

PRICE

The lowest priced tenderer, as per Guidance Notes detailed in Booklet 3 Pricing Schedule, will be allocated a score of 100% for Price and the other tenderers will be scored using the percentage difference method. The highest Price score equates to the maximum Weighted Price score of 50.00 that contributes to the Total Score.

This can be set out in the following equation

$$(\text{Lowest Tender Price} / \text{Tender Price}) \times \text{Price Weighting}$$

$$\text{Example Bidder B Weighted Price Score} = £100,000 / £105,000 \times 50 = 47.50^*$$

* rounded to two decimal points

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot

RIDGE

J. TENDER EVALUATION

J.2 - Requirements of Response (RORs) and Evaluation Methodology

TOTAL SCORE

The weighted scores for quality (technical) and price are rounded to two decimal places.

Scores for Quality and Price will then be combined, giving a total score out of 100. The tenderer with the highest percentage score (i.e. Out of 100) will be successful.

Worked Example: All Bidders

Bidder	Price	Price Score	Weighted Price Score	Weighted RoR Mark	Weighted Technical Score	TOTAL	RANK
A	£ 100,000.00	1.00	50.00	48.00	24.00	72.00	4
B	£ 105,000.00	0.95	47.50	77.00	38.50	115.50	1
C	£ 110,000.00	0.91	45.50	70.00	35.00	105.00	2
D	£ 120,000.00	0.83	41.50	70.00	35.00	105.00	2

From this example, Bidder B is the Most Economically Advantageous Tender subject to confirmation that RoR 5 (Mandated Returns) has passed.

1ST STAGE TENDER DOCUMENT

New Sports and Community Pavilion, Edmonds Park, Didcot



J. TENDER EVLUATION

J.3 - Tender Evaluation Summary

Tenderer	Unweighted Scores				Weighted Scores				Mandated returns	Total Weighted RoR Mark	Total Weighted Technical Score
	RoR 1	RoR 2	RoR 3	RoR 4	RoR 1	RoR 2	RoR 3	RoR 4	RoR 6		
Tenderer 1	1	1	1	1	2	4	2	3	--	N/C	N/C
Tenderer 2	--	--	--	--	--	--	--	--	--	N/C	N/C
Tenderer 3	--	--	--	--	--	--	--	--	--	N/C	N/C
Tenderer 4	--	--	--	--	--	--	--	--	--	N/C	N/C

Date:

