



PROJECT CONSULTANCY

Item	Description	NBS Clause Ref.	Quantity	Cost
1.00	General			
	Health & Safety			
1.01	It is imperative that all works are completed within the specified dates as indicated under Sections A10 and A20 of the Preliminaries. If any delays be foreseen, the Contract Administrator is to be informed immediately and a revised programme produced to mitigate delay to completion. Where the delay is a direct result of non-performance by the contractor, the additional costs incurred for returning to site will be the contractor's liability.	A10 A20		
1.02	Allow for suitable resources for complying with the Construction (Design & Management) Regulations 2007 as detailed in the Pre-Construction Information Pack.	A34		
1.03	There is no existing Health & Safety File. The contractor is to arrange for recording as built information during the works and provide O&M manuals and health and safety files for the works. The contractor is to ensure that the information is forwarded to Tuffin Ferraby Taylor, a minimum 5 working days before Practical Completion is achieved. It should be noted that the issuing of the Certificate of Practical Completion will be withheld until this information is received.	Item		
1.04	The successful tendering Contractor is to provide a detailed risk assessment & method statement prior to execution of the works on site in conjunction with works programme, explaining and detailing all procedures to be included within the works, incorporating appropriate task dates, delivery dates (as anticipated if not known) and sketches as appropriate.	Item		
1.05	The Contractor shall check and update the method statement from time to time as necessary as the project proceeds.	Item		
1.06	Maintain existing fire escape routes as far as practically possible during building works.	Item		
1.07	Generally allow for all hoardings, notices, temporary lighting, dust sheeting and other safety protection as may be required to ensure the safety of all personnel and visitors to the site and to ensure site security.	Item		
1.08	Supply, erect and maintain suitable barriers and signage around all working areas including material storage area for the entire duration of the works. All signage to warn persons to stay clear of area is to be provided. The exact positions for barriers, hoarding etc. is to be agreed on site with the Contract Administrator prior to any works proceeding.	Item		
	Carried to Collection			

Item	Description	NBS Clause Ref.	Quantity	Cost
	General Cont'd			
	Welfare			
1.09	The contractor may use existing toilet facilities within 60 Carey Street for sanitary and washing convenience. The exact location will be confirmed by the Facilities Management team prior to commencement. The facility is to be left clean and tidy daily following its use.	Item		
1.10	Under no circumstances are any materials, tools, plant etc. to be stored within the buildings.	Item		
	Access			
1.11	The contractor should note that the scheme involves working on a occupied premises. The contractor must make all suitable provisions within their tender and specifically refer to the working hours section in Part 1.	A35		
1.12	The contractor must allow for all suitable access as required to complete all items of work detailed within the specification of works.	Item		
1.13	The contractor must use their own scaffold to access all parts of the site. Under no circumstances can the contractor use the internal stairs to access the roof and/or elevations.	A12		
	Management			
1.14	Allowance will be made for a full time non-working dedicated Site Manager with mobile telephone and email facility who will be responsible for work on site from commencement until Practical Completion.	Item		
1.15	Contractor to allow for attendance of all deliveries. No deliveries are to be received by client or representatives.	Item		
	Protection			
1.16	Clear all debris, dust etc. arising from the works at the end of each working day or more often as may be required. The contractor is to ensure that all areas are to be kept clean at all times.	Item		
1.17	Allow for the protection of all other features, fixtures and elements which may foreseeable be affected by this work.	Item		
	Carried to Collection			

