

Tender Issue



Tavistock Guildhall Gateway Project

for

Tavistock Town Council

Bills of Quantities

Trevor Humphreys Associates



May 2019

TAVISTOCK GUILDHALL GATEWAY PROJECT

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MAIN SUMMARY

TAVISTOCK GUILDHALL GATEWAY PROJECT

BILL 1 - MAIN CONTRACT PRELIMINARIES

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TAVISTOCK GUILDHALL GATEWAY PROJECT

A10 PROJECT PARTICULARS

- 110 THE PROJECT
Name: Tavistock Guildhall Gateway Project
Nature: Renovation and conversion of the grade II* Guildhall, Police Station and Trowtes House as a heritage centre and Town Council offices.
Location: Guildhall Square, Tavistock, Devon PL19 0AH
- 120 EMPLOYER (CLIENT) & CLERK OF WORKS
TAVISTOCK TOWN COUNCIL (TTC)
Town Council Offices
Drake Road
Tavistock PL19 0AU
Contact: Wayne Southall
Telephone: 01822 616134
E-mail: wayne.southall@tavistock.go.com
- 125 PROJECT MANAGER
HERITAGE BUSINESS CONSULTING
Contact: Carrie Blogg
Telephone: 01823 667465
E-mail: cblogg@btinternet.com
- 130 PRINCIPAL CONTRACTOR
The Contractor
- 140 ARCHITECT & PRINCIPAL DESIGNER
GILLESPIE YUNNIE ARCHITECTS
The Lower Tweed Mill
Shinners Bridge
Dartington
Totnes TQ9 6JB
Contact: Ian Farnfield
Telephone: 01803 860010
E-mail: ian@gyarchitects.co.uk
- 160 QUANTITY SURVEYOR
TREVOR HUMPHREYS ASSOCIATES
116 Belmont Road
St Andrews
Bristol BS6 5AU
Contact: Trevor Humphreys
Telephone: 0117 9428198
E-mail: thassociates@sky.com
- 170 STRUCTURAL ENGINEER
HYDROCK
Lobb Shippon
Plympton
Plymouth PL75BP
Contact: James Coates
Telephone: 01752 347 515
E-mail: JamesCoates@hydrock.com
- 170 BUILDING SERVICES CONSULTANT
METHOD CONSULTING LLP
4 Oakland Mews
Liskeard PL14 3UX
Contact: Tom Kelly
Telephone: 01793 8222044
E-mail: Tom.Kelly@methodllp.com
- 180 HERITAGE CENTRE OPERATOR
TAVISTOCK HERITAGE TRUST
Tavistock VIC, Court Gate
Bedford Square
Tavistock PL19 0AE
Contact: Ian Penrose
E-mail: penr@hotmail.co.uk

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

The tender drawings are those included in Appendix A

120 CONTRACT DRAWINGS

The Contract Drawings are the same as the tender drawings unless otherwise agreed in writing between the two Parties.

160 PRE-CONSTRUCTION INFORMATION

The Pre Construction Information is included in the tender documents under separate cover and shall be read with the Preliminaries.

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

The site is at Guildhall Square, Tavistock and is shown on the Architect's drawing Location Plan GA-001 and Block Plan GA-002.

OS Grid Reference: SX4822474409 OS Grid Coordinates: 248224, 74409
Latitude/Longitude: 50.5497, -4.1437

The works are mainly set within the site boundary shown on the Block Plan except for some incoming services and drainage.

The Buildings will be vacated for the duration of the contract with the exception of room F36 which will be used by the Clerk of Works until the programme does not allow for it.

The Guildhall Square is used for public parking and includes the town's war memorial.

112 IMPORTANCE OF THE SITE

Tavistock Guildhall and Police Station is a Grade II* Listed building in the centre of Tavistock. It is believed to be England's first purpose-built combined court and police station, and includes the former police accommodation block and fire engine house.

Built for the Duke of Bedford, the complex was completed circa 1848 and is constructed on the footprint of Tavistock Abbey. Historic England considers the building to be important for a number of reasons. The exterior is exceptionally well preserved; its striking Gothic composition displays a high level of architectural distinction. The interconnected range includes a late 15th century building, Trowtes House, which formed part of the Great Court of Tavistock Abbey and as such is a rare survival of a monastic outer court building. There is also considerable group value with a rich mix of designated assets in the immediate vicinity. These include the Grade I Abbey Gatehouse to the northwest, the Grade II library immediately to the north, and the scheduled medieval remains of Tavistock Abbey beneath.

The building is clearly therefore, a great source of knowledge and of aesthetic, architectural and historic interest.

Tavistock Guildhall and Police Station are registered on the Historic England 'Heritage At Risk' Register No: 1309358 Category B.

The importance has been recognised by the award of a significant grant towards the project cost by the National Lottery Heritage Fund. This investment enables the building to be jointly used as a Heritage Centre delivering a wide range of activities, interpretation and exhibition.

A12 THE SITE/ EXISTING BUILDINGS

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

The site comprises three adjoining buildings all of which are Grade II* listed. They are the Police Station, Trowtes House and The Guildhall. There is a narrow enclosed courtyard to the rear whilst the frontage looks onto the Guildhall Square. The Police Station also adjoins the Tavistock Museum

The Police Station and Trowtes House accommodation is set over three floors. The Guildhall has a main courtroom and Cells at a Lower Ground floor. The three buildings are linked internally through passageways and stairs.

130 EXISTING MAINS, SERVICES AND DRAINAGE

There are live mains incoming services and drainage services connections to the building both front and rear. No buried services survey has been undertaken.

The Contractor will liaise with all statutory utility companies to ascertain the position of and safeguard from damage during the works any existing services which may exist both within the site boundary and in the areas worked on outside of the curtilage for the purposes of the contract and shall pay all costs to the appropriate body or private owner in respect of any damage caused. Standard utilities maps are included in the tender document issue.

Refer to Method Consulting specification and drawings. These only show indicative routes and the Contractor shall undertake a buried services survey before any excavations take place.

175 SITE INVESTIGATIONS & ARCHAEOLOGY

It is the Contractor's sole responsibility to visit the site and to ascertain the exact nature of ground and building conditions and to allow in his rates accordingly.

The Written Scheme of Information by AC Archaeology 2018 is included within the archaeological reports within the tender issue.

180 DRAINAGE

A study of the existing drainage has been undertaken by Glanville Environmental 2012 and is included within the tender information.

185 FLOOD

A Flood Risk Assessment has been undertaken by Hydrock 2017 and is included within the tender information.

185 ASBESTOS

A Demolition and Refurbishment survey will be undertaken before this contract.

190 ECOLOGY

An ecology study has been undertaken by Acorn Ecology 2017 and is included within the tender information.

195 MEASURED SURVEY

A survey has been undertaken by Quadrant and is included within the tender information.

A12 THE SITE/ EXISTING BUILDINGS

200 ACCESS TO THE SITE

Access to the site is from the public highways at Abbey Place and Market Road (refer to GA-001).

Drawing GA-003 Construction Site Constraints highlights the access issues indicating potential entrances.

The Abbey Place entrance is through a busy operational public car park. The drawing highlights the provision of an area on Market Street which can be used for site accommodation, storage and skips. The Contractor shall use these areas in preference to accessing the site through the car park where possible.

If deliveries and removals necessitate access through the car park then arrangements are to be made with the Town Council to temporarily suspend parking bays to facilitate this.

GA-003 highlights where access must be maintained on surrounding pavements and for the public, neighbouring tenants and users / visitors of the Museum, Court Gate, Subscription Library, Public Conveniences and rear cottages.

Display clear and prominent notices in conspicuous positions to advise visitors to site and the public for access including notices on the lines of "THIS ENTRANCE/ EXIT IS IN USE BY CONTRACTORS CARRYING OUT CONSTRUCTION WORKS" and provide direction signage for Contractor and public visitor alike where appropriate.

210 PARKING

On-site parking is restricted to the designated area on Market Street as GA-003 which can accommodate approximately 10 cars subject to space required for other contractor's uses. There is low price day parking available nearby. The Contractor will not park on or obstruct the private or public highway.

The Contractor will be expected to operate a 'green' travel policy and make efficient use of personnel transport to and from site.

220 USE OF THE SITE

Do not use the site for any purpose other than carrying out the Works. The Contractor will limit his use to those areas directly part of the contract works.

Do not interfere with the normal activities of business, visitors and neighbouring residents or do anything that will have an adverse effect on the site environment.

225 COMPOUND AND WORKING AREAS

The Contractor shall confine his activity, stores and everything pertaining to the contract within the allocated areas. The Contractor will make good any damage to the working space, storage areas and surroundings disturbed by him undertaking the Works. Should space on site not be sufficient the Contractor will be responsible for providing off site and he will allow for any additional cost arising.

The compound and working areas will be securely protected.

A12 THE SITE/ EXISTING BUILDINGS

230 SURROUNDING LAND/ BUILDING USES

Do not trespass on adjacent land or buildings or cause unnecessary disturbance or disruption to adjacent or nearby occupants, uses or activities.

240 HEALTH AND SAFETY HAZARDS

The nature and condition of the site cannot be fully and certainly ascertained before it is opened up. The CDM Pre Construction Information provides details of general project hazards. The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works. Draw to the attention of all personnel working on the site the nature of any risk, hazard or possible contamination and the need to take appropriate precautionary measures.

250 SITE VISIT

Before tendering the Contractor shall ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.

Arrangements to visit are to be made with the named Employer's representative in A10.120. Visits are only permitted during TTC working hours.

The Contractor will undertake his own risk assessment prior to any visit and be solely responsible for his safety, insurance and that of his employees and sub-contractors.

The Contractor will be expected to have satisfied himself as to the access to the site, the extent and nature of the works and site, the conditions under which work will be carried out, conditions affecting the supply of labour, materials and plant and any other matters which may affect his tender as no claims on the grounds of lack of knowledge in this respect will be entertained.

A13 DESCRIPTION OF THE WORK

110 PREPARATORY WORK BY OTHERS

An Asbestos Demolition and Refurbishment Survey will be undertaken before the site possession. Any works arising will be instructed through expenditure of the provisional sum. The building will be vacated before site possession and contents removed.

120 THE WORKS

The scope of works under this contract includes:-

- Initial asbestos removal and soft strip including fittings and services;
- Renovation of external fabric – replacing slate roof coverings on the Police Station and flat roof coverings on existing extensions, repairing the Court Room slate roof coverings, parapet gutter renewal, external pointing and stone repairs, chimney renovation and window and external joinery renovation;
- Refurbishment and conversion of the buildings internally for combined use by the Council as offices, as part of its delivery of Partnership Services, council chambers and as a heritage visitor centre to be operated by the Tavistock Heritage Trust <https://www.heritageintavistock.org/>;
- Extension at the rear for the provision of disabled access lift and toilet facilities to the Court Room;
- Upgrading building services throughout and provision of internal lifts for access to upper floors and to provide visitor accessibility.
- Associated external works to the rear courtyards and building frontage;
- A new rear external access with a short rise lift into the premises;
- The contractor's preliminaries such as site management, insurances and temporary works including a temporary roof over the Police Station whilst roof coverings are replaced.

130 WORKS BY OTHERS CONCURRENT WITH THE CONTRACT

The following works will be administered separately on behalf of the Employer:-

- Interpretation and Exhibition fit out – this is planned to commence concurrently towards the end of the building programme by agreement. The Contractor will allow for access and coordination of these works to an agreed programme of handover.
- Guildhall Square Public Realm works towards the last third of the Tavistock Guildhall Gateway Project build programme.

140 COMPLETION WORK BY OTHERS

As indicated on the tender drawings the Employer will be undertaking a comprehensive fit out of the building for its own Council purposes and the heritage experience.

There will be the need for some access by agreement of other contractors to facilitate this.

A20 BUILDING CONTRACT

110 JCT STANDARD BUILDING CONTRACT (SBC/Q 2016)

The Contract will be Standard Building Contract with Quantities 2016 (SBC/Q 2016) issued by the Joint Contracts Tribunal Limited incorporating the Schedules of Amendment as included within Appendix B.

:

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE

These conditions are supplementary to those stated in the Invitation to Tender and the Form of Tender.

The administration of the tender process is by the Employer through an online portal as described in the Invitation to Tender. All enquiries and instructions for the tender will be administered through the portal.

Submission of tender documents will be made in strict accordance with the Invitation to Tender through the portal.

Any correspondence or communication that is not in accordance with the Invitation to Tender will not be considered valid prior to tender submission.

PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES

Measurement rules: Preliminaries/ General Conditions must not be relied on as having been prepared in accordance with SMM7.

