**CONTRACTORS’ FRAMEWORK**

**INVITATION TO TENDER**

**VOLUME 5**

**THE AUTHORITY’S REQUIREMENTS**

**Part A - General Conditions**

**9 July 2013**

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| Version History | | | |
| **Date** | **Version** | **Status** | **Comments** |
| 12/06/2013 | V1 | Draft | Draft for comment issued by ECH |
| 05/06/2013 | V2 | Draft | Final Draft |
| 09/07/2013 | V3 | Draft | Formatted by BD |
| 18/11/2013 | V4 | Issued | For local competition |
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|  |  |  |  |

**Contents**

**Introduction**

**Part A – Authorities Requirements**

**Part B – Facilities Output Specification**

**1 Overarching Requirements**

**2 Building and Grounds**

**3 FF&E Provision**

**4 ICT Responsibilities**

**Part C – School Specific Brief (to be completed at Local Competition stage)**

**Annex 1 – Statutory Regulations and Guidance**

**Annex 2 – Generic Area Data Sheets**

**Annex 3 – ICT Responsibilities Matrix**

**INTRODUCTION**

Note to Contractors

The Scheme Contract will take precedence over any conflicting item stated in the Authority’s Requirements.

Section 2 of this introduction sets out the structure of the Authority’s Requirements and advises which Parts are for guidance and information only, and those Parts that are ‘Contractual Requirements’ ie the Authority’s Requirements under the terms of the Scheme Contract.

There may be instances where there are conflicts between different ‘Contractual Requirements’ or where ‘Contractual Requirements’ cannot be met due to the Scheme being refurbishment opposed to new build. In these instances, the Contractor will seek acceptance of a relaxation to the Authority’s Requirements by way of submitting a list of derogations with his Contractor’s Proposals stating the reason for the derogation. This is with the exception to Statutory Requirements / Consents where all matters need to comply.

Structure of the Authority’s Requirements

This Authority’s Requirements document has been produced in order to identify the requirements for the delivery of projects under this Framework and is central to achieving the objectives of the Framework.

The Authorities Requirements are presented in three parts. The content of each Part is outlined below and summarises the purpose, relativity and contractual status of each one.

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| **Part A: Authorities Requirements**  Contains details, information and protocols that outline conventions, practices and restrictions relevant throughout the design and construction periods.  **Status**: Contractual Requirements. |

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| **Part B – Facilities Output Specification**  Comprises four parts as outlined below. This document identifies aspirations, good industry practice, legislation and specific requirements. Contractors will be required to provide solutions that comply with the requirements of the output specification and take due cognisance of the contextual background in the education brief. |

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| **1 Overarching Requirement**  This section comprises authority wide design implications, identifies educational and social issues and objectives that impact on all schools. This provides important context and guidance as to priorities which should be taken in to account in the design development for all schools.  It also identifies scheme specific design implications, identifies educational objectives and key pedagogical, curricular and social issues that impact on design, furniture and equipment and operation of the educational facility.  **Status:** For guidance and information only, not contractual. |

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| **2 Buildings and Grounds**  Provides the overarching design requirements that will apply to all buildings and grounds in all schools in the scope of the framework.  **Status:** Contractual Requirements. |

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| **3 FF&E Provision**  Provides the overarching features and standards required in all furniture and equipment procured for any school in the scope of this framework. It also identifies policies for retaining and disposing of existing furniture and equipment.  **Status:** Contractual Requirements. |

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| **4 ICT Design Guide**  Provides the overarching features and standards required in all ICT equipment procured for any school in the scope of this framework.  **Status:** Contractual Requirements. |

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| **Annex 1 – Statutory Requirements**  Contains a list of statutory codes, standards, regulations, etc, current at the time of printing. These are not necessarily full, accurate or complete but provide guidance on the scope and range of compliance with advisory, legal and statutory documentation and legislation that will be required. The Contractor will be required to comply with current legislation throughout the duration of the Scheme Contract. |

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| **Annex 2 – Generic Area Data Sheets** |

|  |
| --- |
| **Annex 3 – ICT Responsibilities Matrix** |

**Part A - General Conditions**

**CONTENTS**

[1.1 Introduction 11](#_Toc361147284)

[1.2 Project Particulars 11](#_Toc361147285)

[1.2.1 The Project 11](#_Toc361147286)

[1.2.2 Authority 11](#_Toc361147287)

[1.2.3 Authority’s Representative 11](#_Toc361147288)

[1.2.4 CDM Co-ordinator 11](#_Toc361147289)

[1.2.5 Contract Documents 11](#_Toc361147290)

[1.3 The Site / Existing Buildings 11](#_Toc361147291)

[1.3.1 Site Particulars 11](#_Toc361147292)

[1.3.2 Existing Buildings on or Adjacent to the Site 12](#_Toc361147293)

[1.3.3 Specialist surveys required for design development eg Acoustic, Fire Strategy etc 12](#_Toc361147294)

[1.3.4 Existing Mains / Services 12](#_Toc361147295)

[1.4 Scope / Description of Works 13](#_Toc361147296)

[1.5 Items not included in this Scheme Contract 14](#_Toc361147297)

[1.6 Permissions and Consents 15](#_Toc361147298)

[1.6.1 Detailed Planning Consent 15](#_Toc361147299)

[1.6.2 Building Regulations 15](#_Toc361147300)

[1.6.3 Principal Contractor - CDM Regulations 16](#_Toc361147301)

[1.6.4 Other Consents 16](#_Toc361147302)

[1.7 Statutory Compliances 16](#_Toc361147303)

[1.8 Survey Information 16](#_Toc361147305)

[1.8.1 Planning Issues 17](#_Toc361147306)

[1.8.2 Access and Transport 17](#_Toc361147307)

[1.8.3 Condition Surveys and Plans 17](#_Toc361147308)

[1.8.4 Latent Defects 17](#_Toc361147309)

[1.8.5 Topographical Surveys 17](#_Toc361147310)

[1.8.6 Ground Investigation Reports 18](#_Toc361147311)

[1.8.7 Warranty 18](#_Toc361147312)

[1.9 Design and Construction Protocols 18](#_Toc361147313)

[1.9.1 Contractor’s Proposals 19](#_Toc361147314)

[(a) CDM Regulations 19](#_Toc361147315)

[(b) Programmes, Reports, Schedules, Plans, etc 19](#_Toc361147316)

[(c) Cost Pro-Formas and Contract Sum Analysis 20](#_Toc361147317)

[(d) Capital Cost Pro-Formas 21](#_Toc361147318)

[(e) Contract Sum Analysis 21](#_Toc361147319)

[(f) Design Information 21](#_Toc361147320)

[(i) Architectural Proposals 22](#_Toc361147321)

[(ii) Structural and Civil Engineering Proposals 25](#_Toc361147322)

[(iii) Mechanical and Electrical Proposals 26](#_Toc361147323)

[(iv) ICT Infrastructure Proposals 27](#_Toc361147324)

[(v) Area Data Sheets 28](#_Toc361147325)

[(vi) Developed Furniture Schedules (FDS) for All Room / Accommodation / Space Types 28](#_Toc361147326)

[(g) Personnel Information 28](#_Toc361147327)

[(h) Planned Maintenance Programme 28](#_Toc361147328)

[(i) Insurance 29](#_Toc361147329)

[1.9.2 Works Programming 29](#_Toc361147330)

[1.9.3 Progress Reporting and Communications 30](#_Toc361147331)

[(a) Progress Meetings 30](#_Toc361147332)

[(b) Progress Photographs 31](#_Toc361147333)

[(c) Monitoring 31](#_Toc361147334)

[1.9.4 Record Drawings and Documentation 33](#_Toc361147335)

[1.9.5 Operating and Maintenance Manual 33](#_Toc361147336)

[1.9.6 Quality Assurance and Monitoring 34](#_Toc361147337)

[1.9.7 Supervision and Co-Ordination of the Works 35](#_Toc361147338)

[1.9.8 Communications 36](#_Toc361147339)

[1.9.9 Risk Register 36](#_Toc361147340)

[1.9.10 Adverse Weather 36](#_Toc361147341)

[1.9.11 Measurement 36](#_Toc361147342)

[1.9.12 Work by Others 36](#_Toc361147343)

[1.9.13 Insurances 37](#_Toc361147344)

[1.9.14 Snagging of Construction Works and the Defects Liability Procedures 37](#_Toc361147345)

[1.9.15 Standards of Materials and Work 37](#_Toc361147346)

[1.9.16 Product Guarantees 38](#_Toc361147347)

[1.10 Managing Construction Works 38](#_Toc361147348)

[1.10.1 Construction Activities 38](#_Toc361147349)

[1.10.2 Protection of Work 38](#_Toc361147350)

[1.10.3 Adjoining Properties, Roads, Paths, Boundaries 39](#_Toc361147351)

[1.10.4 Stability 40](#_Toc361147352)

[1.10.5 Use of the Site 40](#_Toc361147353)

[(a) Control of the Site 40](#_Toc361147354)

[(b) Temporary Fences, Hoardings, Fans and Gantries 41](#_Toc361147355)

[(c) Temporary Screens and Walls 41](#_Toc361147356)

[(d) Temporary Roofs 41](#_Toc361147357)

[(e) Scaffolding 41](#_Toc361147358)

