|  |
| --- |
| Image result for CMA logo |
| CCG Basement  Victoria House  Southampton Row  London,  WC1B 4DA |
| Specification |
| CMA Specification; CCG Basement v1.2 Final  Issue v1.2 Final 19th October 2016 |

|  |
| --- |
|  |

Contents

[1 Introduction 2](#_Toc467245860)

[2 Commercial 2](#_Toc467245861)

[2.1 Form of Contract 2](#_Toc467245862)

[2.2 Tendering 2](#_Toc467245863)

[3 Design 3](#_Toc467245864)

[3.1 Design intent 3](#_Toc467245865)

[3.2 Design variations 3](#_Toc467245866)

[4 Scope of works 4](#_Toc467245867)

[4.1 Preliminaries 4](#_Toc467245868)

[4.2 Basement Refurbishment Works 5](#_Toc467245869)

[5 Health & Safety 9](#_Toc467245870)

[6 Performance Measurement 9](#_Toc467245871)

[6.1 Pre-construction phase and construction phase 9](#_Toc467245872)

[6.2 Hand over 10](#_Toc467245873)

[7 Appendices 10](#_Toc467245874)

[7.1 Appendix 1 CPNI Multi Threat Walling System, EVANS Range. 10](#_Toc467245875)

1. Introduction

This specification explains the employer’s requirements only. This works package is being tendered as a design and build contract, the detail design will be the responsibility of the successful Contractor.

When preparing the tender bid, it is important the Contractor allows for out of hours working for all noisy work, as this building is an occupied building.

This contract includes the design development, co-ordination, supply, delivery to site, unloading, placing in position, installation, final connections, testing, commissioning and putting into operation the equipment as outlined or implied within this specification.

The CMA is a tenant within Victoria House, which is a privately owned, fully occupied, multi-tenanted commercial property.

This output specification is for the following works:

* Refurbishment of an area within the Basement of Victoria House which incorporates the creation of a secure storage space
* The movement of furniture and equipment from the existing secure storage space on the 6th floor to the new secure space within the basement
* Provision of O&M Manuals in Hard and Soft copy
* Provision of drawings in PDF and DWG formats.

This outline specification is intended to provide the Contractors that are tendering for this project with an outline description of the Client’s requirements upon which a detailed design and scope of works document can be submitted in line with the tender process. It is suggested that the tendering Contractors should conduct on site surveys and make applications for information from the Client / Client’s representatives to determine the requirement of this project. In addition, there will be an opportunity to ask the Client questions prior to the submission of final tenders.

1. Commercial
   1. Form of Contract

This work will be undertaken in accordance with the Contract Conditions under the JCT Intermediate Form of Building Contract 2011 Edition with contractor’s design. There will be no amendments to this Standard Form of Contract.

* 1. Tendering

Contractor to Visit the Site

Before submitting their price the Contractor should visit the site and make enquiries and investigations to acquaint himself with:

* Local Condition
* Means of access to the site
* The boundaries of the site
* Restrictions in respect of loading and unloading vehicles
* Existing services, ceilings, floors, doors, walls, finishes, fixtures and fittings, decorations, etc.
* All other matters having a bearing on the conduct and pricing of the Works.

Specific references to these matters in this document in no way relieves the Contractor from making all the necessary investigations.

Tender deliverables

In addition to the pricing of this document the tenderer is to provide copies of the following documents with their tender:

* Detailed tender programme outlining the Contractor’s ‘best’ completion date. This programme will identify all activities from receipt of order to practical completion.
* Outline method statement describing the methodology anticipated to carry out the major elements of the works.
* Outline quality plan, indicating the testing and commissioning regime that the Contractor will adopt which will be updated throughout the life of the project.
* Management structure for the project providing names of key personnel.

Prior to commencing the works on site submit documentary evidence and/or policies and receipts for the insurance required by the Conditions of Contract.

1. Design
   1. Design intent

The Contractor is responsible for all aspects of the design of this project, based upon the requirements of CMA. The Contractor shall take the necessary measures to ensure that they have a full understanding of the Client’s requirements. These measures may include (but should not be limited to) survey’s and requests for information. The Contractor shall also ensure that they have a full appreciation of the current conditions of the environment and the implications of the current site condition on the successful delivery of this project. The contract shall include within the tender all costs related to the design of all aspects of this project.

* 1. Design variations

The Contractor shall publish a schedule of rates for key project personnel. Where variations to the original design are deemed necessary, the reasons for the variations and the costs associated with the variations shall be presented to the Client prior to the commencement of works associated with the respective variation. The Contractor shall attain written acceptance of the variation from the Client prior to commencing works associated with the variation.

1. Scope of works
   1. Preliminaries

General

The Contractor is responsible for all aspects of site administration, site set up and welfare arrangements.

The Contractor is responsible for the health and safety arrangements associated with this project, including compliance with current CDM regulations and all other statutory requirements.

The Contractor is responsible for the provision of all access equipment, tools, equipment and materials necessary to conduct these works.