Item	Description	NBS Clause Ref.	Quantity	Cost
	General Cont'd			
	Defective Work			
1.18	Allow for all making good consequent to the work and for carting away to debris, waste etc. whether specifically mentioned or not.	Item		
	Tender Submission and Contract Information			
1.19	The contractor is to provide a full breakdown of prices on the secondary Collection Page at the end of this document, on a item by item basis.	Item		
1.20	The contractor must not modify the tender documents in any way. The contractor must return the bound copy of the tender document as issued by the Contract Administrator ensuring all pricing sections are complete. This is to include the section 1, 3 and 4 collection pages in addition to the page by page collection page within part 3.	Item		
1.21	The contractor will be expected to enter into the JCT Minor Works Contract with Contractor's Design, the particulars of which are outlined in Part 1 of the Specification. Amendments of the standard contract by the contractor will not be accepted. Note: the Employer's amendments to the standard contract are awaited. These will be issued as an Addendum to the tender documents prior to tender return.	Part 1		
	Scaffolding / Mobile Access Towers			
1.22	The contractor is responsible for the full design of the scaffold and must therefore provide detailed drawings (elevations and sections) and structural calculations for review prior to erecting the scaffold.	Item		
1.27	The Contractor is referred to the preliminary section of this Specification in particular section A36 and is reminded of his statutory duty of care to scaffold users, and other persons who may foreseeable be affected by the scaffolding during its erection, use or dismantling.	Item		
	Carried to Collection			

Item	Description	NBS Clause Ref.	Quantity	Cost
	Scaffolding / Mobile Access Towers Cont'd			
1.29	The contractor is to price here to providing, erecting maintaining and removing on completion any scaffolding system as required to enable the carrying out and inspection of all specified and Provisional work, including work by contractors, sub contractors and any other persons employed on or administering the works.	Item		
1.30	Allow to undertake all scaffolding work in accordance with local authority requirements. The contractor must apply and include for all scaffold licences, road closures, pavement licences and the like, as required to erect and dismantle the scaffold. The contractor will subsequently be responsible for arranging all required pavement/highway licences from the local authority.	Item		
1.31	The Contractor is to allow for all necessary access scaffold, abseil, fans, gantries, mobile platform, handrails, guardrails, safety netting to comply with BSEN 12 63 Part 1 & 2 or other safe access method as determined suitable by the Contractor to allow for the full and proper execution of the works. Attention is drawn to the following which are to be allowed for and included for within the price:	Item		
	<ul style="list-style-type: none"> ■ The number of scaffolding standards are kept to a minimum and are positioned such that no doors or windows are obstructed in any way. The Contractor will be required to submit detailed scaffold drawings showing the effect of scaffolding on all elevations prior to proceeding. 	Item		
	<ul style="list-style-type: none"> ■ Protection and propping (if required) of all existing pavements, floors, pavement lights, fixtures and fittings etc. Contractor to note that basement vaults are located under pavement at basement level. Contractor to determine requirement for propping and obtain structural engineering calculations as required. Allow for making good following removal of scaffold. 	Item		
	<ul style="list-style-type: none"> ■ Physical protection from any falling debris or run-off of liquids from the water cleaning works over doorways and entrances and along the length of scaffold. 	Item		
	<ul style="list-style-type: none"> ■ Scaffold shall be enclosed and have securely fixed fans as appropriate to protect persons and property from falling debris. 	Item		
	<ul style="list-style-type: none"> ■ Standing scaffolding shall be left in position until no longer required. The Contract Administrator shall be given notice in writing of not less than one week of the removal of any scaffold. 	Item		
	Carried to Collection			

Item	Description	NBS Clause Ref.	Quantity	Cost
	Scaffolding / Mobile Access Towers Cont'd			
	■ The Contractor will be required to make good any damage to buildings, forecourts, pavements and roof coverings caused by the erection and dismantling of the scaffolding.	Item		
	■ The scaffold must not be fixed to the building in a destructive manner and other suitable restraining methods are to be employed.	Item		
	■ Prior to erecting the scaffold, the contractor must undertake a photographic schedule of condition of all features to record existing damage. Any damage not identified within the schedule of condition will become the contractors responsibility to remedy at their own cost.	Item		
	■ All scaffolding is to be fully enclosed with monaflex to prevent trespass onto the scaffold and adjoining properties.	Item		
	■ The standards at ground level must be protected with foam and marked to hazard tape as appropriate.	Item		
	■ The Contractor is to provide temporary fencing, planked footways, lighting, bulk timbers, bunting, warning notices, guard rails, gantries and the like necessary for the protection of all persons on or around the site for securing the site against trespass, and to comply with the standard requirements set out in the Preliminaries section of this Specification.	Item		
	Scaffold Alarm			
1.32	The Contractor should note the following specific requirements in relation to scaffold alarm:	Item		
	■ Scaffold alarms to be provided to all scaffold elevations to provide out of hours protection and monitoring, to be provided by Permanex or similar approved. Allow for all call out charges for each and every activation and 24hr monitoring.	Item		
	■ Scaffold alarms are to be provided and installed immediately upon erection of the first scaffold lift, i.e. once the scaffold structure presents an access route to the buildings above ground level.	Item		
	■ Scaffold alarm protection shall be provided to the external face of the scaffold and to the perimeter of the first lift.	Item		
	■ Scaffold alarm protection shall be provided to the internal elevation of the perimeter of the first lift.	Item		
	■ Scaffold alarm sign board to be erected on the front of the scaffold.	Item		
	■ The contractor must ensure that credit is maintained on alarm control box for the duration of the contract and carry out weekly test, logged and copies provided to the Contract Administrator on a Monthly basis.	Item		
	Carried to Collection			