[(f) Temperature and Humidity 42](#_Toc361147359)

[(g) Temporary Telephones 42](#_Toc361147360)

[(h) Identity Cards 42](#_Toc361147361)

[(i) Site Name Board 43](#_Toc361147362)

[(j) Fire Access 43](#_Toc361147363)

[(k) Fire Precautions 43](#_Toc361147364)

[(l) Route Signage and Site Delineation 44](#_Toc361147365)

[(m) Work Beyond the Boundary of the Site 44](#_Toc361147366)

[(n) Working Hours 44](#_Toc361147367)

[(o) Trees, Hedges, Shrubs and Lawns 45](#_Toc361147368)

[(p) Control of Noise and Pollution 45](#_Toc361147369)

[(q) Site Access 47](#_Toc361147370)

[(r) Protective Clothing 47](#_Toc361147371)

[(s) Health and Safety 47](#_Toc361147372)

[(t) Dust Control 48](#_Toc361147373)

[(u) Pest Control 49](#_Toc361147374)

[(v) Debris 49](#_Toc361147375)

[(w) Demolition Works 50](#_Toc361147376)

[(x) Site Hazards 50](#_Toc361147377)

[(y) Water for the Works 51](#_Toc361147378)

[(z) Utilities Used During the Works 51](#_Toc361147379)

[(i) Location of Existing Services 51](#_Toc361147380)

[(ii) Continuity of Existing Services 51](#_Toc361147381)

[(aa) Protection of the Public and the Environment 51](#_Toc361147382)

[(bb) Site Security 52](#_Toc361147383)

[(cc) Safety of Pupils, Staff and the Public 52](#_Toc361147384)

[(dd) Temporary Accommodation 53](#_Toc361147385)

[(ee) Occupancy and Decanting 54](#_Toc361147386)

[1.10.6 Site Contaminants 55](#_Toc361147387)

[(a) Asbestos 55](#_Toc361147388)

[(b) Other Site Contaminants 56](#_Toc361147389)

[1.10.7 Other Information 56](#_Toc361147390)

[(a) Materials Efficiency and Reducing Waste During Construction 56](#_Toc361147391)

[(b) Commissioning 56](#_Toc361147392)

[(c) Induction 57](#_Toc361147393)

[(d) Persons Employed Direct 57](#_Toc361147394)

[(e) Work by Statutory Authorities 57](#_Toc361147395)

Part A - General Conditions

Introduction

Part A contains details, information and protocols that outline conventions, practices, restrictions or site-specific requirements relevant throughout the design and construction periods.

Project Particulars

The Project

*Name of school and brief description of work*

Authority

*Name of Authority*

Authority’s Representative

*Name and contact details of Authority’s Representative*

CDM Co-ordinator

*Name and contact details of CDM Co-ordinator*

Contract Documents

*These are detailed in the Contract.*

The Site / Existing Buildings

Site Particulars

*The Authority shall enter here any site specific issues for example site boundaries or any restrictions appertaining to the site*

***Note: For the purpose of this Invitation to Tender (ITT), no site plans of the Primary or Secondary schools to be priced in Volume 6 have been provided***

Schedule 5 of the Scheme Contract requires a Site Plan. This shows the site boundaries in which the Contractor will undertake the Works. The Authority must define the site boundaries and also warrant title but the Contractor must prepare the Site Plan(s). Permission for access to areas outside the marked boundary will need to be obtained by the Contractor from the owner of the property or land before the Contractor breaches the boundary. The Contractor should be aware that the owner of such land may, withhold permission for access.

The Site Plan can vary during the build period to reflect phasing arrangements and Relevant Parts.

The Contractor shall be deemed to have made due allowance for local conditions, the nature and accessibility of the site, the nature and extent of the operations and storage space for materials, including all additional handling and transporting, due to site conditions and the nature of the ground.

The Contractor shall not use the site for any purpose other than that of carrying out the Works.

Existing Buildings on or Adjacent to the Site

The Contractor is deemed to have made due allowance for any effect that existing buildings or structures on or adjacent to the site have on his design and the Works.

Specialist surveys required for design development eg Acoustic, Fire Strategy etc

The Contractor shall procure all specialist surveys needed for the development of design and construction in order for the design and construction to comply with the Authority Requirements. The Contractor must procure a collateral warranty in the form prescribed in the Scheme Contract from its specialist surveyors in favour of the parties set out in the Scheme Contract.

Existing Mains / Services

The Contractor shall contact the relevant statutory authorities and ascertain the extent and positions of all existing services and drains running over and under the site and immediately adjacent to it in order that the design and construction can be developed without detriment to the functioning of such services and drains.

Scope / Description of Works

The Scope of Works is comprised as follows:

*The Authority is to insert here the description of a school or group of schools including for each school a scope of works and information, which could include the following:*

* + 1. *The design and construction of the school scheme as detailed in the OBC and documented by the following:*
       1. *drawings;*
       2. *specifications;*
       3. *cost plan;*
       4. *survey information;*
       5. *proposed accommodation schedule;*
       6. *and the like.*
    2. *Demolition of existing buildings / structures where required to facilitate siting / layout of new scheme.*
    3. *Design, supply and installation of mechanical, electrical and plumbing services.*
    4. *Design, supply and installation of ICT infrastructure including cabling and containment.*
    5. *Design, supply and installation of new fixed furniture, fixtures and equipment including all new fixed furniture, fixtures and equipment detailed in the Furniture & Equipment and Room Data Sheets. Space planning for fixed furniture and equipment which is to be transferred from existing facility.*
    6. *Supply and installation of new loose furniture and equipment including all new loose furniture and equipment detailed in the Furniture & Equipment Data Sheets. Space plan for loose furniture and equipment which is to be transferred from existing facility;*
    7. *Design and construction of following external sports facilities:*
       1. *all-weather floodlit;*
       2. *porous macadam multi-use games area – to accommodate 8 tennis courts / 6 netball courts (markings for tennis/netball can overlap). MUGA area to be floodlit;*
       3. *three senior grass pitches – one number to be…;*
       4. *and the like.*
    8. *Design and construction of all site preparation/site earthworks including regarding, terracing, stabilisation where required, etc.*
    9. *Design and construction of all buildings and site drainage including connections into existing drainage systems, watercourses, etc.*
    10. *Design and construction of all external hard landscaping including hard play areas and footpaths.*
    11. *Design and construction of all on site car parks and roads including remodelling of existing layouts where required. Design and construction of new main entrance road junction.*
    12. *Design and installation of all external street furniture, equipment, fencing (internal to site and perimeter fencing where required), external lighting, signage etc.*
    13. *Design and construction of all minor building works.*
    14. *Design and installation of all external soft landscaping including any necessary works to existing trees and hedgerows. Twelve and twenty four months maintenance following practical completion to be priced separately as options outside the Contract Sum.*
    15. *Design and construction of all utilities (water, gas, electricity, telecoms) installations including connections to existing on-site/off-site infrastructure, site wide distribution, etc.*
    16. *Design and construction of all temporary works needed to complete the project.*

Items not included in this Scheme Contract

The following are examples of items not included in this Scheme Contract:

*The Authority shall enter here items not to be included in the Scheme Contract with specific reference to Section C, Fittings & Equipment, of this Volume 5.*

* + 1. *IT hardware installations for school educational and administrative use – eg servers, desktop computers and monitors, laptop computers, printers, scanners with the exception of computer hardware required to run CCTV / BMS systems and other M&E installations (cashless catering, access controls, Registration and attendance);*
    2. *IT software installations for school educational and administrative use - with the exception of computer software required to run CCTV / BMS systems and other M&E installations. (See above);*
    3. *supply of stationery consumables, stationery equipment, books, CD’s and DVD’s all operational and educational consumables, cleaning equipment, mobile projectors, hand tools, televisions, interactive whiteboards (infrastructure to be provided), musical instruments, crockery and cutlery, medical supplies, balls, cricket bats, hockey sticks, fax machines, photocopiers, grounds maintenance equipment, loose fans, safes & drinks and snack vending machines; and*
    4. *Facility Management and Operational Services.*

Permissions and Consents

Detailed Planning Consent

The Contractor will be responsible for obtaining Detailed Planning Consents where appropriate, for compliance with all associated statutory processes and for payment of all fees and charges in connection. It is also the Contractor’s responsibility to comply with any Conditions or Reserved Matters attached to the Consent. Where there are Conditions which can only be satisfied by the Authority, these can be detailed in the Scheme Contract by way of a Schedule. Conditions may also relate to traffic, vehicular access, noise control, and other environmental matters. Although the Local Authority will deal with any planning applications, no special treatment will be accorded this project by planning officers, or by relevant Committees of the Authority in deciding upon planning matters. The Authority can give no guarantee of approval.

Building Regulations

The Contractor shall comply with all current Building Regulations in respect of new school construction and refurbishment and remodelling works to existing buildings, and must also still meet the terms of all the DfE Constructional Standards 1997 and as amended (2001). The Constructional Standards override the current Building Regulations on Ramps Steps and Handrails (sections F, K & M). It is the Contractor’s responsibility to make payment of the appropriate fees and to ensure that the work is carried out in compliance with the Regulations and Standards and that written approval is received.