250 PRICED DOCUMENTS

Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected. No alteration, addition or note entered into the Work Schedules shall modify the printed text unless authorised on behalf of the Employer.

Costs relating to items, which are not priced, given a zero entry or marked "included", will be deemed to have been included elsewhere in the tender or to be free of charge and shall be taken as to read "0.00". Where included elsewhere declare location and build-up of such items to the Quantity Surveyor upon request

The bracketing together of two or more items in any part of the returned pricing document is not permitted.

Submit pricing documents in the original Excel format provided with the tender.
Submit a copy of the priced and fully detailed breakdown of fixed and time related preliminaries with the tender.

300 MEASUREMENT RULES - QUANTITIES IN THE PRICED DOCUMENT

The Quantities have been prepared in accordance with the general principles of SMM7 and are supported by relevant specification clauses and drawings.

Whether in accordance with SMM7 or otherwise items, descriptions and measurements must be priced taking account of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work. Measurements have been made nett: Where not stated, ascertain measurements from the drawings.

Item descriptions and pricing allowances must take into account the Measurement Preambles set out in Appendix D to these Preliminaries.

A30 TENDERING/ SUBLETTING/ SUPPLY

PRICING/ SUBMISSION OF DOCUMENTS

315 BUILDERS WORK IN CONNECTION

For the purposes of pricing the builders work in connection with the mechanical and electrical services the Contractor will be responsible for the division of responsibilities between the Contractor and sub-contractors. The major services related items have been individually described / itemised. All other services related builders work is at the contractor's sole risk for pricing and inclusion in the tender.

530 SUBSTITUTE PRODUCTS

The tender must remain compliant and any proposals shown separately. Substitutions, which have not been notified at the tender stage, may not be considered. Substitutions accepted will be subject to the verification requirements of clause A31/200.

560 CDM 2015

The Principal Contractor is to be appointed by the Employer in writing and clause 570 below is to be satisfied before any works begin on site. The Principal Contractor is to ensure all duties identified under the CDM Regulations 2015 are adhered to throughout the contract.

570 PRE CONSTRUCTION INFORMATION

Produce a Construction Phase Plan, which complies with the requirements of the CDM Regulations 2015, and submit this to the Principal Designer for review at least two weeks before any work commences on site. Work will not be allowed to commence until the Principal Contractor has confirmed a relevant Construction Phase Plan is in place and provision has been made for adequate toilet and welfare facilities for the duration of the work.

SUBLETTING/ SUPPLY

610 SUB-CONTRACTORS

The Contractor will not sub-let any part of the works without the approval (written or minuted) of the Architect.

615 PROCUREMENT

The Contractor is responsible for ensuring that all sub-contractors and suppliers receive the correct tender information from the tender documents provided including all relevant Main Contract conditions.

The Contractor shall enter into compatible forms of sub-contract and supply conditions to those of the Main Contract. The Contractor shall ensure that all sub-contracts include a proviso that sub-letting by sub-contractors is carried out under similar Main Contract conditions.

A30 TENDERING/ SUBLETTING/ SUPPLY

SUBLETTING/ SUPPLY

645A MECHANICAL INSTALLATION

The work described and set out in the tender documents shall be carried out by persons who are a member of the Heating and Ventilating Contractors Association (HVCA) as appropriate.

The Contractor is required to state his selected Sub-Contractor [at tender](#). Once the tender has been submitted, the Contractor will not be permitted to change his Sub-Contractor, except in exceptional circumstances and then only with the approval of the Architect. The Contractor is to provide fair copies of all relevant information, as provided to him, and allow reasonable time for Sub-Contractors to price the works.

The Building Services Consultant may request an interview with the Selected Sub-Contractor, together with the production of any method statements, quality and safety achievements, in order to ensure full understanding and compliance with the tender documents and total quality is maintained.

645B ELECTRICAL INSTALLATION

The work described and set out in the tender documents shall be carried out by persons approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or a member of the Electrical Contractors Association (ECA).

The Contractor is required to state his selected Sub-Contractor [at tender](#). Once the tender has been submitted, the Contractor will not be permitted to change his Sub-Contractor, except in exceptional circumstances and then only with the approval of the Architect. The Contractor is to provide fair copies of all relevant information, as provided to him, and allow reasonable time for Sub-Contractors to price the works.

The Building Services Consultant may request an interview with the Selected Sub-Contractor, together with the production of any method statements, quality and safety achievements, in order to ensure full understanding and compliance with the Specification and total quality is maintained.

620 LISTED DOMESTIC SUBCONTRACTORS

Where the tender documents provide that certain work will be undertaken by a company selected from a specified list, the selected company will become a domestic sub-contractor as provided by the Contract Conditions for sub-letting.

If at any time any of the specified companies are unable or unwilling to undertake the relevant works give notice without delay. The Employer will either provide supplementary company names or agree with an acceptable choice provided by the Contractor.

660 PROVISIONAL SUMS FOR WORK BY SUB-CONTRACTORS AND FOR MATERIALS TO BE SUPPLIED BY SUPPLIERS

Where provisional sums have been included and work is undertaken by sub-contractors or materials supplied by suppliers the contract sum adjustment will be made based on the sub-contractor /supplier's accepted tender/quote nett of all discounts.

Where provisional sums have been included the Contractor shall include in his tender for his overheads and profit and for special attendances where described.

Where provisional sums have been included as Defined the Contractor shall include for all programming, planning and preliminaries including the cost of any bonds or guarantees required. These allowances will be fixed and the cost adjusted only if there is a significant change to the scope or nature of the item.

Where the Contractor shall tender for works covered by provisional sums his accepted tender/quote shall be deemed to have included for his overheads and profit and all attendances.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS

Terms, derived terms and synonyms used in the tender documents are as stated therein or in the appropriate British Standard or British Standard glossary.

The letters "BS" shall mean the British Standard Specification current at the base Date.

The letters "CP" shall mean the British Standard Code of Practice current at the Base Date.

The term "statutory undertakers" shall include local authorities and statutory undertakers.

120 COMMUNICATION

Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.

The format will be in writing to the person named in clause A10/140 unless specified otherwise. Do not proceed until response has been received.

Documents may be submitted electronically. The Contractor shall use an electronic format acceptable to the Architect.

130 PRODUCTS

Materials, both manufactured and naturally occurring, goods including components, equipment and accessories, plant and things intended for the permanent incorporation in the Works.

135 SITE EQUIPMENT

All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works. It includes construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

170 MANUFACTURER AND PRODUCT REFERENCE

Definition: When used in this combination:

- Manufacturer: The firm under whose name the particular product is marketed.
- Product reference: The proprietary brand name and/ or reference by which the particular product is identified.

Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

200 SUBSTITUTION OF PRODUCTS

If an alternative product to that specified is proposed, obtain approval before ordering the product submitting reasons for the proposed substitution with relevant information, including:

- Manufacturer and product reference;
- Cost;
- Availability;
- Relevant standards;
- Performance;
- Function;
- Compatibility of accessories;
- Proposed revisions to drawings and specification;
- Compatibility with adjacent work;
- Appearance;
- Copy of warranty/ guarantee.

If alterations to adjacent work are needed, advise scope, nature and cost. Submit manufacturers' guarantees if substitution is accepted before ordering products.

210 CROSS REFERENCES

Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.

Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.

Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.

Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

220 REFERENCED DOCUMENTS

Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

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

240 SUBSTITUTION OF STANDARDS

Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.

Before ordering, submit notification of all such substitutions. Provide documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

250 CURRENCY OF DOCUMENTS

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

260 SIZES

General dimensions: Products are specified by their co-ordinating sizes.

Timber: Cross section dimensions shown on drawings are:

- Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
- Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

Drawings will be issued electronically. Additional hard copies will be issued on request and charged to the Contractor.

420 DISTRIBUTION, CO-ORDINATION AND CHECKING

Ensure all information provided is issued to all relevant sub-contractors, suppliers and statutory undertakers and co-ordinated with the relevant Works. Check all information provided and advise the Architect immediately of any discrepancies between or divergence with other contract information.

440 DIMENSIONS

The Contractor shall only take figured dimensions from drawings and shall be responsible for checking all dimensions relative to the works. Do not rely on scaled dimensions or on dimensions taken from CAD models.

450 MEASURED QUANTITIES

The Bills of Quantities have been prepared as a pricing document and should not be used for any other purpose. The accuracy and sufficiency of the measured quantities is not guaranteed. Do not use for ordering products and constructing the Works. The Contractor shall report any discrepancy in or divergence between the Bills and other contract documents immediately to the Quantity Surveyor.

460 THE SPECIFICATIONS

All sections of Specifications must be read in conjunction with Main Contract Preliminaries/ General conditions and measured work sections.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

550 DESIGN AND PRODUCTION INFORMATION

Certain works may require the provision of design/ production information during the Contract as described in the tender documents. Make reasonable allowance for completing design/ production information, checking, submission (including to the Principal Designer), comment, inspection, amendment, resubmission and re-inspection. Unless otherwise stated in the drawings and specifications allow 10 working days comment period by Design Team. Comply as follows:

- Obtain in time to meet the programme and in accordance with the Contractor's Information Required Schedule. Identify dates for submission of shop drawings on the procurement programme and update for monthly progress meetings.
- Shop drawings to show, where relevant, site dimensions taken. Shop drawings to be submitted to show both layout/arrangement and to be in sufficient detail to show construction. Shop drawings are required for all joinery items including windows, doors, screens, stairs and furniture, IPS units, steel door sets, structural steel, balustrades and services items where specified.
- Check dimensions are correct, account is taken of all related work, and construction is practicable. Note any comments on one copy of the design/ production information, and then submit with the required number of additional unmarked copies. Such checking will not relieve the Contractor /Subcontractors/Suppliers of their respective responsibilities for design, co-ordination and documentation.
- Inspection and comments: One copy will be marked and returned to Contractor. This will not relieve the Contractor/Subcontractors/Suppliers of their responsibility for design and documentation. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- Final version of information: Distribute copies to all affected and keep 1 copy on site.

Builders work requirements shall be fully detailed with regard to size, location and numbers of holes, chases, recesses, bases etc.

555 CONTRACTOR DESIGN PORTION

The contractor will comply with Schedule 1 of the Conditions of Contract for the Contractor Design Portion Works stated within the tender documentation. The Contractor shall be responsible for the supervision and co-ordination of the design within the Contractor Design Portion including integration and compatibility with other parts of the design and the Works as a whole.

630 TECHNICAL LITERATURE

Keep on site for reference by all supervisory personnel manufacturers' current literature relating to all products to be used in the Works and relevant British, EN or ISO Standards.

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

Obtain or retain copies of components and equipment, register with manufacturer and hand over on or before completion of the Works. Provide telephone numbers of emergency call out services for use after completion.

A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

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

The site manager will be named at the commencement and remain engaged full time on site. Obtain the Architect's consent prior to changing the site manager referred to in Clause 3.2.

Provide out of hours emergency contact no.

111A ADMISSION TO THE SITE

If the Employer gives the Contractor notice that any person is not to be admitted to the Site, the Contractor shall take all reasonable steps to prevent such persons being admitted.

The Contractor shall take such steps as the Architect may reasonably require of him to prevent persons who are aliens, other than citizens of a Member State of the European Economic Community, being admitted to the Site without the permission in writing of the Employer first having been obtained.

If and when directed by the Architect, the Contractor shall furnish a list of the names and addresses of all persons who are or may be at any one time concerned with the Works or any part thereof, specifying the capacities in which they are so concerned, and giving such other particulars as the Architect may reasonably require.

The decision of the Employer as to whether any person is to be admitted to the Site, and as to whether the Contractor had furnished the information or taken steps required of him by this Condition shall be final and conclusive.

112A PERSONNEL

The Contractor must also impress upon his workmen that they must conduct themselves professionally whilst undertaking the works.

Smoking except in agreed designated areas is not permitted.

Bad language will not be tolerated.

The use of audio systems is prohibited.

At all times the Contractor must ensure that operatives are suitably dressed.

Contractor's staff, site operatives including sub-contractors to have CSCS cards

The Employer reserves the right to refuse permission to enter the Site to any personnel and/or sub-contractors.

A32 MANAGEMENT OF THE WORKS

GENERALLY

117A VISITORS

All visitors to the Contractor must report to the site manager's office immediately. The Contractor shall maintain a register of who is on site, and all visitors shall be suitably supervised whilst on site.

120 INSURANCE

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

130 INSURANCE CLAIMS

If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the Architect and the Insurers. Indemnify the Employer against any loss, which may be caused by failure to give such notice.