Item	Description	NBS Clause Ref.	Quantity	Cost
	Roof Works			
2.00	Upper Roof (Front)			
2.01	Carefully remove the concrete paviors and set aside for re-use. Paviors are to be cleaned with all vegetation growth removed prior to reinstatement.	Item		
2.02	Remove existing insulation and dispose from site.	C20		
2.03	Remove all vegetation and thoroughly prepare existing asphalt covering ready to receive new finish. Asphalt to be prepared in accordance with manufacturer's (Bauder) recommendations.	C20, J21		
2.04	Allow to cut out and replace sunk and defective asphalt to perimeter upstands. Allow a provisional quantity of 5lm. Confirm rate per 1m here which will be subject to a re-measure on site £_____/lm. Rate to be inclusive of labour, materials & OHP.	J21		
2.05	Supply and install Bauder LiquiTEC Roof System, in accordance with manufacturer's recommendations. Provide the Employer with 20 year guarantee on completion of the works.	J31, Appendix D		
2.06	Allow to supply and install Bauder 100mm XPS insulation, cut to falls as required to drain rainwater to hoppers located to front and rear elevations.	J31, Appendix D		
2.07	Reinstate existing concrete paviors. Make due allowance to install new paviors where existing are cracked or damaged. Allow for 10% new paviors to roof area, to match existing.	Item		
2.08	Re-dress existing lead flashings over concrete paviors. Make due allowance to install new Code 4 lead flashings where existing found to be damaged. Allow provisional quantity of 5lm. Confirm rate per 1m here which will be subject to a re-measure on site £_____/lm. Rate to be inclusive of labour, materials & OHP.	H71		
2.09	To all existing leadwork and cover flashings; carefully restore the lead finish through the application of a restorative coating of G1 Lead Sheet Restorer all manufactured by Premium Roofing Products Limited or similar approved, in accordance with manufacturer's recommendations. Following restorative cleaning, apply patination oil to treated leadwork.	H71		
	Carried to Collection			

Item	Description	NBS Clause Ref.	Quantity	Cost
	Upper Roof (Front) Cont'd...			
2.10	Allow to leave all surface mounted cabling, wiring, aerials etc tidy and fully operational; provide cable ties as required.	Item		
2.11	Allow to re-build front right (south east) brick parapet wall as shown on drawing P01. Remove concrete copings and carefully take down wall, salvaging bricks where possible for re-use. Contractor to provide brick samples which closely match existing for approval, prior to commencing work. Allow for reclaimed brown London stocks. Reconstruct parapet plumb with main elevations and reinstate copings on completion.	F10, C41		
2.12	Supply and install Helifix Helibar Remedial vertical stainless steel dowels to the front parapet wall to full width, to secure parapet wall against future progressive movement. Helibars to be installed to full height of parapet and corbelling, into main elevation to a depth agreed by the Structural Engineer (Clarkebond) - provisionally allow to install to a depth of 1400mm. Allow to install Helibars at regular centres, to correspond with parapet coping joints. Bars to be fixed with Helifix 'HeliBond' high performance thixotropic non-shrink grout, in accordance with manufacturer's instructions.	C41, Appendix D		
2.13	Remove moss and lichen growth from coping stones.	C41		
2.14	Allow a provisional quantity of 30lm to re-point cracked and defective pointing with lime based mortar in accordance with specification clause. Confirm rate per lm here which will be subject to a re-measure on site £_____/lm. Rate to be inclusive of labour, materials & OHP.	C41, Z21		
2.15	Allow a provisional sum of £500 for unforeseen brickwork repairs.	P Sum		
2.16	To lower west roof over WC: provide safe access and thoroughly clean existing asphalt and apply Aquaseal Aluminium solar reflective paint, or similar to CA's approval.	J21		
2.17	To lower west roof over WC; thoroughly clean gutters and apply Giromax Delcote HPG in accordance with manufacturer's recommendations.	Appendix D		
3.00	Lower Roof (Rear)			
3.01	Carefully remove the concrete paviors and set aside for re-use. Paviors are to be cleaned with all vegetation growth removed prior to reinstatement.	Item		
	Carried to Collection			

