**THE WORKS INFORMATION**

**Employers Requirements Section A**

For

**Internals and Externals Work Packet 16- London Borough of Camden**

At

**NW5**

**Framework Agreement for Better Homes and Construction Framework - Lot 2**

20th April 2016

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**PREAMBLE**

This document sets out the Employers Requirements for this Contract and follows the main headings in the co-ordinated project information as used by the National Building Specifications and National Engineering Specifications section A. Please note that this document forms part of the Works Information referred to in the Contract Data Part 1, and takes precedence over the Technical Specifications which are also included in the Works Information.

Costs associated with this section are deemed to be included in:

The Activity Schedule

The Project Overheads

The Central Overheads

as set out in the Framework Schedule 4 Lot 2 Pricing Brief

**A10 Project Particulars**

Project title:

Better Homes and Construction Framework Lot 2 Small Commissions Construction Works

London Borough of Camden Sites; specific address, see below

Addresses:

1-44 Denyer House

1-10 Lissenden Mansions

25 Troyes House

11-20 Lissenden Mansions

5 Gillies Street

8 Dale Road

11 Gillies Street

30 Grove Terrace Flats A-C

25 Elaine Grove

130 Prince of Wales road

25 Herbert Street Flats A-B

128 Prince of Wales

10 Gillies Street

17 Ascham Road

13 Doynton Street

111 Chetwynd Road

19 Ascham Street Flats A-B

66 Leverton Street Flats A-B

13 Oseney Cresecnt

29 Grove Terrace Flats A-C

28 Leighton Road Flats A-B

13 Mortimer Terrace

13 Winscombe Terrace

Name and address of Contractors office: Please refer to Contract Data Part 2.

Name of Project Manager: see Contract Data Part 1

Name of Supervisor: see Contract Data Part 1

**A11 Tender and Contract Documents**

The tender documents are as set out in the Contract Data Part 1, and the Contract documents shall be as the Contract Data Part 1 and also incorporating the Contract Data Part 2 returned by the Contractor, as discussed and agreed between the parties.

**A12 The Sites/Existing Buildings**

Those Contractor visiting the sites are to contact Stephen Platt at 33-35 Jamestown Road telephone Stephen.Platt@camden.gov.uk 0207 974 3937

Contractors visiting sites must take care not to be obtrusive, obstruct tenants in their daily business and not appear to be taking photographs, or filming, or observing occupants or members of the public in the vicinity.

Drawings showing site boundaries and details are as set out in the Contract Data Part 1.

For the purposes of tendering the Contractor is deemed to have visited the sites and have knowledge of the existing state of the buildings, access to the sites and externally to the buildings, access and egress to the buildings and know the positions of incoming services.

Contractors are to satisfy themselves as to the adequacy of water, electrical and foul and storm water drainage on the sites for the purpose of the site set up, temporary services and the permanent works, and in particular the adequacy of the existing electrical service for the permanent works. All necessary investigation works to establish these are deemed to be included.

**A13 Description of the Works**

 The Works are as set out in the three parts forming the Works Information, that is:

• The Scope/Schedule of Works

• This Section A Employers Requirements Document

• The Employers Requirements Technical Specifications

Please note that the Scope of Works document and this Section A of the Employers Requirements takes precedence over the Technical Specification

• Asbestos survey, and if required a demolition survey

**A20 The Contract**

This Contract is an NECEEC Contract under the NECEEC Framework Agreement for Better Homes and Construction Framework for the London Borough of Camden, and in particular is Lot 2 Internal and Externals works under this Framework agreement, the details for which are set out in The Contract Data Part 1

**A30 Employers requirements Tendering/Sub-letting/Supply**

The Contractor shall provide the information as set out in the Contract Data Part 2. This is to be presented as part of the contractors tender return uploaded onto the e-tender portal uploaded onto the specified site

**A31 Provision, content and use of documents**

**DESIGN SPECIFICATIONS**

1. The Design Specifications are set out in the Employers Requirements Technical Specifications.

 **A32 Management of the Works**

**CONTRACTOR’S PROGRAMME AND ACTIVITY SCHEDULE**

1. The Contractor is to submit a programme setting out for each property the periods for scaffold and access erection, site set up including hoarding and fencing, execution of the works, defects snagging, provision of hand-over packs including health and safety files, and removal of site set up and scaffolding.

 2. The Contractor is required complete the priced Activity Schedule as set out in the attached document entitled Activity Schedule. Costs are limited to project overheads, central overheads, delivery (material costs) and installation (including fixing commissioning and setting to work costs. There will be no payment for materials off site, and therefore no payment for off-site manufacture.