140 CLIMATIC CONDITIONS

Information: Record accurately and retain:

- Daily maximum and minimum air temperatures (including overnight).
- Daily rainfall
- Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 BUILDING CONTROL

The Contractor is deemed to have included for all necessary attendance on Building Control. Building Control Approval is deemed to have been included within the Contractor's programme. All fees related to Building Control are the responsibility of the Employer.

The Contractor shall allow in his prices or allow here for payment of any fees or charges (including any rates or taxes) to statutory undertakers insofar as such payment relates to temporary works.

A32 MANAGEMENT OF THE WORKS

PROGRAMME/ PROGRESS

210 PROGRAMME

Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, **which must take into account the renovation nature of the contract and sequence constraints described in tender documents** and include details of:

- a. Procurement, design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31).
- b. Planning and mobilization by the Contractor.
- c. Earliest and latest start and finish dates for each activity and identification of all critical activities and linkage.
- d. Running in, adjustment, commissioning and testing of all engineering services and installations
- e. Work resulting from instructions issued in regard to the expenditure of defined provisional sums
- f. Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.

The programme will be in the form of a bar chart or similar showing critical paths and activity sequencing. It must illustrate lead in, curing and approval periods.

220 SNAGGING

Make adequate provision within the programme for inspection and making good of any outstanding defects.

230 SUBMISSION OF PROGRAMME

Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

240 COMMENCEMENT OF WORK

Before the proposed date for commencement of work on site give minimum notice of 2 weeks.

250 MONITORING

Record progress on a copy of the programme kept on site on a weekly basis. If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

255 PROGRESS MEETINGS

Site meetings will be held to review progress and other matters arising from administration of the Contract on a monthly basis at site.

Attend meetings and inform subcontractors and suppliers when their presence is required. The meeting will be chaired by the Architect who will also take and distribute minutes.

A32 MANAGEMENT OF THE WORKS

PROGRAMME/ PROGRESS

260 SITE TECHNICAL MEETINGS

Site technical meetings will be held to review technical matters such as information requirements, instructions and variation cost adjustments at site (these may be held fortnightly in the early stage of the project). Ensure adequate accommodation is available at the time of such meetings.

Attend meetings and inform subcontractors and suppliers when their presence is required. The meeting will be chaired by the Architect. The Contractor will take, distribute and review a suitable schedule to record resulting actions to aid administration to an agreed format.

265 CONTRACTOR'S PROGRESS REPORT

Submit a progress report to the Architect at least two days before the progress meeting. Notwithstanding the Contractor's obligations under the Contract the report must include:

- A general progress statement including any relevant matters pertinent to delay and the completion date.
- Comparison of planned and actual progress by % completion for key activities with reference to the master programme for the Works including any Contractor design procurement.
- Progress photographs
- Details of any matters materially affecting the regular progress of the Works.
- Subcontractors' and suppliers' progress reports.
- Any requirements for further drawings or details or instructions to fulfil any obligations under the Conditions of Contract.
- Health & safety report

The Contractor will provide a minimum of six hard copies to a legible scale and an electronic copy in pdf format. It is a requirement of the Funding Partners that reports contain a photographic record of progress.

270 CONTRACTOR'S SITE MEETINGS

Hold meetings with appropriate subcontractors and suppliers shortly before main progress meetings to facilitate accurate reporting of progress.

285 SECTIONAL COMPLETION / PARTIAL POSSESSION BY EMPLOYER

Where the Employer is to take possession of any part of the Works before Practical completion and that part will after its practical completion depend for its adequate functioning on work located elsewhere on the site, complete such other work in time to permit such possession to take place.

Ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions means of escape and safe access. Agree with the Architect the scope of the possession concerned.

A32 MANAGEMENT OF THE WORKS

PROGRAMME/ PROGRESS

290 NOTICE OF COMPLETION

Give notice of the anticipated dates of completion of the whole or parts of the Works. Ensure necessary access, services and facilities are complete. Give a minimum period of two weeks' notice.

310 DELAYS & EXTENSION OF TIME

When a notice of the cause of any delay or likely delay in the progress of the Works is given under the appropriate contract clause, written notice must also be provided detailing any other causes that may concurrently apply.

The Contractor shall, as soon as possible, submit to the Architect relevant particulars of the expected effects, if appropriate related to concurrent delay in the completion of the Works beyond the Date of Completion, and, all other relevant information required by the Architect.

CONTROL OF COST

410 CASH FLOW FORECAST

Before starting work on site, submit a forecast showing the forecast gross valuation of the Works at the date of each Interim Certificate throughout the Contract period. Base on the programme for the Works making due allowance for the anticipated expenditure of provisional sums.

430 PROPOSED INSTRUCTIONS

If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days. Include:

- A detailed breakdown of the cost, including any allowance for direct loss and expense.
- Details of any additional resources required.
- Details of any adjustments to be made to the programme for the Works.
- Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.

Inform immediately if it is not possible to comply with any of the above requirements.

440 MEASUREMENT

Give notice before covering work required to be measured.

445 ADMINISTRATION OF INSTRUCTIONS AND COMPENSATION EVENTS

Undertake all necessary administration of the contract including (but not restricted to) the provision of administration, technical and financial, for contract instructions, variations and compensation events including procurement, co-ordination and valuation together with providing full back up documentation and calculations.

A32 MANAGEMENT OF THE WORKS

CONTROL OF COST

450 DAYWORK VOUCHERS

Before commencing work give reasonable notice to person countersigning daywork vouchers and provide an estimate of the resources likely to be employed. Before delivery each voucher must be:

- Referenced to the instruction under which the work is authorised.
- Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.

Submit the vouchers by the end of the week in which the work has been executed and provide the Quantity Surveyor with a copy.

Failure to comply with the above may result in the records not being accepted.

460 INTERIM VALUATIONS

Include details of amounts requested under the Contract together with all necessary supporting information at least seven days before established dates or as agreed otherwise with the Quantity Surveyor.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

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

480 LABOUR AND EQUIPMENT RETURNS

Daily records: Provide at the beginning of each week for verification. Records must show:

- The number and description of craftsmen, labourers and other persons employed on or in connection with the Works, including those employed by subcontractors.
- The number, type and capacity of all mechanical and power-operated equipment employed in constructing the Works.

490 AUDIT

The Contractor shall keep and maintain until twelve years after the completion of the works full and accurate records of this Contract including the Works carried out under it, all expenditure reimbursed by the Employer and all payments made by the Employer. The Contractor shall on reasonable notice afford the Employer or the Employer's representatives such access to those records as may be required by the Employer in connection with this Contract.

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

Where and to the extent that products or work are not fully documented, they are to be:

- Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
- Suitable for the purposes stated or reasonably to be inferred from the project documents.

Omissions or errors in description and/ or quantity in the contract documents shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

120 WORKMANSHIP SKILLS

Operatives are to be appropriately skilled and experienced for the type and quality of work. They are to be registered with the Construction Skills Certification Scheme. Operatives must produce evidence of skills/ qualifications when requested.

130 QUALITY OF PRODUCTS

Proposals for recycled products may be considered in lieu of new.

The supply of each product is to be from the same source or manufacturer and the whole quantity of each product required to complete the Works shall be of a consistent kind, size, quality and overall appearance.

Where critical, measure a sufficient quantity to determine compliance with specified tolerances.

Prevent deterioration and order in suitable quantities to a programme and use in appropriate sequence.

The Contractor will not be permitted to use materials in the Works other than in accordance with the guidelines contained in the publication 'Good practice in the selection of construction materials' (Arup, sponsored by the BCO and BPF) current at the date of the Specification.

135 QUALITY OF EXECUTION

Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment. Do not use different colour batches where they can be seen together. Check on-site dimensions. Finished work is not to be defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance. Adjust joints open to view so they are even and regular.

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

140 COMPLIANCE

Retain on site evidence that the proprietary product specified has been supplied. Submit evidence of compliance with performance specifications, including test reports indicating:

- Properties tested.
- Pass/ fail criteria.
- Test methods and procedures.
- Test results.
- Identity of testing agency.
- Test dates and times.
- Identities of witnesses.
- Analysis of results.

150 INSPECTIONS

Inspection or any other action must not be taken as approval of products or execution of work unless confirmed in writing referring to:

- Date of inspection.
- Part of the work inspected.
- Respects or characteristics which are approved.
- Extent and purpose of the approval.
- Any associated conditions.

160 RELATED WORK

Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:

- Appropriately complete.
- In accordance with the project documents.
- To a suitable standard.
- In a suitable condition to receive the new work.

Ensure all necessary preparatory work has been carried out.

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender. Submit details of changes to recommendations or instructions.

Use those ancillary products and accessories supplied or recommended by main product manufacturer. Comply with limitations, recommendations and requirements of relevant valid certificates for Agrément certified products.

180 WATER FOR THE WORKS

Use a clean and uncontaminated supply. Do not use until:

- Evidence of suitability is provided.
- Tested to BS EN 1008 if instructed.

A33 QUALITY STANDARDS/ CONTROL

SAMPLES/ APPROVALS

210 SAMPLES

Comply with all other specification requirements and in respect of the stated or implied characteristics either:

- To an express approval.
- To match a sample expressly approved as a standard for the purpose.

Provide the specified samples as referred to within tender specifications:

220 APPROVAL OF PRODUCTS

Undertake submissions, samples, inspections and tests to suit the Works programme. Approvals relate to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained. Retain complying sample in good, clean condition on site. Remove when no longer required.

230 APPROVAL OF EXECUTION

Undertake submissions, samples, inspections and tests to suit the Works programme. Approvals relate to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed. Retain complying sample in good, clean condition on site. Remove when no longer required.

235A APPROVAL BEFORE COVERING UP

Give not less than five working days' notice to the Architect and other relevant consultant before covering up.

Comply with Building Control notification requirements.

235B UNCOVERED HISTORIC FEATURES

If any historic feature is uncovered during the Works, or there is a need to clarify the treatment of any historic feature the Contractor shall contact the Architect for guidance and instruction. The Contractor will provide an assessment and records appropriate.

A33 QUALITY STANDARDS/ CONTROL

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

Submit details of methods and equipment to be used in setting out the Works. Check and record the results of levels and dimensions on a copy of drawings. Notify discrepancies and obtain instructions before proceeding. Inform when complete and before commencing construction.

330 APPEARANCE AND FIT

If tolerances and dimensions are likely to be critical to execution or difficult to achieve, as early as possible either submit proposals or arrange for inspection of appearance of relevant aspects of partially finished work. General tolerances (maximum) are to be to BS 5606, tables 1 and 2.

340 CRITICAL DIMENSIONS

Identify critical dimensions and set out and construct the Works to ensure compliance with the tolerances stated.

360 RECORD DRAWINGS

The Contractor will record on the site setting out drawings details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.

365A DATUM

Provide at commencement and maintain throughout the works a fixed datum.

400 SERVICES PRELIMINARIES

Comply with requirements of services preliminaries.

410 SERVICES REGULATIONS

Comply with the Byelaws or Regulations of the relevant Statutory Authority for new or existing services.

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

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

SERVICES GENERALLY

430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

On completion of the work submit (copy where also required to the Water Undertaker) a certificate including:

- The address of the premises.
- Brief description of the new installation and/ or work carried out to an existing installation.
- The Contractor's name and address.
- Statement that the installation complies with the relevant Water Regulations or Byelaws.
- The name and signature of the individual responsible for checking compliance
- The date on which the installation was checked.

A33 QUALITY STANDARDS/ CONTROL

SERVICES GENERALLY

435 ELECTRICAL INSTALLATION CERTIFICATE

Issue the original certificate when work is completed.

440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE

Before the completion date stated in the Contract submit a certificate stating:

- The address of the premises.
- A brief description of the new installation and/ or work carried out to an existing installation.
- Any special recommendations or instructions for the safe use and operation of appliances and flues.
- The Contractor's name and address.
- A statement that the installation complies with the appropriate safety, installation and use regulations.
- The name, qualification and signature of the competent person responsible for checking compliance.
- The date on which the installation was checked.

445 SERVICE RUNS

Provide adequate space and support for services, including unobstructed routes and fixings. Form ducts, chases and holes during construction rather than cut. Coordinate with other works submitting details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.

447A BUILDERS WORK FOR SERVICES

To be the minimum necessary to achieve the required standard set out by the Architect in the context of grade II* listed building. Obtain approval of sizes and locations.

450 MECHANICAL AND ELECTRICAL SERVICES

Carry out final tests and commissioning so that services are in full working order at completion of the Works. Advise of Building Regulations notice and retain copy on site.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

510 SUPERVISION

In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress. Give maximum possible notice before changing person in charge or site agent.