The Contractor is responsible for ensuring that the works associated with this project are conducted in a manner which reflects industry best practise and adheres to all statutory and legislative requirements.

The Contractor shall provide suitable protection using suitable materials to areas where the works are conducted. In addition, the Contractor shall provide suitable protection using suitable materials to areas adjacent to where the works will be undertaken when transporting equipment to and from the location of the works.

The Contractor shall be responsible for the disposal of all waste and recycling, including all associated costs. All waste and recycling documentation is to be provided to the Client.

The Contractor shall be responsible for all travel costs and parking costs associated with this project.

* + 1. Asbestos

The Client is responsible for conducting a suitable and sufficient asbestos survey for the areas where work will be conducted prior to the commencement of any works, in line with current legislation using a competent and approved service provider. The Client will, wherever reasonably practicable, arrange for the removal of Asbestos-Containing Materials (ACMs) in line with current legislation. Where this is not practicable, the Client will identify the locations of the ACM’s using appropriate signage and will also inform the Contractor.

The Client will provide the Contractor with the details of the asbestos survey and the locations of any suspected ACM’s.

The Contractor is responsible for ensuring that all of their employees and contractors are provided with the information contained within the Asbestos Survey and the locations of any suspected ACM’s.

The Contractor is responsible for ensuring no works are conducted outside of the area where the Asbestos Survey has been conducted.

The Contractor is responsible for ensuring that all of their employees and contractors are able to recognise ACMs and know what to do if they come across them in order to protect themselves and others and that they have suitable and sufficient policies and procedures to ensure the safety of their employees and contractors.

Project management

The Contractor shall appoint a project manager who will be responsible for delivering the project safely, to the required standard and within the required timescales. The project manager is responsible for ensuring that all aspects detailed within this output specification are completed and the project plan is updated to reflect the progress of all aspects of this project.

Site Supervision

The Contractor shall ensure that suitable levels of supervision are provided throughout this project. The site supervisor shall ensure that all Contractors who attend site will have been inducted to the site and are aware of the site hazards.

Fire Precautions

The Contractor shall adhere to the requirements of the landlord of Victoria House when conducting any hot works or other works which may require the isolation of part of the fire detection system.

The Contractor is responsible for ensuring that a fire watch regime is established where fire detection zones or detectors or fire suppression is isolated during this project. The fire watch shall be compliant with statutory / regulatory and insurance requirements.

Operation and Maintenance Manuals

The Contractor will establish a new set of operation and maintenance manuals which will incorporate all aspects of this project. These manuals will incorporate any new equipment which has been introduced and the manufacturer’s literature.

The Contractor will provide the following drawings:

* General Arrangement for the Basement Area
* High Level Power for the Basement Area
* Low Level Power for the Basement Area
* Lighting and Emergency Lighting for the Basement Area
* Security Arrangements for the Basement Area.
* A topology drawing highlighting the cabling for the security systems. This needs to be submitted in draft copy on the award of the contract and is to be submitted by the CMA to the landlord’s agent to attain the relevant permissions required.

All documents will be provided in both hard copy and soft copy, with drawings included in both PDF and DWG formats.

* 1. Basement Refurbishment Works

General

The CMA are leasing a new space within Basement Level 2 of Victoria House. This space consists of 247.05m2 of space which is accessible by a ramp from Basement Level 2. The CMA wish to utilise 125.4m2 of this space as a secure storage area where evidence will be kept. An outline of this space and the layout of the secure storage area is illustrated in figure 1.



Figure 1; Basement space with outline layout of secure office space

The Contractor is to provide a fully costed proposal for the refurbishment of this area. This will encompass the creation of a secure storage space of the dimensions illustrated within figure 1. The secure storage space is to be built to a high security standard and should be formed from floor to ceiling, in line with the Evans, EW02 Multiple Threat Walling System. Details of this standard can be found in Appendix 1, CPNI Multi Threat Walling System, EVANS Range.

The Contractor shall conduct sufficient surveys to ensure that they are fully aware of the condition of the space and services as well as the requirements for these works.

There is no requirement to decorate this area, other than any making good that is necessary and any decorative works that are associated with the Contractor’s works.

The CMA requires that the design and execution of these works complies with all statutory, regulatory and industry best practises.

The Contractor shall provide a detailed scope of works document to the CMA prior to the commencement of the works to ensure that landlord’s consent is acquired.

The main aspects of these works are illustrated in the following sections.

* + 1. Electrical and Mechanical works

Electrical Services shall be installed in accordance with BS 7671 (the 17th Edition of the Regulations for Electrical Installations, generally referred to as Wiring Regulations together with associated Guidance Notes, and the latest amendments as published by the Institution of Electrical Engineers (IEE).

The Contractor shall conduct test 100% of all fixed wiring within the affected basement area, in accordance with BS 7671.

The Contractor shall provide suitable and sufficient lights controlled separately from other basement lighting controls.

The Contractor shall supply a sufficient number of self-contained emergency lights for the area, with a compliant method of testing the emergency lights.