3. The Contractor whose tender is successful shall also be required to provide a detailed working programme.

**SITE MANAGERS**

4. The Contractor shall keep competent site managers available to cover all properties during the progress of the works. These site managers must be capable of receiving instructions and responding to queries from the Project Manager and Site Supervisor. The Contractor shall be required to provide the names contact numbers of the site managers who shall be located in the Contractor’s site set up located as set out in the Better Homes Packet 16 – NW5, Site Set-up Proposal. The site managers must be conversant with the Package Contract issued and its requirements, and capable of responding either personally or through the company organisation to the issue of early warning notices, and compensation events.

**RESIDENT LIAISON OFFICERS**

5. The Contractor shall provide at least one Resident Liaison Officers, where packages are combined two officers, who shall attend all meetings involving residents; advise and provide leaflets to residents, and shall provide information on start and finish dates to residents for all installations. Access routes and restrictions within the building and the vicinity during the progress of the works shall be explained to residents. Should there be any road closures or further access restrictions required (as for instance when installing large or heavy equipment components) the Resident Liaison Officers shall inform the residents as to the nature of the restriction or closure and its time period.

**REPORTS**

6. The Contractor shall provide all reports required by the Contract and shall provide on a monthly basis a separate progress report charting progress against the detailed working programme and shall set out the Anticipated Final Account listing all compensation events, and claimed compensation events issued, where packages are combined against each Street.

 **DOCUMENTATION**

7. The Contractor shall issue all reports, final accounts information, health and safety files and O&M Manuals (see A37) and handover packs as are required.

**RECORDS**

8. The Contractor shall keep records of the following:

* Records of reports and surveys
* Records of alterations and remedial works
* Records of asbestos removal works including disposal
* Records of works executed: As Built drawings
* Health and Safety files refer to A37.

These records are to be retained during the defects period following completion of the works.

**A33 Quality standards/control**

1. Quality standards and controls are as set out in the Employers Requirements Technical Specifications.

In addition London Borough of Camden has introduced a flawless approach to delivery. Flawless is a set of KPI principles which the appointed contractor is required to monitor and pro-actively manage, including but not restricted to the following:

* Contract H&S information received and approved 1 week before site commencement
* Asbestos survey complete & Apex updated within 1 week of scaffolding completion, or full access being available
* Validation complete within 1 week of scaffolding completion, or full access being available
* Minimal variance from original contract programme to final programme
* Minimal variance from final validated contract sum to approved final account
* No snags at Practical Completion
* All O&M Manuals, H&S Files, uploaded/issued at Practical Completion
* Final account agreed at Practical Completion
* No H&S Issues during site works

It should be noted that the above KPI’s are required to be reported on a monthly basis.

**BUILDING CONTROL**

2. The Contractor shall be responsible for obtaining approval for and paying all fees relating to the project works.

**A34 Nuisance/Protection**

**FIRE SAFETY**

1. It is proposed to require compliance with the Code of Practice entitled Fire Prevention on Construction Sites published by BEC/LPC.

 (This may also be a requirement of the insurer of the Works under the Contract)

**NOISE ON SITE**

2. Noise limitations are as set out in the Technical Specifications.

**ASBESTOS**

3. The Contractor shall include for obtaining asbestos and demolition reports. Should asbestos be discovered the Contractor shall issue an Early Warning Notice to the Project Manager, and obtain quotations as directed by the Project Manager for the removal of asbestos. Asbestos removal works shall be carried out by properly regulated and approved specialists and shall comply in all respects with statutory requirements and regulations.

 The contractor may choose an accredited asbestos contractor from the London Borough of Camden approved list to undertake any asbestos related work, if they wish to do so. London Borough of Camden approved asbestos contractors are:

ASBESTOS REMOVAL CONTRACTORS

• A&E Asbestos Ltd – Mark Adams – Tel: +44 (0)1708 680625

• Clifford Devlin – Mark Collins – Tel - 0207 538 8721

ASBESTOS SURVEYING CONSULTANCIES

• Armstrong York - Philip J Limber - 0870 3500 375 Ext.204

• Manestream - John Nicholls - 01992 788417

All of the above organisations are trained in the use of the Apex Asbestos database and can interrogate and update the system on behalf of the contractor.

Alternatively the contractor may choose to select their own asbestos contractor to undertake asbestos related work. In the eventuality the contractor is requires to submit details of their asbestos sub-contractor to London Borough of Camden for accreditation, including insurances, UCAS registration and asbestos licenses.