A33 QUALITY STANDARDS/ CONTROL

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

530 OVERTIME WORKING

Overtime working may be undertaken at the Contractor's own initiative in accordance with

The notice procedures below but additional cost arising will be at the Contractor's sole expense unless agreed in writing with Architect in advance.

Do not work overtime without the approval of the Architect. The Architect may not give approval for working outside normal working hours if this is likely to cause unreasonable inconvenience.

Whenever overtime is to be worked, give the Architect not less than one week's notice, specifying times, types and locations of work to be done. Concealed work executed during overtime for which notice has not been given may be required to be opened up for inspection and reinstated at the Contractor's expense.

Obtain the Architect's approval for authorised overtime working where payment for non-productive overtime is to be made by the Employer. Provide, within 48 hours of being worked, to the Architect for verification, a return showing the names and descriptions of tradesmen and labourers, together with the number of hours of overtime and authorised non-productive overtime work.

540 DEFECTS IN EXISTING WORK

When undocumented defects are discovered, immediately give notice. Do not proceed with affected related work until response has been received. Document remedial work: Do not execute work which may:

- Hinder access to defective products or work; or
- Be rendered abortive by remedial work.

560 TESTS AND INSPECTIONS

Agree and record dates and times of tests and inspections to enable all affected parties to be represented. Provide confirmation one working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time. Submit a copy of test certificates and retain copies on site.

580 CONTINUITY OF THERMAL INSULATION

The Contractor will record and report to confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Submit before completion of the Works. Copy to be provided in the Building Manual. Include:

- The address of the premises.
- The Contractor's name and address.
- The name, qualification and signature of the competent person responsible for checking compliance.
- The date on which the installation was checked.

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

Immediately any work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, or removal and re-execution. Such proposals may be unacceptable and contrary instructions may be issued.

620 MEASURES TO ESTABLISH ACCEPTABILITY

Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:

- Will be at the expense of the Contractor.
- Will not be considered as grounds for revision of the completion date.

A33 QUALITY STANDARDS/ CONTROL

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

630 QUALITY CONTROL

Establish and maintain procedures to ensure that the Works, including the work of subcontractors, comply with specified requirements. Maintain full records, keep copies on site for inspection, and submit copies on request.

Content of records:

- Identification of the element, item, batch or lot including location in the Works.
- Nature and dates of inspections, tests and approvals.
- Nature and extent of nonconforming work found.

- Details of corrective action.

WORK AT OR AFTER COMPLETION

705A ABORTIVE VISITS

Where abortive visits are made for Practical Completion or Making Good Defects inspections by the Architect which are due to failure by the Contractor to complete outstanding works or rectify defects in accordance with the timescale agreed when fixing the date of inspection, the cost of the abortive visits will be deducted from monies due to the Contractor.

710 WORKS BEFORE COMPLETION

Make good all damage consequent upon the Works. Remove unless otherwise instructed temporary markings, coverings and protective wrappings.

720 CLEANING

All areas affected by the Works are to be kept in a reasonable state of cleanliness bearing in mind the nature of the works being undertaken. On completion the Contractor will be totally responsible for cleaning all surfaces affected by the works to a standard suitable for immediate re-occupation of the area without further cleaning. Should this standard not be achieved contract cleaners will be employed by the Employer and the costs deducted from any monies due.

730 MAKING GOOD DEFECTS

The Contractor will agree with the Architect a Protocol for dealing with defects including a schedule for grading the priority and response time for different types of defect.

Arrange access with Employer for remedial work. Give reasonable notice for access to the various parts of the Works. Notify when remedial works have been completed. Advise if any inspections are required before completion.

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

150 SECURITY

Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.

Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property. In particular the site hoarding provided by the Employer is to be assessed during the tender period by the Contractor and any additional measures required to make the site secure in the Contractor's opinion are to be identified and included in the tender.

Provide and maintain site cctv security as A36.580

160 STABILITY

Maintain the stability and structural integrity of the Works and adjacent structures during the Contract. Obtain details of design loads, support as necessary and prevent overloading.

175 SITE SEPARATION

The Contractor will be aware of the fascination building works can have for people. The Contractor must therefore take extra care to ensure that all works, plant, tools, waste are kept secure and out of the way at all times.

190 STATUTORY OBLIGATIONS

Allow for all measures necessary to control noise, pollution and comply with all other statutory obligations.

195 TRAFFIC REGULATIONS

Allow for measures necessary to ensure compliance including those regarding the loading or unloading of or waiting by vehicles on the public highway.

197 HEALTH, SAFETY AND WELFARE

Allow for measures necessary to ensure compliance with enactments, regulations and working rules relating to safety, health and welfare of all workpeople on site.

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

Submit details in advance, to the Employer and the Principal Designer of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.

Provide protective clothing and maintain on site for the Employer and the Principal Designer and other visitors to the site.

220 GROUP VISITS

From time to time the Employer may wish to bring to site an organised party to view the works such as external funding bodies, the Trustees and the like. Allow for quarterly programmed visits by interested groups under the Employer's direction.

A34 SECURITY/ SAFETY/ PROTECTION

PROTECT AGAINST THE FOLLOWING

310 EXPLOSIVES

Not permitted

330 NOISE CONTROL

Comply generally with the recommendations of BS 5228-1, clause 9.3 to minimize noise levels during the execution of the Works and with Local Authority planning requirements.

Fit equipment with compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

Do not cause nuisance with the use of radios or other audio equipment.

340 POLLUTION

Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution. If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

Minimise external light pollution.

350 PESTICIDES

Use only where specified or approved, and then only suitable products listed on www.pesticides.gov.uk. Work near water, drainage ditches or land drains must comply with the 'Guidelines for the use of herbicides on weeds in or near watercourses and lakes'.

Comply with manufacturer's disposal recommendations for containers. Remove from site immediately empty or no longer required. Operatives must hold a BASIS Certificate of Competence, or work under supervision of a Certificate holder

355A PROHIBITED SUBSTANCES

Which may not be used under any circumstances are:

LINDANE (Gamma - HCH)
PENTACHLOROPHENOL (PCP)
TRIBUTYLIN OXIDE (TBTO)

The Contractor will not specify or use, and will use all reasonable skill, care and diligence to ensure that others do not specify or use in the construction of the project, materials which are generally known at the time of use to be deleterious to health and safety or to durability in the particular circumstances in which they are used.

360 NUISANCE

Prevent nuisance from smoke, dust, rubbish, vermin and other causes.

Prevent hazardous build-up on site of surface water, in excavations and to surrounding areas and roads.

375 ANTIQUITIES

Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works. Keep objects preserved in the exact position and condition in which they were found.

A34 SECURITY/ SAFETY/ PROTECTION

PROTECT AGAINST THE FOLLOWING

380 FIRE PREVENTION

Prevent personal injury or death, and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

390 SMOKING ON SITE

Smoking on site: Smoking is not permitted only within an agreed designated area.

400 BURNING ON SITE

Not permitted.

405 HOT WORK

No hot work shall be permitted without the express agreement of the Architect. Any approval is conditional to the submission of a written risk assessment and method statement.

410 MOISTURE

Prevent wetness or dampness, where this may cause damage to the Works. Control drying out, humidity and the application of heat to prevent:

- Blistering and failure of adhesion.
- Damage due to trapped moisture.
- Excessive movement

. 430 WASTE

Minimize rubbish, debris, spoil, containers and surplus material. Keep the site and Works clean and tidy. Frequently remove and dispose of site in a safe and competent manner:

- Non-hazardous material: In a manner approved by the Waste Regulation Authority.
- Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.

Remove rubbish, dirt and residues before closing in voids and cavities in the construction. Retain waste transfer documentation on site.

440 ELECTROMAGNETIC INTERFERENCE

Prevent excessive electromagnetic disturbance to apparatus outside the site.

450 LASER EQUIPMENT

Use and store all construction laser equipment in accordance with BS EN 60825-1 and the manufacturer's instructions. For Class 1 or Class 2 laser equipment ensure laser beam is not set at eye level and is terminated at the end of its useful path. For Class 3A and Class 3B laser equipment do not use without approval and subject to submission of a method statement on its safe use.

A34 SECURITY/ SAFETY/ PROTECTION

PROTECT THE FOLLOWING

520 EXISTING SERVICES

Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations. Before starting work identify, check and mark positions of mains/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.

Work adjacent to services:

- Comply with service authority's/ statutory undertaker's recommendations.
- Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or owners.

Identifying services:

- Below ground: Undertake buried services surveys. Use signboards, giving type and depth;
- Overhead: Use headroom markers.

Existing fire and security alarm

- Maintain existing service protection throughout the works.

If any damage to services results from execution of the Works:

- Immediately give notice and notify appropriate service authority/ statutory undertaker.
- Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
- Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.

Replace marker tapes or protective covers if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

530 ROADS AND FOOTPATHS

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

560 EXISTING FEATURES

Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works. Protect tree adjacent to public toilets.

565 SPECIAL MEASURES

Refer to demolition drawings and notes including NBS specification. Particular care required to existing railings, Courtroom fittings, Magistrates Room fittings, fireplaces, historic doors and windows, historic floor and ceiling finishes and staircases. Liaise with the Architect prior to site possession and adequately protect or set aside from construction works.

570 EXISTING WORK

Prevent damage to existing work, structures or other property during the course of the work. Remove minimum amount necessary. Replacement work to match existing.

A34 SECURITY/ SAFETY/ PROTECTION

PROTECT THE FOLLOWING

575 PROTECTION OF WORK

The Contractor shall take responsibility for the protection of the Works. Provide protective casings and coverings for items liable to damage. The Contractor shall anticipate the arrival of and protect all work from damage by adverse weather conditions. Accept the responsibility for any damage to the Works however caused and pay all costs and expenses in making good or replacing to the satisfaction of the Architect. The Contractor shall maintain whenever practicable continuity of working and productivity during adverse weather.

625 ADJOINING PROPERTY RESTRICTIONS

Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. Pay all charges arising, remove and make good any temporary precautions taken on completion or when directed. Bear cost of repairing damage arising from execution of the Works.

630 EXISTING STRUCTURES

Check proposed methods of work for effects on adjacent structures inside and outside the site boundary. During execution of the Works:

- Design, provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining that may be endangered or affected by the Works.
- Do not remove until new work is strong enough to support existing structure.
- Prevent overstressing of completed work when removing supports.
- Obtain approval from the Structural Engineer before applying any loads to the structure.
- Prevent overloading of the existing structure by avoiding the storage of heavy materials on studio floors. Obtain guidance from the Engineer before proceeding.

Monitor and immediately report excessive movement on or to adjacent structures. Comply with BS 5975 and BS EN 12812.

640 MATERIALS FOR RECYCLING/ REUSE

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

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

- 110 SCOPE
The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.
- 120 PERMISSION FOR DEVELOPMENT
The Contractor shall carryout the Works, insofar as is appropriate, in accordance with the permissions for development included in 0292/19/FUL. The Works are subject to Listed Building Consent 0293/19/LBC and the Contractor shall not deviate from the approved construction works or approved variations issued under instruction by the Architect. These are included within the tender information.
- 130 METHOD/ SEQUENCE OF WORK
The Contractor will complete the External Fabric works first in order to remove the scaffold and reduce disruption for the public realm works. See Section Completion in JCT Schedules of Amendment.
The Contractor will also note the following:-
 1. The Contractor will make allowance in the Master programme for asbestos removal arising from the pre-contract survey for which works arising will be instructed as expenditure of a provisional sum.
 2. Excavations in areas of Scheduled Monument Ground – G24, G25 & LG06
 3. F36 used as a Clerk of Works office
 4. Handover for interpretation and exhibition areas to be prioritised.
- 155 STATUTORY UNDERTAKERS
Provide all liaison and planning with statutory undertakers and include programme allowance for the connection agreement to the existing below ground drainage.
- 160 USE OR DISPOSAL OF ANY MATERIALS FOUND ON SITE
Any materials found on site are to remain the ownership of the Employer unless otherwise stated in the Contract Documents or directed otherwise by the Architect. Materials may be retained by the Employer or re-used in the works in preference to disposal. Include for recycling of all materials that are disposed of off-site.
Stonework removed when creating new or wider openings to be re-used for the fabric repair works and around new openings.
- 165 DELIVERIES/OFF SITE DISPOSAL
When undertaking deliveries and skip removals, care must be taken not to obstruct the road and pavements for other users. Ensure that unusual vehicle movements are planned with the full consultation of the Clerk of Works and make specific plans for any high volume deliveries or plant arrivals such as scaffolding and cranes. Provide banksmen for deliveries as appropriate. Carry out key movements outside of peak visitor periods.
Ensure all skips are adequately covered to avoid debris spillage.

