

Please provide all documents and internal correspondence relating to the following aspects of the resurfacing of the paths crossing Parker's Piece that was commenced in 2019.

1. Specifications or requirements given to the contractor regarding the path surface design, camber, drainage, materials, surface regularity and tolerances in surface levels.

Please see the attached file 'Parkers Piece tender and specifications'. This information was included in the tender documentation as advertised on the council's [procurement portal](#).

2. Compliance checks undertaken in regard to the above, or any consideration of rectification work.

Please see the attached file 'Parkers Piece Site log' for details of the council's monitoring of the works in progress.

3. The decision to abandon the project over winter 2019/20 leaving the Fire Station - Regent Street path unfinished. Any safety audit or consideration of the council's obligations under the Equality Act 2010 in respect of this.

The project was not abandoned over the winter; the works to surface the footpath were suspended due to the wet weather conditions. The council issued a news release to this effect in December 2019, <https://www.cambridge.gov.uk/news/2019/12/24/improvements-works-to-parkers-piece-pathways-and-verges-put-on-hold-due-to-weather-conditions>

Temporary footpath signage was put up at both ends of the path, the middle (longitudinal) section of the footpath was not changed, however additional ponding / puddles were created due to the edging, over approximately two thirds of the length from Reality Checkpoint towards the UAH. The new vertical timber edges were ramped to minimise any issues, trips and falls. There were several discussions regarding the best way to proceed, between design team, contractor and asset management team. These were verbal, unrecorded and with no records held.

4. The date by which the Fire Station - Regent Street path will have the final surface course applied.

Works on University Arms Hotel to Reality Checkpoint completed on Tuesday 21st January 2020. Reality Checkpoint to Fire Station completed on Thursday 23rd January 2020. Area of resurfacing remedials kiosk to Reality Checkpoint completed on Friday 24th January 2020.

Further queries on this matter should be directed to foi@cambridge.gov.uk



INSTRUCTIONS TO TENDERERS

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SECTION 1- Instructions

1.1 Introduction

This contract is being procured for use by the Council and all affiliated services, as required. As a public authority, the Council is subject to the highest professional standards and public scrutiny. Contracts are competitively let and for bidders to secure work with the Council they need to comply with the instructions when bidding for a contract.

1.2 Procurement Process

The Council has adopted a formal tender process for this procurement. This means that all valid and compliant tenders received will be evaluated.

The Council is using the Due North/Pro-Contract Portal, hosted by LGSS for ALL procurements over £25,000 in value. As such, the portal will be used to:

1. Advertise opportunities
2. Issue tender documents
3. Address all Q&As in a transparent, anonymised & public format
4. Receive tender returns
5. Address any clarifications post-tender
6. Advise of successful/unsuccessful outcomes

Where the Council regards additional information, response to Q&A or an amendment to the original invitation to tender documents as significant, an extension of the closing date for return of tenders may, at the discretion of the Council, be given to all tenderers. However, once the deadline for Q&A has passed, any request for an extension is likely to be declined.

The Council will not reimburse any tender costs or expenses.

The Council reserves the right not to award any contract following this tender process. There will be no binding agreement between the Council and the successful tenderer until a contract signed by each party to it (and dated) is in place.

1.3 Tender Preparation

It is your responsibility to make sure that you have understood the invitation to tender documents and that you complete them correctly.

You must seek clarification if you do not understand anything. The Council bears no responsibility for tender documents that are returned incorrectly completed.

Tenderers should note that any questions asked later than one week before the tender return date may not be answered.

1.4 Documents Provided

It is your responsibility to make sure that you have read and understood the information provided; specifically:

1. The Project Information Document (used to inform the process and populate the contract)
2. The Contract
3. The Specifications (and any appended documents, drawings, consents etc.); to be attached to schedule 1
4. The Tenderers Response Document (the supplier's response to the various method statement questions); to be attached to schedule 2
5. The Pricing Document; to be attached to the contract as part of schedule 2

1.5 Electronic Tendering

The Council uses electronic tendering (LGSS e-Sourcing Portal) as part of this tender process. This will require bidders to submit their completed tender and any correspondence through the LGSS e-Sourcing Portal.

Should you encounter any technical problems with the use of the tender portal then please contact: the LGSS e-Sourcing Portal provider (PROACTIS):

Email: ProContractSuppliers@proactis.com

Telephone: 0330 005 0352.

This facility is available Monday to Friday, 09:00 to 17:30

Alternatively you may use the electronic ticket logging system which can be found at: <http://proactis.kayako.com/procontractv3/Core/Default/Index>

SECTION 2 - Evaluation Process

2.1 Evaluation Principle

The Council is looking for the tender that is the **Most Economically Advantageous Tender**.

This will be assessed by considering both Price and Quality; the ratio of which is set out in the **Project Information** document.

2.2 Evaluators

Evaluation of tenders will be carried out by a panel of officers of the Council (and where appropriate other individuals, including residents and organisations selected by the Council) to ensure an appropriate breadth of experience and understanding is applied.

2.3 Compliant Submission

Tenders must comply strictly with the Instructions laid out in this document.

Tenders must not be qualified, conditional or accompanied by any statements that might be construed as rendering the tender equivocal. Only unqualified, unconditional tenders will be considered.

The Council's decision as to whether a tender is compliant with the requirements of these instructions to tenderers will be final.

You must submit the following, in accordance with the invitation to tender documents, (which will constitute Schedule 2 of the contract between the Council and the successful Tenderer):

1. A duly signed **Schedule 2 - Tenderer's Response Document**
2. Any separate **Schedule 2, appendix 1 - Pricing Document, properly completed**
3. Any requested supporting information, appropriately labelled; **Schedule 2, appendix 2 – supporting Information.**

Please note – any incomplete tenders may not be accepted; particularly where the missing information relates to pricing or method statements questions and where any clarification or provision of additional information could be seen as an unequal treatment or an unfair advantage to that supplier.

2.4 Due Diligence Financial, Organised Crime and Modern Slavery Checks

The Council is committed to ensuring the spending of tax-payers monies is compliant with legislation, is ethical, follows best practice and achieves value for money. As such, when selecting suppliers to deliver Council services, we seek to ensure that the company trades ethically, is both financially and technically capable and is compliant with Legislation.

Financial Checks

We will check Tenderers' financial information before completing the Price or Quality evaluation and in consideration of **ALL of the following:**

- That a **minimum total or annual turnover of twice the value of the contract, for the specific service to be delivered, can be evidenced through the annual accounts** (*e.g. if you provide three different services, please provide an annual total for each element so as to demonstrate your ability against the requirements of this contract.*) ***This is an automatic PASS/ FAIL***
- **The appropriate levels of insurance can be evidenced; *This is an automatic PASS/ FAIL***
- **The Tenderer is NOT in breach of corporate tax or social security requirements or any other mandatory or discretionary requirements. *This is an automatic PASS/ FAIL***
- **That all Business Rates due are paid and up-to-date**
- **The references provided are similar in scope, duration and value (20% variance) are within the past 5 years and that they provide evidence and confidence that the Tenderer has the ability to deliver this project. *This is an automatic PASS/ FAIL***
- **The financial information requested in the **Schedule 2 – Tenderer's Response Document** is deemed 'satisfactory to the Council' proportionately, when compared to the size, nature, duration and any unique risks associated with this contract.**

- A Credit Check run using 'Credit Safe' (we advise you check this in advance of tendering and should you score poorly on any of the criteria – e.g. red warnings on the credit limit – either contact us before bidding or include an explanation with your tender)
- That your latest audited accounts show that Current Assets exceed Current Liabilities
- The Council will check your year-end dates and that the audited accounts are submitted on-time/within the dates required by Companies House (namely, a private company has nine months from the end of the accounting reference period in which to deliver its accounts; a public company has six months). Where a company has not submitted accounts on time or within agreed dates, their tender may be rejected.
- The company and the Directors have no unresolved CCJs; this will be checked on Companies house and via Credit Safe. Where there are CCJs, clarification will be sought; failure to provide confidence that there is no risk to the council will result in a fail.
- The company pays its supply chain within a timely manner.
- There are no conflicts of interest or potential corrupt influences between an employee of the Tenderer and an employee of the Council. To be confirmed when signing the **Schedule 2 – Tenderer's Response Document**.

Should there be any issues relating to ANY of the above – please contact the Council through the portal to provide details of any potential issues and to provide the appropriate/ requested evidence WITH your tender return.

Failure to provide any of the information required in the Schedule 2 - Tenderers Response Document may result in the submission being deemed incomplete and non-compliant, as will failure to provide any additionally requested evidence.

Incomplete Bids will not be evaluated.

Organised Crime and Modern Slavery Checks

Organised crime is serious crime that is planned, coordinated and conducted by people working together on a continuous basis where the most common motive is financial gain.

It is usually characterised by threats of violence and by the use of bribery and corruption; often implemented through the use of sophisticated technology and negligent professionals.

Organised crime includes; illegal drugs, fire arms, fraud and financial crimes, money laundering, child sexual exploitations, organised immigration and human trafficking, cyber-crime and organised acquisitive crime.

The Council is committed to only working with companies who are not involved in activities categorised above; Tenderers will be required to confirm that they are not involved in such activities as part of completing the **Tenderer’s Response Document** and are advised that should such activities be identified after the award of the contract, regardless of when those activities took place, that the Council will have the right to terminate the contract with immediate effect without liability and no compensation or other payment will be due or payable to the contractor/ tenderer.

Please use the following link to ensure that you have a comprehensive understanding of what is covered by this requirement: <http://www.nationalcrimeagency.gov.uk/> and the Modern Slavery Act 2015, before confirming that you are not involved in such activities.

2.5 Price Evaluation

You must provide the price information in the format of the **Pricing Document** issued either as an online question attachment or as part of the Tender Response Document – this format must NOT be changed and any quantities included for evaluations purposes must not be amended. For evaluation purposes, a ‘total’ value will be calculated from which a score can be assigned out of the percentage detailed in the **Project Information Document**

The lowest price will be awarded the maximum marks (for the allocated price %, e.g. 40 out of 40%). All other Tenderer’s scores will be evaluated by dividing the lowest price by the Tenderer’s comparison price and multiplying that proportion by the allocated price %.

For example, where the price % was 40%:
Tender A lowest price (£1) score = 40%
Tender B comparison price (£2) gets $1 \div 2 \times 40 = 20\%$

Where there appears to be an error in the submission (or supporting information) or where a calculation error becomes apparent, then the Tenderer will be notified and asked to confirm their pricing and to then either stand by the price included or withdraw their Tender. Where an error appertains to a Bill of quantities or a schedule of rates, the Council will correct the error in accordance with the NJCC code of practice.

2.6 Quality Evaluation

You must provide method statements in response to the various quality requirements of the specification as set out in the **Schedule 2 – Tenderer’s Response Document**.

Responses should address the various quality requirements as detailed in the **Schedule 1 – Specification Document**.

Tenderers are advised:

- To respond to each question being mindful of the wording of the question and the requirements of the specification (Please do not use generic responses or copy and paste from brochures or policies).
- To be mindful of the weightings applied to each question
- Not to use phrases such as “see above” or “see attached” –only information written under each question will be read and scored for that question
- To adhere to any word/ page counts listed;
 - Anything submitted over the word/ page limit will NOT be read or scored.
 - Where responses are in a different format or are enhanced by brochures the council reserves the right to treat them as non-compliant such that they may not be scored
 - Not to attach unrequested brochures or documents – they will not be considered.
- **To remember that responses to the method statement questions will become part of the contract**, such that;
 - Where a question is missed or deemed not to be answered and a score of zero is given; the tender will be deemed incomplete and unsuitable for any further consideration, and
 - Where a tender scores 2s or 1s on more than half of the questions, the tender will be deemed inadequate as a means by which to deliver the contract (against the required standards) and will be deemed unsuitable and be rejected.

The scoring mechanism is set out in the **Project Information Document**; the evaluation of the answers will be as follows:

Evaluation of answer	Marks
Proposal meets ALL ^{***} the required standard detailed in the specification documents in ALL material respects and provides; innovation and creativity* and/ or added social value** as described in section four of this document and as covered by the Social Value Act 2012	5
Proposal meets ALL the required standards as details in the specification documents in all material respects	4
Proposal is adequate, it addresses the critical/ essential requirements but lacks the required detail and does not address some of the peripheral or desirable requirements	3
Proposal significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other proposals	2
Proposal incorporates words from the question but does not explain/ address them at all	1
Nil response (no answer provided) or Completely fails to address any of the requirements	0

**Innovation and creativity – this is an opportunity to propose new, modern, alternative methods, products and processes that will enhance the benefits being sought by the specification, save time and/ or money whilst still achieving the essential outcomes of the contract. This requirement is not an opportunity to submit a non-compliant bid; but rather to offer the client a solution they might not otherwise have been aware of.*

*** Added Social Value – this must be relevant to the question being asked and the requirements of the specification, e.g. if being asked how you would resource the contract; the ‘added social value’ could be the creating new local jobs, provide a training programme, creating a new local apprenticeship, initiating a volunteering scheme, or offering work placements for local students such that the community not only benefits from the specification outputs but also benefits from the act of delivering the contract.*

****neither of the above * or ** are designed to add-costs to the contract or be prohibitive of SMEs tendering. The offering needs to be proportionate and relevant to the value and scope of the requirements and the tendering organisations turnover and size. Assuming an appropriate offering is included – the extra point can only be awarded where the rest of the response has reached a 4 out of 5 score as the specification requirements are the essential criteria.*

2.7 Generally

Throughout the evaluation process, the Council reserves the right to seek clarifications from tenderers, to achieve a complete understanding of the proposals received.

This may include you meeting with officers of the Council to clarify your tender in more detail, but you will not be allowed to make any additions or changes to your tender once the tender deadline has passed. Following any clarifications, scores may be adjusted up or down accordingly and the rationale will be noted.

2.8 Awarding the Contract

Once the successful tender (the highest scoring tender) is identified, the Council may require evidence to support any areas where the tenderer has self-certified compliance and to support the assessment of the successful Tenderer's financial stability as part of final due diligence checks.

In the event that serious concerns over the successful tenderer's financial stability cannot be reconciled or satisfied, or the tenderer fails to provide evidence, the Council reserves the right not to award the contract to the identified Tenderer.

Once tender evaluation is complete, tenderers will be notified simultaneously of the outcome via the portal.

Following notification of the award decision, the successful tenderer will be required to sign or execute the provided written contract. Instructions for the signature or execution of that contract will be provided to the successful tenderer by the Council.

Tenderers must not undertake any work or enter into any commitments for the subject matter of this invitation to tender in advance of the written contract being properly concluded; should this be ignored, all incurred costs are the sole responsibility of the Tenderer and the Council will not pay for any such work or commitments.

2.9 Extending the Contract

A contract may only be extended where the following apply:

- There is an explicit provision (including time and value) within the original Project information Documentation and advertisement
- The spend to date has not already exceeded the value stated in the advert beyond what is allowed under the Public Contracts Regulations 2015
- Both Parties are in agreement with applying an extension
- Both Parties are in agreement with the pre-submitted prices (and any indexation) as submitted in the original tender
- A new set of Due Diligence checks will be completed to confirm the continuing financial stability of the supplier such that an extension is in the best interest of the council
- Where the extension demonstrates the best value to the council

SECTION 3 – Conditions of Tender

3.1 Tender Return

We require you to submit your tender **electronically via the LGSS Due North E-Tendering portal**

You must NOT submit your tender by post, by hand, by e-mail or by fax. Your response must be in English and prices must be submitted in sterling (GBP).

3.2 Information to Be Considered

Only the information contained within this invitation to tender document, or the accompanying specification and supporting documentation, or otherwise communicated information issued via the portal by the Council, should be considered by you when submitting your tender.

3.3 Submission Format

If the tender uses online evaluation, your total tender submission must be submitted as answers to the online questions available for completion when you click the green “Start my response” button. Any documents the Council requires as part of your tender response will be attached to the relevant online questions and should be returned as your answer to that question.

If the tender uses Document Exchange, your total tender submission must be submitted as a zipped folder, to include ALL the documents detailed in section 2.3 above. Please return the documents in the format issued. PDF’s are acceptable however any spread sheets MUST be returned as an excel document as well.

3.4 Code of Conduct

In participating in a procurement process and submitting a tender, you agree NOT to canvass, discuss your tender submission or your participation in the process or any requirements regarding clarifications or meetings requests, with ANY Council Staff, Members, residents or other parties, other than those explicitly identified to them by the Procurement Team or Project Manager.

Any breach of this code of conduct may be treated as:

- A breach of confidentiality requirements;
- A breach of the General Data Protection Regulation 2018;
- Anti-competitive, collusive or corrupt.

Should the Council identify such a breach of this code of conduct, the Council reserves the right to remove your submission from further consideration.

You must not canvass support or preferred use of your organisation with publishing media of any kind or with any other tenderer or any member or officer of the Council or any individual representing the Council. Any Tenderer that does not comply with this paragraph (3.4) shall have their tender rejected.

3.5 Conflict of Interest

Cambridge City Council is committed to procuring its requirements by way of a fair and transparent process; as such, when participating in any procurement you are required to confirm (by signing the Schedule 2 – Tender Response Document/answering the respective online question) that there are no relationships between any and all of your staff and any of the council staff (who are involved in this procurement process). A person with whom you have relationship shall be deemed to include:

- A Parent, sibling or other family member (biologically related or not)
- A spouse, partner or person you live with or are romantically involved with
- A friendship where you socialise outside of the work environment
- A relative of the above
- Any of the above that have ended within the last three years.

Where any such relationship exists, Tenderers are advised to contact the council Procurement Manager in advance, to discuss the conflict so that any risks of unfair advantage can be mitigated.

Failure to declare a conflict of interest that is later identified may result in the contract being terminated for breach. Any costs or losses incurred as a result of such termination will not be reimbursed.

3.6 Representations

No representation by any officer of Cambridge City Council, nor any representation at all about any matter which has a bearing on the contract, other than one expressly contained in the signed or executed contract documents, shall constitute a term or condition of the contract or a representation which gives the contractor grounds for rescinding the contract or claiming damages for misrepresentation.

3.7 Qualification

You must not qualify your tender or add conditions to it or statements that might be construed as making your tender equivocal. Qualified or conditional tenders are very likely to be rejected. The Council's decision as to whether a tender is acceptable will be final.

You must obtain for yourself all information necessary for the preparation of your tender and satisfy yourself that the quality and standards specified by you or/and the Council are appropriate. Information supplied to tenderers by the Council or contained in Council publications is supplied only for general guidance in the preparation of your tender. You must satisfy yourself as to the accuracy of any such information and no responsibility is accepted (or warranty given) by the Council for any loss or damages of whatever kind and howsoever caused, arising from your use of such information.