For contractors who have not previously used the Apex Asbestos database London Borough of Camden will provide appropriate training at preferred bidder status.

**PROTECTION OF THE WORKS**

4. The Contractor shall allow for protecting the works during construction

**A35 Specific limitation on method/ sequence/timing/use of site**

1. Design constraints and applicable standards and codes of practice are as set out in the Employers Requirements Technical Specifications.

2. Method and sequence of working is as set out in the tender programme submitted by the Contractor with the tender. Method and sequence of working shall be appropriate to reduce health and safety risks and protect tenant and members of the public from both health and safety risks and nuisance. In the case of demolition works, removal of existing installations, removal of electrical installations and removal of asbestos the Contractor shall provide a method statement to the Project Management for review within a reasonable period before commencing the works .

3. Access; access to the works shall be ascertained by the Contractor before submitting the tender, and the position for the site compound and contractor’s parking arrangements shall be discussed and agreed with the Project Manager.

4. The site shall only be used for the carrying out the works. .

5. The Contractor shall own and is responsible for the proper disposal of all materials arising out of demolition and removal works including asbestos removal works and shall comply with all regulations and statutes in the disposal of materials and installations being removed.

6. Works shall commence on the dates set out in the tender programme, as amended by any subsequent negotiations to enter into contract, or such other dates as agreed and approved by the Project Manager.

7. The working hours are as set out in the Employers Requirements Technical Specifications.

8. Waste management; the contractor will be required to provide a monthly summary to the LBC Contract Manager stating:

1. Volume of waste material removed from site across the packet of work
2. Weight of each relevant category of material removed from the following list:
* General waste
* Clean and dry packaging (mix of card and plastic)
* Inert
* Wood
* Ferrous metals
* Copper
* Aluminium
* uPVC
* Plasterboard
1. Destination of waste

**A36 Facilities/Temporary Works/ Services**

**TEMPORARY BUILDINGS**

1. During the course of the Works the Contractor shall provide accommodation, sanitary facilities, telephone, tables and chairs suitable for meeting for up to six people for the use of the Project Manager, Supervisor and Employers representatives on at least one site during the course of the works.

**TEMPORARY FENCES AND HOARDINGS**

2. Temporary fencing and hoarding shall be erected to prevent members of the public and residents from entering into the works are or into the storage or site compound.

**SIGNS AND ADVERTISEMENTS**

3. The Contractor is to provide a name board to display the title of this Contract and the names of the Employer, Consultants, and Contractor and shall display the LBC Better Homes signage.

**TEMPORARY POWER AND WATER**

1. The Contractor is to include for and be fully responsible for the connection to existing water and electrical supplies for the provision of temporary water and power for the site compound and the Works.

2. Water and Electricity will be supplied by the Employer free of cost to the Contractor’s temporary water and electrical installations.

**A37 Employers Requirements Health and Safety and Operation and Maintenance of the Building**

1. The Contractor shall be the Principal Contractor and shall:

• Display an F10 notice on the entrance to the site

• Keep sufficient Personal Protective Equipment for all operatives working on the site. This equipment must be suitable for the tasks being carried out by the operatives, and include where appropriate hard hats, safety boots high visibility vests, gloves, safety glasses, masks and any other appropriate equipment

• Provide first aid kit and medical room or area

• Provide the site with safe clearly signed access ways.

• Ensure that all access equipment such as access scaffolding and moveable access platforms are properly designed where appropriate, tested and checked.

• The Contractor shall maintain and keep up to date a Health and Safety file.

• Issue method statements for all works at height or where there is a health and safety risk to reduce the risk of the works concerned.

• Give tool box talks as and when appropriate covering tasks which are to be shortly carried out.

3. The Contractor shall provide a hand over pack on completion which shall include:

• A set of operational manuals as relevant

• A set of warranties and guarantees as required by the Employers Requirements and Technical Specifications and the health and safety file including all required certificates fully complying with statutory regulations and the requirements of the technical specifications.

**A40 Contractor’s general cost items: Management and Staff: refer to Project Overheads section of the Pricing Schedule.**

**A41 Contractor’s general cost items: Management and staff: refer to Project Overheads section of the Pricing Schedule.**

**A42 Contractor’s general cost items: Services and facilities: refer to Project Overheads section of the Pricing Schedule**

**A43 Contractor’s general cost items: Mechanical plant: refer to Project Overheads section of the Pricing Schedule**

**A44 Contractor’s general cost items: Temporary works: refer to Project Overheads section of the Pricing Schedule**

**A50 Work/Materials by Employer not applicable**