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

170 WORKING HOURS

The Contractor shall abide by the following limitations on working hours:-

1. No working on Sundays or Bank Holidays.
2. No working before 0800 hours on Monday to Saturday inclusive.
3. No working after 1800 hours on Monday to Friday inclusive.
4. No working after 1300 hours on each Saturday.

Any work beyond these hours can only take place with the express agreement of the Architect.

The Contractor will not be permitted to stay overnight on the site except where for the sole purpose of security for which an agreement in advance with the Employer will be required.

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

Give notice of intended location. Alter, adapt and move as necessary. Remove when no longer required and make good.

ACCOMMODATION

210 ROOM FOR MEETINGS

Provide a room for the monthly Progress Meeting and other site meetings that occur.

220 TEMPORARY STORAGE

Provide as required for the use of material and equipment storage.

Site the containers located in Market Road on one side only.

230 TEMPORARY ACCOMMODATION

The Contractor will provide his own temporary accommodation inclusive of all welfare facilities and site toilets (see A36.280).

280 EXISTING ACCOMMODATION

The Contractor will NOT be permitted to use existing buildings beyond the site possession including the public conveniences. There is a designated area in Market Road.

TEMPORARY WORKS

300 TEMPORARY WORKS

Provide, maintain (including taking down, altering and re-erecting as necessary), clear away on completion and make good all temporary and access works required for the proper execution of the Works and provide protection including temporary fencing/ hoarding/ barriers/ screens and temporary supports.

Provide details of temporary support to the Engineer and in particular highlight any loading risk or restriction.

310 SCAFFOLDING AND TEMPORARY ROOF

Provide all necessary scaffolding. The external façade is to be netted.

Provide a covered temporary roof over the Police and Trowtes buildings until the roofs and parapets are sufficiently completed to provide weather protection.

Submit designs for the temporary scaffolding and roof for the Engineer's comment. It is to be designed to avoid any damage to the historic fabric and features both internally and externally. Provide evidence of the scaffold /roof designer's professional qualifications and indemnity insurance.

Make available all temporary access to subcontractors and others at all times. Make allowance for inspections prior to and after repairs are undertaken. Comply with the 'Work at height' regulations.

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

TEMPORARY WORKS

330 TEMPORARY HOARDING / FENCING

The Contractor's proposals are to be submitted to the Architect for approval prior to erecting including where work takes place beyond the site possession.

The compound should be secured solid hoarding 2.0m high painted to an agreed colour.

Provide temporary protection to tree adjacent to public toilets. The Employer will cut back before the contract.

340 NAME BOARD

The Contractor will be required to erect a Project name board describing the project, key funders and including the contractor and consultants signage. The supply of the signage to be applied to the sign board will be provided by the Employer. The supporting signboard will be lightweight and supported in the first instance from the scaffold and then the railings. The approximate board size will be 2.5m x 2.5m square.

An additional Project Information board will be similarly displayed and will be approximately 2.0 x 1.5m.

No other form of advertising or trade signs will be permitted on the site.

SERVICES AND FACILITIES

420A LIGHTING AND POWER

There is a permanent electrical installation that may be used by the Contractor, but the Employer does not undertake that it will be suitable. Take responsibility for operation and maintenance and arrange supervision by and indemnification of the appropriate sub-contractors. The Contractor must make all arrangements for supply and separate metering of electricity for the Works and pay all costs.

430A WATER

There is a permanent water installation that may be used by the Contractor, but the Employer does not undertake that it will be suitable. Take responsibility for operation and maintenance and arrange supervision by and indemnification of the appropriate sub-contractors. The Contractor will have free use of the supply but must make all arrangements for the supply and associated costs.

440 TELEPHONES

Provide a temporary on site telephone facility as soon as practicable after the start on site for the use by the Contractor. Make arrangements to ensure that incoming calls are answered promptly.

470 E-MAIL FACILITY

As soon as practicable after the start on site provide a broad band connection with suitable e-mail facility and with A3 printer on site for the use of the Contractor, Subcontractors and those acting on behalf of the Employer.

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

SERVICES AND FACILITIES

530 BENEFICIAL USE OF INSTALLED SYSTEMS

Unless specific permission is given by the Employer and installer, do not use for any purpose other than running in, testing and commissioning any of the permanent systems.

If permission is given for any other use of a system such as drying out the works before the Works are accepted as complete, it must be subject to a separate written agreement between the parties.

540 METER READINGS

Charges for service supplies: Where to be apportioned ensure that meter readings are taken by relevant authority at possession and/ or completion as appropriate and that copies of readings are supplied to interested parties.

550 THERMOMETERS

Provide on-site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature and a rain gauge for measuring daily rainfall/precipitation, both in an approved location.

560 SURVEYING EQUIPMENT

Provide on-site and maintain in accurate condition.

580 SECURITY

Provide and monitor on and off site with 4 CCTV cameras mounted to scaffold (2 front / 2 rear elevations)

SURVEYS

585 PRE COMMENCEMENT SURVEY

Prior to commencement of the Works the Contractor shall prepare a Condition Survey of those parts of the site relevant to the works including a photographic record, and all conditions of the adjacent retaining structure, landscape, paving, roads and boundaries. This Condition Survey will be agreed and signed with the Architect and one copy will be handed over the Architect for his retention. Any damage or defects subsequently brought to the attention of Architect deemed to have been caused by the Works will be rectified at the Contractors expense.

590 DESK STUDY / SURVEY

Undertake the survey before deconstruction / demolition to examine available information. Provide Architect with a copy of any reports arising.

600 BURIED SERVICES

Undertake at commencement a ground penetrating radar survey in the working areas to determine evidence of buried services. Provide Architect with a copy.

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

110 THE BUILDING MANUAL – HEALTH & SAFETY FILE

The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.

The Building Manual is to be produced by the Contractor in accordance with the Pre-Construction Information specification and must be complete no later than Practical Completion.

220 TRAINING

Before completion of any section of work for hand over to the Employer, explain and demonstrate to the Employer's maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.

110 THE BUILDING MANUAL

The Employer's Requirements are included within the Architect's and Services Consultants specifications.

TAVISTOCK GUILDHALL GATEWAY PROJECT

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

The Contractor shall complete this section for the priced document detailing fixed and time related costs.

<u>110</u>	<u>MANAGEMENT AND STAFF</u>	<u>FIXED</u>	<u>TIME</u>	<u>TOTAL</u>
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TOTAL

TAVISTOCK GUILDHALL GATEWAY PROJECT

**A41 CONTRACTOR'S GENERAL COST ITEMS: SITE
ACCOMMODATION**

The Contractor shall complete this section for the priced document detailing fixed and time related costs.

<u>110</u>	<u>SITE ACCOMMODATION</u>	<u>FIXED</u>	<u>TIME</u>	<u>TOTAL</u>
------------	---------------------------	--------------	-------------	--------------

TOTAL

TAVISTOCK GUILDHALL GATEWAY PROJECT

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

The Contractor shall complete this section for the priced document detailing fixed and time related costs.

<u>110</u>	<u>SERVICES AND FACILITIES</u>	<u>FIXED</u>	<u>TIME</u>	<u>TOTAL</u>
------------	--------------------------------	--------------	-------------	--------------

TOTAL

TAVISTOCK GUILDHALL GATEWAY PROJECT

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

The Contractor shall complete this section for the priced document detailing fixed and time related costs.

<u>110</u>	<u>MECHANICAL PLANT</u>	<u>FIXED</u>	<u>TIME</u>	<u>TOTAL</u>
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TOTAL

TAVISTOCK GUILDHALL GATEWAY PROJECT

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

The Contractor shall complete this section for the priced document detailing fixed and time related costs.

<u>110</u>	<u>TEMPORARY WORKS</u>	<u>FIXED</u>	<u>TIME</u>	<u>TOTAL</u>
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TOTAL

TAVISTOCK GUILDHALL GATEWAY PROJECT

A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER

110 WORK BY/ ON BEHALF OF EMPLOYER

No works are anticipated.

120 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER

Details of any such products (for example roof slates) are given in the work sections, for fixing by the Contractor.

Use for no other purpose than the Works. Accept delivery, check against receipts and take into appropriate storage. Keep safe and obtain instructions for any surplus products.

A53, A54 &A55 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS, PROVISIONAL SUMS & DAYWORK

110 UTILITIES

Details are included in the Method Consulting specification

New Wales & West gas meters

BT modifications to incoming service

Potential termination of SWW meter 1 if pipework supply abandoned

120 PROVISIONAL SUMS & DAYWORKS

These are included in Bill Nrs 11 & 12.

TAVISTOCK GUILDHALL GATEWAY PROJECT

SUMMARY

The Contractor shall complete this section for the priced document detailing fixed and time related costs.

	<u>FIXED</u>	<u>TIME</u>	<u>TOTAL</u>
A40			
CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF			
A41			
CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION			
A42			
CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES			
A43			
CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT			
A44			
CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS			
TOTAL TO MAIN SUMMARY			<hr/>
		£	<hr/> <hr/>

TAVISTOCK GUILDHALL GATEWAY PROJECT

APPENDICES

A – Tender Drawings

**B – JCT Schedule of Amendment
(Articles, Recitals & Contract Particulars)**

C – CDP Summary

D – Measurement Preambles

E – Form of Bond / Parent Guarantee

APPENDICES

A – Tender Drawings

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			12	01	01	02	02	03	03	03	03	03	04	04	
ISSUE REF.			01	02	BC	03	04	05	06	07	08	09	10		
DWG No.	SIZE	SCALE	TITLE											pdf	
GA SERIES															
1041-GA-001	A1	1:1250	Site Location Plan											-	
1041-GA-002	A1	1:100	Block Plan as Proposed											-	
1041-GA-003	A1	1:100	Site Constraints Plan											-	
1041-GA-005	A1	1:100	Existing Floor Plans											-	
1041-GA-006	A1	1:100	Existing Roof Plan and Existing Section C-C											-	
1041-GA-020	A1	1:100	Existing Elevations											-	
1041-GA-030	A1	1:100	Existing Sections											-	
1041-GA-100	A1	1:50	Demolition Lower Ground / Ground Floor Plan											T1 T2	
1041-GA-102	A1	1:50	Demolition First Floor Plan											T1 T2	
1041-GA-104	A1	1:50	Demolition Second Floor Plan											T1 T1	
1041-GA-110	A1	1:50	Proposed Lower Ground / Ground Floor Plan											T1 T2 T2	
1041-GA-110-A	A1	1:50	Proposed ALTERNATIVE Lwr Grd / Grd Floor Plan											SK	
1041-GA-112	A1	1:50	Proposed First Floor Plan											T1 T2 T3	
1041-GA-112-A	A1	1:50	Proposed ALTERNATIVE First Floor Plan											SK	
1041-GA-114	A1	1:50	Proposed Second Floor Plan											T1 T2 T2	
1041-GA-116	A1	1:50	Proposed Roof Plan											- - T1 T2 T2	
1041-GA-120	A1	1:50	Proposed Guildhall Square Elevation											- - T1	
1041-GA-122	A1	1:50	Proposed River / Market Elevation											- -	
1041-GA-124	A1	1:50	Proposed South / River Elevation											- -	
1041-GA-130	A1	1:50	Proposed Section A-A + B-B											- - T1 T1	
1041-GA-131	A1	1:50	Proposed Section D-D + C-C											- - T1 T1	
1041-GA-132	A1	1:50	Proposed Section E-E											- - T1 T1	
1041-GA-133	A1	1:50	Proposed Section F-F											- - T1 T1	
1041-GA-150	A1	1:50	Lower Ground / Ground Floor Finishes Plan											- - T1 T2 T3 T4 T5	
1041-GA-152	A1	1:50	First Floor Finishes Plan											- - T1 T2 T2 T3	
1041-GA-154	A1	1:50	Second Floor Finishes Plan											- - T1 T2 T3 T4	
1041-GA-160	A1	1:50	Lower Ground/ Ground Floor Fire Strategy Plan											- -	
1041-GA-162	A1	1:50	Proposed First Floor Fire Strategy Plan											- -	
1041-GA-164	A1	1:50	Proposed Second Floor Fire Strategy Plan											- -	
1041-GA-200	A1	1:75	Proposed External Works Plan											- -	
1041-GA-216	A1	1:50	Fabric Repairs Roof Plan											- - T1 T1	
1041-GA-220	A1	1:50	Fabric Repairs Guildhall Square Elevation											- - T1 T1	
1041-GA-222	A1	1:50	Fabric Repairs River / Market Elevation											- - T1 T2	
1041-GA-224	A1	1:50	Fabric Repairs South / River Elevation											- - T1 T1	
1041-GA-230	A1	1:50	Window Repairs Guildhall Square Elevation											- - T1 T1	
1041-GA-232	A1	1:50	Window Repairs River / Market Elevation											- - T1 T2	
1041-GA-234	A1	1:50	Window Repairs South / River Elevation											- - T1 T1	
1041-GA-240	A1	1:100	Ceiling Finishes Plan											- - T1 T1 T1 T2	