3.8 Law and Jurisdiction

Tenders and supporting documents must be in English and prices must be in pounds-sterling. Any contract subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the laws of England and subject to the exclusive jurisdiction of the English Courts.

3.9 Tenders Excluded

Your tender will NOT be considered for acceptance if you (or anyone working for you or on your behalf) has engaged or attempted to engage in any corrupt practice or has canvassed the tender with any member or officer of Cambridge City Council.

“Corrupt practice” includes:

- (i) offering, promising or giving an advantage (financial or otherwise) to a public official with the intention of inducing that person to act improperly or rewarding him or her for doing so; and

- (ii) requesting, agreeing to receive or accepting an advantage (financial or otherwise) with the intention that as a result a public official will act improperly.

“Canvassing” means; trying to obtain support for a tender, or trying to obtain information about another tender, or a proposed tender. If you have engaged or attempted to engage in any such practices and this comes to light after your tender has been accepted, then grounds will exist for the termination of the contract and the claiming of damages from you. It may also be a criminal offence.

It is unlikely that any tender will be accepted which is (a) incomplete, or inaccurately or inadequately completed, or which purports to impose terms and conditions other than those provided in this invitation to tender document or (b) delivered out of time or in a manner other than specified in these instructions. **It is therefore in your best interest as a Tenderer to ensure that these instructions to Tenderers are followed carefully and compliantly.**

3.10 Anti-Corruption and Collusive Tendering

If the Council considers that a cover price (i.e. a tender that is not intended to be considered seriously) has been submitted, the Council may reject the tender. Please note that local authorities are encouraged to report any evidence of price fixing arrangements.

By submitting your tender, you confirm that you have not committed a Prohibited Act; such as defined below:

- directly or indirectly offering, promising or giving any elected member of the Council or any person working for or engaged by the Council a financial or other advantage to induce that person to perform improperly a relevant function or activity or rewarding that person for improper performance of a relevant function or activity;
- directly or indirectly requesting, agreeing to receive or accepting any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity about this contract;
- committing any offence under the Bribery Act 2010;
- committing any offences of organised crime as defined by the National Crime Agency

- committed any offences under the Modern Slavery Act 2015
- committing any offence under section 117(2) of the Local Government Act 1972;
- committing any offence of fraud;
- defrauding, attempting to defraud or conspiring to defraud the Council;
- fixing or adjusting the amount of your tender by or under or in accordance with any agreement or arrangement with any other person. You also certify that you have at no time, before or following the submission of your tender, carried out any of the following acts:
 - i) communicating to any person except the City Council the amount or approximate amount of your proposed tender, except where such disclosure, in confidence, is necessary to obtain legal or financial advice or insurance premium quotations required for the preparation of the tender;
 - ii) entering into any agreement or arrangement with any person that he will not submit a tender in competition with you or as to the amount of any tender that he will submit;
 - iii) offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or arranging for any of the actions mentioned in (i) or (ii). In the context of this paragraph, the word 'person' includes any individual and any company, firm, business, association or other body and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

3.11 Abnormally Low Prices

The Council places significant importance on the quality assessment element of this tender and accepts that to achieve good quality may impact a Tenderer's quoted price. Where the Council has concerns regarding sufficiency of price, it reserves the right to seek clarification and, should a Tenderer's clarification proves insufficiently reassuring, the Council reserves the right to disqualify the tender as inadequate or incomplete. In contracts where appropriate and sufficient staff resourcing is a significant risk consideration, the Council may require tenderers to explain their prices as part of their tender (by way of a scored method statement) to facilitate the evaluation process.

Where this information is not supplied, or the information does not satisfactorily account for the low prices the Council reserves the right to reject the tender as abnormally low, insufficient or incomplete.

Where this information is requested as a method statement, it will take the place of asking tenderers to explain their prices or costs after submission of their tenders; failure to have provided this will likely lead to the tender being deemed incomplete.

3.12 Price Manipulation

Where the tender includes multiple schedules and/or various pricing documents, and/ or where there is scoring of various individual elements; and an individual price appears inconsistent or if it appears to distort the overall scores significantly (e.g. the inclusion of a zero value or a negative figure where there is a high score weighting), the Council reserves the right to seek clarification and, should a Tenderer's clarification prove insufficiently reassuring, it reserves the right to disqualify the tender as being in breach of the conditions of tender.

3.13 Blacklisting

The Council deplors the illegal practice of "blacklisting" and Tenderers are required as part of their **Tenderer's Response** (or their **Standard Selection Questionnaire**) to self-certify that they have not been involved in blacklisting in the previous three years and that they will not take part in blacklisting in the future. Where a Tenderer is unable to self-certify to this effect, the Council will review the information provided and assess, in a transparent and reasonable manner, whether the organisation should be excluded from the competition.

3.14 Freedom of Information

The Freedom of Information Act 2000 and **the Environmental Information Regulations 2004** require the Council to disclose, on request, information it holds. Information may only be withheld where a statutory exemption applies.

In providing information to the Council, you therefore accept that such information may be subject to disclosure under the Act or the Regulations and you should not provide information as part of your tender on an “in confidence” basis. If you consider that any information should not be disclosed because a statutory exemption applies, you should clearly mark it as such, stating the reasons for claiming the exemption. However, the final decision as to whether information should be disclosed or not shall be made by Cambridge City Council.

3.15 The General Data Protection Regulation (GDPR) 2016

The General Data Protection Regulation (the “New Act”) enhances the duty previously owed under the previous Data Protection Act in regards to what personal data is held, why it is held, how it is stored and where it is shared. The updated requirement extends on the governance requirements for personal data handling and accountability.

If a contract resulting from this tender procedure would involve you handling any such personal data, you must comply with the GDPR 2016 requirements.

Please use the following link to view guidance on this:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/674575/FINAL_PUBLISHED_GDPR_PPN_03-17.docx.pdf

Information submitted to the Council in response to this procurement will be processed and stored as follows:

- ALL Information uploaded onto the e-tendering Portal will be stored indefinitely by the portal - please do not include any personal information that is not entirely necessary for the delivery of the project.
- Only project officers and procurement staff will have access to the information submitted via the portal
- Information received will only be used to enable the evaluation of your tender and to complete any successful contracts

By submitting a tender and signing the **Form of Tender**, Tenderers permit the Council to:

- Store the information of their tender on the portal as part of the tender process;
- Run credit checks to ensure financial stability
- Carry out any other due diligence checks as required to ensure the most suitable company is awarded the contract.

The due diligence information for the successful Tenderer will be stored on the portal for the life of the contract plus the appropriate retention period.

The due diligence information for the unsuccessful Tenderers will be stored on the council system for six month after award to the successful Tenderer; however, please note, the Credit Safe system stores a record of 'previous checks made' in accordance with their Data Retention rules and Tenderers are advised to check these rules for their own reference.

3.16 Public Rights of Audit

The Local Audit and Accountability Act 2014 gives interested members of the public, for a limited period each year, access to the Council's accounting records. For the purposes of this exercise, the Council's records include contracts that the Council has with its suppliers.

Also, any contract awarded following this procurement process may be required to be disclosed as part of an external audit. The Council will take reasonable steps to ensure that data falling within the ambit of the **General Data Protection Regulation 2016** and any commercially sensitive or confidential material that would, in the Council's judgement, fall within an exemption provided under the **Freedom of Information Act 2000** is not disclosed.

3.17 Government Transparency Initiative

The Government has set out the need for greater transparency across public sector organisations to enable the public to hold public bodies and politicians to account. As part of this initiative, Central Government requires local authorities to publish tender opportunities online (including all invitation to tender documents for contracts) valued over £25,000.

In bidding for this contract, you should be aware that if your tender is successful, the resulting contract may be disclosed to members of the public. Limited redactions will be made only to comply with existing law.

In line with the Local Government Transparency Code 2014 the authority are required to publish a list of all contracts (including the names of who they are with) over £5,000 and all transactions over £500. This information is accessible on Cambridge City Councils website <https://www.cambridge.gov.uk/open-data>

3.18 Bond & Parent Company Guarantee

The Council requires suppliers to be able to demonstrate their ability to either provide a Parent Company Guarantee or, where no such provision exists, the ability to provide a bond and percentage cost for that provision. The option to implement this requirement is at the sole discretion of the Council.

Once the leading Tenderer is identified, the Council will consider, having due regard to all relevant risks, whether to require the Tenderer to provide a bond and/or parent company guarantee at the start of the contract. Even if the Council elects not to require a bond or parent company guarantee at the start of the contract, it retains the right to request this at a later stage.

The required forms for bonds and parent company guarantees are set out in this invitation to tender and no alterations or amendments will be permitted.

3.19 Warranties

By submitting a tender, you warrant, represent and undertake to the Council that:

- All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by you, your staff or agents about or arising out of the tender are true, complete and accurate in all respects, both as at the date communicated and as at the date of tender submission;
- You have satisfied yourself as to the accuracy and sufficiency of the details provided and that through your offer (and any resultant contract) that you have made it in full understanding of the full extent of the council requirements and delivery expectations;
- You have full power and authority to enter into the contract and perform the obligations specified in the specification and conditions of contract and will, if required, produce evidence of such to the Council;

- You are of sound financial standing and have and will have sufficient working capital, skilled staff, equipment and other resources available to you to perform the obligations specified in the specification and conditions of contract; and
- You will not at any time during the term of the contract or at any time thereafter claim or seek to enforce any lien, charge, or other encumbrance over property of what nature owned or controlled by the Council and which is for the time being in the possession of you as contractor.

3.20 Collateral Warranties

Where the contract includes a requirement for a design by a third party, such as a sub-contractor, the third party may be required to provide a collateral warranty as detailed and included in this tender pack.

3.21 Product Warranties

Where the contract includes the provision of goods which are either ICT/ software based or they include an electrical or mechanical element, the Council reserves the right to request a 2, 5 or 10 year warranty as detailed in this tender pack.

3.22 Health and Safety

If you are awarded the contract, you will be required to comply with the Health & Safety at Work etc. Act 1974 and any requirements of the Health and Safety Executive as relevant to the services or works to be delivered.

3.23 Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)

If TUPE applies to the contract, employee information will be provided separately, once you have provided a confidentiality undertaking in a form approved by the Council.

3.24 Conditions of Contract

The applicable conditions of contract are those referred to in the **Project Information Document**. You are advised to read the conditions of contract carefully; in submitting a tender, you agree to the conditions of contract and any Council amendments (where an industry Standard Form of contract is used).

Tenderer proposed amendments will not be accepted. The conditions of contract are not open to negotiation at any point. However, should a Tenderer believe there is either an error of law or that a requirements is unreasonable, they may, before the tender submission deadline, raise this as a query; having regard for the fact that the Council has no obligation to accept the request to make the suggested amendment.

3.25 Sub-Contracting

If you are awarded the contract, you may sub-contract only with the express written consent of the Council. All sub-contracts **MUST** reflect the requirements of the contract with the Council. The Council reserves the right to carry out random checks (contract audits) of all sub-contract documents to ensure that this is being implemented.

Where a sub-contracting arrangement is permitted, the contractor will be required to provide a copy of the sub-contract on request by the Council.

3.26 Specification, Drawings and Supporting Information

You are advised to read ALL project information carefully and to ensure the requirements are properly addressed and priced for within your tender response. The Council **CANNOT** accept additional information or any changes to your submission after the return date if you have missed or misunderstood information in the invitation to tender.

3.27 Purchase Orders and Invoices

You must not accept any verbal instructions or personal e-mails as initial orders.

Please be advised that **any invoice received without a VALID Council Purchase Order number will NOT be paid.**

SECTION 4 – Council Commitments

In addition to delivering against the specification, contract conditions and the time requirements detailed in the Project Information Document; the Council is seeking to work with suppliers who provided some form of ‘added value’ as described in the sections below. This is to be included as part of the individual method statement responses, as applicable, both to the specification and the question.

Tenderers are encouraged to detail the added value that they can offer as a Council contractor and explain how this will be delivered with regards to the specific project; see section 2.6 above for an example. The added value must be cost neutral and proportionate to the value of the contract in either effort or value.

Specifically, the Council is looking for the contract to be delivered in a way such that it creates

- Minimal negative environmental impacts,
- Boosts the local economy
- Benefits our residents by enhancing the community and
- Creating a great place to live and work

Tenderers are therefore advised to familiarise themselves with the Council’s targets and commitments by visiting the council website and reviewing the information available there. Particular attention is drawn to the following

4.1 Council Policies

The Council is committed to supporting and protecting our residents and communities by delivering our services as sustainably as possible. As such, all submissions will be assumed to have reviewed and accounted for the relevant policies as available through the following hyperlink

<https://www.cambridge.gov.uk/policies-plans-and-strategies>

4.2 Equalities

The Council requires all suppliers delivering services on our behalf, to comply with the Equalities Act 2010 and help us to achieve our Public Sector Equality Duty commitments.

4.3 Real Living Wage

The Council pays its own staff a living wage (as defined by the Living Wage Foundation - www.livingwage.org.uk) and believes that payment of a living wage by its contractors and sub-contractors will contribute positively to the economic, social and environmental well-being of the area. The contract will therefore require the contractor and its sub-contractors to pay the Living Wage Foundation living wage to all their staff who work on the Council's premises (or land maintained by the council) for two or more hours on any day of the week for eight or more consecutive weeks.

If the Council's Living Wage policy applies to the contract the subject of this invitation to tender, you must allow for payment of the Living Wage in all prices in the Pricing Document. The current value of the Living Wage stands at £8.75 per hour, and new rates are announced every year in November (and must be implemented by 1st May).

The contractor and its subcontractors will be required to provide evidence of compliance with this required on written request by the Council. Failure to do so could be treated as a breach of contract. The Living Wage Foundation is an initiative of Citizens UK, charity registration number 1107284. Further Council guidance can be found at <https://www.cambridge.gov.uk/living-wage>

4.4 Public Services (Social Value) Act 2012

The Council is committed to ensuring that all procurements consider the economic, social and environmental well-being of the City and surrounding area. As such, we require all tenderers to incorporate our commitment (which can be reviewed at the hyper-link below), in their submissions, through avenues such as (but not limited to):

1. Environmental factors

- Ensuring the **recycling of old and waste products** to reduce the impact on landfill and the environment
- **Protection of local wildlife**
- Reduction in the use of single-use plastics
- Reducing packaging for goods purchased, e.g. food and drink packaging
- Reducing of Noise impact
- Supporting the Council's Climate Change Targets
- Reduction in pollution levels

- Supporting the five key objectives of the **Council's Climate Change Strategy 2016-2021** for how the Council will address the consequences of climate change.
- Delivering contracts through production and transport processes that **protect the local environment** e.g. reduced carbon emissions and travel distances
- Offering **energy efficient solutions** that benefit our residents and the environment over the whole life cycle
- Reducing Emissions from the City Council estate and operations, the Council has set a target in its **Carbon Management plan (CMP) 2016-2021** to reduce carbon emissions from its buildings and services by 15% by the end of March 2021 with an aspiration to reduce emissions by 20% over this period.
- **Reducing energy consumptions and emissions** from Homes and businesses in Cambridge by promoting energy efficiency measures, sustainable construction, renewable energy sources and behaviour changes
- **Reducing emissions from transport**, by promoting sustainable transport, reducing car travel and traffic congestion, and encouraging behaviour change
- **Reducing consumptions of resources**, Increasing recycling and reducing waste
- **Supporting Council Services**, residents and businesses to adapt to the impacts of climate change

2. Economic Factors

- Creating new, local recruitment and apprenticeship opportunities for our residents which additionally support the local economy and community
- Supply chain selection processes (sub-contractors and suppliers) which identifies suitably qualified suppliers and supports the local economy

3. Social Factors

- Pro-actively supporting individuals with protected characteristics to achieve gainful, local employment and to participate in community activities (including supporting individuals from low-income backgrounds)
- Initiating/ participating in local Community projects and/ or sponsorship schemes – e.g. mental health awareness schemes or volunteering schemes which seek to improve the locality generally
- Offering work experience, work placements and mentoring support to local 6th form and university students
- Participate in local employment events, provide talks in schools etc.

- Sponsorship of local teams and events that contribute to the wellbeing of the community

Please visit our website for further information around our commitment to the community.

<https://www.cambridge.gov.uk/.../procurement-guidance-social-value.pdf>

<http://live.drupal.intranet.ccc.local/environmental-strategies-and-guidance-documents>



SCHEDULE 2 - TENDERER'S RESPONSE DOCUMENT Form of Tender & Financial Assessment

FORM OF TENDER

To:

TENDER FOR:	Insert Title
I / We the undersigned having examined the Employer's Requirements are willing to execute the whole of the work required for	£ _____
Company Trading Name	
Companies House (Legal) Name	
Company Registered Office	
Companies House Registration No	
Company Type	e.g. Private/ Public Company
Date of Formation	
Employee Contact Name	
Employee Job Title	
Telephone No.	
Email Address:	

I / We understand that:

- (a) We have read and understood the invitation to tender and conditions of contract issued by the Council for the provision of the above contract. We are fully satisfied that we can meet, in all respects, the requirements of the Council. We have had the opportunity, before we submit our tender, to ask the Council for clarification of anything we did not understand. We agree only to submit one tender.
- (b) We offer to perform and complete the contract in accordance with the Employer's Requirements, the conditions of contract and our tender for the prices shown in the attached Pricing Document held open for timescale stated in the project information document.
- (c) In submitting this tender we confirm that we have not taken part in any corrupt practices or collusion and that the offer made is genuine and competitive to the best of our ability.
- (d) We are not aware of any Conflicts of Interest between the Council and our organization.
- (e) We confirm that if our tender is accepted we shall, upon demand:
 - Produce evidence that all relevant insurances, policies, licenses and certificates of compliance with relevant legislation and policy are held and in force.
 - Sign or execute formal contract documentation as appropriate.
- (f) We confirm that the price submitted will be held open for 120 days from the end of the Tender period.
- (g) This Tender must be returned via the portal and that any correspondence will be via the same portal.
- (h) At the Council's discretion, there may be a clarification interview for this Tender involving a presentation and interview/meeting.
- (i) The Council, under the General Data Protection Act 2018, will store and only use the information provided as part of this tender to; evaluate the submission and then to create and administer the contract (where applicable).
- (j) All contracts will be retained for 6 years if signed and 12 years if a Deed, past the end of the life of the contract.
- (k) Contracts are subject to the Freedom of Information Act 2000 requests (excluding commercially sensitive information and Personal Data).
- (l) Information submitted through the e-tendering portal will be held by Pro-actis in accordance with their processes. As such, please only submit commercially sensitive and personal information where essential to the delivery of the contract – please clearly mark where this applies

Role	
Name	
Signature	
Date	

Financial and Capacity Assessment

The Council, in delivering service to our residents, funded through taxes, has a responsibility to ensure that they achieve best value in accordance with legislation and service delivery policies.