Item	Description	NBS Clause Ref.	Quantity	Cost
	Lower Roof (Rear) Cont'd...			
3.02	Remove all vegetation and thoroughly prepare existing asphalt covering ready to receive new finish. Existing asphalt to be prepared in accordance with manufacturer's (Bauder) recommendations.	C20, J21		
3.03	Contractor's design portion; allow to temporarily isolate and remove ductwork and AHU to enable roof works to be undertaken in these locations. Works to correspond with re-gassing of R22 system as item 6.02. Allow for the AHU and ductwork to be reinstated within 1 week of commencement.	C20		
3.04	Allow to temporarily remove all other access fixtures, pipework, cabling and the like to allow all roof works to be undertaken.	C20		
3.05	Supply and install Bauder LiquiTEC Roof System, in accordance with manufacturer's recommendations. Provide the Employer with 20 year guarantee on completion of the works.	J31, Appendix D		
3.06	Supply and install Bauder 100mm XPS insulation, cut to falls as required to drain effectively to rainwater drainage system.	J31, Appendix D		
3.07	Reinstate existing concrete paviers. Make due allowance to install new paviers where existing are cracked or damaged. Allow for 10% new paviers to roof area, to match existing.	Item		
3.08	Allow to install railings to the perimeter parapet walls, including the central courtyard parapet, as shown on drawings P02 and P03. Handrails to be mechanically fixed to roof and parapet wall, and waterproofed in accordance with manufacturer's (Bauder) recommendations. To the north west section of the roof, the handrails are to be fixed directly through the coping and the lead flashings made good.	Q41		
	Note: Contractor to obtain working drawings from supplier in 1:20 scale showing fixing details and detailed design. Fabrication is not to commence without the CA's approval in writing.	Item		
	Carried to Collection			

Item	Description	NBS Clause Ref.	Quantity	Cost
	Lower Roof (Rear) Cont'd...			
3.09	To all existing leadwork and cover flashings; carefully restore the lead finish through the application of a restorative coating of G1 Lead Sheet Restorer all manufactured by Premium Roofing Products Limited or similar approved, in accordance with manufacturer's recommendations. Following restorative cleaning, apply patination oil to treated leadwork.	H71		
3.10	Allow a provisional quantity of 50lm to re-point cracked and defective pointing with lime based mortar in accordance with specification clause. Confirm rate per lm here which will be subject to a re-measure on site £_____/lm. Rate to be inclusive of labour, materials & OHP.	C41		
3.11	To the central courtyard guttering; prepare and re-line internal surfaces with Giromax Delcote HPG. Treat joints with Seamsil 300 system. All works to be completed in accordance with manufacturer's recommendations.	R10		
3.12	Option Cost: allow to renew central courtyard guttering and downpipes with factory back painted steel to match existing design and profile. Do not carry forward to collection, confirm cost here £_____.	Item		
3.13	Re-point cracked and defective flaunching to brick enclosure. Leave ready to receive decoration.	C41		
3.14	To the lantern light roofs; clean all biological growth, and undertake poultice repairs to asphalt to remove all cracks and splits to the reasonable satisfaction of the CA.	Item		
3.15	To the lantern light; thoroughly clean to remove silt and debris from gutter. Prepare and re-line internal surfaces with Giromax Delcote HPG. Treat joints with Seamsil 300 system. All works to be completed in accordance with manufacturer's recommendations.	Appendix D		
3.16	To the lantern light; seal open joint between lead flashing and adjacent roof surface with grey mastic.	Item		
3.17	To the perimeter of lantern light roof; install black uPVC gutter and downpipe, discharging in a suitable location on roof to connect to above ground drainage system.	R10		
3.18	Prepare and decorate all new and previously painted surfaces using Dulux Trade paints by Akzonobel Paints as follows: Black horizontal RWP to roof: M60/12B Steel ladder: M60/12B	M60		
	Carried to Collection			