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ISSUE REF.			01	02	BC	03	04	05	06	07	08	09	10		
DWG No.	SIZE	SCALE	TITLE											pdf	
A SERIES															
1041-A-300	A3	1:10	Wall Build Up Details	-	-						T1		T2	T2	T3
1041-A-305	A3	1:10	Roof Build Up Details								T1				T1
1041-A-306	A3	1:10	Floor and Ceiling Build Up Details		-	-					T1		T2		T3
1041-A-307	A3	1:10	Door Infill Detail			-					T1				T2
1041-A-308	A3	1:10	Typical Suspended Ceiling Detail			-					T1				T1
1041-A-451	A3	1:10	Extension Details		-	-							T1		T2
1041-A-452	A3	1:10	Extension Details		-	-							T1		T2
1041-A-453	A3	1:10	Extension Details		-	-							T1		T2
1041-A-454	A3	1:10	Extension Details		-	-							T1		T1
1041-A-455	A3	1:10	Extension Details		-	-							T1		T1
1041-A-456	A3	1:10	Internal Ramp Section		-	-							T1		T1
1041-A-457	A3	1:10	Internal Ramp Plan		-	-							T1		T1
1041-A-458	A3	1:10	Pavement and Lift Plan		-	-		T1							T1
1041-A-459	A3	1:10	Pavement and Lift Section 1		-	-		T1							T1
1041-A-460	A3	1:10	Pavement and Lift Section 2		-	-		T1							T1
1041-A-472	A3	1:5	Raised Access Floor		-						T1				T1
1041-A-500	A3	1:10	Section Details 1 - Roof Details 1	-		-	T2								T2
1041-A-501	A3	1:10	Section Details 2 - Roof Details 2	-		-	T1								T1
1041-A-502	A3	1:10	Section Details 3 - Roof Details 3	-			T1								T1
1041-A-503	A3	1:10	Section Details 4 - Roof Details 4				-								-
1041-A-504	A3	1:10	Section Details 5 - Roof Details 5				-								-
1041-A-505	A3	1:10	Section Details 6 - Roof Details 6				-								-

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ISSUE REF.			18	19	19	19	19	19	19	19	19	19	19		
DWG No.	SIZE	SCALE	TITLE											pdf	
C SERIES															
1041-C-010	A3	1:10	Steel Lining Details 01	-	-							T1	T2		
1041-C-011	A3	1:10	Steel Lining Details 02	-	-							T1	T2		
1041-C-012	A3	1:10	Lining Handrail Details	-	-							T1	T1		
1041-C-013	A3	1:10	Glazed Hold Open Doors	-	-							T1	T2		
1041-C-310	A3	1:20	Tea Point - Internal Elevations	-	-							T1	T1		
1041-C-311	A3	1:20	Proposed Kitchenette - Internal Elevations	-	-							T1	T1		
1041-C-311	A3	1:20	Proposed School Bag Drop	-	-							-	-		
1041-C-315	A3	1:20	Proposed WCs - Internal Elevations 1	-	-							T1	T1		
1041-C-316	A3	1:20	Proposed WCs - Internal Elevations 2	-	-							T1	T1		
1041-C-317	A3	1:20	Proposed WCs - Internal Elevations 3	-	-							T1	T2		
1138-C-318	A3	1:20	Proposed WCs - Internal Elevations 4	-	-							T1	T1		
1138-C-319	A3	1:20	Proposed WCs - Internal Elevations 5	-	-							-	-		
1041-C-320	A3	1:20	Proposed Stair 2 Details 1	-	-							T1	T1	T2	
1041-C-330	A3	1:20/5	Extension Elevations	-	-			T1					T2		
1041-C-331	A3	1:20/5	Proposed Extension Details 1	-	-								T1		
1041-C-332	A3	1:20/5	Proposed Extension Details 2	-	-								T1		
1041-C-333	A3	1:20/5	Proposed Extension Details 3	-	-								T1		
1041-C-334	A3	1:20/5	Proposed Extension Details 4	-	-								T1		
1041-C-341	A3	1:20/5	Proposed Courtroom Joinery 1	-	-					-		T1	T1		
1041-C-342	A3	1:20/5	Proposed Courtroom Joinery 2	-	-					-		-	-		
1041-C-349	A3	1:20/5	Lift 1 Sections	-	-							T1	T1		
1041-C-355	A1	1:25	External Window Repair Schedule 1	-	-			T1					T1		
1041-C-356	A1	1:25	External Window Repair Schedule 2	-	-			T1					T1		
1041-C-357	A1	1:25	External Window Repair Schedule 3	-	-			T1					T1		
1041-C-358	A1	1:25	External Window Repair Schedule 4	-	-			T1					T1		
1041-C-359	A1	1:25	External Window Repair Schedule 5	-	-			T1					T1		
1041-C-360	A1	1:25	External Door Repair Schedule 6	-	-			T1					T1		
1041-C-361	A1	1:25	External Door Repair Schedule 7	-	-			T1					T1		
1041-C-370	A1	1:25	External Door Repair Schedule 1	-	-			T1					T2		
1041-C-371	A1	1:25	External Door Repair Schedule 2	-	-			T1					T2		
1041-C-380	A1	1:25	Internal Door Schedule 1 - GF	-	-			-				T1	T2		
1041-C-381	A1	1:25	Internal Door Schedule 2 - GF	-	-			-				T1	T2		
1041-C-382	A1	1:25	Internal Door Schedule 3 - 1F	-	-			-				T1	T2		
1041-C-383	A1	1:25	Internal Door Schedule 4 - 1F	-	-			-				T1	T1		
1041-C-384	A1	1:25	Internal Door Schedule 5 - 2F	-	-			-				T1	T2		
1041-C-390	A3	1:20/5	Proposed Entrance Door Detail	-	-			T1					T1		
1041-C-391	A3	1:20/5	Proposed Flood Board Railings Detail	-	-			T1					T1		
1041-C-392	A3	1:20/5	Proposed Flood Board Details	-	-			T1					T1		
1041-C-550/PL-150	A3	1:20	Typical Roof Details 1	-	-			-					-		
1041-C-551/PL-151	A3	1:20	Typical Roof Details 2	-	-			-					-		
1041-C-552/PL-152	A3	1:20	Typical (Flat) Roof Details 3	-	-			-					-		
SPECIFICATIONS															
NBS			TENDER Issue					-	-	-	-	-	-	T	
			Building Control Report					-							
MEDIA: Paper = P, Cad = C, PDF = pdf															
NAME	COMPANY														
Tavistock Town Council	(TTC) Client			PDF	PDF		PDF	PDF	PDF	PDF	PDF	PDF	PDF	PDF	
Tavistock Heritage Trust	(THT)			PDF	PDF		PDF	PDF		PDF	PDF	PDF	PDF	PDF	
James Coates	Hydrock (Structural Engineers)			PDF	PDF		PDF	PDF	PDF	PDF	PDF	PDF	PDF	PDF	
Nick Sendall	Method (M+E Engineers)				PDF			PDF	PDF	PDF	PDF	PDF	PDF	PDF	
Colin Fearon	Exhibition Designers			PDF	PDF		PDF	PDF	PDF	PDF	PDF	PDF	PDF	PDF	
Carrie Blogg	Project Manager			PDF	PDF		PDF	PDF	PDF	PDF	PDF	PDF	PDF	PDF	
Trevor Humphreys	Quantity Surveyor			PDF	PDF		PDF	PDF	PDF	PDF	PDF	PDF	PDF	PDF	
TBC	General Contractors														
Lucy Davis	Devon Building Control					PDF									
METHOD: Post = P, Email = E, FTP = ftp, Dropbox = DP				E	E	E	E	E	E	E	E	E	E	E	

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Issue 08	SERIES: NBS	DATE OF ISSUE: 25/04/19	31	22	07	14	20	04	17	25		
			01	02	03	03	03	04	04	04		
ISSUE REF.			19	19	19	19	19	19	19	19		
DWG No.	SIZE	SCALE	TITLE									pdf
NBS SPEC												
1041-C20			Demolitions									T1
1041-C40			Cleaning									T1 T2 T3 T4
1041-C41			Stonework Repair									T1
1041-C52			Fungus/Beetle Eradication									T1 T2
1041-E05			Insitu Concrete Limecrete									T1 T2
1041-G20			Timber Framing									T1
1041-H13			Structural Glass									T1
1041-H62			Natural Slating									T1
1041-H71			Leadwork									T1 T2 T3
1041-H73			Copper Cladding and Roofing									T1 T2
1041-J31			Liquid Applied Roofing									T1
1041-J40			Tanking									T1 T2
1041-J42			Single Layer Ploymeric Sheet Coverings									T1
1041-K10			Plasterboard Dry Lining									T2 T3 T4 T5 T6
1041-K11			Sheathing									T1 T2 T3 T4
1041-K21			Wood Flooring									T1
1041-L10			Windows Rooflights									T1 T2 T3 T3 T4 T5
1041-L20			Doors Shutters Hatches									T1 T2 T3 T4
1041-L30			Stairs Ladders Walkways Handrails Balustrades									T1 T2 T3
1041-L40			General Glazing									T1 T2
1041-M10			Screed									T1 T1
1041-M20			Render									T1 T2 T3 T4
1041-M40			Stone Concrete Ceramic Mosaic Tiling									T1 T2
1041-M50			Sheet Flooring									T1
1041-M60			Painting Clear Finish									T1 T2 T4 T5
1041-N10			Fittings									T1 T2 T3
1041-N13			Sanitary Fittings									T1 T2
1041-N25			Safety Devices									T1
1041-P10			Sundry Insulation									T1 T2 T2 T3 T4
1041-P12			Fire Stopping Systems									T1 T2
1041-P20			Skirtings									T1 T2
1041-Q24			Block Paving									T1
1041-Q25			Flag Natural Stone Paving									T1 T2
1041-R10			Rainwater Goods									T1 T2 T3
1041-X12			Vertical Lifting Platforms									T1
1041-Z10			Joinery									T1
1041-Z11			Purpose Made Metalwork									T1 T2 T3
1041-Z12			Timber Treatment									T1
1041-Z20			Fixings and Adhesives									T1
1041-Z21			Mortars									T1 T2
1041-Z22			Sealants									T1
1041-Z31			Powder Coatings									T1
MEDIA: Paper = P, Cad = C, PDF = pdf												
NAME	COMPANY											
Tavistock Town Council	(TTC) Client											
Tavistock Heritage Trust	(THT)											
James Coates	Hydrock (Structural Engineers)											
Nick Sendall	Method (M+E Engineers)											
Colin Fearon	Exhibition Designers											
Carrrie Blogg	Project Manager											
Trevor Humphreys	Quantity Surveyor											
TBC	General Contractors											
Lucy Davis	Devon Building Control											
METHOD: Post = P, Email = E, FTP = ftp, Dropbox = DP			E	E	E	E	E	E	E	E	E	

APPENDICES

B – JCT Schedule of Amendment (Articles, Recitals & Contract Particulars)

JCT STANDARD BUILDING CONTRACT (SBC/Q 2016)

The Contract will be the Standard Building Contract With Quantities 2016 (SBC/Q 2016) issued by the Joint Contracts Tribunal Limited and incorporating the Scheduled Amendments hereafter.

Allow for the obligations, liabilities and services described therein against the headings following:

THE RECITALS

First – The Works comprise “Tavistock Guildhall Gateway Project - Renovation and conversion of the grade II* Guildhall, Police Station and Trowtes House as a heritage centre and Town Council offices.” at Guildhall Square, Tavistock.

Second – The words “and has provided the Employer with the priced schedule of activities annexed to this Contract (‘The Activity Schedule’),” will be deleted.

Third – The Contract Drawings are as listed in Appendix A to Bill 1.

Fifth – Recital deleted. An Information Release Schedule will not be provided.

Seventh – Recital not used.

Ninth – insert the words “works listed and described in CDP Table 1 Appendix C to Bill Nr 1”

THE ARTICLES**3 - ARCHITECT/ CONTRACT ADMINISTRATOR**

- Architect/ Contract Administrator: See clause A10/140.