Principal Contractor - CDM Regulations

The Contractor shall undertake the role of principal contractor under the Construction (Design and Management) Regulations 2007 and shall allocate resources to enable it to comply with the requirements and prohibitions imposed on it by or under the relevant statutory provisions.

Other Consents

The Contractor is responsible for obtaining all other statutory consents required for any aspect of the works and for compliance with all relevant legislation, covenants, easements or other rights affecting the site. The Contractor shall also be responsible for negotiating any further covenants, easements or other rights that may be required on any of the Sites, for example for statutory undertakers. The Contractor shall consult with the Authority relating to the granting of such rights and shall reimburse the Authority for its reasonable costs and expenses in connection with such issues.

Statutory Compliances

General

The Contractor shall, throughout the project, conform to all current Statutes, Statutory Instruments and Amendments, and European Union Directives. Many of these are included in Annex 1 of this document, however this list is not guaranteed as complete.

**Notwithstanding the above, all statutory minimum requirements must be met for all schools.**

Survey Information

*The Authority should add, delete or amend as appropriate the contents of this section.*

Site conditions are at the risk of the Contractor, subject to the terms of the Scheme Contract. The Authority must procure a collateral warranty in respect of any Site Surveys it procures. The Authority must be able to demonstrate that this warranty is agreed with the relevant consultant and will be granted to the Contractor in due course as part of the Authority’s OBC.

Planning Issues

The Authority has obtained Outline Planning Permissions or “letters of Planning Comfort” for scheme proposals. It is the responsibility of the Contractor to negotiate any changes to this approval, and to enter into discussions with the Local Planning Authority for that purpose*.*

Access and Transport

The Authority has provided school travel plans for the Sites which Contractors shall comply with. The Authority shall be responsible for any works required outside of the delineation of the site, however the Contractor shall be responsible for any works within the site that are required under the travel plans.

Condition Surveys and Plans

The Contractor has been provided with AMP condition surveys and plans of the existing buildings.

Latent Defects

The Contractor is required to take responsibility for defects in existing buildings to the extent they have been identified in the Building Surveys The Contractor is required to assume full responsibility for all defects, latent or otherwise, in respect of new buildings.

Topographical Surveys

The Contractor has been provided with topographical surveys. Should the Contractor wish to undertake further surveys, the Contractor may request permission from the Authority to undertake further surveys on the Sites. The Authority provides no warranty as to the accuracy or completeness of information obtained or commissioned. The Contractor shall have included for the risk of site conditions within its pricing of the Scheme Contract, and as such the Contractor shall take responsibility for any additional costs or variations relating to unknown ground conditions in accordance with the Scheme Contract.

Ground Investigation Reports

The Contractor has been provided with site information procured by the Authority. The Authority will arrange or permit the commissioning of further ground investigation once Contractors have determined the potential location of new building footprints. The scope of such surveys will be agreed by the Authority to ensure that they are not overly intrusive and damaging to the school grounds. The costs shall be included in the Contractor’s pricing. The Authority provides no warranty as to the accuracy or completeness of information obtained or commissioned albeit a collateral warranty will be available to the Contractor from the specialist surveyor.

The Contractor takes full responsibility for the ground conditions under the terms of the Scheme Contract.

Warranty

The Contractor may also wish to give consideration to conducting additional investigations deemed necessary and to have included for the risk of all site conditions including the possible presence of methane beneath existing or new facilities, within its pricing of the Scheme Contract. As such the Contractor shall take responsibility for any additional costs or variation relating to abnormal ground conditions, land contamination or the discovery of any further Services located on the Site.

***Note: For the purposes of this ITT, provision is made within the Pricing Schedules in Volume 6 for including prices for these additional investigations.***

Design and Construction Protocols

The Authority requires clear protocols to be laid down to address design development, programming, reporting, the provision of construction information and defects rectification procedures.

Contractor’s Proposals

Developed from the bidder’s proposals at Local Competition, the Selected Panel Member shall submit the following as Contractor’s Proposals for Comment by the Authority’s Representative at least six weeks in advance of the proposed date for signing the Scheme Contract. The Contractor’s Proposals will at least comprise the following:

CDM Regulations

In accordance with the requirements of the Construction (Design and Management) Regulations 2007, the Contractor shall submit the following:

* + - * 1. all necessary information to show his competence (Regulation 4 and Appendix 4) to prepare a design for the Works (so far as he has prepared or will prepare such design) in accordance with the relevant statutory provisions;
        2. all necessary information to show that he has allocated or will allocate adequate resources to enable him to comply with Regulation 11 and 18 (Duties of designers) and that he has allowed for such resources in his Contract sum analysis; and
        3. before works commence on site the Contractor shall develop the Health and Safety Plan to the satisfaction of the Authority to comply with Regulation 23 of The Construction (Design and Management) Regulations 2007.

Programmes, Reports, Schedules, Plans, etc

The Contractor shall prepare and submit the following as a minimum:

* + - * 1. Project Execution Plan incorporating contact details, roles and responsibilities, lines of communication between all parties, project organograms, design development procedures, control of correspondence and meeting procedures and handover procedures during the design and construction phases;
        2. a Quality Plan;
        3. a detailed Method Statement describing the techniques, equipment, plant, access and protection the Contractor intends to use during the Scheme Contract;
        4. a Design Programme (co-ordinated with the Construction Programme) which shall include sub-contract design and identifying dates by which orders are to be placed with sub-contractors, suppliers and statutory authorities;
        5. a Construction Programme as detailed in these requirements; and
        6. a master decant programme where needed.

The Programmes shall take account of the period of time required by the Contractor for completing the design and such production drawings as are necessary and for satisfying the Review Procedure.

The Contractor shall in his programming and pricing of the Works make adequate allowance for dealing with the features contained in the pre-construction information, together with further development of the Construction Phase Health & Safety Plan which may be required by the Contractor and which may reasonably be foreseen pre-contract to enable compliance with the relevant statutory provisions relating to health and safety.

The Contractor shall state the period he requires to complete his design and such production drawings as are necessary prior to start on site.

The Contractor shall provide a statement detailing how he shall interface and assist the Authority with the familiarisation and training process for the operation of the facilities particularly with regard to the operation of the mechanical and electrical installations.

Cost Pro-Formas and Contract Sum Analysis

The Contractor shall provide any amplification of the Cost Pro-Formas and Contract Sum Analysis as required by the Authority’s Representative.

Costs relating to items that are not priced shall be deemed to be included.

For the avoidance of doubt, the costs submitted on the Capital Cost Pro-Formas and in the Contract Sum Analysis shall be a fixed price lump sum.

*The Local Authority should request a target sum if applicable, for example, in a refurbishment contract, in lieu of a fixed lump sum price.*

Capital Cost Pro-Formas

These will comprise completed forms from the EFA website, namely:

* + - * 1. Pro-Forma 3.1 – School Level Capital Cost Pro-Forma for PFI and Design & Build / Refurbishment Schemes;
        2. Pro-Forma 3.1.1 – Block Level Capital Cost Pro-Forma for PFI and Design & Build / Refurbishment Schemes; and
        3. Pro-Forma 3.3 and 3.3.1 – Life Cycle Cost Pro-Formas for PFI and Design & Build Schemes.

Contract Sum Analysis

These will comprise:

* + - * 1. an elemental cost plan that aligns with the design submitted with the Contractor’s Proposals reflecting Pro-Formas detailed above;
        2. a breakdown of Preliminaries specific to the Scheme in the format provided in Part 5 of the Pricing Schedules of the Contractors’ Framework Agreement;
        3. a work package breakdown; and
        4. a cash flow analysis coordinated with the Construction Programme and describing the Works to be completed by payment stages (Target Cost at Monthly intervals, Lump Sum at Milestone intervals). This shall be coordinated with the information to form Schedule 9 of the Scheme Contract.

Design Information

**The level of design information required at local competition stage is defined in Volume 7 of the local competition.**

The ITT design information shall be updated and expanded through the SPM stage. Design drawings and information shall include as a minimum:

Architectural Proposals

* 1:500 drawing(s) showing the whole site, facilities and grounds;
* 1:100 general arrangement floor plans for each level for each building. The ground floor plan only shall show details of the external landscape. Each accommodation space is to be identified on the floor plans, with the actual area achieved which shall accord with the accommodation schedules. All plans to include a ‘mini’ block plan to cross reference the location of elevations / sections, etc;

(NB: Location of existing structures/walls to be shown on drawings as broken lines.)