Item	Description	NBS Clause Ref.	Quantity	Cost
	Lower Roof (Rear) Cont'd...			
	Rendered masonry walls: M60/12C Concrete upstands and flaunching: M60/12C			
4.00	Front (south) elevation			
4.01	Prior to undertaking any masonry repairs, allow to take samples of existing mortar to locations as indicated on site by the CA and submit for approval. Allow for 2 separate samples. Samples to be sent to The Lime Centre, Hazeley Road, Morestead, Winchester, Hampshire SO1 1LZ. Tel: 01962 713636, email: info@thelimecentre.co.uk. Allow to provide specialist report and specification of recommended mortar mix.	Item		
4.02	Allow to cut out and replace 6no. spalled and defective bricks to south west parapet wall. New bricks to match existing - provide samples to CA for approval. Confirm rate her per additional brick replacement: £_____/brick. Rate inclusive of labour, materials and OHP.	F10, C41		
4.03	To south east corner at low level; carefully cut out and replace all damaged bricks. Provisionally allow for 10no. bricks.	F10, C41		
4.04	To all existing leadwork and cover flashings; carefully restore the lead finish through the application of a restorative coating of G1 Lead Sheet Restorer all manufactured by Premium Roofing Products Limited or similar approved, in accordance with manufacturer's recommendations. Following restorative cleaning, apply patination oil to treated leadwork.	H71		
4.05	Allow to replace 10no. corbel bricks at second floor level. All new brickwork to match existing. Confirm rate her per additional corbel brick replacement: £_____/brick. Rate inclusive of labour, materials and OHP.	F10, C41		
4.06	To all defective joinery, allow for the following timber window repairs and quantities: Windowcare repair <100cm ³ : 10no. £_____ Windowcare repair <200cm ³ : 10no. £_____ Windowcare repair <300cm ³ : 5no. £_____ Joinery splice in repair <500cm ³ : 5no. £_____ Joinery splice in repair <1000cm ³ : 2no. £_____ Replace weather bar including putty : 10no. £_____ Note: contractor to schedule joinery repairs and obtain written instructions from the CA before commencing work.	C51		
	Carried to Collection	Item		

Item	Description	NBS Clause Ref.	Quantity	Cost
	Front (south) elevation <i>Cont'd...</i>			
4.07	Prepare and decorate all new and previously painted surfaces using Dulux Trade paints by Akzonobel Paints as follows: Stone window sills: M60/12C Timber sash windows: M60/12A Metal security bars: M60/12B Metal casement windows: M60/12A	M60		
4.08	To basement windows; remove security grilles and set aside. Carefully cut out and replace cracked and defective bricks where railing fixings have corroded and replace to match existing. Allow for reclaimed brown London stocks. Re-fix security grilles on completion.	C41		
4.09	To right flank elevation: Remove all vegetation growth from junction of brickwork and pavement.	Item		
5.00	Pavement Lights			
5.01	Allow to isolate all mechanical and electrical services as required in order to carry out the works in a safe manner.	C20		
5.02	Allow to carefully cut out and remove all existing pavement lights including asphalt and concrete surrounds back to the building façade.	C20		
5.03	Contractors Design Portion: Allow to design, fabricate and install replacement cast iron pavement lights and surrounds to match existing, with a hot bitumen sealant to waterproof the junctions with surrounding pavement. Glazed pavement light blocks are to be to match existing sizes as far as practically possible. Contractor is to provide drawings to the CA for approval prior to fabrication. Suggested domestic subcontractors: UK PAVEMENT LIGHT Unit C2 Holly Street Trading Estate Luton Bedfordshire LU1 3XG Tel: 08451 706706 Email: info@ukpavementlight.co.uk	Item		
	Carried to Collection			