As such, when considering a supplier, we need to be certain that

- **they have the financial capacity and stability to deliver the service against the defined timescales,**
- **they adhere to legal requirements and apply ethical financial practices in delivering contracts, such as**
 - paying their taxes and vat
 - Paying their Business Rates
 - paying their supply chain on time (within 7 days)
 - submitting their accounts in accordance with the provisions of the attached contract
 - having the necessary borrowing facility to purchase the goods required for the contract

As part of ensuring this we will review various ratios, such that

- Current Assets **exceed** the Current Liabilities
- Liquidity, Gearing, Cash levels, Profit Margins and Debtor Levels, prevent minimal risk.

The Council will assess a company's ability based on, the information provided below (checked against a credit check) compared against the time, value and complexity of the relevant project; and where any concerns are identified, the finance manager will scrutinize the company's accounts. Any concerns will be clarified before a decision is made.

The Councils reserves the right to discount any tender where the company's financial capacity and stability requirement, proportionate to the project size and duration, are not evidenced through this assessment.

Turnover for the most recent three years (a)	Most recent	previous	One before
Please complete the year date	201_	201_	201_
Total Company Turnover £			
If there has been a reduction of turnover, please provide an explanation			
Turnover Breakdown	Most recent	previous	One before
Please complete the year date	201_	201_	201_
1. Annual value of services required under this contract (e.g. new build housing)			
2. Secondary services (e.g. general housing maintenance)			
3. Third type of service (e.g. office maintenance)			

Profit/ Loss for your most recent 3 years (b)	Most recent	previous	One before
Please complete the year date	201_	201_	201_
Value £			
If you have had a loss in any of the past 3 years, please provide an explanation below			
Please confirm your accounts have been submitted on time (we will check this on Companies House)	YES/ NO		
Current Assets (d)			
Current Liabilities(d)			
Current Stock (d)			
If your Current liabilities are more than your Current Assets, please provide an explanation			
Payment of invoices timescales (days)			
Current Insurance/ Indemnity Levels	Public	Employer	Profession al
If these are not as required by the contract – please confirm you can provide if successful.	YES		
Please confirm you have not got any unresolved CCJ – we will check this on Credit Safe and if any are identified we will require an explanation	CONFIRMED		
Any other financial information you feel should be taken into consideration			
Finance Officer Name			
Contact Number			

Mandatory Information/ Conformity Requirements	PASS/ FAIL
Please confirm that the organisation is NOT in breach of paying corporate tax or social security requirements or any other mandatory or discretionary financial requirements	YES/ NO
Please confirm you operate using a secure ICT system such that any data provided by the Council is maintained in a secure environment and protected from Fraud	YES/ NO
Please confirm you have considered the implications of the New General Data Protection Regulation 2018 on this contract; specifically any personal data of yours and ours, and that you will comply with the requirements?	YES/ NO
Please Confirm that your pricing includes paying staff the Real Living Wage where it applies	YES/ NO
Please Confirm that your recruitment and subcontractor selection processes comply with the Equalities Act 2010	YES/ NO
Please confirm that you have considered all safeguarding requirements and where identified, that you have a strategy to mitigate or minimize such risks	YES/ NO
Please confirm you have not taken part in the process of Blacklisting	YES/ NO
Please confirm that there are no CONFLICTS of INTEREST as detailed in the ITT. Where a conflict is identified, please provide details below	YES/ NO
Please confirm that you can provide a Bond if required; please attach confirmation/ a quote for the bond from your bank or insurance company.	YES/NO
Please confirm that you are registered with the appropriate trade foundation for the provision covered by this contract. Please provide your registrations information below	YES/ NO
<p>Please confirm that at no time has the company, or any of its directors, been involved in Organised Crime or Modern Slavery activities as defined by the NCA and Legislation; as a check for this, please advise on the following</p> <ul style="list-style-type: none"> • Do you import any goods or materials from abroad? If yes, please detail which freight company you use and how you ensure that there is no criminal activities connected to the transportation or the products • Do you hold an international Bank Account? Non-EU; If yes, <ul style="list-style-type: none"> • Please provide the account name/ number etc. in the box below. • Why do you have an offshore account? • Please provide an explanation of any cash movements over £100,000 • Please confirm that you ensure that all of your workers have the legal right to work in the UK 	YES/ NO

Please provide a minimum of three References, as detailed below.

Please send the attached reference sheet to ALL your referees and request that they return them to procurement@cambridge.gov.uk by the tender return deadline.

As part of ensuring your technical ability to perform this contract to a high standard, please list at least THREE References – IDEALLY these should be Public Sector contracts (over £5,000) delivered in the past 5 years for THE TYPE OF WORK REQUIRED UNDER THIS CONTRACT. If they do not demonstrate your ability to deliver this type of contract, scope and size, the reference will not be considered and the submission will be classified as unsuitable and incomplete

PUBLIC SECTOR REFERENCES					Pass/Fail
Note the Councils will check 3 references, which shall be deemed, pass or fail for this contract based on the relevance (price and scope) and on the feedback provided by previous clients. Please provide a minimum of 3 references.					
Name of Client(s) Address:	Telephone:	Email and Name of person to contact:	Description of services provided	Contract dates (From – To)	Annual and Total Value of Contract (£)

If you are unable to provide at least three Public Sector References, please provide the requisite number to make a total of three from the Private sector – they still need to be of the same scope and a similar size and value.

PRIVATE SECTOR REFERENCES					Pass/Fail
Note the Councils will check 3 references, which shall be deemed, pass or fail for this contract based on the relevance (price and scope) and on the feedback provided by previous clients. Please provide a minimum of 3 references.					
Name of Client(s) Address:	Telephone:	Email and Name of person to contact:	Description of services provided	Contract dates (From – To)	Annual and Total Value of Contract (£)

Please send the reference sheet to ALL your referees and request that they return them to procurement@cambridge.gov.uk by the tender return deadline.

Price & Quality Evaluation Questionnaire - Response to Employer's Requirements, Preliminaries and Contract Documentation

These QUALITY questions accounts for 30% of the overall final Score

Your response to the following questions should demonstrate your ability to deliver the requirements set out in the Specification Document. They are also an opportunities to demonstrate where you can add value to the contract in support of the Council's vision and commitment to

- Deliver Social Value
- Protect the environment,
- Facilitate opportunities for disadvantaged individuals and those with protected characteristics
- Support the local communities and resident groups, and
- Support the local economy through local spend, local jobs and local apprenticeships

Please note - responses to the questions below will become part of the contract.

Missing or incomplete responses cannot be SUPPLEMENTED or amended post submission and may result in a fail.

A typed attachment in response to the questions below is acceptable providing it does not exceed the response limits stated for each question. Brochures should not be included in the submission.

PLEASE ENSURE YOU CAREFULLY READ ITEM 2.6 IN THE INVITATION TO TENDER BEFORE ANSWERING THE QUESTIONS BELOW SO THAT YOU ARE CLEAR WHAT IS EXPECTED AND HOW THE COUNCIL WILL SCORE YOUR RESPONSES.

The Priced Bill accounts for 70% of the overall final Score

PLEASE ENSURE YOU CAREFULLY READ ITEM 2.5 IN THE INVITATION TO TENDER BEFORE FILLING OUT THE BILL SO THAT YOU ARE CLEAR WHAT IS EXPECTED AND HOW THE COUNCIL WILL SCORE YOUR RESPONSE.

Item	Method Statement 1 – <u>HOW</u> WILL YOU DELIVER THIS CONTRACT (AGAINST THE SPECIFICATION)	Marks	Score 0-5
1	<p>Please Provide a comprehensive set of Contractor Proposal which will detail the following in accordance with the Preliminaries and Employer’s Requirements</p> <ul style="list-style-type: none"> • Detail of ALL MATERIALS to be used in delivering the project including lead times • Detail of ALL PROCESSES to be used – this to be structured to reflect the works packages sequence and programme; please include any time sensitive risks. • Details of all elements of the build programme including identifying the critical activities and key milestones • Details of the handover process and rectifying any defects 	35%	
<i>Please confirm how you will meet the requirements</i>			
Item	Method Statement 2 - <u>WHO</u> WILL DELIVER THIS CONTRACT AGAINST THE SPECIFICATION	Marks	Score 0-5
2	<p>Please detail the project team as involved in the delivery of this contract and the benefits they bring to the contract. Please confirm where subcontractors are being used and where they will be required to contribute to the build, please include their details and the benefits they bring to the overall delivery of the project.</p>	25%	
<i>Please confirm how you will meet the requirements</i>			
Item	Method Statement 3 – HOW WILL YOU MEET THE <u>TIMINGS</u> REQUIREMENTS OF THE CONTRACT	Marks	Score 0-5
3	Please provide a Gantt chart detailing	15%	

	<ul style="list-style-type: none"> • Mobilisation requirements • The various work packages • Handover • Defects Period <p>Please highlight the critical path and detail how you will ensure the project is delivered on time and what mitigation processes you will apply should the programme slip.</p>		
<i>Please confirm how you will meet the requirements</i>			
Item	Method Statement 4 – HOW WILL YOU ENSURE THIS CONTRACT IS COMPLIANT WITH THE RELEVANT <u>H&S</u> REQUIREMENTS	Marks	Score 0-5
4	Please provide a high-level Health & Safety proposal detailing the key risks and mitigations to be applied to the project along with any relevant RAMS for critical work areas. (please note this will need to be firmed up before works start on site – at this stage the intention is to establish that the proposed processes will protect both works and the public).	10%	
<i>Please confirm how you will meet the requirements</i>			
Item	Method Statement 5 – HOW WILL YOU ENSURE AND MONITOR <u>QUALITY</u>	Marks	Score 0-5
5	Please detail your procedures for process documentation and ensuring that the outcome of this project meets the required standards as detailed in the Employers Requirements and the Industry standards. Where defects are identified by the Employer; during either the works or the defect period, please detail the process and timescales by which these will be remedied in accordance with the contract requirements.	5%	

<i>Please confirm how you will meet the requirements</i>			
Item	Method Statement 6 – HOW WILL YOU MINIMALIZE OR MITIGATE ANY RISK ASSOCIATED WITH THIS CONTRACT (Mandatory question)	Marks	Score 0-5
6	<p>Please identify, IN CONSIDERATION OF THE SPECIFICATION; the key risk to the successful delivery of this contract; these need to address (as a minimum) the following Headings</p> <ul style="list-style-type: none"> • Risk to People, specifically, the Safeguarding of children or vulnerable adults impacted by the services provided by the Council • Risk to physical or environmental harm through the delivery process of a construction project • Risk to project timescales • Risk to quality • Risks to budget • Other risks <p>Where a point above is not relevant to this specific contract, tenderers are still required to provide a response, all be it that the response states that the point is not relevant.</p>	5%	
<i>Please confirm how you will meet the requirements</i>			
Item	Method Statement 7 – Environmental Processes (mandatory question)	Marks	Score 0-5
7	<p>Please provide a summary of how you will apply your Environmental Policy and procedures to this contracts IN CONSIDERATION OF THE SPECIFICATION AND with regards to</p> <ul style="list-style-type: none"> • Energy efficiency • Compliance with the Cambridge Sustainable Housing Design Guide 	2.5%	

	<ul style="list-style-type: none"> • Waste management and recycling • Product selection • Sustainable transport • Renewable energy and carbon reduction • Adaptation to climate change <p>Where a point above is not relevant to this specific contract, tenderers are still required to provide a response, all be it that the response states that the point is not relevant.</p>		
<i>Please confirm how you will meet the requirements</i>			
Item	Method Statement 8 – Social Value Act (mandatory question)	Marks	Score 0-5
8	<p><i>Please advise what additional benefit you would bring to <u>this contract</u> regarding the Social Value Act 2012 and the Council’s desire to <u>support the local economy and community; IN CONSIDERATION OF THE SPECIFICATION.</u></i></p> <p><i>Please see Section 4 of the ITT and the Community Benefits Table for some examples of what is desirable to members.</i></p> <p><i>Please provide details of specific, quantified offerings under this contract along with examples of the benefits you have previously achieved through similar offerings and why you are proposing them for this contract.</i></p> <p><i>Any proposal or offering needs to be cost-neutral; and should be proportionate to the value and nature of the contract and the size of the company making the offer. e.g. a talk in schools on safety or a small time donation to a local charity for a low value contract, or, on large contracts, over £1,000,000 and over 2 years in duration the council is keen to see apprenticeships and local job opportunities.</i></p>	2.5%	

Please confirm how you will meet the requirements

9

Please detail how you will ensure compliance with the General Data Protection Regulation 2018

No Marks this is to cross check the logic of pricing in section 4

Although not scored, any response that does not comply with requirements of the regulation will deem the submission non-compliant. Equally, failure to provide this information when it has been identified that personal data is involved, will also result in a fail.

10

Confidential, commercially sensitive and Personal Data not to be shared

No Marks this is to cross check the logic of pricing in section 4

Please use this space to provide details of

- Commercially sensitive information – e.g. break down of pricing***
- Commercially sensitive information – e.g. Intellectual property rights or patents on a product or process (even I not complet yet)***
- Confidential Information – e.g. personal data that the supplier has not already put into the public domain through including it on the company web pages.***

Please note – listing it here does not automatically guarantee that it is not subject to release under the Freedom of Information Act 2000

PRICING

Item	Method Statement 4 - Pricing	Marks	Score
10	Breakdown of pricing	No Marks this is to cross check the logic of pricing in section 4	
<p><i>Please use this space to provide an financial comments or pricing explanations that you feel will aid in the evaluation of your tender submission (Schedule attached below):</i></p>			

PRICING SCHEDULE – (70% of the overall tender evaluation)

Please insert all your costs in the table below (or outline your costs in a template of your making). We have attempted to estimate the Quantities for some items required note these unit quantities are based on our best estimates but may change with the contractor design, **any measurements should be double-checked from the outline drawings when pricing.**

	Item	Rate	Quantity	Unit	Cost
1.01	Erect and Remove - Site compound		1	Item	£
1.02	Servicing of site compound (offices and messes)		1	Item	£
1.03	Erect and Remove - Temporary Diversion		1	Item	£
1.04	Maintain - Temporary Diversion		1	Item	£
1.05	Information board similar to Dia 7003.1 of Chapter 8 Part 1 Design with Cambridge City Council logo		1	Item	£
1.06	Temporary fencing to secure the works area		1	Item	£
2.01	Take up or down and set aside for re-use granite kerbs (approx. 250 by 125mm)		445	M	£
5.01	Import and lay a 100mm internal diameter UPVC service duct (orange) in trench depth to invert not exceeding 1 metres, average depth to invert 0.6m. To include draw rope, all connections and pea gravel surround. (Provisional Item)		50	M	£ ----
5.02	Import and install all cabling, electrical works, erection of light column and commissioning. (Provisional Item) (Light column supplied by the client.)				£ ----
5.03	Light Column foundation (Provisional		1	NO.	£ ----

	Item)				
5.04	Import and replacement of 600mm by 450mm EN124 Class D200 cover and frame on concrete chamber (Provisional Item)		1	NO.	£ ----
5.05	Raise level of covers to service boxes not exceeding 0.5Sq m in area by 150mm or less (any type of construction of box) to include all materials (Provisional Item)		1	NO.	£ ----
5.06	Removal of the gullies and drainage, capping off the original drainage system. Making good for the proposed foundations. Number and size vary.		4	NO.	£
6.01	Excavation of acceptable material Class 5A. To be stored on site for reuse.		90	CUM	£
6.02	Excavation of acceptable material excluding 5A in footways for disposal.		120	CUM	£
6.03	Extra over excavation for excavation in Hard Material in footways (Provisional Item)		10	CUM	£ ----
6.04	Disposal of acceptable material Class 5A		10	CUM	£
6.05	Disposal of acceptable material excluding Class 5A		120	CUM	£
6.06	Take from site store and lay top soil 50mm thick to surfaces sloping at 10° or less to the horizontal and grass seed (or topsoil and relay excavated turf and grass seed)		80	SQM.	£
6.07	Import and lay Geotextile Terram Grade 1000 or equivalent		2212	SQM.	£
6.08	Excavate grass and soil at edge of footways and cycle ways to a maximum width of 250mm and dispose of surplus materials to tips off Site (siding) (Provisional Item)		100	M	£ ----
6.09	Excavation of soft spots and other voids in side slopes (Provisional Item)		20	CUM	£ ----
6.10	Filling of soft spots and other voids in side slopes with Type 3 material (Provisional Item)		20	CUM	£ ----
6.11	Regrade areas of turf (lift turf, regrade the soil and relay turf to the proposed level of the Verge Reinforcement additional topsoil from the site store)		400	SQM.	£

7.01	Import and lay Granular Type 3 foundation and drainage for the verge reinforcing unit		190	CUM	£
7.02	Milling pavement to a depth not exceeding 40mm		304	SQM.	£
7.03	Saw cut the existing footpath to form edge suitable for the installation of the verge reinforcement units		530	M	£
11.01	Import and lay Timber edging 37mm x 100mm laid straight or curved exceeding 12 metres radius		2500	M	£
11.02	Remove from store and relay granite kerbs 125mm by 255mm laid straight or curved exceeding 12 metres radius		450	M	£
11.03	Paved area comprising SMA 6 surface course with 6mm aggregate 25mm thick (App 7/1 SC3 100/150 pen)		1950	SQM.	£
11.04	AC6 dense surf surface course with 6mm crushed rock aggregate regulating course (Footway Type 3)		50	TON	£
11.05	Repairs to depressions AC6 dense surf surface course with bitumen penetration 100/150 with 6mm aggregate PSV 55		5	TON	£
50.1	Supply of Verge Reinforcement Units		790	SQM.	£
50.2	Installation of the verge reinforcing units (rate to include top soiling and seeding)		790	SQM.	£
50.3	Sharp Sand (rate to include supply and laying of the sharp sand)		435	CUM	£
Total Cost for the Proposed Works					£

Please complete and sign below to confirm that everything submitted is a true and accurate representation of the company and that the processes detailed in the method statements are within your ability to deliver. Any intentional misrepresentation later identified will result in the process or contract being terminated.

Role	
Name	
Signature	
Date	

Parker's Piece Verge Reinforcements

02 December 2018

JCT370A01 PROJECT SUMMARY

This Document will be attached to the complete JCT contract as Schedule 1 - Specification

10 BACKGROUND

Parker's Piece is a very important green space in the centre of Cambridge. There are high numbers of pedestrians and cycles crossing the park mostly using the paths and many informal sports played on the grass most days of the week.

The area is used for a large number of events with vehicles accessing the area when setting up and removing the events.

The existing grass edges on both sides of the paths are being damaged due to the pedestrian, cycle overrun and occasional vehicle traffic. This is being made worse by water sitting at the edge of the path, saturating the grass verges forming ponding on the verge and path, narrowing the path and increasing the overrun.