* 1:200 roof plans to each building;
* 1:200 site sections – a minimum of three to be provided. Each section should show the topography along the profile line and levels across the site. All sections should include a ‘mini’ block plan to cross reference the location of plans/elevations, etc;
* 1:100 sections – a minimum of five to the school building, communicating the relationship of finished levels both internally and externally. The spaces should be suitably labelled to show the intended use of each space via a ‘Key’ that should relate directly to the accommodation schedule. All sections should include a ‘mini’ block plan to cross reference the location of plans/elevations, etc;
* 1:100 elevations relating to each geographical orientation for all buildings. Elevations shall communicate the aesthetic qualities of the proposed design and shall be sufficiently annotated and/or coloured to communicate the proposed external finishes. All elevations should include a “mini” block plan to cross reference the locations of plan/sections, etc;
* Construction sections – 1:20. A minimum of four sections to the school buildings;
* An elemental materials and components specification/commentary (ie an outline building fabric specification) for all new build works including external works elements. This is to enable easy understanding for non-technical readers / reviewers of the documentation;
* Technical specifications and product descriptions including details of internal and external finishes and components to new and retained areas
* Construction details to articulate the specification – as a minimum drawings showing typical sections through different types of the following construction elements are required:
* floors;
* external walls;
* glazing;
* roof;
* internal partitions;
* ceiling and service zones; and
* notional structural layouts.
* Schedule of Finishes for all rooms in relation to walls, floors, ceilings, door facings etc. – this can be incorporated in the Area Data Sheets (see below) if preferred but should indicate the specific type of finish to be provided rather than generic information ie make / manufacturer and specification of carpet / vinyl / suspended ceiling system etc should be stated (or equal approved). This is required to clearly define the quality of the finishes to be used in the construction;
* Schedule of Accommodation – completed area schedules to detail all spaces to be provided in each building and cross-referenced back by Room numbering to the 1:100 general arrangement floor plans. Schedule to include for all areas (including plant, circulation and internal wall areas) so as to summate to total as drawn Gross Internal Floor Area. Areas shall be measured in accordance with the Code of Measuring Practice (6th Edition) published by the RICS;
* External Works:
* 1:200 External Works Plans showing finished levels;
* External Works Schedule;
* 1:200 Planting Plan; and
* 1:200 details of proposed site access/egress and parking/waiting arrangements for all vehicles, bicycles and pedestrians.
* The 1:200 plans will allow the Authority to have a clear understanding of the proposals in relation to the external works (including hard and soft landscaping, external furniture, external fencing and sports areas) to allow the Authority to gain comfort in relation to the proposed final site layout including appearance, access routes, compliance with DDA requirements, landscaping etc;
* The Schedule shall include external structures, materials and finishes and should cover all external works, footpaths, car parking and hard and soft landscaping;
* The planting plan should provide details of species, size and quantities;
* 1:50 scale fully loaded room layouts of all typical classrooms and specialist rooms (including library) that show:
* room size and useable floor space;
* room shape and compliance with ergonomic data and minimum critical dimensions;
* room elevations;
* access points/locations of doors and windows;
* location of utilities and engineering services;
* FF&E; and
* Floor areas.
* Typical seating plans to main school hall & dining hall / refectory;
* 1:200 plans showing fire safety strategy for all buildings;
* Circulation diagrams – A3. Coloured diagrams to explain clearly strategy for movement within each building including access and egresses, horizontal and vertical movement, access to WC’s, dining areas etc. from external play areas; and
* Phasing plans.

Structural and Civil Engineering Proposals

* Design Philosophy and structural general arrangement schematics for all floor levels and roof, 1:200 structural elevations and typical sections to show proposed structural form and principal features of:
* stability;
* flexibility;
* loadings;
* provisions for structural movement;
* column positions;
* plant rooms and any basements;
* foundation layouts; and
* retaining wall layouts.
* Scale details of roads/footpaths including adaptations to existing and off-site highways/footpath works;
* 1:500 scale details of proposed main service infrastructure strategy for the site, including principal service routes external to the buildings and the design strategy for foul and surface water drainage. Services connection strategy to be detailed;
* 1:500 scale details of land drainage strategy to whole site;
* Detailed specification for all civil and structural components
* Plans and sections – general arrangements drawings and typical sections illustrating earthworks on sites, showing areas of cut and fill; and
* Proposals for dealing with existing services on site – eg overhead cables etc.

Mechanical and Electrical Proposals

* Services and Environmental strategy and performance report as described in volume 7 of the local competition , to be updated and expanded to reflect detailed proposals
* 1:200 scale drawings of proposed zoning philosophy for major mechanical and electrical systems. This shall include internal services; concept schematics and zoning plans indicating where rooms require forced ventilation and / or cooling if proposed;
* Details of the proposed heating, cooling and ventilation systems, domestic hot and cold water services, above ground drainage, distribution of electrical and small power installation, lighting systems, emergency lighting, CCTV (internal and external), specialist services, building management systems and other service installations, location and size of main plant and equipment including locations of service risers, ducts and service routes;
* Drawings / details to indicate the environmental control philosophy (including details of natural ventilation systems where applicable) to enable clear understanding of the scale, level and locality of control for the heating, ventilation and cooling systems;
* Drawings / details to indicate the lighting system control philosophy to teaching, non-teaching and circulation areas. 1:50 drawing to indicate lighting layout to typical standard and specialist classroom;
* Detailed proposals for providing acoustic treatment / separation between spaces and facilities within the buildings;
* Acoustic strategy for scheme including proposals for minimising plant room / roof plant / kitchen plant / other plant noise. A statement and brief details from an acoustician stating that they have reviewed the design and confirm that the proposal does or does not meet the requirements of the Building Bulletins;
* Plant room drawings;
* An elemental materials and components specification/commentary for all mechanical and electrical works including external works elements. This is to enable easy understanding for non-technical readers/reviewers of the documentation;
* National Engineering Specification (NES) for principal mechanical & electrical systems and components to be provided; and
* List of proposed manufacturers of major mechanical and electrical fittings and equipment; and
* Draft BREEAM assessment.

ICT Infrastructure Proposals

* Details as described in volume 7 of the local competition updated to reflect detailed proposals
* Commentary, details and specifications of proposed ICT infrastructure provision including cabling, containment, wireless infrastructure, data points, interface details etc; and
* An agreed equipment schedule to support the ICT infrastructure proposal

Area Data Sheets

Fully developed and completed Area Data Sheets on the Pro-Forma included as Annex 2 in Part 3 of these Authority’s Requirements.

Developed Furniture Schedules (FDS) for All Room / Accommodation / Space Types

Fixed and Loose Furniture, Fittings and Equipment specifications with photographs / illustrations of the major types of furniture / equipment to be supplied (ie pupil / teacher chairs / tables etc).

Personnel Information

The Contractor shall submit:

* + - * 1. the names and CVs of senior management personnel (on and off-site) whom the Contractor will appoint for the Scheme Contract, together with a site organisation chart;
        2. the names of designers and other consultants whom the Contractor will employ for the Scheme Contract; and
        3. the names of sub-contractors to whom the Contractor will sub-let, identifying the scope of work for each.

Planned Maintenance Programme

If, required by the Authority pursuant to the Scheme Contract the Contractor will provide a draft 25 year planned maintenance programme for each school with their Contractor’s Proposals and must provide the final planned maintenance programme not less than 40 days before the Date for Completion in accordance with the Scheme Contract.

Insurance

The Contractor will provide all insurances and broker’s letters of undertaking as required by the Scheme Contract in relation to the Scheme.

Works Programming

The Contractor shall submit, the Construction Programme for the execution of the Works which shall show:

* + - 1. a detailed analysis of the drawings and other data necessary to achieve a full scale start on site and the proposed timing for the production of the drawings and data;
      2. the Dates for Completion referred to in the Scheme Contract Start on Site Dates;
      3. the periods included to obtain statutory approvals and the like;
      4. the dates determined or proposed for commencement and completion of all trades, including those Sub-Contracted or to be sub-contracted and including the work and approvals of statutory bodies;
      5. such dates as can be made available or the commencement and completion of all contracts for works not forming part of the Scheme Contract which the Authority has placed or intends to place direct and the existence of which have been made known to the Contractor;
      6. the detailed co-ordination of all of the elements of the Works;
      7. the detailed commissioning programme for all services;
      8. the dates for holidays proposed to be taken; and
      9. all matters relating to Party Wall and Boundary Wall Awards.

In accordance with the CDM Regulations, The Authority has recommended a minimum of [@] (*The authority to insert)* days as being required for the Contractor to plan and prepare before construction commences on Site.

The programme will be a linked bar chart programme and will be plotted from the computer software intended for the project. The critical paths must be clearly shown on the linked bar chart.

In preparing and in updating his programme the Contractor shall take account of the specific requirements stated in clause 10 and Schedule 4 of the Scheme Contract

The Contractor shall also show on this programme each stage of both the design and construction of the various elements of the works so as to illustrate the latest dates by which instructions requiring changes can be accommodated in each part of the Works without affecting the completion (of any Relevant Part) thereof. Thereafter, the Contractor shall amend and revise the programme as required by the Scheme Contract and as required by the Authority. In so doing, the Contractor shall obtain from all Sub-Contractors and statutory bodies and use his best endeavours to obtain from all Contractors referred to in (e) above (including those made known to him during the course of the Works) any updating in their progress or programme which has occurred or is likely to occur and incorporate this in the revised master programme.

The Contractor shall record progress on a copy of the programme kept on site. If any circumstances arise which may affect the progress of the Works, he shall put forward proposals or take other action as appropriate to minimise any delay and to recover any lost time.

Progress Reporting and Communications

The Contractor shall prepare systems and procedures to comply with the lines of communication and reporting procedures to be contained in the Scheme Contract. Such procedures shall be presented in the Contractor’s Proposals as part of the Project Execution Plan described above.

Progress Meetings

The Contractor shall hold regular progress meetings to co-ordinate the works. Representation at the progress meetings will be afforded to the Authority to be kept abreast of all aspects of the scheme development and construction progress.

The Authority is entitled to request the attendance at progress meetings of its ICT Contractor.