ROR 01 - Site Set Up											
	Contractor Name (Alphabetically listed)	Introduction / Question	Success Criteria Indicators	Aim	Assessor Guidance Excellent (Score 10)	Assessor Guidance Good (Score 8)	Assessor Guidance Acceptable (Score 6)	Assessor Guidance Poor (Score 2) Non-compliant	Assessor Guidance Major Concerns (0 point score) Non-Compliant		
		<p>It is important for any project how the contractor sets up for the project and they will be considered how they have allowed and planned to manage the site compound and site set up, understanding of project needs.</p> <p>Provide methodology in how the site will be setup including compound requirements, management of site traffic/pedestrian movements, control of site and security. Details should include how temporary connections and hard standing are formed and managed.</p> <p>The response shall not exceed 12 sides of A4 (minimum font size Arial 11), inclusive of any Appendices.</p>	<p>The response should include:</p> <p>1) Plan of site set up detailing access and delivery points and site cabins</p> <p>2) Compound services detailed</p> <p>3) Site Compound Parking with expected numbers of contractors expected through project.</p> <p>4) Site vehicle management plan and pedestrian access plan. Details for provision of parking on site traffic on Park Road.</p> <p>5) Security plan</p> <p>6) Environmental management of site, including site storage, pollution control, waste management, hazardous waste/material handling</p> <p>7) Build sequence</p>	<p>To gain assurance that the Tenderer understands the site requirements and how they will comply and the contractor.</p>	<p>A score of 10 is awarded if all of the following are achieved</p> <p>1) A full plan of the site is provided detailing the management of the site fully taking in consideration of the potential difficulties and how they will be managed.</p> <p>2) Services are fully considered and managed through the project.</p> <p>3) Parking is fully considered and estimated parking requirements are detailed and allowed for.</p> <p>4) A full site management plan is provided and included and considered approach to vehicles, pedestrians and site users allowed for.</p> <p>5) A full security plan is provided and details of security provision for site access and preventing unauthorised access.</p> <p>6) A full sequencing plan for phased construction of the project is provided</p>	<p>This ROR cannot score greater than 8 if it contains any of the following:</p> <p>1) A plan of the site is provided detailing the management of the site fully taking in consideration of the potential difficulties and how they will be managed. Minor parts missed but almost fully considered</p> <p>2) Services are considered and managed through the project. But some not all points considered.</p> <p>3) Parking is considered and estimated parking requirements but not detailed enough and allowed for.</p> <p>4) Site management plan is included and considered approach to vehicles, pedestrians and site users is included but not completely</p> <p>5) A security plan is provided and details of security provision for site access and preventing unauthorised access but not all fully considered.</p> <p>6) A sequencing plan for phased construction of the project is provided considering main parts of the project.</p>	<p>This ROR cannot score greater than 6 if it contains any of the following:</p> <p>1) A plan of the site is provided detailing the management of the site fully taking in consideration of the potential difficulties and how they will be managed. Major parts are missed.</p> <p>2) Services are considered and managed through the project. But some not all points considered.</p> <p>3) Parking is considered and estimated parking requirements but not detailed enough and allowed for.</p> <p>4) Site management plan is included and considered approach to vehicles, pedestrians and site users is included with major flaws.</p> <p>5) A security plan is provided but major gaps in provision</p> <p>6) A sequencing plan for phased construction of the project is provided considering major components but not detailed</p>	<p>This ROR cannot score greater than 2 for the following reasons:</p> <p>1) A plan of the site is provided detailing the management of the site but not considering issues</p> <p>2) Services are not considered</p> <p>3) Parking is considered but with no details</p> <p>4) site management plan is not included</p> <p>5) A security plan is not provided</p> <p>6) A sequencing plan for phased construction is not provided</p>	<p>• Insufficient evidence to allocate a score or presents a risk that prevents the project from being delivered successfully</p>	Unweighted SCI Score	Unweighted ROR Score (min SCI score)
	Tenderer 1										
SCI 1					Evaluation missing						
SCI 2					Evaluation missing						
SCI 3					Evaluation missing						
SCI 4					Evaluation missing						
SCI 5					Evaluation missing						
SCI 6					Evaluation missing						
	Tenderer 2										1
SCI 1					Evaluation missing						
SCI 2					Evaluation missing						
SCI 3					Evaluation missing						
SCI 4					Evaluation missing						
SCI 5					Evaluation missing						
SCI 6					Evaluation missing						
	Tenderer 3										
SCI 1					Evaluation missing						
SCI 2					Evaluation missing						
SCI 3					Evaluation missing						
SCI 4					Evaluation missing						
SCI 5					Evaluation missing						
SCI 6					Evaluation missing						
	Tenderer 4										
SCI 1					Evaluation missing						
SCI 2					Evaluation missing						
SCI 3					Evaluation missing						
SCI 4					Evaluation missing						
SCI 5					Evaluation missing						
SCI 6					Evaluation missing						

ROR 02 - Programme & Constraints

5819014 - New Sports and Community Pavilion, Edwards Park, Detroit - Tender Document 11st Stage Appendix

Date:

ROR 03 - Suitably Qualified Experienced Personnel											
TRUE											
Serial No.	Contractor Name (Alphabetically listed)	Introduction / Question	Success Criteria Indicators	Aim	Assessor Guidance Excellent (Score 10)	Assessor Guidance Good (Score 8)	Assessor Guidance Acceptable (Score 6)	Assessor Guidance Poor (Score 2)	Assessor Guidance Major Concerns (0 point score) Non- Compliant	Unweighted SCI Score	Unweighted RoR Score (min SCI score)
		<p>The success of any contract is reliant upon the personnel involved in the management of the works. The work is in a residential location and located on part of a public park with many interfaces with the public. It will require excellent management throughout the project to ensure a successful conclusion within the timescales and constraints identified within the Tender Documentation, whilst ensuring minimimul disruption to the surrounding residents and park users.</p> <p>Provide your Project Resource proposals to include brief descriptions of management roles and responsibilities (this can be in matrix form) and a Project organisational chart with named individuals. Identify key suppliers, their roles and responsibilities.</p> <p>The Employer has identified a list of key roles (below) and the Tenderer shall submit CV's of proposed personnel for the Project to fill these roles, identifying any appropriate qualifications and experience in similar D&B construction projects and in the construction/design. The bidder may propose a single person to undertake multiple roles, and must indicate what proportion of the staff member's time is anticipated to be spent on each role at the various stages of the project.</p> <p>1. Contracts Director- Overall contract lead, responsible for performance of the Contractor. 2. Site Manager (Project Manager) - Principal role responsible for all contractor works at Wallingford School, should be site based. 3. Design Manager/service manager - Responsible for all design activities. 4. Site Health and Safety Officer - Responsible for H&S on site. 5. Construction Quality Control/compliance Manager - Responsible for construction quality and engaging with the Employers Agent. 6. Quantity Surveyor - responsible for cost control</p> <p>The CV's shall not exceed 2 sides of A4 (minimum font size Arial 11) each. There is no limit on the number of CV's submitted, provided that each role is identified on the organisation chart. The narrative cannot exceed 10 sides of A4 (minimum font Arial size 11) inclusive of any Appendices. Documentary evidence submitted for and only evaluated against SCI #6 is excluded from the page limit.</p>	<p>The response should:</p> <p>1) Provide details of the Contractor's Management Team and demonstrate how they will manage their own team, designers and sub-contractors through design, construction and handover/commissioning. 2) Give a clear indication of hierarchy of Key Personnel and details of resources across each stage of the project, including a description of roles, authorities, responsibilities and qualifications. 3) Demonstrate that the proposed supply chain has relevant experience and provides details of how the Contractor will utilise subcontractors expertise in order to assist in delivery of the project. 4) Demonstrate that proposed personnel to fill the key roles have appropriate qualifications and experience for the tasks associated with the assigned roles, and the time split is detailed for any personnel undertaking more than one role. 5) Demonstrate the Contractor's commitment to sustainable development. 6) How contractor will provide business continuity reference to site level operations.</p>	<p>To gain assurance that the Tenderer has an appropriate resource management approach and has proposed suitably qualified and experienced personnel both from within their own organisation and in the supply chain to successfully deliver the project.</p>	<p>A score of 10 is awarded if all of the following are achieved:</p> <p>1) Response provides details on the Contractor's Management Team and demonstrates how they will manage their own team, designers and sub-contractors through design, construction and handover/commissioning together with managing interactions with surrounding residents and park users. 2) The response gives a clear indication of hierarchy of Key Personnel and details of resources across EACH stage of the project, including a description of roles, authorities, responsibilities and qualifications. 3) The response demonstrates that the proposed supply chain has relevant experience (similar educational project work) and explains how the Contractor proposes to make use of this supply chain expertise in order to benefit the successful delivery of this project. 4) The response details the appropriate qualifications and relevant experience (both in similar D&B construction projects and in the construction/design of similar facilities) of ALL key personnel. If personnel are required to undertake multiple roles, the response must indicate what proportion of the staff member's time is anticipated to be spent on the each role at the various stages of the project. 