Item	Description	NBS Clause Ref.	Quantity	Cost
	Pavement Lights Cont'd...			
	Hargreaves Foundry Water Lane, Halifax, West Yorkshire, HX3 9HG Telephone: 01422 330607 Email: info@hargreavesfoundry.co.uk			
5.04	Allow to cut out and replace all corroded supporting steelwork as necessary in order to complete the works. Contractor to identify repairs required and obtain approval to proceed from the CA prior to commencing works.	Item		
5.05	Allow to make good all supporting brickwork to retaining vault/elevations including all beam bearings as necessary to support new pavement lights.	C41, F10		
5.06	Any openings must be left safe and fully secure.	Part 1		
6.00	Mechanical and Electrical Works			
Note:	The services installation shall be installed and commissioned to comply with all statutory instruments and regulations, and industry recommendations, applicable at the time of installation including: Health and Safety at Work Act Electricity at Work Regulations The Building Regulations including Part L The requirements of the Local Authority Planning Department, District Surveyor or equivalent The requirements of the Local Fire Officer The Regional Electricity Company Regulations The Fire Precautions Act Local and Regional Acts and Bylaws not specified here which can include regulations applicable to such items as fire fighting access and fire precautions. B.S. 7671 - IEE regulations 17th edition, including all amendments. CIBSE Guides and Codes COSHH Regulations NICEIC Recommendations			
	Carried to Collection			

Item	Description	NBS Clause Ref.	Quantity	Cost
	Mechanical and Electrical Works Cont'd...			
6.01	Contractor's design portion: Isolate, de-gas and remove R22 condenser and internal unit and associated cabling, pipework and the like located to the upper (front) roof from site. Design, supply and install replacement split comfort cooling unit which uses non-HCFC refrigerant. Test and commission, and provide satisfactory test certification on completion.	Item		
6.02	Contractor's design portion: To the lower roof; undertake detailed service inspection of VRV comfort cooling system to validate operation. Recover all R22 gas and identify suitable drop-in replacement (i.e. R422D or R417A). Recommission system to current operation and provide satisfactory test certificates on completion. Option: allow to undertake above works in item 5.02 out of hours. Do not carry cost forward to collection. Provide cost here £_____	Item		
6.03	Contractor's design portion: Design, supply and install new distribution boards that incorporate RCD protection. Existing distribution boards are located at basement level to the front of the property. Replacement works to be undertaken out of normal working hours. Test and commission, and provide satisfactory test certification on completion. Option: allow to undertake above works in item 5.02 out of hours. Do not carry cost forward to collection. Provide cost here £_____	Item		
7.00	Completion			
7.01	Undertake a final clean of all brickwork and glazing (leaving smear free) as the scaffold is being removed and prior to handover.			
7.02	Remove all debris from the site.			
	Carried to Collection			

Item	Description	NBS Clause Ref.	Quantity	Cost
8.00	Handover			
8.01	<p>Upon handover of the project to the Contract Administrator, the Contractor must handover all documentation and test results for the completed works. Failure to complete this will inevitably delay Practical Completion and possibly incur damages in accordance with the contract conditions.</p> <p>Documentation for handover:</p> <ul style="list-style-type: none"> ■ O&M Manual / Health and Safety File ■ Electrical Test Certificates ■ Mechanical Test Certificates ■ As Built Record Drawings and schedule of repairs ■ Guarantees, as follows; Bauder LiquiTEC 20 Guarantee for new roof covering. 			
	Carried to Collection			

Item	Description	NBS Clause Ref.	Quantity	Cost
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