The Contractor will hold progress meetings at not less than monthly intervals throughout the duration of the Works. The meetings will generally be held on site and will be chaired by the Contractor’s Representative. The meetings will be attended by the Authority’s representatives, the Authority and the Authority’s ICT Contractor from time to time. The Authority’s Representative may from time to time request the attendance of representatives from sub-contractors or principal suppliers, and the Contractor will not withhold a reasonable request.

Prior to each meeting the Contractor’s Representative shall:

* + - * 1. prepare and agree with the Authority’s Representative the timing and agenda for each progress/co-ordination meeting;
        2. publish the agenda giving adequate prior notice of each meeting; and
        3. be responsible for chairing and minuting the meetings.

The Contractor’s Representative shall hold regular design meetings. He shall ensure that the meetings are properly attended by his own design team. The Contractor, if requested, is also required to inform the Authority’s Representative in advance of the timing and the Agenda for these meetings and is to provide minutes of meetings to the Authority’s Representative.

Progress Photographs

The Contractor’s Representative shall take digital photographs of the Works at key construction stages and approximately 30 photographs at monthly intervals to record progress. Photographs shall be issued to the Authority’s Representative electronically or by disk. All photographs shall be treated as confidential information unless otherwise directed by the Authority.

Monitoring

The Contractor shall prepare and submit Progress Reports at monthly intervals, including but not limited to the following:

* + - * 1. the Contractor shall monitor progress by “marking-up”, at not more than monthly intervals, the site copy of the master programmes to indicate the actual progress of all activities shown thereon. If any circumstances arise which may affect the progress of the Works the Contractor shall put forward proposals or take other action as appropriate to minimise any delay and to recover any lost time;
        2. review of the Risk Register;
        3. any matter affecting completion;
        4. with regard to Schemes under the Target Cost Contract, matters affecting the cost of the works;
        5. summary details on the issue and status of design development documentation; and status of all required approvals;
        6. a schedule of Reviewable Design Data and status;
        7. Health and Safety Report;
        8. any grounds for dispute that have occurred or are foreseeable including their progress and measures to resolve such issues;
        9. progress of any Variation;
        10. the anticipated dates for completion of the school and variation works; and
        11. a written statement confirming that all construction issue design and production information for the relevant period is in accordance with the Authority’s Requirements and Contractor’s Proposals except in so far that the design and production information has been altered by a Variation.

One copy of each report and programme prepared by the Contractor shall be kept on site and five copies shall be supplied for the use of the Authority.

Reports and programmes shall be prepared, monitored and maintained by a suitably qualified person who is to retain close contact with the site until completion of the Works.

Submission of Progress Reports, etc. will not relieve the Contractor of his obligations under the Scheme Contract, will not constitute the agreement of any delays etc. shown thereon, will not affect the Date(s) for Completion and will not relieve the Contractor of his responsibility to complete the Works by the Date(s) for Completion.

Record Drawings and Documentation

At completion, the Contractor must provide the following documents to the Authority:

* + - 1. operating and maintenance manuals for all building and engineering service elements;
      2. electrical and mechanical commissioning and test certificates;
      3. COSHH assessment of material used and equipment installed;
      4. the Health and Safety File in accordance with the Construction Design and Management Regulations 2007;
      5. as-built and as-installed drawings;
      6. all other diagrams, instructions and emergency procedures pertaining to the operation and maintenance of the building, plant and equipment; and
      7. latest Fire and Health & Safety plans.

The Contractor will be required to provide two hard copies of this information and two electronic copies in AutoCAD format (or as requested by the Authority).

Operating and Maintenance Manual

As part of the Completion Requirements under the Scheme Contract, the Contractor must prepare an Operating and Maintenance Manual. The manual must effectively provide a comprehensive fact file of all building elements and systems, and shall include:

* + - 1. plan / site layout, showing in particular protected areas, fire doors, alarms, fire-fighting equipment, escape routes etc;
      2. functional diagrams of major systems / processes;
      3. locations of utilities / services;
      4. manufacturers and installers data and recommendations for the maintenance of building elements;
      5. fata regarding any hazardous substances, including location and handling advice etc;
      6. contact details of all relevant manufacturers, specialist installers, consultants and service suppliers etc;
      7. copies of all consents, approvals, guarantees / warranties, test certificates and condition reports in connection with the schools;
      8. written confirmation from the Fire Brigade that the completed building meets their requirements;
      9. written confirmation from the Contractor’s design consultants that the works have been carried out in accordance with the Scheme Contract; and
      10. the exact information to be provided for the Health and Safety File shall be as detailed in the Pre-Construction Information (submitted with the Contractor’s Proposals) or as may be directed by the CDM Co-ordinator prior to the commencement of the Works.

Quality Assurance and Monitoring

A system shall be established by the Contractor in accordance with the Scheme Contract to enable the Authority’s monitoring of the design and the Works. This process is required entirely for review purposes and shall not constitute a commenting procedure on the Contractor’s design. For the avoidance of doubt, the entire design and construction responsibility shall remain with the Contractor.

Where it deems it appropriate, the Authority itself may review the following:

* + - 1. design and construction drawings and documentation of all types and at all stages;
      2. any changes to agreed designs and specifications;
      3. all construction and installation works, including off-site fabrications;
      4. the Contractor’s Project Control Systems and Procedures, insofar as they relate to compliance with the Scheme Contract;
      5. any testing or commissioning of structure, systems or equipment;
      6. compliance with the agreed programme; and
      7. compliance with the Authority’s Requirements.

Supervision and Co-Ordination of the Works

The Contractor’s Representative shall fully co-ordinate the design, procurement and construction.

**The Contractor shall be responsible for the co-ordination, supervision and administration of the Works, including all sub-contracts. The Contractor shall arrange and monitor a programme with each sub-contractor, supplier and statutory authority and obtain and supply information as necessary for co-ordination of the work.**

The Contractor shall be responsible for notifying and co-ordinating all statutory authorities as and when he requires their services on the site. The co-ordination shall include for providing the statutory authorities with sufficient information regarding line, level, etc, to enable them to provide and lay mains, cables, etc, to suit the progress of the Works, irrespective of whether payments are made direct to the statutory authorities by the Authority.

The Contractor shall be responsible for co-ordinating the sequencing and setting out of the work on site, having particular regard to any conflicts, which may arise as a consequence of the interpretation of drawings by operatives.

The Contractor shall make regular visits to the premises of all his sub-contractors to inspect the quality of the work and to check on progress and delivery in relation to the programme.

The Contractor shall provide facilities and necessary equipment for inspection of the Works by the Authority and their representatives at all times prior to the issue of the Notice of Making Good Defects. This will include for the Contractor facilitating off site visiting for plant testing etc, and to manufacturing bases of suppliers

The Contractor shall notify the Authority in advance of the date on which lifts, fire protection, mechanical, electrical and security installations will be ready and available for inspection by the Authority’s insurers. The Contractor shall provide all facilities and necessary equipment for such inspections.

Communications

The Authority shall require the Contactor’s Representative to be the “single point of contact” with the Authority’s Representative. Such a member of the Contractor’s organisation should have jurisdiction over both the design and construction disciplines and chair all progress and design meetings, thereby maintaining close contact with the project as a whole.

The Contactor shall provide an emergency telephone number at which the Contractor’s Representative may be contacted out of normal working hours.

Risk Register

The Contractor shall maintain, develop and adapt a Risk Register. Such a register shall include potential risks to the performance of the works and their likely probability, financial estimates as appropriate, risks that are within the control of the Authority, Contractor or members of the Contractors supply chain.

Adverse Weather

The Contractor shall use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions.

Measurement

The Contractor shall give reasonable notice to the Authority’s Representative before covering up work.

Work by Others

In the event that the Authority requests his own Sub-Contractor to carry out works during the Contract, the Contractor shall retain responsibility for co-ordinating the works providing he is given adequate notice of their arrival and is prepared to accept their presence.

Insurances

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 the Contractor shall immediately give notice to the Authority and Insurers.

Snagging of Construction Works and the Defects Liability Procedures

A specific time period shall be allowed in the construction programme for the commissioning of the Building Services. This period will be prior to Completion.

Standards of Materials and Work

Where samples of the standard of workmanship or the quality of goods and materials are provided by the Contractor they shall be retained on site as directed by the Authority’s Representative and the Contractor shall remove them when no longer required by the Authority’s Representative.

Samples are to be provided as detailed in the Review Procedure at Schedule 6 of the Scheme Contracts.

The Contractor shall provide one number ‘mock-up’ general teaching (English, Mathematics etc.) classroom. This ‘mock-up’ room shall be provided sufficiently in advance to enable the Authority to make final comments/decisions with regard to colours, textures, patterns and finishes to be used for other rooms without causing any delay to the Works. ‘Mock-up’ rooms shall be provided to the standard required for Completion for the building as whole, with the exception of fully commissioned services and any loose furniture to be provided by the Authority.

Where and to the extent that materials, goods and workmanship are not fully specified they shall be suitable for the purposes of the Works, stated in or reasonably to be inferred from the Contract Documents and in accordance with good building practice, including relevant British Standards and Codes of Practice.

Materials where described to be obtained from a particular manufacturer, shall be used or fixed strictly in accordance with that manufacturer’s printed instructions.

The Contractor shall supply written evidence of sources of supply of any materials to be used in the Works when requested by the Authority’s Representative.