The existing paths have poor shape both transversely and longitudinally.

The proposed solution shall improve the shape of the paths with path edging works and resurfacing. By lifting the paths the water will be able to run off the paths and the granular fill below the grass reinforcement shall act as water storage and also the foundations for the grass reinforcement.

20 PROJECT SCOPE

The project is intended to both protect and improve the paths within the park such that the public and events do not adversely affect the park.

30 PROJECT BUDGET

The project costs are estimated to be between £100,000 and £130,000

The Contractor is required to provide a lump sum price using the Bill of Quantities. Any additional works shall be discussed and the contractor asked to submit for approval a cost and time estimate for the additional works.

40 TIMESCALES

Works are required to start March 2019 and be completed by June 2019 - as there are fewer events and to ensure the grass can be laid and allowed to grow before the park is used for planned events. See Appendix D for a schedule of Events.

50 DESIGN REQUIREMENTS

This contract is to be delivered in accordance with the attached drawings and site plans and the product information provided by the manufacturer. It is not envisaged that the contractor is required to provide any design input. Should any design requirements be identified during the delivery of the project the Contractor will be required to demonstrate their ability to provide the technical design input and warrant the Employer against any design risk? In this instance, assuming the Employer instructs the contractor to provide the design; a price variation will be agreed.

JCT370A02 SPECIFICATION

10 GENERAL REQUIREMENTS

Parkers Piece is a very important green space in the city and therefore the ecology and trees require to be protected during the works.

Any issues regarding the ecology or vegetation shall be highlighted to the Project Engineer who will inform the ecology or arboriculture officer.

Care to be taken when working close to the trees. All works in the area of the trees shall be hand excavation, no tree roots greater than 5mm shall be cut. If there are a large number of tree rots then works shall stop and the Project Engineer contacted.

Existing General Maintenance on Parkers Piece

The grass on Parkers Piece is cut short as part of a regular maintenance schedule. If the contractor wishes any special arrangements then these shall be included as part of the method of works. It is not foreseen that any cutting of vegetation shall be required by the works contractor.

Site Information

The site chainage has been measured from the kiosk end of the path towards Reality Checkpoint. Chainage zero has been taken as the concrete pin kerb and along the west kerb line. To be marked as pre start meeting. The chainage on the east west path shall be supplied to the successful tenderer.

Site Compound and Access

The site compound area shall be located close to Parkers Piece; the contractor shall identify the compound area and size.

All vehicular access to Parkers Piece shall be by the access gate adjacent to the public toilets at the junction of Gonville Place and Regent Terrace. The contractor shall be given a key for the gate at the start of the works and shall be returned at the end of the works. The gate shall remain closed and locked at all times during the works unless access is required.

Vehicle size and vehicle movements on Parkers Piece shall be minimised. The contractor should programme the works to use vehicles no larger than a transit van size, larger vehicles could be used with prior consent but these larger vehicles should be minimised. See the Risk Assessment for the use of motor vehicles on City Council Parks and Open Spaces. The contractor shall include vehicle movements in their own site specific Risk Assessment for the movement of all vehicles during the works. The contractor shall not use a newly constructed path as a vehicle route to construct another path.

Parkers Piece will remain open to the public during the works. The contractor shall allow alternative routes while closing off a path. The contractor shall erect diversion signage. A temporary walkway can be laid and the area made good after lifting the walkway.

Access to the kiosk and toilets on the corner of Parkers Piece shall be maintained for the duration of the works. There are other 3rd party works around the edges of Parkers Piece, the contractors programme and method statement shall take these 3rd party works into account when planning these works.

Programming of the Works

The works will require to be carried out in early spring as there are fewer events and to allow the grass to start to grow. The works will require to be carefully programmed to keep the paths open at much as possible. Temporary diversions shall be designed by the contractor to best suit the works. Any damage caused to the grass shall be repaired as part of the maintenance period.

See attached programme of events on Parkers Piece. No works will take place during a scheduled event, the site shall be made safe and as small as possible.

The successful contractor shall programme their works with any events highlighted on their programme. The contractor shall consider the timing of the construction nearest to the kiosk to allow any event access over the new construction without causing any damage. If any damage is caused the contractor shall carry out remedial works after the completion of the event.

Existing Utilities

There are existing ducts and drainage on the site close to the footways. It is thought that the ducts are approximately 500mm deep. The contractor shall undertake a safe method of excavation to ensure that there is no damage caused to the ducts. The contractor shall carry out trial holes as required to locate the utility ducts.

The utility drawings have been included onto one drawing which is included in Appendix B, Utility Plan 104. There are additional chambers and utility trenches on site which are unknown and have been shown on the plan, there may be other services which are not shown any other utilities found on site shall be noted and the Project Manager informed.

Care to be taken when working close to the trees. All works in the area of the trees shall be hand excavation, no tree roots greater than 5mm shall be cut. If there are a large number of tree roots then works shall stop and the Project Manager contacted.

There is a water fountain located on the path between Reality Checkpoint and the University Arms Hotel. This is sitting on a concrete slab, the new surfacing and verge reinforcement shall tie into this slab

Street Lighting

New street light (drawing reference - LPG) shall be erected as shown on the plan.

The proposed street light shall be connected and commissioned. All commissioning certificates shall be supplied to the client.

Grass Reinforcement Works

Instillation of grass reinforcement on both sides of the paths, generally 1m wide.

The grass behind the reinforcement requires to be adjusted to meet the new levels.

The new grass reinforcement and re-laid grass areas will be maintained for 12 months.

Path Works

The only paths which shall be worked on are shown on the Works Plan.

It is suggested that the contractor completes the footpath works before laying the verge reinforcement to prevent any damage to the verge reinforcement.

Plane out the tie-ins and other areas as shown, lift the kerb stones, regulate and surface course. Design details are included in Appendix C.

After the laying of the finished footway surface, no construction vehicles shall run on the finished footway surface

Remedial Works

Any damage to the grass during the works shall be made good as soon as possible and shall be maintained during the maintenance period.

20 FOOTPATH CONSTRUCTION SPECIFICATION

Footpath Construction Specification

Path from Kiosk (Gonville Place / Public Toilets) to Reality Checkpoint

- The existing stone kerbs shall be carefully lifted and re-laid as per the attached schedule in Appendix B. The top of kerb level shall be used to set the footway and verge reinforcement levels.
- The stone kerbs shall be laid as per the standard detail shown on the drawings. Concrete surround shall be a standard mix ST1 to Specification for Highway Works, Clause 2602. If there is a good concrete foundation for the existing kerb this shall be extended for the proposed kerb foundation.
- The existing footpath shall be planed out to the levels shown in the schedule. Any areas of poor footpath surface shall be agreed (Contractor and Project Manager) and removed to good material.
- Any existing surface defect shall be repaired before any overlay is carried out as part of the regulating. The defect shall be cut square and a minimum of 25mm thick. Before laying with new bituminous materials, AC6 material or similar approved.
- The footway surface shall be sprayed with a tack coat just before applying any bituminous materials.
- All vertical edges shall be painted with cold applied thixotropic bitumen emulsion immediately prior to the laying of any bituminous layers.
- The footpaths shall be constructed with a cross fall, of 1 in 40 (2.5%) to allow the footpath to drain to the grass verges either side.
- Regulating material to be laid over the existing path to remove the undulations and allow the surface course to be laid to the line and level. Maximum layer thickness to be 50mm, any thicker areas shall be laid as separate layers. Regulating material to be AC6 close surface Dense Asphalt Concrete to BSEN 13108-1 with 100-150 pen binder or similar approved.
- Surface course, 25mm compacted thickness, to be laid as one layer at a 1 in 40 cross fall. Material to be a 6mm SMA. The top of the surface course shall be level with the top of the stone edgings.
- The tie-ins at the end of the paths shall be over a 10m length of path. The footpath cross fall shall be graded over this length to meet the levels of the existing path at the tie in.

Area around Reality Checkpoint

- This area has not been included in the design, drawings and specification. Some amendments may be required to the bill quantities. The details (drawing and level schedules) for this area shall be passed to the successful tenderer.
- Any existing surface defect shall be repaired before any overlay is carried out as part of the regulating. The defect shall be cut square and a minimum of 25mm thick. Before laying with new bituminous materials, AC6 material or similar approved.
- The footpath surfacing shall tie in to the construction joint on the north side of Reality Checkpoint.
- The grass reinforcement shall extend approximately 10m along the length of this path from Reality Checkpoint and on both sides of the path.

- Utility chamber covers are to be lifted to tie in with the proposed footway levels; there are two on the existing footway. The cover in the verge shall remain at the existing level and the grass verge shall tie into this level.
- The grass verges shall be adjusted to remove high and low areas. Turf lifted, soil below removed to reduce the levels and turf re-laid to tie into the proposed verge reinforcement. The exact extent to be agreed on site.

Path from the University Arms Hotel to Reality Checkpoint

- This area has not been included in the design, drawings and specification. Some amendments may be required to the bill quantities. The details (drawing and level schedules) for this length shall be passed to the successful tenderer.
- There are low spots in the edge of the path; these are thought to tie in with an old drainage system. The level of the proposed verge reinforcement / path edge shall be laid to specified levels to remove the undulations. This shall allow the grass reinforcement to be laid to a consistent line and level. These levels are not included in the specification but shall be given to the contractor before the start of the site works.
- High areas to be planed off, and low areas shall require some regulation up to the underside of the surface course.
- Any existing surface defect shall be repaired before any overlay is carried out as part of the regulating. The defect shall be cut square and a minimum of 25mm thick, with the finished level the same as the adjacent surfacing. Before laying with new bituminous materials, AC6 material or similar approved.
- The footway surface shall be sprayed with a tack coat before applying any bituminous materials.
- All vertical edges shall be painted with cold applied thixotropic bitumen emulsion immediately prior to the laying of any bituminous layers.
- Edgings to be laid straight therefore minor adjustment of the existing path construction (cutting back) or minor widening shall be required. Anything more than 25mm shall be discussed with the Project Manager.
- New timber edging shall be required along the length of the path. These shall be supported with timber posts, suggested to be 5m centres on the straight sections. At the ends and junction there shall be timber posts within 150mm of the end of the edging board. The timber edging shall be 100x37mm (or similar approved) and lay so the top edge is level with the adjacent path. The top of the timber pegs shall be 25mm below the top of the timber edging.
- The timber shall be treated.

Path from Reality Checkpoint to the Parkside / Gonville Place junction

- This area has not been included in the design, drawings and specification. Some amendments may be required to the bill quantities. The details (drawing and level schedules) for this length shall be passed to the successful tenderer.
- The surfacing works shall include the two paths where they split at Parkside / Gonville Place Junction the first runs towards Parkside and the second to the pedestrian crossing on Gonville Place and as shown on the plan.
- Grass reinforcement is only required along approximately the first 10 metres of the path from Reality Checkpoint but on both sides. This shall be constructed as per the specification for the Reality Checkpoint to University Arms Hotel.
- High areas to be planed off, and low areas shall require some regulation up to the underside of the surface course.

- Any existing surface defect shall be repaired before any overlay is carried out as part of the regulating. The defect shall be cut square and a minimum of 25mm thick. Before laying with new bituminous materials, AC6 material or similar approved.
- There are low spots along the edge of the path. Proposed timber edging shall be laid to specified levels to remove the undulations. This shall allow the proposed path to be laid to a consistent line and level.
- The footway surface shall be sprayed with a tack coat before applying any bituminous materials.
- All vertical edges shall be painted with cold applied thixotropic bitumen emulsion immediately prior to the laying of any bituminous layers.
- New timber edging shall be required along the length of the path. These shall be supported with timber posts, suggested to be 5m centres on the straight sections. At the ends and junction there shall be timber posts within 150mm of the end of the edging board. The timber edging shall be 100x37mm (or similar approved) and lay so the top edge is level with the adjacent path. The top of the timber pegs shall be 25mm below the top of the timber edging.
- The timber shall be treated.
- Edgings to be laid straight therefore minor adjustment of the existing path construction (cutting back) or minor widening shall be required. Anything more than 25mm shall be discussed with the Project Manager.
- There are lengths where there is a concrete pin kerb the surfacing shall be laid to the pin kerb with the required camber.
- Verges shall be adjusted to tie in with the new path levels. There shall be enough topsoil excavated on the site to allow adjustment of these verges without importing topsoil.

Verge Reinforcement

-
- It has been assumed that the top 100mm of existing verge material shall be turf and topsoil, below this will be sub-soil. These dimensions may vary but there should be enough topsoil excavated on site that can be reused so no additional topsoil shall be required.
- The contractor shall carry out CBR tests on the sub-grade (approximately 250mm depth) to determine its value. The design has assumed a CBR value of 2, if the site tests are less than this value then the Project Engineer shall be informed. The contractor shall highlight how the tests are to be carried out as part of the Method Statement. Tests shall be carried out as required but not more than 20m apart.
- There are areas where tree roots are close to the existing path. These areas will require to be excavated carefully and no tree roots above 5mm diameter shall be cut. If roots of this diameter are found that the Project Engineer shall be contacted and the Arboriculture Officer shall advise the contractor how to proceed.
- In the locations where the verge reinforcement is to be installed the topsoil and turf shall be excavated and stored (in the site compound) for reuse as required. This is to minimise the material brought onto site.
- The final ground level shall be from the top of the stone kerb or footway level to the tie-in location shall generally be one uniform gradient. This information is shown in Appendix C, the dimension from the kerb to the extent of the works. The reinforcing shall be laid flat where the tie-in is above the level of the grid (chainage 190, 200 east, 220 east).

- The excavation shall have a Terram 1000 or similar approved material placed in the base of the excavation with enough material to rap around all of the sub base material. The contractor shall follow the manufacturer's installation guide. There shall be a minimum of 300mm overlap joint in the geotextile or as specified the manufactures guidance.
- Any soft spots shall be notified to the Project Engineer to agree how to progress. This is likely to be further excavation and backfill with geotextile and imported fill material.
- Import and lay sub-base material minimum 100mm wider that the proposed reinforcing grid width, minimum of 200mm compacted thickness, to the required level and gradient. The proposed layer thickness and compaction method to be included in the method statement. The top layer of the sub base will be finished at the same gradient as the verge reinforcement.
- Sub-base material shall be a graded granular aggregate (Type 3) to allow the water to drain through the sub-base material. This layer is to act as a foundation but also a soak away from the path water runoff.
- The grass verge reinforcement is to be placed following the manufacturer's instructions. Hebdon X Grid 500x500mm (or similar approved) with 5 to 10mm of sharp sand to bed the units and then the units on top.
- Timber edging shall be installed on the outside of the reinforcing units. The timber edging shall be installed as shown on the General Arrangement drawing. The top of the longitudinal timber edge to the finished ground level shall be a minimum of 20mm (half the depth of the reinforcing unit).
- Reuse the existing excavated turf on the outside of the verge reinforcement on a smooth grade between the top of the verge reinforcement and the existing ground, tie-in point. Gradient to match the top of the verge reinforcement. Additional excavation of the turf may be required to allow the smooth transition.
- Infill the verge reinforcement units with the excavated turf or topsoil and seed.
- Grass seed shall be used where any existing turf had been relayed or where there is replaced topsoil. Areas where there is topsoil and seed shall have a thin layer of topsoil over the seeding and watered as required.
- Turf and areas of topsoil and seed shall be fenced and watered as required for a period of 1 month to ensure the grass and seed are well established before removal of the fencing.
- Existing rubbish bins, sign posts and fences shall have the construction carried up to the base of the obstruction. The Hebdon X Grids shall be cut and placed around the obstruction.

New Street Light and Duct (Provisional Works)

- The proposed street light and ducting may be removed from the final contract.
- A new street lighting duct shall be laid at an approximate depth of 500mm below finished ground level. The duct shall be laid from the street light (LPF) approximately 50m along the length of the path.
- The duct shall be 100mm diameter MDPE, colour to be Orange.
- The new duct shall tie in with the end of the existing duct within a distance of 100mm. The end of the duct shall be within 500mm of the end of the path and the perpendicular path.
- The duct shall be laid below all of the verge reinforcement construction.
- The duct surround shall be Class 8 material to S.H.W. clause 503.3(iv). There shall be a minimum of 100mm of material below the duct and a minimum of 75mm either side. Cover over the crown of the duct shall be a minimum of 150mm.
- Any other ducts exposed during this works shall be reinstated as point no. 26.
- The proposed line of the duct shall be as close to the existing path as possible. This will reduce the risk of damage to the tree roots.

- Care to be taken when working close to the trees. All works in the area of the trees shall be hand excavation, no tree roots greater than 5mm shall be cut. If there are a large number of tree roots then works shall stop and the Project Engineer contacted.
- The duct shall have a draw string along its full length.
- Warning tape shall be laid over the line of the duct and above the surround material.
- New street light (drawing reference - LPG) shall be erected as shown on the plan. Street light to be supplied by the client shall be from DW Windsor; lamp post Cambridge 6m TLS Multi-Arm 114mm shaft with integral 1.2m root; Scroll Traditional column bracket single arm with top entry easy fit connection, 750mm projection to fit a 114mm shaft; Windsor Street luminaire IP65 pendant easy fit connection complete with 60w Cosmopolis lamp including control gear and a Diamond Optic set to 10/10 and a 70lux electric photocell. Street light to be connected into the system.
- The proposed street light shall be connected and commissioned. All commissioning certificates shall be supplied to the client.

Other Items

- There is some abandoned drainage along the length of the Reality Checkpoint to the University Arms Hotel. This drainage is to be removed as required and capped at a level below the sub-base layer.
- Existing street lighting columns shall have the construction carried up to the base of the column. The Hebdon X Grids shall be cut and placed around the light column. Cuts to be minimised and grids to be kept as large as possible. The contractor shall work carefully around the light columns to ensure there is no Health and Safety Risks during or after the works.

30 MAINTENANCE

The Contractor is required to provide for a 12 month maintenance and defect period, during which they will be required to: -

Remedy any defects and maintain the new paving and grass reinforcement areas and the associated grass / seeded areas, this to include;

- Watering
- Cutting of the grass
- Reseeding and top soiling any bare patches

40 ADDITIONAL INFORMATION

The following drawings are provided

- Site Extents Plan - 101
- General Arrangement - 102
- Design Cross Sections and Long Section - 103
- Utility Drawing – 104

Data Sheets

- Hebdon X Grid
- Terram 1000

Setting Out Data

Path from Kiosk (Gonville Place / Public Toilets) to Reality Checkpoint

Setting out information for the paths University Arms Hotel to Reality Checkpoint to Gonville Place/Parkside shall be supplied to the successful tendered on award of the contract. Some re-measurement of the surfacing quantities will be required.