5) Provide a statement regarding the Contractor's approach to sustainable development for this project. In additional provide copies of the Contractor's ISO 14001 certificate (or similar accreditation) and/or company policies relating to sustainable procurement, sustainable construction, waste management and pollution control. 6) Response provides detailed description of business contintuity in line with clients needs and demonstrates how they will manage process in issues arising from business continuity.</p>	<p>This ROR cannot score greater than 8 if it contains any of the following:</p> <p>1) Response provides details on the Contractor's Management Team and demonstrates how they will manage their own team, designers and sub-contractors through design, construction and handover/commissioning together with managing interactions with surrounding residents and park users., BUT NOT through all stages of the project. 2) The response gives a clear indication of hierarchy of Key Personnel and details of resources including a description of roles, authorities, responsibilities and qualifications, but NOT across each stage of the project. 3) The response demonstrates that the proposed supply chain has relevant experience (similar projects) and explains how the Contractor proposes to make use of this supply chain expertise in order to benefit the successful delivery of this project. 4) The response details the appropriate qualifications and relevant experience (both in similar D&B construction projects and in the construction/design of similar facilities) of ALL key personnel. The response DOES NOT indicate what proportion of the staff member's time is anticipated to be spent on the each role, if personnel are required to undertake multiple roles. 5) [No 'score 8' guidance for this success criteria. Refer to Score 10 guidance but without scoring constraint] 6) [No 'score 8' guidance for this success criteria. Refer to Score 10 guidance but without scoring constraint]</p>	<p>This ROR cannot score greater than 6 if it contains any of the following:</p> <p>1) Response provides details on the Contractor's Management Team but DOES NOT demonstrate the management of either their own team, designers OR subcontractors or surrounding residents and park users. 2) The response gives an indication of hierarchy of Key Personnel and details of resources including a description of roles and responsibilities, but NOT authority or qualifications and NOT across each stage of the project. 3) The response demonstrates that the proposed supply chain has relevant experience (similar projects) but does NOT explain how the Contractor proposes to make use of this supply chain expertise in order to benefit the successful delivery of this project. 4) One or more key personnel only has relevant experience in similar D&B construction projects 5) [No 'score 6' guidance for this success criteria. Refer to Score 10 guidance but without scoring constraint] 6) [No 'score 6' guidance for this success criteria. Refer to Score 10 guidance but without scoring constraint]</p>	<p>This ROR cannot score greater than 2 if it contains any of the following:</p> <p>1) The response does NOT provide details on the Contractor's Management Team. 2) The response does NOT give an indication of the hierarchy of Key Personnel. 3) The response does NOT demonstrate that the proposed supply chain has relevant experience (similar projects). 4) The response demonstrates that one or more of the proposed key personnel DO NOT have the appropriate experience and/or qualifications for the tasks associated with the assigned roles. 5) Provide a statement regarding the Contractor's approach to sustainable development for this project. 6) Provide statement with regards business continuity but not detailed</p>	<p>• Insufficient evidence to allocate a score or presents a risk that prevents the project from being delivered successfully.</p>		
	Tenderer 1										
SCI 1					Evaluation reasoning						1
SCI 2					Evaluation reasoning						
SCI 3					Evaluation reasoning						
SCI 4					Evaluation reasoning						
SCI 5					Evaluation reasoning						
SCI 6					Evaluation reasoning						
	Tenderer 2										
SCI 1					Evaluation reasoning						
SCI 2					Evaluation reasoning						
SCI 3					Evaluation reasoning						
SCI 4					Evaluation reasoning						
SCI 5					Evaluation reasoning						
SCI 6					Evaluation reasoning						
	Tenderer 3										
SCI 1					Evaluation reasoning						
SCI 2					Evaluation reasoning						
SCI 3					Evaluation reasoning						
SCI 4					Evaluation reasoning						
SCI 5					Evaluation reasoning						
SCI 6					Evaluation reasoning						
	Tenderer 4										
SCI 1					Evaluation reasoning						
SCI 2					Evaluation reasoning						
SCI 3					Evaluation reasoning						
SCI 4					Evaluation reasoning						
SCI 5					Evaluation reasoning						
SCI 6					Evaluation reasoning						