Product Guarantees

The Contractor shall obtain for the benefit of the Authority, Trustees or Governors product guarantees or the like where these are available from manufacturers, suppliers or sub-contractors.

Managing Construction Works

Construction Activities

All construction work shall be undertaken in accordance with Legislation, relevant codes of practice, Contractor’s Proposals, Authority Policies and Good Industry Practice. The Contractor shall produce Method Statements detailing how it intends to deal with these issues.

New materials only are to be used in carrying out the Works (unless the Authority agrees otherwise in writing) and all goods used or included in the Works will be of satisfactory quality and no Prohibited Materials will be used or included in the Works.

Protection of Work

Everything, which is liable to damage, shall be properly protected and cased up as necessary. The Contractor shall accept responsibility for any damage to the Works or property to be retained in the vicinity of the works.

The Contractor shall anticipate the arrival of and protect all work from damage by inclement weather. He shall accept responsibility for all work damaged or soiled by weather including the work of any sub-contractor and the work of others directly engaged by the Authority and pay all costs and expenses in taking down and re-executing or otherwise making good or replacing to the satisfaction of the Authority’s Representative.

Adjoining Properties, Roads, Paths, Boundaries

The Contractor is so to arrange and carry out the Works and take adequate precautions so as to cause no interference or interruption to the use of any adjoining, adjacent properties including roads, footpaths, soft and hard landscaping.

Prior to commencement of construction works to the school Sites the Contractor shall prepare a schedule of conditions of retained, adjacent buildings, excluded buildings, roads, hard standings, landscaping, playing fields, paths, paving and boundaries and other site features.

The Contractor will repair any damage over and above that identified within the survey caused by the work.

In particular, the Contractor shall use all practical means to prevent mud or rubbish of any kind being carried onto the roads, footpaths or pavings. Where, however, in spite of such precautions, mud or rubbish is carried onto the roads, footpaths or pavings, the Contractor must immediately clean up such mud or rubbish and remove to authorised tips. Special attention must be given to prevent mud becoming embedded in road and footpath surfaces.

It is anticipated that there may be Services on the site, which are not correctly identified on existing records. The Contractor shall take all reasonable precautions to minimise the risk of damage to any such Services. Where such Services are encountered the Contractor shall notify the Authority.

The Contractor shall be responsible for all costs associated with alterations to or additional provision of any Services made necessary by the Works whether specifically identified or not unless prohibited by law or inconsistent with Good Industry Practice.

Any existing drainage systems and Services to be retained are to be fully maintained during the progress of the Works and the Contractor shall take all necessary steps to prevent any interruption to such.

The Contractor shall adequately protect, uphold, maintain and prevent damage to all existing Services.

Should any works be required on or from any adjoining property, the necessary permission must first be obtained by the Contractor

Should it be necessary for any plant, machinery or equipment to project or operate over adjoining or adjacent property or rights-of-way the Contractor shall obtain the permission of the adjoining or adjacent owner or occupier and obtain legal licence as necessary. The Contractor shall be deemed to have allowed for the payment of any fees and charges in connection therewith. The Contractor shall indemnify the Authority against any claim or action for damages arising from the use of any plant, machinery or equipment. The Contractor shall ensure that the security of the adjoining or adjacent properties shall not in any way be impaired by the carrying out of the Works.

Stability

The Contractor shall be responsible for the stability and structural integrity of the Works during the Scheme Contract, providing all necessary support. He shall prevent overloading.

Use of the Site

Control of the Site

The Contractor shall confine all workpeople (including sub-contractors’ and statutory undertakers’ workpeople) to the site of Works.

The Contractor shall ensure that management and supervision is maintained for the works on the school Sites during normal working hours when the site is open. All significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress. The site organisation staff must include persons with appropriate knowledge and experience of mechanical and electrical engineering Services to ensure compatibility with the works in general.

The Contractor must not use or occupy or permit the site or any land upon which the works are being undertaken to be used or occupied for any purpose other than the carrying out of the works. He shall also not deposit or manufacture or permit to be deposited or manufactured on the site or any land upon which the works are being undertaken any materials which are not required for the carrying out of the works.

The Contractor shall also not permit or suffer the storage of materials or the parking of vehicles in the immediate external vicinity of the boundaries of the sites by the Contractor, or any Building Sub-Contractor other than for reasonable periods necessary for loading and unloading or as set out in the Contractors Proposals.

Outside normal working hours the Contractor shall ensure that the site is closed and secured.

The Contractor shall ensure that all operatives and Contractors parties shall be fully clothed at all times whilst on site, refrain from playing music, smoking and swearing. The Contractor shall be required to remove persons who breach these requirements from the site immediately.

Temporary Fences, Hoardings, Fans and Gantries

Hoarding and access gates of good quality shall be provided, if required.

The Contractor shall be deemed to have allowed for maintaining hoardings in good condition, for maintenance of lighting, for alterations and adaptations necessitated by the carrying out of the Works, and for taking down and clearing away when no longer required.

Temporary Screens and Walls

The Contractor shall provide, maintain (including taking down and re-erecting from time to time as necessary), clear away and make good all necessary temporary screens and walls, etc, for the proper execution of the Works.

Temporary Roofs

The Contractor shall provide, maintain (including taking down and re-erecting from time to time as necessary), clear away and make good all necessary temporary roofs, etc, for the proper execution of the Works.

Scaffolding

If the Contractor strikes scaffolding before ascertaining whether it is required by any statutory authority or the Authority’s Representative, they will be responsible for re-erecting the scaffolding if so required at their own expense.

Temperature and Humidity

The Contractor shall provide all temporary protection required for drying out and controlling the temperature and humidity of the Works in an efficient manner.

The Contractor shall dry out the Works, maintain an adequate temperature and control the humidity levels in all parts of the Works as necessary to facilitate the progress and satisfactory completion of the Works including work of sub-contractors and persons directly engaged by the Authority.

The drying out and humidity of the Works and the application of heat shall be so controlled as to prevent any excessive movement, blistering or failure of adhesion and to prevent any damage due to trapped moisture or other causes. A control system shall be provided for whatever method of drying is adopted to limit the temperature and humidity range and provide all necessary monitoring equipment.

The Contractor shall be deemed to have allowed for all costs in connection with drying out and controlling the temperature and humidity of the Works.

The Contractor will not be permitted to use the permanent heating/air conditioning system for drying out and controlling the temperature and humidity of the Works.

Temporary Telephones

The Contractor’s own telephone and fax facilities shall be made available to the Authority and his representatives and the Contractor shall be deemed to have allowed for the cost of the calls made by and on behalf of the Authority and his representatives.

Identity Cards

The Contractor shall provide identity cards for all its operatives (including sub-contractors). Such operatives shall wear identity cards at all times when on the Site or working on the project.

The Contractor will not employ operatives or managers working on site or visiting site who have a Criminal Record relating to paedophile crimes. The Contractor will vet his staff and sub-contracting and sub-consultants staff to ensure compliance with this requirement. Where requested by the Authority, the Contractor will submit all names of people working or visiting site so that they can undertake their own additional checks.

Site Name Board

The Contractor shall provide a name board for the duration of the works at the school Sites subject to the agreement of the Authority’s Representative as to the design and position, but of sufficient size to display the scheme name and description, the Authority’s and the Contractor’s names and to enable the erection of professional name boards for all the consultants involved, including those consultants employed by the Authority. The Contractor shall be responsible for including any logo or other signage required by DfE / EFA or other funding bodies.

The Contractor shall not erect or exhibit or permit or suffer to be erected or exhibited on any part of the site any signs or trade boards save those previously approved in writing by the Authority (such approval not to be unreasonably withheld or delayed).

The Contractor shall allow for fixing professional name boards and for removing on completion of the Works.

Fire Access

The Contractor shall ascertain the required access routes for the fire brigade and those routes are to be kept open and maintained throughout the duration of the Works including nights and weekends.

In refurbishment schemes, emergency exit routes from existing buildings must be maintained at all times and changed as necessary. The Contractor shall liaise with the Authority’s Representative when defining such exit routes.

Fire Precautions

The Contractor shall comply with the Code of Practice entitled Fire Prevention on Construction Sites published by the BEC / LPC. He shall appoint a Site Fire Safety Co-ordinator and implement any temporary fire strategy before commencing work as required by the Local Authority.

The Contractor shall take all reasonable precautions to prevent the outbreak and spread of fire and shall provide and maintain suitable and adequate fire fighting equipment at points adjacent to the Works and unfixed materials and shall observe strict fire prevention measures throughout the Works.

Potential hazards shall be discussed and fire precautions shall be agreed with an appropriate Fire Officer from the Fire Brigade, the Authority’s Representative prior to commencement of work.

The Contractor shall allow facilities for any visits the Fire Officer may make, to inspect the site and buildings in order to ensure that fire precautions are adequate and shall comply with any reasonable request made by the Fire Officer in this connection.

No smoking or bonfires shall be allowed on the school Sites.

Route Signage and Site Delineation

The Contractor shall provide adequate signage and barriers to the school Sites for the purposes of separating the works operations from those of the schools and the separation of vehicles from pedestrians.