4 - QUANTITY SURVEYOR

- Quantity Surveyor: See clause A10/160.

5 and 6 – PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR

- Principal Designer: See clause A10/140.
- Principal Contractor: The Contractor.

CONTRACT PARTICULARS

<u>Clause etc.</u>	<u>Subject</u>	
Fourth Recital & clause 4.7	Construction Industry Scheme (CIS)	Employer at the Base Date 'is a contractor' for the purposes of the CIS
Sixth Recital	Description of Sections	Section 1 – External Fabric Repairs Bill Nr 2 Section 2 – All other works
Seventh Recital	Framework Agreement	Does not apply
Eighth Recital and Schedule 8	Supplementary Provisions	Paragraphs 1-4 and 6 apply Paragraph 5 does not apply Employer's nominee to be advised Contractor's nominee to be advised
Named Specialist	Shop Fit Out	Applies in respect of Post Named Specialist Work
Tenth recital	Employer's Requirements	Refer to the CDP Table 1
Eleventh recital	Contractor's Proposals	Refer to the CDP Table 1
Eleventh recital	CDP Analysis	Refer to the CDP Table 1
Article 8	Arbitration	Article 8 and clauses 9.3 to 9.8 apply
1.1	Base Date	10 days before tender
1.1	BIM Protocol	Does not apply
1.1	Dates for Completion of Sections	Section 1: 29 th November 2019 Section 2: 31 st May 2020
1.7	Addresses for service of notices etc. by the Parties (If none is stated, the address in each case, unless and until otherwise agreed and subject to clause 1.7.2, shall be that shown at the commencement of the Agreement.)	Employer As Agreement Contractor
2.4	Date of Possession of the Sections	Section 1: 5 th August 2019 Section 2: 5 th August 2019
2.5 and 2.29.3	Deferment of possession of the Sections	Clause 2.5 applies 6 weeks each Section
2.9.1.2	Master Programme	Critical paths are required to be shown
2.19.3	Contractor's Designed Portion: limit of Contractor's liability for loss of use etc. (if any)	£ 1,000,000

CONTRACT PARTICULARS

2.32.2	Liquidated damages for each Section	Section 1: at the rate of £1,250 per week or pro-rata Section 2: at the rate of £1,250 per week or pro-rata
2.37	Section Sums	Section 1: Section 2:
2.38	Section Rectification Periods	Both Sections: 12 months from the date of practical completion of the Works
4.3 and 4.14	Fluctuation Provision	No Fluctuations Provision applies
4.7	Advance payment and Bond	Clause deleted
4.8	Interim Payments – due dates	The first date is: a date to be agreed that is not more than one month after the first date of possession and thereafter the same date in each month or the nearest Business Day in that month or as agreed by the Parties
4.16.4	Listed items - uniquely identified	No Bond is required
4.16.5	Listed items – not uniquely identified	No Bond is required
4.18	Contractor's Retention Bond	Clause 4.19 does not apply
4.19.1	Retention Percentage	3 per cent
6.4.1	Contractor's insurance – injury to persons or property <i>Insurance cover (for any one occurrence or series of occurrences arising out of one event)</i>	£ 10,000,000
6.5.1	Insurance - liability of Employer	Insurance is not required
6.7 and Schedule 3	Insurance of the Works Percentage to cover professional fees Paragraph C1	Option C applies 15 per cent Applies
6.10 and Schedule 3	Terrorism Cover	Pool Re Cover
6.15	Contractor's Designed Portion (CDP) Professional Indemnity Insurance Level of Cover Level of cover for pollution/contamination claims	Amount of indemnity required is the aggregate amount for any one period of insurance and is £2,000,000 As the full amount of indemnity cover stated above

CONTRACT PARTICULARS

6.17	Joint Fire Code	The Joint Fire Code applies
	If the Joint Fire Code applies, state whether the insurer under Schedule 3, Insurance Option A, B or C (C.2) has specified that the Works are a 'Large Project':	No
6.20	Joint Fire Code – amendments/ revisions	The cost, if any, of compliance with amendment(s) or revision(s) to the Joint Fire Code shall be borne by the Contractor
7.2	Assignment/ grant by Employer of rights under clause 7.2	Clause 7.2 applies Rights under clause 7.2 apply
7.3.1	Performance bond or guarantee from bank or other approved surety	Is required
	The required form of the bond or guarantee is set out in	Appendix H to Bill Nr 1
	Initial Value	10% of the Contract Sum
	Period of Validity	The date of the issue of the Certificate of Making Good for the Works
	Reduction in value expiring at Practical Completion	50%
7.3.2	Guarantee from the Contractor's parent company	Is required
	Parent company's name and registration number	
	The required form of the guarantee is set out in	Appendix H to Bill Nr 1
7.4	Third Party Rights & Collateral Warranties	Sub-Contractor Warranty for the Employer (SCWa/E) applies to:- Mechanical and Electrical Installations Level of PI insurance: £2,000,000
8.9.2	Period of suspension	2 months
8.11.1.1 to 8.11.1.5	Period of suspension	2 months
9.2.1	Adjudication	The Adjudicator is The Royal Institution of Chartered Surveyors
9.4.1	Arbitration – appointer of Arbitrator	The Royal Institution of Chartered Surveyors
Attestation	The contract will be Executed as a Deed	

SCHEDULE OF CONTRACT AMENDMENTS

Clause Heading	Clause No.	Amendment
Construction Phase Plan	3.23A	<p>INSERT a new clause 3.23A:</p> <p>“Construction Phase Plan</p> <p>3.23A Where it is the Contractor's responsibility to prepare the Construction Phase Plan then:</p> <p>3.23A.1 if as a result of the Construction Phase Plan not being ready construction of the works cannot start on the Date of Possession, the Contractor shall not be entitled to any addition to the Contract Sum (whether under clause 4.20 or otherwise) as a result of the Contractor not being able to commence the construction of the Works on the Date of Possession; and</p> <p>3.23A.2 if the Construction Phase Plan has to be varied or supplemented during the execution of the Works due to the default or omission of the Contractor, the Contractor shall not be entitled to any addition to the Contract Sum (whether under clause 4.20 or otherwise) as a result of the varying or supplementing of the Construction Phase Plan and the Contractor shall reimburse the Employer in respect of any loss or additional expense which the Employer suffers or incurs as a result of the varying or supplementing of the Construction Phase Plan.”</p>
Listed Items	4.16.2	<p>Add new sub-clause 4.16.2..3</p> <p>“3. Provided photographic proof and invoices for the value claimed.”</p>
Loss and Expense	4.21	<p>ADD new sub-clause 4.21.5:</p> <p>"5 The Contractor shall not become entitled to the addition of any amount to the Contract Sum or to any other payment (other than any amount that is recoverable by the Employer under a policy of insurance maintained in accordance with Insurance Option B or Insurance Option C, if applicable) in respect of any cost or loss and/or expense arising by reason of any error, omission, negligence or default of the Contractor or the Contractor's Persons."</p>
Performance Bond and Guarantees	7.3	<p>Add new clause 7.3.A</p> <p>“7.3A - In the event of any failure by the Contractor to provide such parent guarantee or guarantee bond the Employer shall not be liable to make any payment under this Contract up to an aggregate of the amount referred to in the Guarantee Bond and he may deduct and withhold from any monies otherwise due to the Contractor. Such monies may be withheld until such time as the parent guarantee and guarantee bond are provided and notwithstanding the carrying out or the completion of the Works.”</p>

APPENDICES

C – CDP Summary

Employer's Requirements	Contractor's Proposals	CDP Analysis
Temporary works: C20/315	To be provided during the contract in accordance with A31 550	Throughout BQ
Fungus/ Beetle Eradication associated works: C52/120	To be provided during the contract in accordance with A31 550	Bill 11 provisional sum
Reinforcement for insitu concrete: E05/210/215	To be provided during the contract in accordance with A31 550	Bills 4, 5 & 8
Carpentry: G20/115	To be provided during the contract in accordance with A31 550	Design and details to be agreed
Second floor meeting room screens: H13/120	To be provided during the contract in accordance with A31 550	Bill 7
Copper cladding: H73/130	To be provided during the contract in accordance with A31 550	Bill 8
Below ground waterproofing: J40/140/180/280	To be provided during the contract in accordance with A31 550	Bills 4, 5 & 8
Bauder single layer sheet roofing: J42/110/115	To be provided during the contract in accordance with A31 550	Bill 2
Extension glazing system: L10/500	To be provided during the contract in accordance with A31 550	Bill 8
Frameless glass doors:L10/550/555/560/562	To be provided during the contract in accordance with A31 550	Bills 2, 4 - 8
Flood barriers: L30/300/305/920	To be provided during the contract in accordance with A31 550	Bills 2 & 10
Balustrading / Railings: L30	To be provided during the contract in accordance with A31 550	Bill 10
Personal fall protection: N25/210/220	To be provided during the contract in accordance with A31 550	Bill 2
Fire stopping: P12	To be provided during the contract in accordance with A31 550	Bills 3 and 9
Structural steel framing joints and fabrication: as Hydrock drawing specification 1000 note 9.00	To be provided during the contract in accordance with A31 550	All Steelwork BQ items
Flood defence valves within drainage system: Hydrock drawing specification 1000 note 9.00	To be provided during the contract in accordance with A31 550	Bill 10
Lift installations: X12/210	To be provided during the contract in accordance with A31 550	Bill 9
Mechanical and Electrical Installations: Method Specification section 3	To be provided during the contract in accordance with A31 550	Bill 9

APPENDICES

D – Measurement Preambles

TAVISTOCK GUILDHALL – MAIN CONTRACT PRELIMINARIES

APPENDIX D : MEASUREMENT PREAMBLES

Method of Measurement

- A The Quantities have been prepared in accordance with the general principles of SMM7 and are supported by relevant specification clauses and drawings.
- B Whether in accordance with SMM7 or otherwise items, descriptions and measurements must be priced taking account of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work. Measurements have been made nett: Where not stated, ascertain measurements from the drawings.
- C Item descriptions and pricing allowances must take into account these Measurement Preambles.
- D Descriptions for work are generally curtailed and reference must be made to the specifications for full descriptions. When pricing the items the Contractor must refer to the Specification and the rate inserted by the Contractor will be deemed to include for meeting all requirements of the specification. Where a specification clause is given, all associated clauses apply.
- E Discretion has been used for certain descriptions in order to co-ordinate with the specifications and/or other numbered documents. This may involve various trades being incorporated within a single item or items enumerated where it is considered that this assists understanding of the requirements of the item.
- F Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- G Where an obligation is given and is not stated who is to undertake these obligations they are to be undertaken by the Contractor.
- H Items within Bills are deemed to include for “work to existing buildings” and separate descriptions stating this are not given.

Contaminated Materials and Hazardous Waste Tax and Charges

- I The Contractor shall be deemed to have allowed in his prices for all costs arising from the disposal of contaminated land and hazardous waste where stated in the Bills including all off site charges and the tax chargeable on landfill disposal and no adjustment will be made if there is a change in these charges or tax.

Steelwork Fabrication and Erection

- J Steelwork has generally been measured as Isolated Fabrication and items are deemed to include all temporary and permanent erection unless otherwise stated.

Contractor Design Portion Measurement

- K Where items are stated to be part of the CDP the measurement may be itemised where the quantities are dictated by the Contractor’s design.

TAVISTOCK GUILDHALL – MAIN CONTRACT PRELIMINARIES

APPENDIX D : MEASUREMENT PREAMBLES

Archaeology

- A The tender documents include archaeological reports and the Contractor is deemed to have appraised these and their impact on related works in his prices and allowed for all costs associated with general archaeological attendance.

Builders Work In Connection With Services

- B For the purposes of pricing the builders work in connection with Mechanical and Electrical Services the Contractor will be responsible for the division of responsibilities between himself and his sub-contractors.
- C The major specified services related items have been included for within the measured work. All other related builders work is at the contractor's sole risk for pricing.

Demolition and Alterations

- D The design, provision and removal of temporary support are deemed to be included in the Contractor's pricing.
- E The making good of structures and finishes in works of demolition and alteration and similar work will be deemed to be included in the Contractor's prices in every instance. This rule also applies to the removal of building services. Making good includes local remedial work following removal, making secure and reinstating finishes. It excludes redecoration. Where specific additional reinstatement is required a statement is included.

Skim Coat Angle and Stop Beads

- F The provision of stainless steel or other similar beading or trims is not measured separately for skim coat finishes and the Contractor is deemed to have allowed for these within unit rates such as included under partitioning, wall and ceiling finishes.