Notes: -

All transverse measurements are from the path edges.

JCT370A03 QUALIFICATIONS & ACCREDITATIONS

10 CONTRACT REQUIREMENTS

The Council places significant consideration in quality of services provided and as such it shall ensure that tenderers understand our requirements and have the capability and experience of delivering a contract to those standards and in a specific manner.

The contractor, as part of responding to this specification, the Contractor will be required to demonstrate that they understand the contract and have the relevant knowledge and experience to undertake the works along with details of qualifications of the project team.

JCT370A04 QUALITY REQUIREMENTS

10 METHOD STATEMENT REQUIREMENTS

Quality evaluation will account for 30% of the evaluation score (Price will cover the other 70% of the evaluation score).

Tenderers are required to provide a Method statement Response to each of the Questions below - these statements will become contractual requirements and as such will be attached to the completed JCT booklet as Schedule 2 – Tenderer Response Method Statement Responses.

The responses to the below requirements will be scored in accordance with the attached ITT document on a scale of 0-5; if any of the responses score 2 or less then the Employer reserves the right to deem the tender inadequate or non-compliant against the project Specification and such that their proposal would make the proposal undeliverable.

Statement 1 - Works Delivery

Please describe how you will deliver this contract specifically addressing the requirements detailed in the above specification and industry standards.

This to specifically address (but not limited to explaining) how you will deliver on the following

- Construction detail for raising of the stone kerb section of the works;
- Construction detail for the verge reinforcement sections of the works; (The tenderer shall state the verge reinforcement product that is proposed to be used to ensure it is an approved product)

- Construction detail for plaining out of the existing path materials; (The existing path details are not known.)
- Information relating to any footpath repair works;
- Construction detail for surfacing of the proposed path;
- Information relating to movement of materials in and around the site; (to include to compound location)
- Maintaining an acceptable level of accessibility around the works for pedestrians, cycles, wheelchair and other reduced mobility users;
- Minimising potential impact on the occupants of neighbouring buildings and businesses;
- Instillation of the light column, ducting and commissioning

Statement 2 - Delivery team

Please detail the project management team, direct labour and sub-contractors that will be used to deliver this project clearly demonstrating the benefits that they bring to this project and how they will ensure its timely and quality success

Statement 3 - Project Programme

Please detail how you will programme the works; please demonstrate this on a Gantt chart detailing the critical path and key milestones.

The programme must allow for maintaining access at all times during the works (including evenings, weekends, and events);

The information provided should specifically identify:

- Mobilisation
- Activities and times requirements for any diversions
- Construction sequence of all the work packages including showing the critical path and slack
- Timescales for new footpath construction and the date it will be open for public use;
- Timescales for new verge reinforcement construction and the date it will be open for public use;
- Handover
- Any waiting times (concrete curing requirements) before the new pathways can be used for vehicular access to the park
- Defect Period

Statement 4 - Quality Control

Please detail your processes by which you will ensure that the specification and industry standards for this contract are met (documentation process) and how any issues that are identified will be resolved including the process and timescales.

Please include details on how you measure performance against the agreed KPIs, your proposed communication processes, your processes for dealing with user complaints and the means by which you manage any performance issues of your contractors.

Statement 5 - Health & Safety

Please provide a high level Health & Safety proposal detailing the key risks and mitigations to be applied to the project along with any relevant RAMS for critical work areas. (Please note this will need to be fully developed before works start on site – at this stage the intention is to establish that the proposed processes will protect both works and the public).

Please include information about equipment and vehicle storage requirements, proposed compound location and size, vehicle movement, deliveries, moving materials on site, and expected mitigation against risks to those working on the site, for local residents and businesses situated nearby, and for persons visiting and using the amenities, at all times during the works (including evenings and weekends). Please see the City Council Risk Assessment for moving vehicles which must be used as a minimum standard.

Please address the CDM requirements associated with this project as the Principle Contractor
Please ensure you address the requirements of A30/550, 570 and 590

Statement 6 - Environmental Processes

Please provide a summary of how you will apply your Environmental Policy and procedures to this contracts IN CONSIDERATION OF THE SPECIFICATION AND with regards to

- Energy efficiency
- Compliance with the Cambridge Sustainable Housing Design Guide
- Waste management and recycling
- Product selection
- Sustainable transport
- Renewable energy and carbon reduction
- Adaptation to climate change

Where a point above is not relevant to this specific contract, tenderers are still required to provide a response, all be it that the response states that the point is not relevant.

Statement 7 - Social Value

Please advise what additional benefit you would bring to this contract regarding the Social Value Act 2012 and the Council's desire to support the local economy and community; IN CONSIDERATION OF THE SPECIFICATION.

Please see Section 4 of the ITT and the Community Benefits Table for some examples of what is desirable to members. Please provide details of specific, quantified offerings under this contract along with examples of the benefits you have previously achieved through similar offerings and why you are proposing them for this contract. Any proposal or offering needs to be cost-neutral; and should be proportionate to the value and nature of the contract and the size of the company making the offer. E.g. a talk in schools on safety or a small time donation to a local charity for a low value contract, or, on large contracts, over £1,000,000 and over 2 years in duration the council is keen to see apprenticeships and local job opportunities.

20 QUALITY CONTROL

Please detail who and how the project / contract will be managed; this could be meetings, inspections, surveys, reports etc.

The main contract manager / client contact is Dugald Peebles.

As a minimum

- a) A pre-start site meeting will be required
- b) A weekly formal progress meeting (this can be a written report during the pre-site fabrication works) during the contract works (between client and designer / principal contractor representative, notes to be produced). This will cover the main elements; progress since the previous report, programme, risks, costs of the works, elements that require amendment from the proposed design.
- c) Communication of variations to the works that effect cost, programme (time) or design to be reported to the client within 1 working day or as outlined in the contract.

JCT370A05 PRICING REQUIREMENTS

10 PRICING MECHANISM

Tenderers are required to provide a FIXED, LUMP SUM PRICE that includes everything explicitly detailed and obviously implied by the attached specification. The Employer will not pay any additional costs unless EXPLICITLY INSTRUCTED as a VARIATION.

20 PRICE BREAKDOWN

Tenders are required to provide a comprehensive breakdown and pricing schedule under the following headings (it is recommended that quantities are included in the breakdown in case anomalies are identified as part of the evaluation process). Please note, where a comprehensive breakdown is provided any arithmetical errors will be corrected in accordance with the NJCC code of Practice; where insufficient detail is provided the lump sum price will prevail and although an explanation may be sought not errors or adjustments will be allowed.

Prelims including

- site set-up,
- management resources
- all utility requirements
- All plant and equipment

Each works package specifically

- Initial Ground works
- Excavations and removal of existing footpath materials, soil or granite curbs (the latter being retained for future use)

Services & Drainage

- New Service Ducting and inspection chamber, removal of redundant gullies and drainage system

New Path and surrounding Surfacing

- Geotextiles
- All necessary aggregates (as per the manufacturer specification)
- top soil and grass

- Verge reinforcement including
- timber edging
- new or replacement of granite curbs
- Additional paving as per the plans

Remedial work

- replacement of any damaged grass
- removal of site set-up and compound

Day works

- Please provide a list of key roles and day rates to be used if additional works or a variation instruction is given

On-cost

- Please provide percentage on costs for materials and subcontractor requirements which are issued as part of a variation

Profit & Overhead

- Please detail the profit and overheads percentage included in your lump sum and applicable for any variations.

30 PRICE EVALUATION

The above price will be evaluated and allocated a proportionate score of the available 70% as per the ITT

JCT370A06 PROGRAMME REQUIREMENTS

10 PROJECT PROGRAMME

The Contractor is required to provide a programme that is compliant with the critical dates of works starting in March 2019 and being completed by June 2019. The programme must detail the critical path and the key milestones and highlight any programme slack.

20 PROGRAMME DELIVERY

The Contractor is required to provide a descriptive statement as to how the programme will be achieved and how any delays that occur will be mitigated to ensure all planned events can take place. Failure to provide a programme that is compliant with the critical, event dates listed in the attached schedule may result in the tender being deemed not compliant and therefore not considered.

JCT370A07 CONTRACT MANagements & KPIS

10 CONTRACT MANAGEMENT

The Contractor is required to effectively and accurately document the delivery of this project against the agreed programme and to advise the Employer immediately if there are any quality or time impacts identified that could delay the project completing on time or could impact a planned event in the park.

20 KEY PERFORMANCE INDICATORS

KPI's to be marked out of 10 marks for each section. There will be a score for the design element and the construction element of the works.

a) Client Satisfaction - customer complaints; including

- disruption to businesses or planned events, park user complaints or
- failure to provide project updates or attend site meetings
- Failure to provide information as requested by the Employer.

b) Works on site progress against the critical path and Key Milestones - Target within 5%

c) Site Safety – Site Accidents -

- RIDDOR Statistics - zero,
- Near misses - less than 5% (based on number of workers)

JCT370A08 ADDITIONAL CONTRACT & SOCIAL VALUE INFORMATION

10 ADDITIONAL CONTRACTUAL REQUIREMENTS

The Employer is using the JCT MW as per the booklet and the supplemental information below and in A20 of the Preliminaries below.

Health and Safety

The Contractor and all persons (including any sub-Contractors) employed by it shall, throughout the contract period, comply fully with the statutory requirements relating to health and safety.

The Contractor shall provide to the Council's Representative any information relating to the Contractor's compliance with this clause B that the Council may reasonably request.

Data Protection

The Contractor shall (and shall procure that any of its personnel involved in the provision of the Contract) comply with any notification requirements under the Data Protection Act 2018 and both parties shall duly observe all their obligations under the Data Protection Act 2018, which arise in connection with this Contract.

Notwithstanding the general obligation above, where the Contractor is processing personal data as a data processor for the Council, the Contractor shall ensure that it has in place appropriate technical and contractual measures to ensure the security of the personal data (and to guard against unauthorised or unlawful processing of the personal data and against accidental loss or destruction of, or damage to, the personal data), as required under the Seventh Data Protection Principle in Schedule 1 to the Data Protection Act 1998; and shall provide the Council with such information as the Council may reasonably require satisfying itself that the Contractor is complying with its obligations under the Data Protection Act 1998; promptly notify the Council of any breach of the security measures required to be put in place pursuant to clause D.2; and ensure it does not knowingly or negligently do or omit to do anything which places the Council in breach of the Council's obligations under the Data Protection Act 1998. These provisions shall apply during the contract period and indefinitely afterwards.

Corrupt Gifts and Fraud

The Contractor shall not, and shall procure that all of its personnel shall not, in connection with this Contract, commit a Prohibited Act; and warrants, represents and undertakes that it is not aware of any financial or other advantage being given to any elected member of the Council or any person working for or engaged by the Council, or that an agreement has been reached to that effect, in connection with the execution of this Contract.

“Prohibited Act” means:

directly or indirectly offering, promising or giving any elected member of the Council or any person working for or engaged by the Council a financial or other advantage to induce that person to perform improperly a relevant function or activity or rewarding that person for improper performance of a relevant function or activity; directly or indirectly requesting, agreeing to receive or accepting any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Contract;

- Committing any offence under the Bribery Act 2010
- Committing any offence under section 117(2) of the Local Government Act 1972;
- Committing any offence of fraud;
- Defrauding, attempting to defraud or conspiring to defraud the Council.

Audit Access and Co-operation with Investigations

The Contractor shall keep and maintain until six years after the end of this Contract, or as long a period as may be agreed between the parties, full and accurate records of the Contract including:

- The Works provided under it; and
- All payments made by the Council.

The Contractor shall on request afford the Council or the Council's internal or external auditors such access to those records as it or they may require and shall co-operate fully with any enquiry or investigation that in any way concerns this Contract.

20 WARRANTY

The Employer requires a 5 year warranty on the reinforcement product and its installation

30 SOCIAL VALUE

In addition to delivering against the specification, contract conditions and the time requirements detailed in the Project Information Document; the Council is seeking to work with suppliers who provided some form of ‘added value’ as described in the sections below. This is to be included as part of the individual method statement responses, as applicable, both to the specification and the question.

Tenderers are encouraged to detail the added value that they can offer as a Council contractor and explain how this will be delivered with regards to the specific project; see section 2.6 above for an example. The added value must be cost neutral and proportionate to the value of the contract in either effort or value.

Specifically, the Council is looking for the contract to be delivered in a way such that it creates

- Minimal negative environmental impacts,
- Boosts the local economy
- Benefits our residents by enhancing the community and

- Creating a great place to live and work

Tenderers are therefore advised to familiarise themselves with the Council's targets and commitments by visiting the council website and reviewing the information available there. Particular attention is drawn to the following

Council Policies

The Council is committed to supporting and protecting our residents and communities by delivering our services as sustainably as possible. As such, all submissions will be assumed to have reviewed and accounted for the relevant policies as available through the following hyperlink

[Https: //www.cambridge.gov.uk/policies-plans-and-strategies](https://www.cambridge.gov.uk/policies-plans-and-strategies)

Equalities

The Council requires all suppliers delivering services on our behalf, to comply with the Equalities Act 2010 and help us to achieve our Public Sector Equality Duty commitments.

Real Living Wage

The Council pays its own staff a living wage (as defined by the Living Wage Foundation - www.livingwage.org.uk) and believes that payment of a living wage by its contractors and sub-contractors will contribute positively to the economic, social and environmental well-being of the area. The contract will therefore require the contractor and its sub-contractors to pay the Living Wage Foundation living wage to all their staff who work on the Council's premises (or land maintained by the council) for two or more hours on any day of the week for eight or more consecutive weeks.

If the Council's Living Wage policy applies to the contract the subject of this invitation to tender, you must allow for payment of the Living Wage in all prices in the Pricing Document. The current value of the Living Wage stands at £8.75 per hour, and new rates are announced every year in November (and must be implemented by 1st May).

The contractor and its subcontractors will be required to provide evidence of compliance with this required on written request by the Council. Failure to do so could be treated as a breach of contract. The Living Wage Foundation is an initiative of Citizens UK, charity registration number 1107284. Further Council guidance can be found at [https: //www.cambridge.gov.uk/living-wage](https://www.cambridge.gov.uk/living-wage)

Public Services (Social Value) Act 2012

The Council is committed to ensuring that all procurements consider the economic, social and environmental well-being of the City and surrounding area. As such, we require all tenderers to incorporate our commitment (which can be reviewed at the hyper-link below), in their submissions, through avenues such as (but not limited to):

Environmental factors

- Ensuring the recycling of old and waste products to reduce the impact on landfill and the environment
- Protection of local wildlife
- Reduction in the use of single-use plastics
- Reducing packaging for goods purchased, e.g. food and drink packaging

- Reducing of Noise impact
- Supporting the Council's Climate Change Targets
- Reduction in pollution levels
- Supporting the five key objectives of the Council's Climate Change Strategy 2016-2021 for how the Council will address the consequences of climate change.
- Delivering contracts through production and transport processes that protect the local environment e.g. reduced carbon emissions and travel distances
- Offering energy efficient solutions that benefit our residents and the environment over the whole life cycle
- Reducing Emissions from the City Council estate and operations, the Council has set a target in its Carbon Management plan (CMP) 2016-2021 to reduce carbon emissions from its buildings and services by 15% by the end of March 2021 with an aspiration to reduce emissions by 20% over this period.
- Reducing energy consumptions and emissions from Homes and businesses in Cambridge by promoting energy efficiency measures, sustainable construction, renewable energy sources and behaviour changes
- Reducing emissions from transport, by promoting sustainable transport, reducing car travel and traffic congestion and encouraging behaviour change
- Reducing consumptions of resources, increasing recycling and reducing waste
- Supporting Council Services, residents and businesses to adapt to the impacts of climate change

Economic Factors

- Creating new, local recruitment and apprenticeship opportunities for our residents which additionally support the local economy and community
- Supply chain selection processes (sub-contractors and suppliers) which identifies suitably qualified suppliers and supports the local economy

Social Factors

- Pro-actively supporting individuals with protected characteristics to achieve gainful, local employment and to participate in community activities (including supporting individuals from low-income backgrounds)
- Initiating/ participating in local Community projects and/ or sponsorship schemes – e.g. mental health awareness schemes or volunteering schemes which seek to improve the locality generally
- Offering work experience, work placements and mentoring support to local 6th form and university students
- Participate in local employment events, provide talks in schools etc.
- Sponsorship of local teams and events that contribute to the wellbeing of the community

Please visit our website for further information around our commitment to the community.

[Https: //www.cambridge.gov.uk/.../procurement-guidance-social-value.pdf](https://www.cambridge.gov.uk/.../procurement-guidance-social-value.pdf)

[Http: //live.drupal.intranet.ccc.local/environmental-strategies-and-guidance-documents](http://live.drupal.intranet.ccc.local/environmental-strategies-and-guidance-documents)

JCT370A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Parkers Piece Verge Reinforcement.
- Nature: Ground Works.
- Location: Cambridge.
- Length of contract: 10 weeks (estimated).

120 EMPLOYER (CLIENT)

- Name: Cambridge City Council.
- Address: Guildhall, Cambridge, CB2 3QJ.
- Contact: John Richards.
- Telephone: 01223 458525.
- E-mail: john.richards@cambridge.gov.uk.

130 PRINCIPAL CONTRACTOR (CDM)

- Name: TBC.
- Address: TBC.
- Contact: TBC.
- Telephone: TBC.
- E-mail: TBC.

140 ARCHITECT/ CONTRACT ADMINISTRATOR

- Name: Cambridge City Council.
- Address: Guildhall, Market Square, Cambridge, CB2 3QJ.
- Contact: Dugald Peebles.
- Telephone: 01223 458509.
- E-mail: Dugald.peebles@cambridge.gov.uk.

JCT370A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are:
 - Site Extents Plan 101
 - General Arrangement 102
 - Design Cross Sections 103
 - Utility Plan 104.

120 CONTRACT DRAWINGS

- The Contract Drawings: The same as the tender drawings.

160 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

JCT370A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: Parker's Piece is a very important green space in the centre of Cambridge. There are high numbers of pedestrians and cycles crossing the park mostly using the paths. The area is used for a large number of events with vehicles accessing the area when setting up and removing the events.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: The kiosk to the south west corner of Parkers Piece and The University Arms Hotel and Hobs Pavilion to the north west of Parkers Piece.

140 EXISTING UTILITIES AND SERVICES

- Drawings: (Information shown is indicative only): Utility Plan 104.
- Utility Plans will be supplied to the successful tendered.
- Other information: none.

200 ACCESS TO THE SITE

- Description: Parkers Piece is an open and public space.
- Limitations: The contractor shall minimise the number of vehicles accessing site. Access shall be by the gate at the kiosk only.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: The contractor shall minimise the number of vehicles accessing site, any damage to the site shall be repaired at the contractors cost at the end of the works.