Work Beyond the Boundary of the Site

Where work is described as being executed beyond the boundary of the school Sites or in the public highway, the Contractor shall be responsible for all watching and lighting, traffic signalling, temporary barricades, walking platforms and warning notices to ensure the safety of all persons. The Contractor shall also remain responsible for removing the same on completion, giving all notices to the relevant Authorities, paying associated fees and charges and carrying out the work to their satisfaction.

Working Hours

Working hours are normally 8.00am to 6.00pm, Monday to Friday. No work shall be executed outside these times unless in exceptional circumstances and then only with the written approval of the Authority’s Representative. Planning restrictions may also apply. Where the Contractor intends to work outside agreed ‘normal working hours’ a minimum of two working days’ notice and detailed reasons are required for consideration by the Authority’s Representative.

Trees, Hedges, Shrubs and Lawns

The Contractor shall adequately protect and preserve all trees, hedges, shrubs and lawns on the school Sites, except those to be removed. If damage or removal of species occurs that is not in accordance with the Authority requirements then the Contractor is required to treat or replace such species. The Contractor must not unnecessarily disturb trees or planted areas either by the disposal of surplus spoil or excavation of topsoil.

Control of Noise and Pollution

The Contractor’s attention is drawn to statutory requirements regarding the control of noise and pollution in relation to the demolition and construction works and to the need to obtain all necessary prior consents from the relevant Authorities. All Works must be carried out in accordance with the Construction Programme so as to minimise disruption to Educational Services. Noisy works must be avoided during lessons generally and absolutely during examination periods. Where unavoidable noise may occur during the school day in an operational school, the Contractor shall give at least 24 hours’ notice of the time and duration of the impending disturbance to the school’s Representative, also notifying the Authority’s Representative.

The Contractor shall at all times prevent any public or private nuisance (including, without limitation, any such nuisance caused by noxious fumes, noisy working operations or the deposit of any material or debris on the public highway) or other interference with the rights of any adjoining or neighbouring landowner, tenant or occupier or any statutory undertaker arising out of the carrying out of the Works and shall assist the Authority in defending any action or proceedings which may be instituted in relation thereto.

The Contractor shall be responsible for and shall indemnify the Authority from and against any and all expenses, liabilities, losses, claims and proceedings whatsoever resulting from any such nuisance or interference.

The Contractor shall take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes.

The Contractor shall be deemed to have allowed in his prices for complying with the requirements of local authorities and the Health and Safety Executive with regard to control of noise, pollution and all other statutory obligations.

The Contractor’s particular attention is drawn to the rights of restrictive action which exist by virtue of the Environmental Protection Act 1990 and of Sections 60, 61 and 68 of the Control of Pollution Act 1974 and he shall comply with any statutory notices, conditions or limitations that may be imposed on him or on the Authority by any local authority.

The Contractor shall make all applications and obtain all such consents as are required under the said Acts.

Without prejudice to his duty to comply with the Control of Pollution Act 1974, the Contractor shall allow for complying with BS 5228 “Code of Practice for Noise Control on Construction and Demolition Sites” including the recommendations on community relations, planning and supervision.

The Contractor shall inform the Authority’s Representative in writing of any contravention of the said Act or British Standard within three days of such. The Authority’s Representative shall have power thereupon or upon the said contravention coming to his notice to issue such instructions as he may think fit to abate, avoid or halt any further contravention and the Contractor shall comply with such instructions at his own cost.

If the Contractor shall be guilty of any offence under the said Act or British Standard, he shall himself pay all fines imposed by the court by which he has been convicted and shall not be entitled to be indemnified by the Authority in respect of any such fines.

The Contractor shall not be entitled to reimbursement by the Authority of any costs, damages, loss or expense to which the Contractor has been or may be put, which have been occasioned or caused by compliance with any such notice, consent, limit, condition or instruction as aforementioned. The Contractor shall not be entitled to any extension of time for delays caused by such compliance.

The use of explosives will not be permitted unless expressly agreed with the Authority’s Representative.

All plant, tools and vehicles shall be fitted with effective silencers of a type recommended by the manufacturers of the plant, tools and vehicles.

The Contractor shall not permit radios or other audio equipment to be used on site in ways or at times which may cause nuisance.

The Contractor shall take all necessary measures to ensure that no oil, grease or deleterious, dangerous, poisonous, explosive or radioactive matter are discharged from the site into any rivers, ditches, watercourse or services media on the site and/or any adjoining property. The Contractor shall not permit or suffer the blockage of any such rivers, ditches, watercourses or services media by reason of anything done or omitted on the sites or any land upon which the works are being undertaken, and shall comply at his own expense with any requirements of the Environment Agency or any other relevant authority so far as such requirements relate to or affect the Works.

Site Access

Temporary and permanent access to and from the Sites, internal highway arrangements and movement and parking of traffic within the site boundary shall be agreed with the relevant school and the Authority’s Representative prior to commencing work on site.

The Contractor shall not gain or allow access to and egress from the Sites except as set out in the Contractors Proposals.

Protective Clothing

The Contractor shall provide and maintain protective clothing, footwear and headwear as required by the Health and Safety Executive for all personnel engaged on or visiting the works and for the sole use of persons acting on behalf of the Authority.

Health and Safety

In relation to all demolition and construction works, the Contractor shall take all necessary steps in accordance with Legislation with regard to ensuring that the health and safety of all occupants of the sites, individuals invited onto the sites, occupants of existing schools and occupants of adjoining properties is not adversely impacted upon by the undertaking of the Works.

The Contractor’s attention is drawn to statutory requirements regarding the health and safety of all personnel engaged on or visiting the works and to members of the public and to the need to obtain all necessary prior consents from the relevant Authorities. The Contractor will also note that where existing Sites continue to be occupied by children during the construction works particular care must be taken to safeguard them.

The Contractor shall comply with all current safety, health and welfare legislation, all current approved Codes of Practice issued by the Health and Safety Commission, all current guidance issued by the Health and Safety Executive and the Code of Welfare Conditions of the National Joint Council for the Building Industry.

The Contractor shall ensure that assessments are made such that all significant risks likely to arise throughout the construction phase are anticipated and that appropriate steps are taken to eliminate, reduce or control the risk in accordance with the Management of Health and Safety at Work Regulations 1999.

The Contractor shall make specific site rules dealing with the wearing of PPE, drinking, smoking and general housekeeping discipline on site.

The Contractor shall prepare an overall emergency plan for the site, which shall include details of how fires will be dealt with throughout the construction phase. The Contractor will share these plans with the Authority. He will also undertake induction course in reference to the plan with the school and all affected parties where the content of the plan has an effect on the safety of people and pupils in retained buildings in close proximity to the works.

Dust Control

The Contractor should note that in many cases the neighbouring properties to the school Sites will be residential property, and without prejudice to its liabilities and responsibilities in the Scheme Contract, the Contractor should take full responsibility for any complaints or claims resulting from their failure to control dust on the site.

The Contractor shall provide and remove on completion such screens, dustsheets, etc, as it considers necessary to minimise the nuisance caused by the distribution of dust including the prevention of damage to the schools’ equipment etc.

Pest Control

All reasonable precautions shall be taken to avoid infestation of the Works by rats and mice.

When drains are being laid, precautions shall be taken to avoid the entry of rodents, including providing temporary stoppers to pipe ends and setting manhole covers in position as the work proceeds. Pipes and cables passing through the foundation walls shall be properly built with appropriate seals.

Debris

The Contractor shall not sell or dispose of any earth, clay, sand, gravel, chalk or other material from the sites or any land upon which the works are being undertaken or permit or suffer the same to be removed, except so far as shall be necessary for the proper execution of the works, without the consent of the Authority which shall not be unreasonably withheld.

The Contractor shall, at his cost, transport all surplus materials arising from the Works and arrange for the tipping of the same at such places as may lawfully be used for tipping. The Contractor shall (until such time as such material is lawfully tipped) ensure that such materials will not cause or give rise to pollution of the environment as defined by section 29(3) Environmental Protection Act 1990.

The Contractor must take all necessary measures to prevent damage, loss, injury or nuisance caused by:

* + - * 1. mud, dirt stones or other materials used or generated whilst carrying out demolitions. This includes, but is not limited to, ensuring that no fuel or lubricant, mud, dirt, stones or other material is spilled or deposited on the highway whether or not it is open to traffic;
        2. smoke or dust generated whilst carrying out the demolition works; and
        3. bonfires, which will not be permitted.

The Contractor shall take the necessary measures to ensure that all vehicles leaving the Sites are adequately cleaned to prevent the deposit of waste materials and debris on any Adjoining Property and/or the Existing schools and if any such material or debris is so deposited the Contractor shall forthwith employ such measures as shall be necessary to remove the material and debris and to clean and reinstate any Adjoining Property and/or Existing schools to the reasonable satisfaction of the owners or occupiers of any Adjoining Property and/or Existing schools as the case may be.

Demolition Works

The Authority will not permit any demolition work to be carried out on Saturdays, Sundays, Statutory Bank Holidays or during specific times designated by the school such as examinations without specific prior approval by the Authority’s Representative.

The Building Act 1984 Section 80 (Duty to give Local Authority Notice of Intended Demolition) will apply.

The Contractor’s attention is drawn to the “Code of Practice for the Control of Noise, Vibration and Dust from Major Civil Engineering Projects” April 1996 published by Environmental Protection Services.

Site Hazards

The Contractor must prevent fire or explosion caused by gas or vapour.