Fixings generally

- G Any packing slips or additional grounds etc to those detailed and sundry minor improvisation needed to ensure dimensionally correct and secure fixings shall be deemed included in the prices of all components fixed into the building.

Work outside the curtilage of the site

- H The Contractor shall ascertain the extent of any work from the tender drawings. The Contractor shall be responsible for the safety of this work and the public; he shall acquaint himself with the locations and conditions of all such work before submitting his Tender and allow accordingly in his price for insurance and other preliminary and relevant matters.

TAVISTOCK GUILDHALL – MAIN CONTRACT PRELIMINARIES

APPENDIX D : MEASUREMENT PREAMBLES

Abbreviations

A The following abbreviations may be used

(m/s) - measured separately

Provisional / Approximate Quantities

B Where work can be properly described but the quantity cannot be accurately determined, an estimate of the quantity is given and the item is described as “provisional” or “approximate”. Such items shall be priced as though the quantities are firm but shall be omitted or adjusted in the Interim Certificates and Final Account.

Terms Used In Refurbishment / Alteration

C Existing building fabric: All existing building fabric must be retained unless the drawings, specification or description of the work indicate removal or adaptation. New work must generally be adapted to provide minimum interference with existing building fabric.

D Remove means disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials.

E Take out/Remove/Demolish/Cut/Break out means remove existing work so described and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It includes removing associated pipework, wiring, ductwork or other services. Carry out work without damaging adjacent work to be retained.

F Keep for reuse/set aside for reuse means:

- During removal prevent damage to the stated components or materials, and clean off bedding and jointing materials.
- Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.

G Re-fix/Select from store means: Carefully select from salvaged materials those suitable for reuse. Remove fastenings and bedding materials from products/materials and clean and repair as necessary. Relocate accurately and fix securely using fixings, jointing materials and methods to match existing or alternatives if approved and make good. Comply with additional Specification requirements.

H Replace/Renew means:

- Remove the stated existing components, features and finishes.
- Provide and fit in lieu new components, features or finishes which, unless specified otherwise, must match those which have been removed.
- Make good as necessary.

TAVISTOCK GUILDHALL – MAIN CONTRACT PRELIMINARIES

APPENDIX D : MEASUREMENT PREAMBLES

Terms Used In Refurbishment / Alteration

- A Overhauling ironmongery: include for taking off, dismantling, renewing any defecting parts (material cost in provisional sum), oiling as required, assembling and refixing with new screws or fixings to leave in perfect working order
- B Overhauling, easing and adjusting doors, windows etc.: is to include for all repairs required to the complete door or window and their associated frames, linings, architraves, stops etc., and not just one repair. The work includes for taking off all ironmongery, carrying out all repairs to the item, easing and adjusting the door or window to fit its frame or lining, fully repairing or if specified renewing all ironmongery, including oiling to leave the whole item to be repaired in full and good working order.
- C Repair/Overhaul means: Carry out local remedial work to components, features and finishes as found in the existing building. Rescue or re-fix as necessary and leave in a sound and neat condition.
- E Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- F The prices for fixing only (or placing in position or handing to sub-contractors) articles supplied to the Contractor, are to include for receiving the articles into charge all as previously described, unloading, getting in, storing, hoisting, distributing, assembling and fixing only etc as described in the particular item and for casing up and protecting as required.
- G Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- H System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

Building Services

- J The building services have not been measured in accordance with the SMM7. The Bill items are compatible with the Mechanical and Electrical tender specification headings.

APPENDICES

E – Form of Bond / Parent Guarantee

ANNEX 1

Dated _____ 200[]

(1) []

- and -

(2)

**BUILDING CONTRACT PARENT COMPANY
GUARANTEE**

relating to

DRAFT - NOT AVAILABLE FOR ACCEPTANCE

CONTENTS

1.	GUARANTEE	1
2.	PERFORMANCE OBLIGATIONS	1
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5.	LIMIT OF LIABILITY	2
6.	REPRESENTATION AND WARRANTY	2
7.	SERVICE OF NOTICE	2
8.	CONTRACTS (THIRD PARTY RIGHTS) ACT 1999.....	2
9.	GOVERNING LAW	2
	SIGNATURE PAGE.....	3

THIS GUARANTEE is made by way of Deed dated 200[]

PARTIES:

- (1) **“The Guarantor”** : [] (company number [] whose registered office is at []; and
- (2) **“The Employer”** :

RECITALS:

- (A) The Employer has entered into a building contract dated [] 200[] (**“the Contract”**, which expression shall include all plans, specifications, bills of quantities and other documents incorporated therein) with [] (**“the Contractor”**) in relation to the carrying out, construction and completion of certain works by the Contractor as more particularly described in the Contract (hereinafter called **“the Works”**).
- (B) The Contractor is a wholly owned subsidiary company of the Guarantor under the Companies Act 1985.
- (C) In consideration of the Employer entering into the Contract with the Contractor, the Guarantor has agreed to guarantee the due performance of all of the Contractor’s obligations under the Contract in the manner appearing below.

OPERATIVE PROVISIONS:

1. GUARANTEE

The Guarantor HEREBY irrevocably and unconditionally COVENANTS AND GUARANTEES to the Employer and its successors and assigns, the full, faithful and punctual performance, observance and compliance respectively by the Contractor of each and every of the terms, provisions, conditions, obligations, undertakings and agreements on the part of the Contractor to be performed, observed or carried out by the Contractor as contained or referred to in the Contract as such Contract may, from time to time, be amended (hereinafter called **“the Obligations”**). This Guarantee may be enforced without first taking steps or proceedings against the Contractor.

2. PERFORMANCE OBLIGATIONS

If, at any time, any default is made by the Contractor in the performance of any of the Obligations and the Employer gives notice of such default to the Guarantor, then the Guarantor will well and truly perform or cause to be so performed each and every one of the Obligations and/or will pay any sum or sums that may be payable in consequence of any default made by the Contractor in the performance of any of the Obligations.

3. LIABILITY AS IF SOLE PRINCIPAL OBLIGOR

- 3.1 Subject always to the provisions of Clause 5, as between the Guarantor and the Employer (but without affecting the Obligations), the Guarantor shall remain liable under this Deed as if it were the sole principal obligor and not merely a guarantor.
- 3.2 The Guarantor shall not be discharged nor shall its liability be affected by anything which would not discharge it or affect its liability if it were the sole principal obligor including, but not limited to:
 - 3.2.1 any amendment, modification, waiver, consent or variation, express or implied, to the scope of the Works or to the Contract or any related documentation;
 - 3.2.2 the granting of any extensions of time or forbearance, forgiveness or indulgences in relation to time to the Contractor;

- 3.2.3 the enforcement, absence of enforcement or release of the Contract or of any security, right of action or other guarantee or indemnity;
- 3.2.4 the dissolution, amalgamation, reconstruction, reorganisation of the Contractor or any other person; or
- 3.2.5 the illegality, invalidity or unenforceability of or any defect in any provision of the Contract or any of the Obligations;
- 3.2.6 any indulgence or additional or advanced payment, forbearance, payment or concession to the Contractor;
- 3.2.7 any compromise of any dispute with the Contractor;
- 3.2.8 any failure of supervision to detect or prevent any fault of the Contractor;
- 3.2.9 any assignment of the benefit of the Contract.

4. ASSIGNMENT

- 4.1 This Deed and the benefit conferred by it may be assigned by the Employer to any party to whom it assigns its interest under the Contract at any time and references to the Employer shall include its assigns.
- 4.2 Save for the provision of Clause 4.1 above, this Deed and the benefit conferred by it may not be assigned by either party.

5. LIMIT OF LIABILITY

The Guarantor's total liability in terms of this Guarantee shall be no greater than the Contractor's total liability under the terms of the Contract and the limitation period applicable to this Guarantee shall be co-extensive with the limitation period applicable to the Contract.

6. REPRESENTATION AND WARRANTY

The Guarantor represents and warrants to the Employer that it has full power, authority and right to enter into and carry out its obligations herein and that this Guarantee constitutes the Guarantor's valid and legally binding obligations.

7. SERVICE OF NOTICE

Any notice or demand to be served under this Deed must be in writing and must be served by hand or by recorded delivery at the address for the time being of the person to be served, and in the case of a company must be served at its registered office for the time being. Service shall take effect, if given by hand, on the date of delivery and, if given by post, it shall take effect two days after posting, excluding Saturdays, Sundays and statutory holidays.

8. CONTRACTS (THIRD PARTY RIGHTS) ACT 1999

The parties to this Deed do not intend that any of its provisions shall be enforceable by any person by virtue of the Contracts (Rights of Third Parties) Act 1999.

9. GOVERNING LAW

The construction, validity and performance of this Guarantee is subject to English law and the courts of England and Wales shall have jurisdiction over any dispute or difference arising out of or in connection herewith.

EXECUTED and DELIVERED as a Deed on the date at the head of this document.

ANNEX 2

Dated _____ 200[]

(1) []

- and -

(2) []

- and -

BUILDING CONTRACT GUARANTEE BOND

relating to

DRAFT - NOT AVAILABLE FOR ACCEPTANCE

THIS GUARANTEE BOND is made as a deed **BETWEEN** the following parties whose names and addresses are set out in the Schedule to this Bond ("the Schedule"):-

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

WHEREAS

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

NOW THIS DEED WITNESS as follows:-

1. The Guarantor guarantees to the Employer that in the event of a breach of the Contract by the Contractor or in the event that the employment of the Contractor is determined by reason of any one or more of the events set out in Clauses 8.4, 8.5 and 8.6 of the Contract and notwithstanding any objection which may be raised by the Guarantor the Guarantor shall subject to the provisions of this Guarantee Bond satisfy and discharge the damages sustained by the Employer as established and ascertained pursuant to and in accordance with the provisions of or by reference to the Contract and or as agreed between the Employer, the Guarantor and the Contractor.
2. The maximum aggregate liability of the Guarantor and the Contractor under this Guarantee Bond shall not exceed the sum set out in the Schedule (the "Bond Amount") but subject to such limitation and to Clause 4 the liability of the Guarantor shall be co-extensive with the liability of the Contractor under the Contract.
3. The Guarantor shall not be discharged or released by any alteration of any of the terms conditions and provisions of the Contract or in the extent or nature of the Works and no allowance of time by the Employer under or in respect of the Contract or the Works shall in any way release reduce or affect the liability of the Guarantor under this Guarantee Bond.
4. Whether or not this Guarantee Bond shall be returned to the Guarantor the obligations of the Guarantor under this Guarantee Bond shall be released and discharged absolutely upon Expiry (as defined in the Schedule) save in respect of any breach of the Contract which has occurred and in respect of which a claim in writing containing particulars of such breach has been made upon the Guarantor before Expiry.
5. The Contractor having requested the execution of this Guarantee Bond by the Guarantor undertakes to the Guarantor (without limitation of any other rights and remedies of the Employer or the Guarantor against the Contractor) to perform and discharge the obligations on its part set out in the Contract.
6. This Guarantee Bond and the benefits thereof shall be assignable by the Employer without consent to any person to whom the Contract is also assigned pursuant to the terms thereof.
7. The parties to this Guarantee Bond do not intend that any of its terms will be enforceable by virtue of the Contracts (Rights against Third Parties) Act 1999 or otherwise by a person not a party to it.

8. This Guarantee Bond shall be governed by and construed in accordance with the laws of England and Wales and only the courts of England and Wales shall have jurisdiction hereunder.

THE SCHEDULE

The Contractor: [] whose registered office address is
at []

The Guarantor: [] whose registered office address is
at []

The Employer: []

The Contract: A contract dated the day of
to be entered into between the Employer and the Contractor in the
form know as JCT Intermediate Building Contract with contractor's
Design Revision 2009 and further amendments for the Renovation
of Porthmeor Artists Studios & Fishermen Cellars, St Ives for the
original contract sum of £[] ([] **Pounds**)

The Bond Amount: The sum of **10 % of Contract Sum** ([]
Pounds) reducing to 50% of this sum on the date of issue of the
statement of Practical Completion of the Works under the Contract.

The Expiry Date: The date of issue of the Notice of Completion of Making Good
Defects under the Contract which shall be conclusive for the
purposes of this Guarantee Bond.

IN WITNESS whereof this Guarantor and the Contractor have executed and delivered this Guarantee Bond as a Deed this day of 200[]

Executed as a Deed by
[THE CONTRACTOR]
acting by:

Director.....

Secretary

Executed as a Deed by
[THE GUARANTOR]
acting by:

Director.....

Director/Secretary.....