J. TENDER EVLUATION
E.7 - ROR4 Stakeholder Management

Date:

ROR 04 - Stakeholder Management											
Serial No.	Contractor Name (Alphabetically listed)	Introduction / Question	Success Criteria Indicators	Aim	Assessor Guidance Excellent (Score 10)	Assessor Guidance Good (Score 8)	Assessor Guidance Acceptable (Score 6)	Assessor Guidance Poor (Score 2)	Assessor Guidance Major Concerns (0 point score) Non-compliant	Unweighted Score	Unweighted RoP Score (min SCI score)
		<p>The Employer considers that excellent communication between Contractor, End Users and other Stakeholders is key to a successful project.</p> <p>Provide your methodology for management and control of stakeholder communication, in accordance with the constraints identified in the Tender Documents.</p> <p>The response shall not exceed 12 sides of A4 (minimum font size Arial 11), inclusive of any Appendices.</p>	<p>The response should:</p> <p>1) Describe the process of stakeholder communication management throughout the design period (including design approval process).</p> <p>2) Describe the process of stakeholder communication management throughout the construction period</p> <p>3) Detail specifically how construction noise and other nuisances will be managed throughout the works,</p> <p>4) Describe the communication management process regarding working with third parties throughout the construction period with end users and nominated contractors.</p> <p>4a) Identify the key stakeholders that the Contractor is required to liaise with, indicating the purpose and limits on this liaison.</p> <p>- Liaison with End User for site operational reasons.</p> <p>- Liaison with FM / Maintainer during Construction</p> <p>- Liaison with IT requirements during Construction</p> <p>- Liaison with utilities before and during construction period.</p> <p>5) Describe the methodology for the production of the handover documentation, including O&M Manuals, certificates and schedules of routine maintenance, and demonstrate how the contents of the handover documentation will be integrated within training provided to the End users and FM Maintainers, and Client support following handover</p>	<p>To gain assurance that the Tenderer understands the key stakeholders involved in the project and has an adequate communications management plan to ensure a successful delivery of the project to budget and programme, maintaining a good relationship with all stakeholders.</p>	<p>A score of 10 is awarded if all of the following are achieved:</p> <p>1) Response FULLY describes the process of stakeholder communication management throughout the design period</p> <p>2) Response FULLY describes the process of stakeholder communication management throughout the construction period</p> <p>3) Response identifies main sources of construction noise and other construction nuisances and details how EACH of these activities will be managed throughout the works, given the existing operations</p> <p>4) Response FULLY describes the communication management process regarding working with third parties throughout the project including End User</p> <p>5) Response outlines the methodology for the production of the handover documents AND demonstrates how the contents of the O&Ms will be integrated within End User Maintainer training.</p>	<p>This ROR cannot score greater than 8 if it contains any of the following:</p> <p>1) Response describes the process of stakeholder communication management throughout the design period but OMITTS detail on interface with interfaces</p> <p>2) <i>[No 'score 8' guidance for this success criteria. Refer to Score 10 guidance but without scoring constraint]</i></p> <p>3) Response identifies main sources of construction noise and other construction nuisances and FULLY details how construction noise will be managed throughout the works, but DOES NOT detail how EACH of the other construction nuisances will be managed.</p> <p>4) Response describes the communication management process regarding working with third parties but NOT a methodology for the entire project duration.</p> <p>5) Response outlines the methodology for the production of the handover documentation but DOES NOT demonstrate how the contents of the handover documentation will be integrated</p>	<p>This ROR cannot score greater than 6 if it contains any of the following:</p> <p>1) Response describes a process of stakeholder communication management but OMITTS reference to the design stage.</p> <p>2) Response describes the process of stakeholder communication management throughout the construction period</p> <p>3) Response identifies main sources of construction noise and details how each of the activities will be managed, given the existing operations. The response DOES NOT identify the main sources of other construction nuisances.</p> <p>4) Response describes an outline communication management process</p> <p>5) <i>[No 'score 6' guidance for this success criteria. Refer to Score 8 guidance but without scoring constraint]</i></p>	<p>This ROR cannot score greater than 2 if it contains any of the following:</p> <p>1) Response does NOT describe the process of stakeholder communication management throughout the design period.</p> <p>2) Response does NOT describe the process of stakeholder communication management throughout the construction period.</p> <p>3) Response does NOT identify the main sources of construction noise AND/OR does NOT detail how construction noise will be managed throughout the work</p> <p>4) Response does NOT describe the communication management process regarding working with third parties.</p> <p>5) Response does NOT outline the methodology for the production of the handover documentation.</p>	<p>• Insufficient evidence to allocate a score or presents a risk that prevents the project from being delivered successfully.</p>		
	Tenderer 1										
SCI 1					Evaluation reasoning						
SCI 2					Evaluation reasoning						
SCI 3					Evaluation reasoning						
SCI 4					Evaluation reasoning						
SCI 5					Evaluation reasoning						
SCI 6					Evaluation reasoning						1
	Tenderer 2										
SCI 1					Evaluation reasoning						
SCI 2					Evaluation reasoning						
SCI 3					Evaluation reasoning						
SCI 4					Evaluation reasoning						
SCI 5					Evaluation reasoning						
SCI 6					Evaluation reasoning						
	Tenderer 3										
SCI 1					Evaluation reasoning						
SCI 2					Evaluation reasoning						
SCI 3					Evaluation reasoning						
SCI 4					Evaluation reasoning						
SCI 5					Evaluation reasoning						
SCI 6					Evaluation reasoning						
	Tenderer 4										
SCI 1					Evaluation reasoning						
SCI 2					Evaluation reasoning						
SCI 3					Evaluation reasoning						
SCI 4					Evaluation reasoning						
SCI 5					Evaluation reasoning						
SCI 6					Evaluation reasoning						