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: site may not be used/ access during event periods.

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
The surrounding area is a busy public and commercial area with numerous pedestrian and vehicular visitors as such any access to site must minimize a negative impact on these interested parties. Also, Parkers Piece is used for a large number of events with vehicles accessing the area when setting up and removing the events. A list of events has been included in Appendix D of the tender pack.

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
Statutory Undertakers Plant - see utility plan 104.
- Information: The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 SITE VISIT

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.

- Arrangements for visit: Parkers Piece is a public space and contractors may and are encouraged to visit at a time convenient to themselves.

JCT370A13 DESCRIPTION OF THE WORK

110 PREPARATORY WORK BY OTHERS

- Works: Carried out under a separate contract and completed before the start of work on site for this Contract.
- Description: Ducting and instillation of a new light column on the footpath between Reality Checkpoint and the Kiosk.

120 THE WORKS

- Description: Grass reinforcement (approximately 800m²) along both sides of two of the main paths on Parkers Piece. This included excavation (approximately 250mm deep) sub-base with geotextile surrounds. On top a sand bedding layer with the grass reinforcing crates, with topsoil and grass seed laid into the crates.
- Footpath works along the three lengths of path running out from Reality Checkpoint. This will include lifting the stone edging kerbs to the specified levels on one path and new timber edgings on the other paths. Plane off the existing surface and tie ins, regulate areas and then new surface layer.

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description: NONE.

140 COMPLETION WORK BY OTHERS

- Description: N/A.

JCT370A20 JCT MINOR WORK BUILDING CONTRACT (MW)

JCT MINOR WORKS BUILDING CONTRACT

- The Contract: JCT Minor Works Building Contract 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

First - THE WORKS AND THE CONTRACT ADMINISTRATOR

- The work comprises: Construction of new grass verge reinforcement on both sides of two paths and resurfacing of three paths on Parkers Piece.
- Architect/ Contract Administrator: See clause A10/140.

Second - CONTRACT DOCUMENTS

- Contract drawings: As listed in clause A11/120.
Contract documents: The following have been prepared which show and describe the work to be done A specification.

Third - PRICED DOCUMENTS

- Documents to be priced or provided by the Contractor: Contract specification.

ARTICLES

3 - ARCHITECT/ CONTRACT ADMINISTRATOR

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

4 and 5 - PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR

- Principal Designer: See clause A10/150.
- Principal Contractor: See clause A10/130.

CONTRACT PARTICULARS

Fourth Recital and Schedule 2 - BASE DATE

- Base date: 10 days before the tender return date.

Fourth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS)

- Employer at the Base Date is a 'contractor' for the purposes of the CIS.

Fifth Recital - CDM REGULATIONS

- The project is notifiable.

Seventh Recital and Schedule 3 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Supplemental Provision 1 applies.
- Health and safety: Supplemental Provision 2 applies.
- Cost savings and value improvements: Supplemental Provision 3 applies.
- Sustainable development and environmental considerations: Supplemental Provision 4 applies.
- Performance indicators and monitoring: Supplemental Provision 5 applies.
- Notification and negotiation of disputes: Supplemental Provision 6 applies. Where Supplemental Provision 6 applies, the respective nominees of the parties are:
 - Employer's nominee: Suzanne Hemmingway, Strategic Director.
 - Contractor's nominee: TO BE COMPLETED BY CONTRACTOR.Or such replacement as each party may notify to the other from time to time.

Article 7 - ARBITRATION

- Article 7 and Schedule 1 do not apply.

Clause 2.2 - COMMENCEMENT AND COMPLETION

- Works commencement date: TBC.
- Date for Completion: TBC.

Clause 2.8 - LIQUIDATED DAMAGES

- At the rate of 1,000 per calendar week or pro-rata thereto.
- Plus, the loss of income should any of the planned events in the attached schedule need to be cancelled.

Clause 2.10 - RECTIFICATION PERIOD

- Period: 12 months from the date of practical completion.

Clause 4.3 - INTERIM PAYMENTS

- Interim Valuation Dates:
 - The first Interim Valuation Date is: one calendar month after works commence on site.
 - Thereafter at intervals of: one month.
- Payments due prior to practical completion:
 - Percentage of total value of the work etc.: 95%.
- Payments becoming due on or after practical completion:
 - Percentage of the total amount to be paid: 97.5%.

Clause 4.3 and 4.8 - FLUCTUATIONS PROVISION

- The following fluctuations provision applies: No fluctuations provision applies.
- Where Schedule 2 applies, the percentage addition (paragraph 13) is N/A.

Clause 4.8.1 - SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: one month from the date of practical completion.

Clause 5.3 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE - INJURY TO PERSONS OR PROPERTY

- The required level of cover for any one occurrence or series of occurrences arising out of one event:
 - Not less than: 5,000,000.

Clauses 5.4A, 5.4B and 5.4C - INSURANCE OF THE WORKS, ETC. - ALTERNATIVE PROVISIONS

- Clause 5.4A applies.
- Where clause 5.4A or 5.4B applies, percentage to cover professional fees: 15%.
- Where clause 5.4C applies, insurance arrangements - details of the required policy or policies: N/A.

Clause 7.2 - ADJUDICATION

- The Adjudicator is: TBC.
- Nominating body: Royal Institution of Chartered Surveyors.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

JCT PUBLIC SECTOR SUPPLEMENT

- Document: The JCT Public Sector Supplement 2011 - Fair Payment, Transparency and Building Information Modelling.
- Fair Payment provisions Apply.
- Transparency provisions Apply.
- Building information modelling provisions Do not apply.
 - The BIM protocol N/A.

EXECUTION

- The Contract: Will be executed as a deed.

CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: NOT REQUIRED.

JCT370A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE

- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

145 TENDERING PROCEDURE

- General: In accordance with the principles of: Public Contract Regulation 2015.
- Arithmetical errors: Overall price is dominant.

160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 120 days.
- Date for possession/ commencement: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION

- The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.

250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: With tender.

310 TENDER

- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

440 SCHEDULE OF RATES

- Schedule of rates (unpriced): Included with the tender documents. The Contractor may insert additional items. All items must be fully priced.
- Fully priced copy: Submit with the tender.

500 TENDER STAGE METHOD STATEMENTS

- Method statements: Prepare, describing how and when the following is to be carried out: required information is detailed in A04 above.
- Statements: Submit with the tender.

530 SUBSTITUTE PRODUCTS

- Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- Include:
 - A copy of the health and safety policy document, including risk assessment procedures.
 - Accident and sickness records for the past five years.
 - Records of previous Health and Safety Executive enforcement action.
 - Records of training and training policy.
 - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: With the Tender.

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Content: Submit the following information within one week of request:

- Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
- Details of the management structure and responsibilities.
- Arrangements for issuing health and safety directions.
- Procedures for informing other contractors and employees of health and safety hazards.
- Selection procedures for ensuring competency of other contractors, the self-employed and designers.
- Procedures for communications between the project team, other contractors and site operatives.
- Arrangements for cooperation and coordination between contractors.
- Procedures for carrying out risk assessment and for managing and controlling the risk.
- Emergency procedures including those for fire prevention and escape.
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- Arrangements for welfare facilities.
- Procedures for ensuring that all persons on site have received relevant health and safety information and training.
- Arrangements for consulting with and taking the views of people on site.
- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.

590 SITE WASTE MANAGEMENT PLAN

- Person responsible for developing the Plan: The Contractor.
- Content: Include details of:
 - Principal Contractor for the purposes of the plan
 - Location of the site.
 - Description of the project.
 - Estimated project cost.
 - Types and quantities of waste that will be generated.
 - Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
 - The use of appropriate and licensed waste management contractors.
 - Record keeping procedures.
 - Waste auditing protocols.
- Additional requirements: as per council policies - see council website.
- Submit with tender.

599 FREEDOM OF INFORMATION

- Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
- Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission.
- Confidentiality: Maintain at all times.

SUBLETTING/ SUPPLY

630 SUBCONTRACTING

Where the Contractor intends to use subcontractors to deliver any or all of this contract, these must be identified to and agreed by the council before starting on site; the council reserves the right not to agree any subcontractor who has performed poorly in the past for the council. Any subcontractors known at the time of tendering should be detailed in the relevant method statement to facilitate such approval and to enable their contribution to delivery and quality to be evaluated as part of the tender process.

JCT370A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS

- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

120 COMMUNICATION

- Definition: Includes advice, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/140 unless specified otherwise.
- Response: Do not proceed until response has been received.

130 PRODUCTS

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

135 SITE EQUIPMENT

- Definition: Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
- Excludes: Products and equipment or anything intended to form or forming part of the permanent works.

140 DRAWINGS

- Definitions: To BSRIA BG 6 A design framework for building services. Design activities and drawing definitions.
- CAD data: In accordance with BS 1192.

145 CONTRACTOR'S CHOICE

- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.

155 SUBMIT PROPOSALS

- Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refax: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- 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.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
 - Manufacturer: the person or legal entity under whose name or trademark the particular product, component or system is marketed
 - Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit 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.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
 - Manufacturers’ guarantees: If substitution is accepted, submit 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' 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.
- 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.

250 CURRENCY OF DOCUMENTS AND INFORMATION

- Currency: 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 THE EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued on request and charged to the Contractor.

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

450 MEASURED QUANTITIES

- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.
- Precedence: The specification and drawings shall override the measured quantities.

460 THE SPECIFICATION

- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:
 - Manufacturers' current literature relating to all products to be used in the Works.
 - Relevant British, EN or ISO Standards.

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- Information location: In Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: office hours only.

JCT370A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: 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.

120 INSURANCE

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

130 INSURANCE CLAIMS

- Notice: 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 person named in clause A10/140 and the Insurers.
- Failure to notify: 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).
 - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 OWNERSHIP

- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
 - Planning and mobilisation by the Contractor
 - Subcontractor's work.
 - Running in, adjustment, commissioning and testing of all engineering services and installations.
 - Work resulting from instructions issued in regard to the expenditure of provisional sums.
 - Work by others concurrent with the Contract.
- Submit two copies.

245 START OF WORK ON SITE

- Notice: Before the proposed date for start of work on site give minimum notice of two weeks.

250 MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: 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.
- Key Performance Indicators:
 - Details: A04/30.
 - Performance: Record progress against each KPI.
 - Corrective action: If performance falls below target, submit proposals as soon as possible.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every two weeks.
- Location: site compound or other agreed location.
- Accommodation: Ensure availability at the time of such meetings.

- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): Contract Administrator.

280 PHOTOGRAPHS

- Number of locations: sufficient to document progress of the works against the programme for all critical areas.
- Frequency of intervals: Weekly.
- Image format: JPEG.
- Number of images from each location: two.
- Other requirements: additional photos are required on any abnormalities, issues that cause delay or impact the delivery against the specification and may require a variation to the contract.

290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): One month.

310 EXTENSIONS OF TIME

- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible submit:
 - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
 - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
 - All other relevant information required.

CONTROL OF COST

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

430 PROPOSED INSTRUCTIONS

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

440 MEASUREMENT

- Covered work: Give notice before covering work required to be measured.

450 DAYWORK VOUCHERS

- Before commencing work: Give reasonable notice to person countersigning day work vouchers.
- Content: 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: By the end of the week in which the work has been executed.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

- Ownership: 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.
- Evidence: When requested, provide evidence of freedom of reservation of title.

JCT370A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

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

120 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

130 QUALITY OF PRODUCTS

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

140 COMPLIANCE

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, 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

- Products and executions: Inspection or any other action must not be taken as approval 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

- Details: 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.
- Preparatory work: Ensure all necessary preparatory work has been carried out.

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agreement certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

180 WATER FOR THE WORKS

- Mains supply: Clean and uncontaminated.
- Other: Do not use until:
 - Evidence of suitability is provided.
 - Tested to BS EN 1008 if instructed.

SAMPLES/ APPROVALS

210 SAMPLES

- Products or executions: 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.

220 APPROVAL OF PRODUCTS

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates 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.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

230 APPROVAL OF EXECUTION

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates 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.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

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

330 APPEARANCE AND FIT

- Tolerances and dimensions: If 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): To BS 5606, tables 1 and 2.

340 CRITICAL DIMENSIONS

- Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.
- Location: Detailed on drawings and chaining schedules.

360 RECORD DRAWINGS

- Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the Contract and hand over on completion.

SERVICES GENERALLY

410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: 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.

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.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - The Contractor's name and address.
 - A 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.

445 SERVICE RUNS

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

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

525 ACCESS

- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.
- Designate: Contract Administrator.

530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - Minimum period of notice: Two days.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented 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

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

610 DEFECTIVE PRODUCTS/ EXECUTIONS

- Proposals: 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, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

- General: Make good all damage consequent upon the Works.
Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, and efflorescence, rubbish and surplus materials.
- Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 SECURITY AT COMPLETION

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.
- Keys: Account for and adequately label all keys and hand over together with an itemized schedule, retaining duplicate schedule signed as a receipt.

730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with Contract Administrator.
- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

JCT370A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

120 EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
 - Hazard: none identified prior to commencement.
 - Precautions assumed: none.
 - Specification reference: none.
 - Drawing reference: none.

130 PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:
 - Hazard: none identified prior to commencement.
 - Material: N/A.
 - Specification reference: none.

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than two weeks before starting on site.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan include the procedures and arrangements required by the CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements: none.

160 STABILITY

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

170 OCCUPIED PREMISES

- Extent: Existing buildings will be occupied and/ or used during the Contract as follows: The Kiosk, The University Arms Hotel, and Hobbs Pavilion.
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

PROTECT AGAINST THE FOLLOWING

330 NOISE AND VIBRATION

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Noise levels from the Works: Maximum level: 80 dB (A) when measured from 10 metres away?
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Restrictions: Do not use:

- Percussion tools and other noisy appliances without consent during the hours of 6pm and 8 am.
- Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340 POLLUTION

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

350 PESTICIDES

- Use: Not permitted.

360 NUISANCE

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

370 ASBESTOS CONTAINING MATERIALS

- Duty: Report immediately any suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or encapsulation.

371 DANGEROUS OR HAZARDOUS SUBSTANCES

- Duty: Report immediately suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or remediation.

375 ANTIQUITIES

- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.
- Preservation: Keep objects in the exact position and condition in which they were found.
- Special requirements: fence off any protect from disturbance.

380 FIRE PREVENTION

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

390 SMOKING ON SITE

- Smoking on site: Not permitted.

400 BURNING ON SITE

- Burning on site: Not permitted.

420 INFECTED TIMBER/ CONTAMINATED MATERIALS

- Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.

- Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro-organisms are within acceptable levels.

430 WASTE

- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
- Handling: Collect and store in suitable containers. Remove frequently and dispose off 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.
- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

440 ELECTROMAGNETIC INTERFERENCE

- Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.

460 POWDER ACTUATED FIXING SYSTEMS

- Use: Not permitted.

470 INVASIVE SPECIES

- General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
- Special precautions: report to the Contract Administrator immediately.
- Duty: Report immediately any suspected invasive species discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe eradication or removal.

PROTECT THE FOLLOWING

510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of utilities/ 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 other owners.
- Identifying services:
 - Below ground: Use signboards, giving type and depth;
 - Overhead: Use headroom markers.
- Damage to services: If any 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.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

520 ROADS AND FOOTPATHS

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

530 EXISTING TOPSOIL/ SUBSOIL

- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
- Protection: Before starting work submit proposals for protective measures.

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

- Protection: Preserve and prevent damage, except those not required.
- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

550 RETAINED TREES

- Protected area: Unless agreed otherwise do not:
 - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
 - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.
 - Change level of ground within an area 3 m beyond branch spread.

560 EXISTING FEATURES

- Protection: 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.
- Special requirements: none.

570 EXISTING WORK

- Protection: Prevent damage to existing work, structures or other property during the course of the work.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.

620 ADJOINING PROPERTY

- Permission: Obtain as necessary from owners if requiring erecting scaffolding on or otherwise using adjoining property.

625 ADJOINING PROPERTY RESTRICTIONS

- Precautions:
 - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
 - Pay all charges.
 - Remove and make good on completion or when directed.
- Damage: Bear cost of repairing damage arising from execution of the Works.

630 EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Supports: During execution of the Works:
 - 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.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

640 MATERIALS FOR RECYCLING/ REUSE

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

JCT370A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Include the following in the programme:
restrict impact on scheduled events.

160 USE OR DISPOSAL OF MATERIALS

- Specific limitations: none.

170 WORKING HOURS

- Specific limitations: The site working hours shall be limited to 07:30 to 17:30. Percussion tools and other noisy appliances without consent during the hours of 0930 & 1600.

JCT370A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

- Location: Give notice and details of intended siting.
- Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

ACCOMMODATION

210 ROOM FOR MEETINGS

- Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
- Furniture and Equipment: Provide table and chairs for 5 people.

230 TEMPORARY ACCOMMODATION

- Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.
- Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.

TEMPORARY WORKS

310 ROADS

- Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:
 - Details: Footpaths are to be kept open where possible, with appropriate diversions. Temporary diversions shall be suitable for all users.
 - Restrictions on use: Vehicles size & movements shall be minimised. Contractor to follow the Cambridge City Council Vehicle Movements Risk Assessment for Open Spaces.
 - Protective or remedial measures: Any damage shall be made good by the contractor at the end of the works to the satisfaction of the client.

320 TEMPORARY WORKS

- Employer's specific requirements: Provide: none.

340 NAME BOARDS/ ADVERTISEMENTS

- General: Obtain approval, including statutory consents, and provide a temporary name board displaying:
 - Title of project: Parkers Piece Verge Reinforcement.
 - Name of Employer: Cambridge City Council.
 - Names of Consultants: none.
 - Names of Contractor and Subcontractors: TBC.
 - Special requirements: TBC.

JCT370A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

115 THE HEALTH AND SAFETY FILE

- Responsibility: the contractor.
- Content: Obtain and provide the following information: details of all the materials used in the works, who supplied them and the date of supply.
- Format: electronic PDF and one hard copy

- Delivery to: Contract Administrator By (date): 4 weeks after practical completion.

JCT370A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

110 MANAGEMENT AND STAFF

- Cost significant items: to be provided by the contractor.

JCT370A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

110 SITE ACCOMMODATION

- Details: Site accommodation required or made/ not made available by the Employer: See section A36.
- Cost significant items: to be provided by the contractor.

JCT370A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

110 SERVICES AND FACILITIES

- Details: Services or facilities required or made/ not made available by the Employer: See section A36.
- Cost significant items: to be provided by the contractor.

JCT370A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

110 MECHANICAL PLANT

- Cost significant items: to be provided by the contractor.

JCT370A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

110 TEMPORARY WORKS

- Details: Temporary works required or made/ not made available by the Employer: See section A36.
- Cost significant items: to be provided by the contractor.

JCT370A54 PROVISIONAL WORK/ ITEMS

590 CONTINGENCIES

- Provisional sum: Include: _____.