The Contractor must prevent nuisance from dust by appropriate methods of working, by the use of water as appropriate, by screening, enclosure or extraction using appropriate equipment. The Contractor shall ensure that all sensitive equipment owned by the schools is protected from dust during such works.

The Contractor must take adequate precautions to protect pupils, staff, the general public and site operatives from dangerous fumes and dust arising during the demolition works.

Water for the Works

Prior to the commencement of the demolition works, the Contractor must ensure that reasonable measures for dust suppression are in place.

Should the use of water for dust suppression result in a drop in pressure to other users in the vicinity, then the Contractor shall programme the works to prevent this, or provide an alternative means of supply.

Utilities Used During the Works

Location of Existing Services

Whilst the Authority has sought and will be making available details of existing Services routes on the school Sites the information is not warranted and therefore the Contractor should take all reasonable steps to ascertain the accuracy of such information including where necessary any additional surveys.

Continuity of Existing Services

The Contractor shall ensure that all power, energy and water supplies used during the works are separately metered where utilising the schools supplies unless a separate supply is procured by the Contractor. The Contractor shall provide meter readings to the relevant school’s Representative and Authority’s Representative at the commencement and completion of each phase of the works.

The Contractor shall reimburse the relevant school for all power and water utilised. For the avoidance of doubt this shall include a proportion of all heating bills relating to works areas until the Works are handed back to the school.

Protection of the Public and the Environment

The Contractor must take steps to protect the public against harm due to the demolition works. These steps shall include the provision and adaptation maintenance and removal as required of all necessary temporary fences, barriers, hoardings, guard-rails, screens and the like.

The Contractor must take steps to prevent dust, smoke, debris, artificial lighting, stockpiles, temporary works and the like from causing unnecessary inconveniences or becoming a nuisance.

The burning of materials on site is prohibited. The Contractor’s attention is drawn to the provisions of the Clean Air Act 1933.

Site Security

Adequate temporary hoardings and security fences shall be erected and maintained around the works to prevent unauthorised persons from gaining access to the works at all times; especially pupils.

The Contractor shall be deemed to have included all costs associated with the maintenance of the lighting installations within the site, including all temporary power supply requirements, particularly during periods of interruption to the mains power supply.

The Contractor shall safeguard the Works, materials and plant against damage and theft, including all necessary watching and lighting for the security of the Works etc. and the protection of the Public and the Authority.

All materials shall be kept in safe compounds so as not to allow access for vandalism.

Safety of Pupils, Staff and the Public

The Contractor shall take all precautions necessary to ensure the safety of pupils, staff and the public. The Contractor shall ensure that plant and equipment is not left unattended and is secured during periods when the site is vacated. Access to scaffolding and entry points to the works and its buildings shall be prevented to unauthorised personnel. In particular the Contractor shall ensure that access to the works, whether this be via scaffolding, ladders, gates or temporary doors are not left unattended when open such that pupils and other Authority parties can gain access.

Temporary Accommodation

The Contractor shall not without the written consent of the Authority erect or permit or suffer to be erected on the site any temporary structure except site accommodation.

Provision of temporary school accommodation identified as being required during construction of a school shall ensure each school is able to deliver the curriculum to all its students, and to meet its administrative, pastoral and other needs throughout the Work. The Contractor will be responsible for providing this accommodation including, but not limited to, obtaining all consents, the supply and erection of the school facilities, including all necessary ICT and utilities connections and the removal and Site reinstatement following completion of the Works.

Where existing temporary accommodation at a site is re-used the standards applying to it will be to the originally designed standards for that accommodation. The Authority will be responsible for the provision of the accommodation to the relevant standard.

In any event, all temporary accommodation will be required to meet the following performance requirements:

* + - * 1. to meet all current legislation and regulations;
        2. take into account and where mandatory comply with all European and British Standards, Codes of Practice, etc.;
        3. to be sensitive to the local environment including neighbours;
        4. to provide an internal and external environment that is, safe and secure for all its users;
        5. to contribute to the overall smooth operation of the school during the main construction works;
        6. to ensure the entire curriculum, administrative and pastoral requirements of the school are not interrupted;
        7. to be timely having regard to the timescales in the Agreement; and
        8. to maintain existing open space as far as possible.

The Contractor shall provide, maintain (including heating, lighting and cleaning and taking down and re-erecting from time to time as necessary) his own temporary accommodation for his use and the use of site meetings during the construction phase. On completion, the Contractor will clear away temporary buildings and reinstate external areas.

Occupancy and Decanting

This responsibility applies to the transfer of the schools by the Contractor including all their equipment, books, materials and pupils’ work in progress. This requirement shall apply to the new or refurbished school facilities and additionally for all schools at which temporary accommodation is required during construction. It is to include commissioning of the Services, provision of crates, removal and transfer to new designated locations.

The general performance requirements applicable to the occupancy and decant service are:

* + - * 1. to meet all current legislation and regulations;
        2. take into account and where mandatory comply with all European and British Standards, Codes of Practice, etc;
        3. to protect the health, safety and security of the Contractors employees, the Authority, Authority Related Parties, school staff and users, adjacent occupiers and the general public;
        4. to prevent or minimize to acceptable levels disruption, inconvenience and nuisance to the Authority, Authority Related Parties, each school and its users, adjacent occupiers and the general public;
        5. to prevent damage to or loss of property belonging to the Authority and that of its users, adjacent occupiers and the general public;
        6. to maintain the integrity and security of all data held by each school; and
        7. to ensure the curriculum, administrative and pastoral requirements of each school are not interrupted by works that are within the control of the Contractor.

Site Contaminants

Where buildings are being demolished and/or refurbished, the Scheme Contract sets out who assumes the risk for contaminants in and around those buildings.

Asbestos

The Contractor is required to comply with the Control of Asbestos at Work Regulations, together with its associated Approved Code of Practice. In so doing, the Contractor shall become the “duty holder” and therefore responsible for managing asbestos for these Sites and take action to develop and implement an Asbestos Management Plan, monitor the condition of asbestos by regular inspection and update the asbestos register records. No materials or products containing asbestos shall be used in the Works and during the operational phase.

The Contractor will be responsible for visiting the site to ascertain the means of access, nature, content, condition and extent of any asbestos based materials and to any rubble, surface or buried, resulting from previously demolished buildings.

The Contractor shall carry out all necessary removal or remedial works and shall allow in its pricing for undertaking the Works and operations in accordance with its specification and all current and foreseeable legislation and associated practical guidance, leaving the site safe.

When the Contractor undertakes any work to existing buildings / services, it is essential that it proceeds with caution, taking care to establish whether or not there is a hazard arising from the presence of asbestos. The Scheme Contract sets out the allocation of risk between the Contractor and the Authority in respect of the financial consequences of Asbestos being discovered in existing buildings during or after construction.

The Contractor shall report to the Authority Representative any suspected asbestos based material discovered during demolitions / refurbishment work. The Contractor must avoid disturbing such materials and inform the Authority Representative of the methods proposed for safe removal or encapsulation in accordance with legislation and good industry practice.

In the event of any suspected leak of asbestos contaminated dust into adjacent areas, that area shall be evacuated immediately and the Contractor required to collaborate in this matter as may be appropriate, including the provision of an immediate warning to the Authority about the possible hazard and the prompt provision of suitable air and / or dust samples for laboratory examination.

In addition to the new Control of Asbestos at Work Regulations and associated Approved Code of Practice the Contractor shall be responsible for ensuring compliance with all statutory requirements.

Other Site Contaminants

The Contractor shall report to the Authority Representative the presence of any high levels of site contaminants found during the works. The Contractor must agree with the Authority Representative remedial measures to undertake for the Sites in accordance with legislation and good industry practice. The Contractor’s attention is drawn to Building Regulation Approved Document ‘C’ containment section and also to the BRE report entitled ‘The Construction of New Buildings on Gas Contaminated Land’. Both documents provide details on the control and excavation of gaseous contaminants and the necessary action on site.

Other Information

Materials Efficiency and Reducing Waste During Construction

The Contractor is required to help achieve sustainable development and to reduce waste during construction according to the requirements as set out in clauses 3.6.29 to 3.6.36 of Part B1 of this Volume 5.

Commissioning

The Contractor will allow for provision of and submit a commissioning strategy with the Contractor’s Proposal’s for comment by the Authority’s Representative. This will detail the extent of commissioning and the process to ensure that full commissioning align to manufacturers installation and commissioning requirements. The commissioning strategy will include involvement and representation by the Authority’s Representative for witnessing commissioning and being informed throughout the process.

Induction

The Contractor shall allow for provision of and provide induction training to the Authority’s Facilities Management staff and contractor in the operation of the completed building and equipment. The Contractor will also do the same for catering staff in connection with the kitchen equipment.

If required by the Authority under the Scheme Contract, the Contractor shall provide an induction to any new or refurbished building for all teachers, staff and students at the dates and times identified in the Construction Programme in the manner set out in the Contractors Proposals.

Persons Employed Direct

*The following works are not included in the Scheme Contract and may be executed by the Authority or persons employed or engaged by the Authority contemporaneously with this Contract:*

* + - * 1. *Schedule out*

Work by Statutory Authorities

*Work to be executed by local authorities and statutory undertakers:*

* + - * 1. *Schedule out*