J. TENDER EVLUATION
E.8 - ROR 5 - Mandated Returns

Evidence Required	Background	Aim	Tenderer 1	Tenderer 2	Tenderer 3	Tenderer 4
Section D.2 - PASCA Form of Tender	Certificate of Bona Fide Tendering	Complete & return as part of 1st Stage tender response				
A12/120 - Existing buildings on/ adjacent to the site	The existing footpath to the northeast of the site, running along the rear of houses off Samor Way will remain open for the duration of the works. The exist site access to this path is to be relocated and the existing access closed off. The closure of this access shall be undertaken in such a way to minimize access to the existing footpath from Park Road. The Contractor shall include in their 1st Stage Tender Return proposal of how they would achieve this	To understand how this work is being undertaken.				
A12/200 - Access To Site	The Contractor is to implement suitable procedures to ensure the continued operation of all adjacent buildings/residence and is to minimise impediment to access/egress of the surrounding buildings.	Refer to RoR1				
A30/315 - Design Consultant Services	Level of Design Consultants Professional Indeminty	To demonstrate proposed Sub Contractor's Collateral Warranties carries Professional Indemnity to a miniumum level requested in A30/315				
A30/320 - Sub Contractor's Collateral Warranties	Contractor to identify any additional sub-contractors that will carry a design liability not already listed.	To identify any additional sub-contractors with design responsibility				
A30/480 - Programme	Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.	Refer to RoR2				
A30/500 - Tender stage method statements	Prepare, describing how and when the following is to be carried out: 1.1. Second stage procurement. 1.2. Site set-up and site security. 1.3. Site access and management including details of deliveries, material storage and handling, pedestrian management, protection of existing surfaces/ structures/ features. Describing how all construction traffic shall be managed and controlled for the duration of the Works. 1.4. Working procedures 1.5. Proposed Method of Management/Control 1.6. Control and management of noise. 1.7. Design Co-ordination/Management, including M&E design 1.8. Key Construction Activities 1.9. Testing and Commissioning 1.10. Management of neighbour relations including defined communications protocol/ procedures/ frequencies, and details of complaints management process. 1.11. Management of tree and hedgerow removal associated with the works. 1.12. Management and compliance with planning conditions.					
A30/520 - Contractor's Proposal	Submit with 1st Stage Tender the following: 2.1. Schedule of proposed design drawings. 2.2. Schedule of proposed technical information. 2.3. Details of proposed sub-contractors with design responsibility. 2.4. Confirmation of the acceptance of the Collateral Warranties and Contract Conditions.					
A30/550 - Health and safety information	Describe the organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.					
A30/597 - Compliance with BREEAM	Submit detailsd of proposed suitably qualified Advisory Professional					
A36/320 - Temporary works	Provide details and associated costs with 1st Stage Tender return.					
		Overall evaluation for Mandated Returns				
Mandated Returns Scoring methodology:						
All information provided and acceptable	Pass					
Information provided and unacceptable, or Information not provided	Fail	The Employer may initially clarify any returns that are apparently unacceptable or not provided before confirming a failure.				



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