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Path from Kiosk (Gonville Place / Public Toilets) to Reality Checkpoint

Chainage	Kerbs (Lift)		Plane out					Regulate				
	Left mm	Right mm	Left Kerb	600mm Left	Centre Line	600mm Right	Right Kerb	Left Kerb	600mm Left	Centre Line	600mm Right	Right Kerb
1.3	0	0	25	21	25	15	25	0	0	0	0	0
10	53	41	0	10	25	13	0	28	0	0	0	16
20	56	64	0	11	25	13	0	31	0	0	0	39
30	40	45	0	25	25	14	0	15	0	0	0	20
40	23	36	2	27	25	16	0	0	0	0	0	11
50	20	36	5	23	25	16	0	0	0	0	0	11
60	64	60	0	13	25	1	0	39	0	0	0	35
70	88	52	0	0	0	7	0	63	2	0	0	27
80	45	33	0	23	25	31	0	20	0	0	0	8
90	53	44	0	23	25	20	0	28	0	0	0	19
100	54	65	0	9	25	17	0	29	0	0	0	40
110	49	56	0	6	25	14	0	24	0	0	0	31
120	29	49	0	23	25	34	0	4	0	0	0	24
130	40	60	0	21	25	23	0	15	0	0	0	35
140	88	58	0	0	0	0	0	63	1	0	14	33
150	94	62	0	0	0	1	0	69	6	0	0	37
160	76	88	0	0	0	0	0	51	3	0	23	63
170	91	81	0	0	0	0	0	66	10	0	5	56
180	85	81	0	0	0	0	0	60	21	0	20	56
190	66	68	0	0	0	0	0	41	8	0	17	43
200	79	60	0	0	0	0	0	54	15	0	6	35
210	59	47	0	0	0	14	0	34	21	0	0	22
220	61	60	0	15	25	30	0	36	0	0	0	35
224.8	74	69	0	11	25	31	0	49	0	0	0	44
226.2												

Intentionally blank

Path from Kiosk (Gonville Place / Public Toilets) to Reality Checkpoint

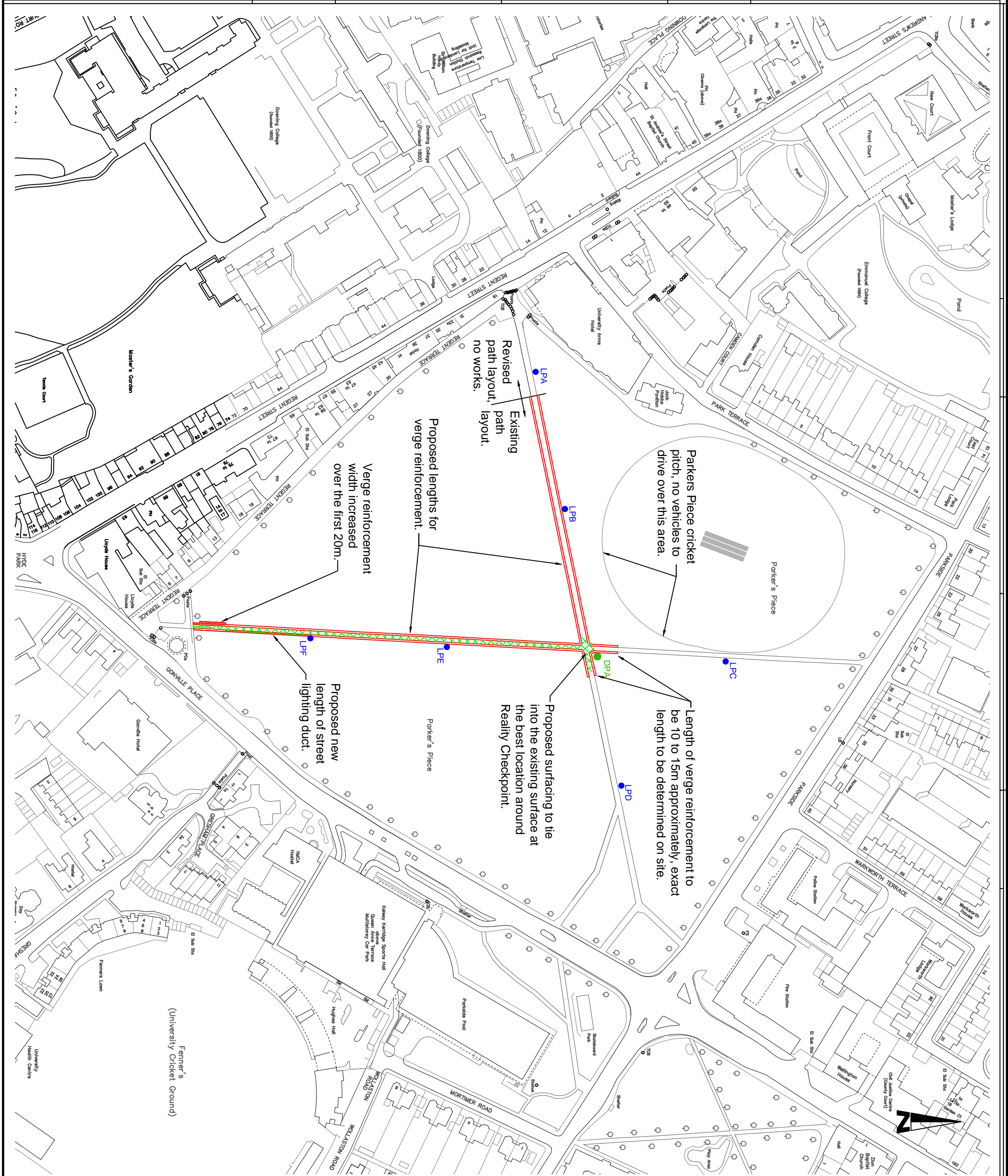
Chainage	Extent of the works from edge of path			
	Reinforcing Grid Left (m)	Extent of works (m)	Reinforcing Grid Right (m)	Extent of works (m)
1.3	1	1	1	1
10	2	2	1	1
20	2	3	1	3
30	1	3	1	3
40	1	2	1	3
50	1	3	1	3
60	1	1	1	3
70	1	2	1	3
80	1	3	1	1
90	1	3	1	3
100	1	3	1	3
110	1	3	1	3
120	1	1	1	2
130	1	1	1	1
140	1	1	1	1
150	1	2	1	1
160	1	2	1	2
170	1	3	1	2
180	1	1	1	1
190	1	2	1	2
200	1	1	1	2
210	1	2	1	1
220	1	2	1	2
224.8	1	3	1	2
226.2				

Notes:-

All measurements are from the path edge.

Paths - University Arms Hotel to Reality Checkpoint to Gonville Place/Parkside

Setting out information shall be supplied to the successful tendered on award of the contract. Some re-measurement of the surfacing quantities will be required.



NOTES

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AMENDMENT DETAILS		
DRAWN	CHECKED	APPROVED
DP	DP	JR
DATE	DATE	DATE
May 2017	May 2017	May 2017
		BY: CHM / JRG
		DATE: _____
		NO: _____

CAMBRIDGE CITY COUNCIL

ENVIRONMENT STREETS & OPEN SPACES PROJECT DELIVERY

JOEL CARRE - HEAD OF ENVIRONMENTAL SERVICES
CAMBRIDGE CITY COUNCIL, PO BOX 700
CAMBRIDGE, CB1 0JH

Parker's Piece Paths

Site Extents Plan

DRAWING TITLE	
Site Extents Plan	
CCC PROJECT REFERENCE No.	SCALE
DRAWING NUMBER	
101	1 : 2000
GENERAL DRAWING SEE: 18, 20, 23	

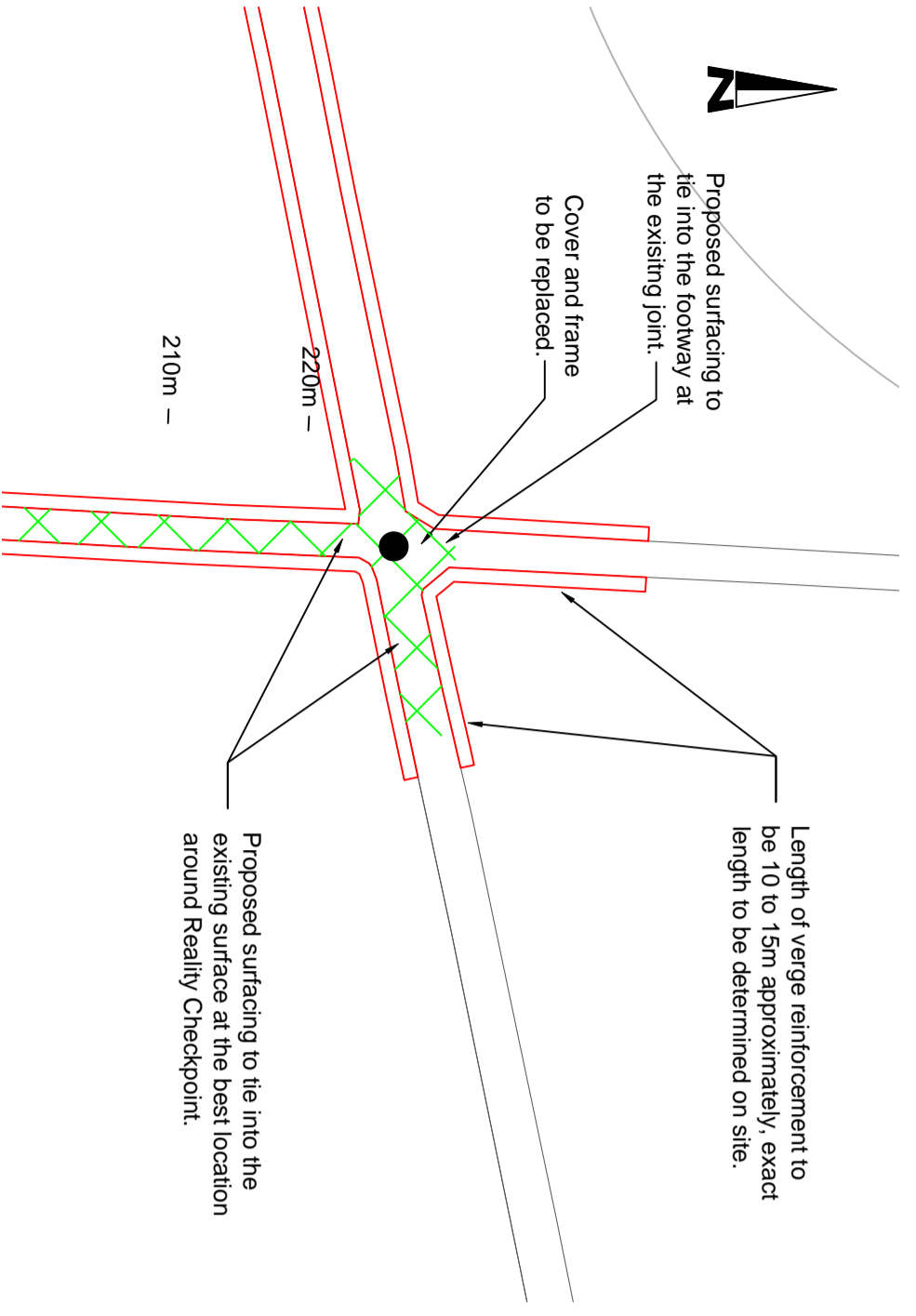
NOTES

DO NOT SCALE
All dimensions are in millimetres, unless otherwise stated.

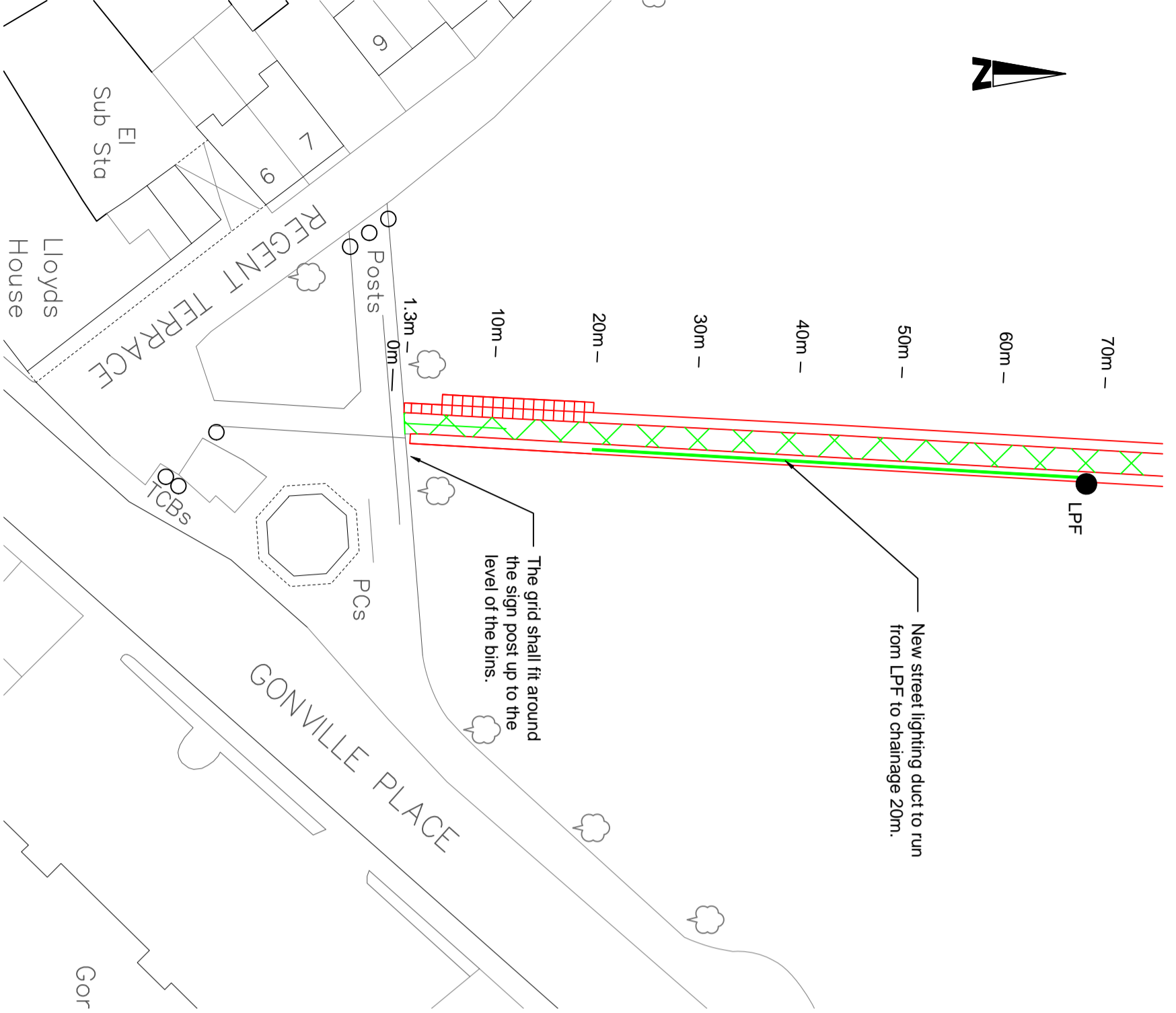
- Existing Drainage - between the University Arms Hotel and Reality Checkpoint. The existing small drainage gullies shall be removed and the pipes capped off.
- Area at University Arms Hotel - The corner of the park has a site compound for the hotel works. This area shall be completed after the site compound has been removed.
- Proposed location of new street light and detail of the duct.
- Surfacing and layers

Construction sequence (proposed).

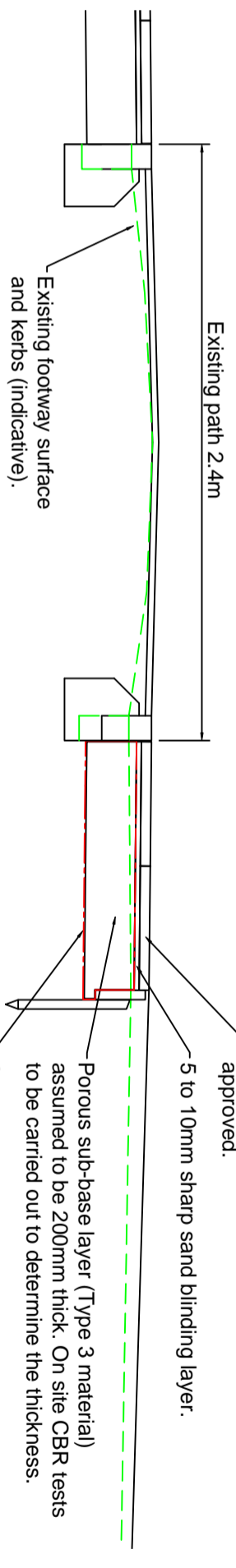
- Path -
1. Path edgings to new levels
 2. Regulate path
 3. Surface path
- Grass reinforcement -
1. Excavate
 2. Geotextile
 3. Geogrid
 4. Sub base material
 5. Rap geotextile over the top of the sub-base material
 6. Sand layer
 7. Hebdren X grid
 8. Topsoil and seed or turf



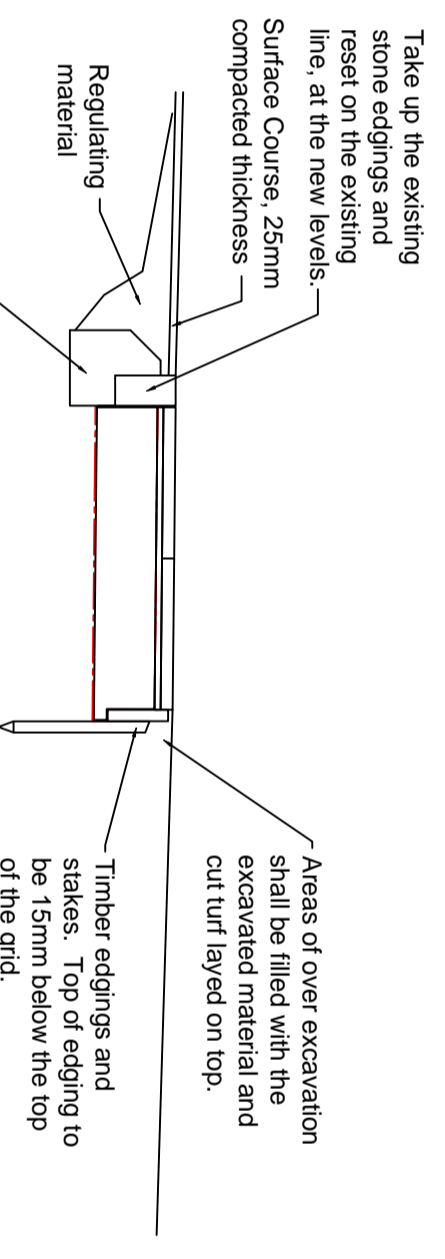
Plan Detail of Reality Checkpoint
SCALE 1 : 500