The Contractor shall supply illuminated, fire exit signs which incorporate self-contained, emergency lights, by each fire exit.

The Contractor is to install five 13a switched, metalclad double sockets within this space in positions to be confirmed by the Client during the site survey / s. These sockets are to be surface mounted and are to be served by suitably sized steel wired armoured cables and protected by a suitably sized residual circuit protective devise, in accordance with BS7671.

* + 1. Security works

The Contractor is to supply install and connect and commission 4 dome CCTV cameras to the CMA’s CCTV system located in the 7th floor Data Room. These CCTV Cameras are to be installed facing both sides of each of the 2 doors which provide access / egress of the newly constructed, secure storage space. These cameras are to be the same make and model of the camera’s that are already installed within the CMA’s demise. The Contractor is to supply all equipment, cabling and containment to connect these cameras to the CCTV Server located within the 7th floor data centre.

The Contractor is to supply and install keypad locks for each door to the secure storage space with the code set and known only to designated CMA staff.

The Contractor will connect both doors to the CMA’s access control system, incorporating the following:

* Dual magnetic locks
* Power supplies for both locks
* Proximity readers for both doors
* Door release buttons and break-glasses for both doors
* Set up and commissioning of this equipment.

The Contractor is to ensure that both of the doors to the secure storage space are double doors to facilitate use of the trolley when moving equipment in and out.

The Contractor is to ensure that the walls to the secure office space are constructed from wall to ceiling height.

The Contractor shall supply a fire extinguisher stand to be located by each door which should be provided with a 9 litre water fire extinguisher and a 2kg Co2 fire extinguisher.

The Contractor shall provide signage and posters showing fire and emergency exit routes.

* + 1. Works conducted by others

The furniture layout of the Basement room will be provided by the CMA.

A telephone line connected to the CMA’s telephony system will be supplied and installed by others.

A small photocopier for this space shall be supplied and installed by others.

Eight additional tall lockable cupboards will be supplied and installed by others.

A Small table / desk and chair with thin Client or data cable for laptop access for completing property movement logs will be supplied and installed by others.

* + 1. Moving equipment and materials to the new secure storage space

The Contractor should note that because some of the material stored in the secure store is original evidence in ongoing cases including criminal exhibits it will require the careful management of the physical movement.

**\*\*\*NOTE\*\*\* The Contractor must provide SC cleared personnel for the movement of all materials to the new secure storage space. This is an absolute requirement and the Contractor must supply details of these personnel along with evidence of their SC clearance status within their proposal. Any proposal that does not contain these details will not be considered for these works.**

**The movement of equipment and materials from the 6th floor must be conducted outside of normal working hours.**

To ensure the integrity and continuity of exhibits the Contractor must comply with nor impede the following processes:

* All original material will be audited by the CMA in its current location and marked with a move reference
* Original material to be transferred into sealed crates on a case by case basis by CMA named staff
* Property movement log books to be filled in by the CMA
* Transportation of the crates to be done by security cleared Contractors and accompanied by named CMA staff
* Original material to be transferred from sealed crates on a case by case basis by CMA named staff
* Property movement log books to be filled in by the CMA
* All original material will need to be audited in its new location by the CMA

The Contractor is to also move the following equipment **by SC cleared staff**:

* Two safes for ultra-sensitive material
* Eight tall lockable cupboards for high value specialist equipment
* 35 tall lockable cupboards for original evidence
* Two medium lockable cupboards for original evidence
* Key-safe for cupboard keys. This is to be relocated onto a wall within the newly created secure storage
* Two FIT flight cases
* Four FIT boxes
* Large flatbed trolley
* Small post room trolley.

1. Health & Safety

The Contractor shall allow for all costs associated with compliance with Health & Safety legislation, including CDM regulations.

The Contractor shall be fully conversant with the responsibilities under CDM with particular attention paid to the following:

1. Preparation of the Construction Phase Plan.

2. Production of method statements and risk assessments prior to the commencement of works.

3. Production and issue of record information at completion of the contract work, including:

* Plant and equipment location schedule.
* Electrical test certificates.
* Commissioning certificates for plant and equipment.

1. Performance Measurement
   1. Pre-construction phase and construction phase

The Contractor shall provide a programme of works for the pre-construction and construction phase of the project. The Contractor will provide weekly programme updates to the Client or Client’s representative on the performance against the planned programme. Where there are any potential delays to the delivery of the project, the Contractor shall provide a mitigation plan to ensure the project is delivered on time and will be responsible for any associated costs.

* 1. Hand over

The Contractor shall hand over the affected spaces in a fully occupational status and cleaned to an occupational standard.

During the commissioning of the security systems, the Contractor will invite the Client and / or the Client’s representative to witness 100% of the commissioning.

The Contractor will invite the Client to conduct snagging of the affected areas prior to handover. The Contractor shall complete all agreed snagging items before handover is accepted.

1. Appendices
   1. Appendix 1 CPNI Multi Threat Walling System, EVANS Range.