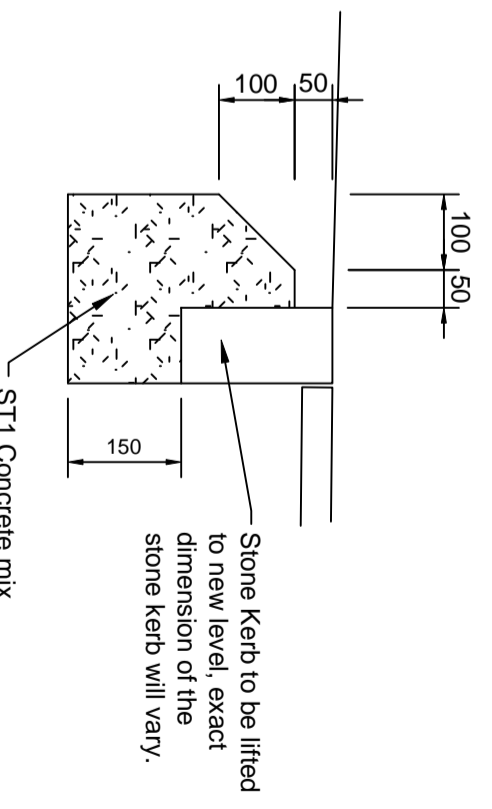
Plan Detail of Widened Verge Reinforcement
SCALE 1 : 500



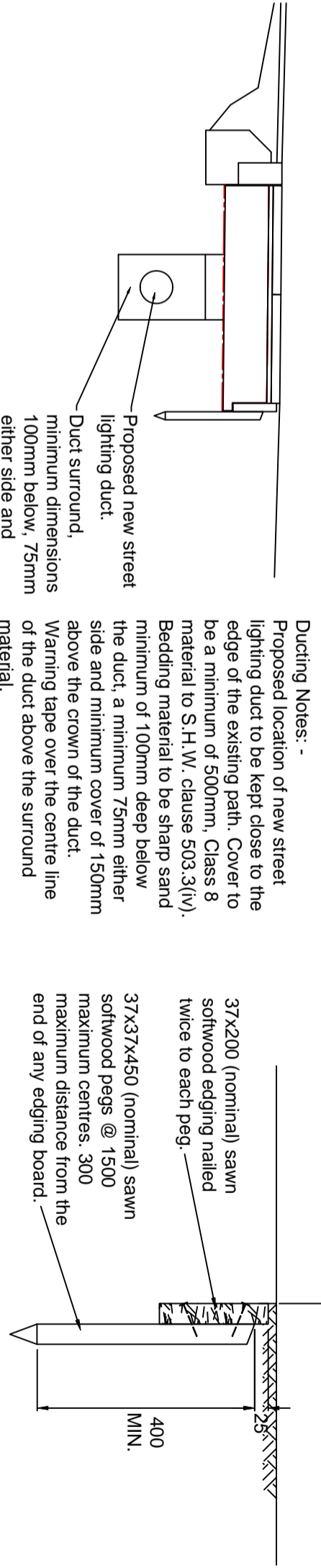
Verge Reinforcement Details
with Footpath Works
SCALE 1 : 25



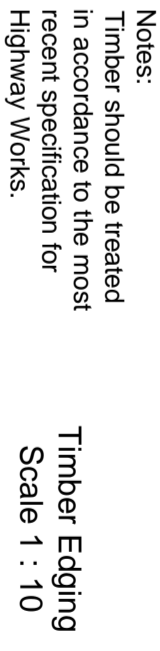
Edge of Footpath Detail
with Footpath Works
SCALE 1 : 25



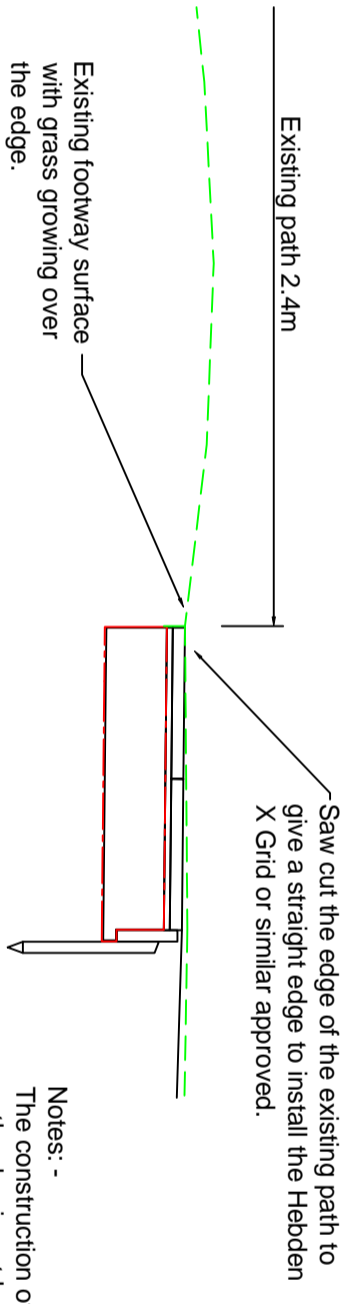
Kerbing Standard Detail
SCALE 1 : 10



Ducting Detail
SCALE 1 : 25



Timber Edging
Scale 1 : 10



Verge Reinforcement Details
with Existing Path Construction
SCALE 1 : 25

AMENDMENT DETAILS		BY		DATE	
NO.	DATE	NAME	DATE	NAME	DATE
DP	Nov 17	DP	Dec 17	JR	Dec 17

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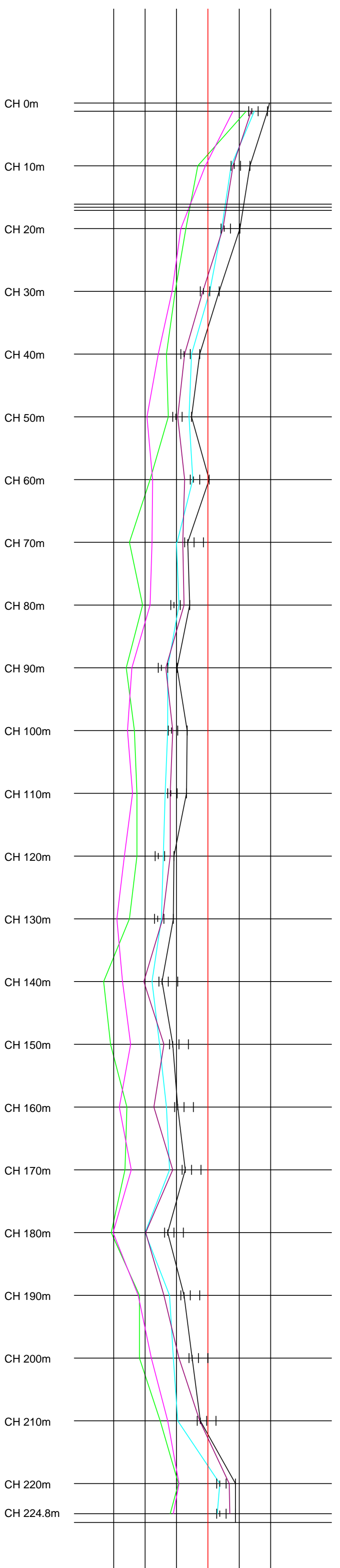
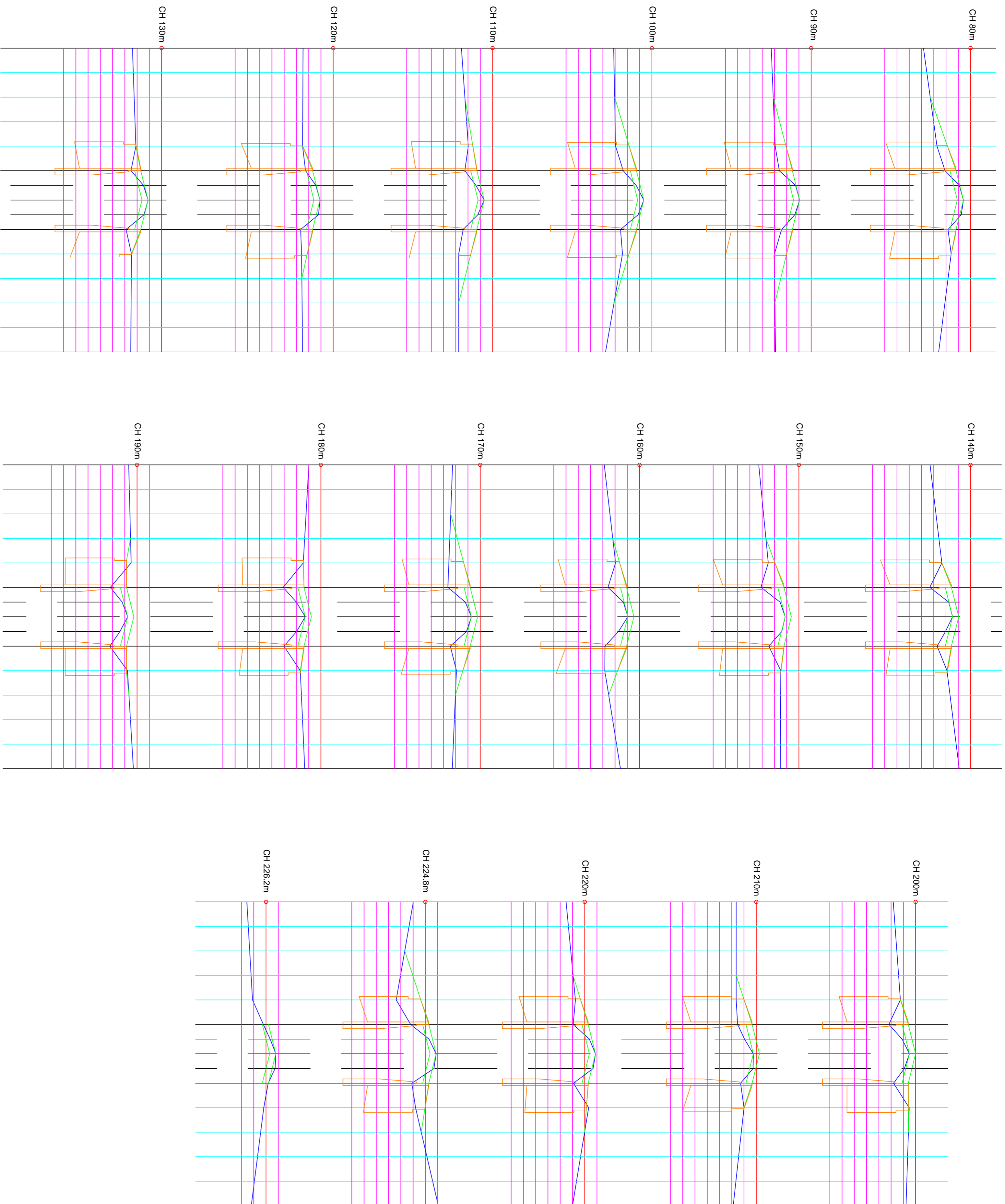
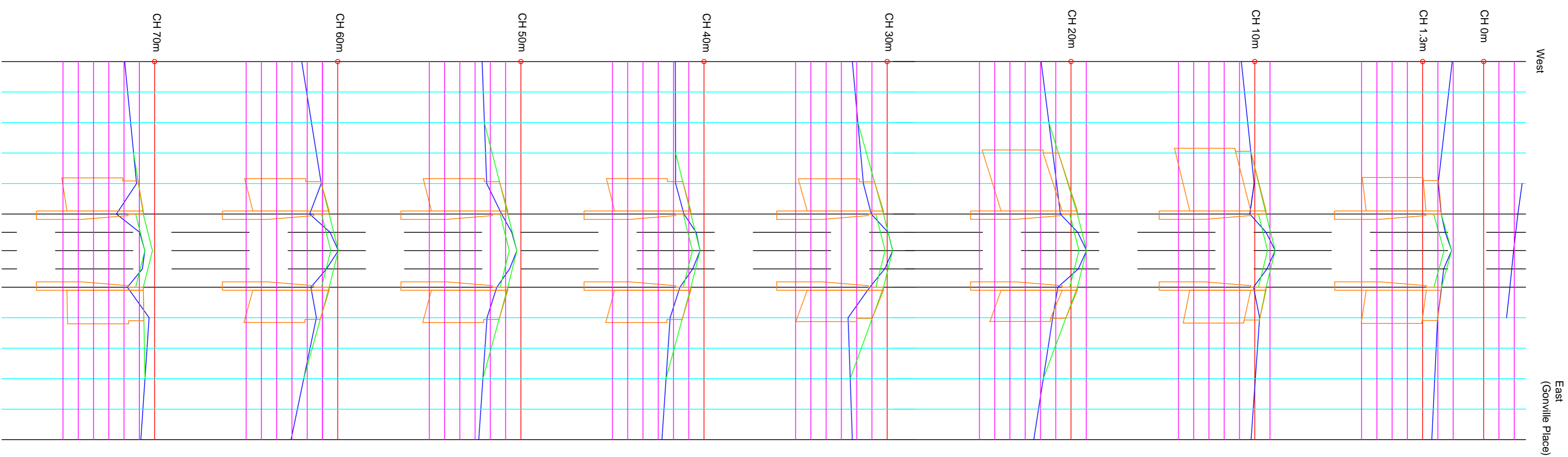
ENVIRONMENT
STREETS & OPEN SPACES
PROJECT DELIVERY
CITY COUNCIL
PARTNERS: HERIOT-WATSON ENVIRONMENTAL SERVICES
CARRIDGE GOLF COUNCIL, CHERRY HILL
CAMBRIDGE, CB1 0JH

PROJECT TITLE: Parkers Piece
Verge Reinforcement

DRAWING TITLE: General Arrangement

CCC PROJECT REFERENCE NO. 102
DRAWING NUMBER: AS SHOWN

Detailed Design Cross Sections
 Levelling sections of Footpath:
 Scale Horizontal 1 : 100
 Vertical 1 : 10



NOTES

DO NOT SCALE

All dimensions are in millimetres, unless otherwise stated.

- Cross Section Detail Lines
- Existing Ground Level
- Proposed Ground Level
- Proposed bottom of surface course
- Proposed Kerb and Verge Works Outlines
- Vertical lines
- Dashed black are the path edges
- Solid black are 1/4 points of path
- Solid blue lines show 1m distances
- Horizontal Lines
- 50mm vertical increments

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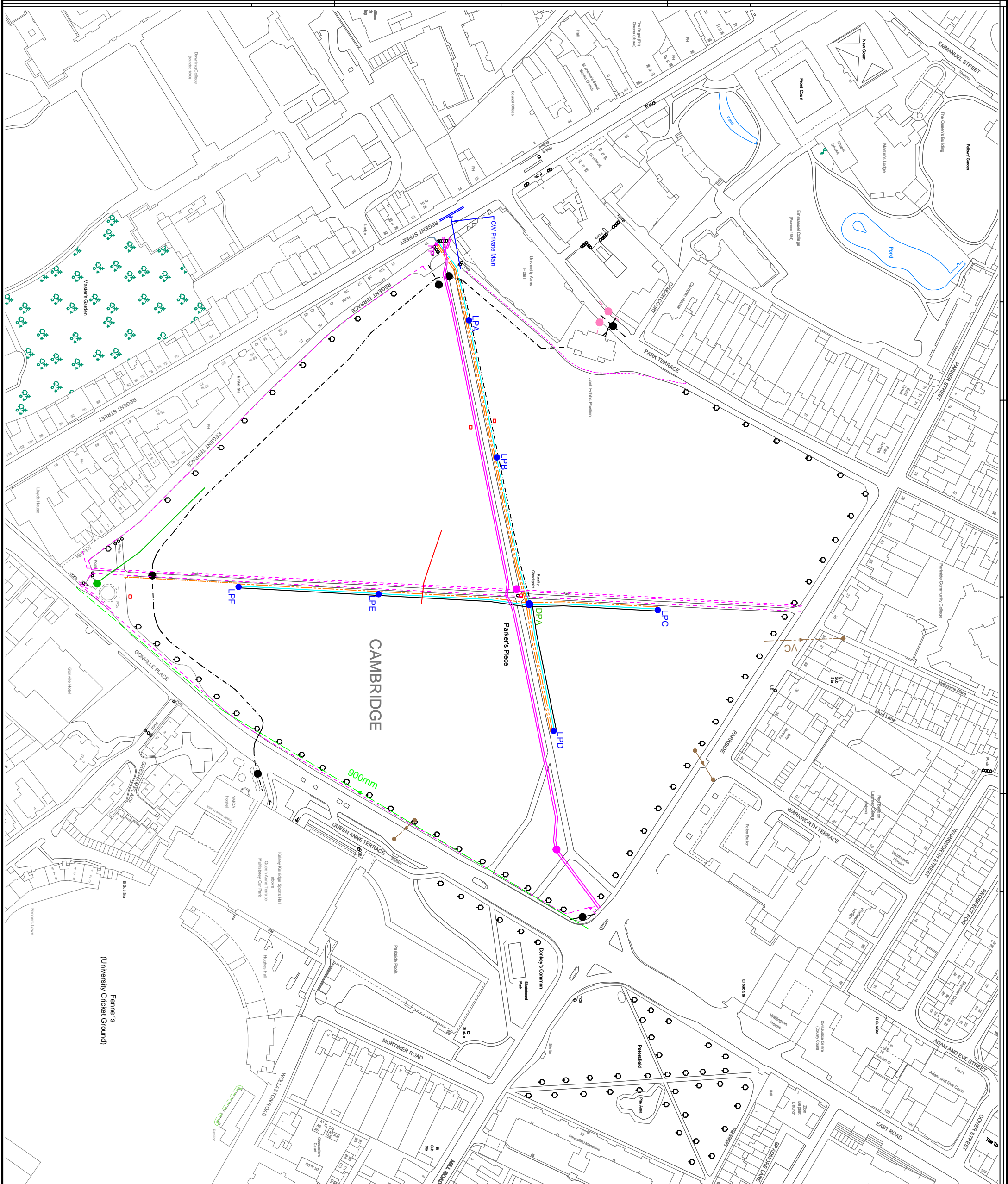
AMENDMENT DETAILS			
DRAWN	CHECKED	BY (CHK)	DATE
DP	DP	JR	
DATE	DATE	DATE	DATE
Nov 17	Nov 17	Dec 17	

ENVIRONMENT
 PROJECT DELIVERY
 STREETS & OPEN SPACES
 JOEL CARRE - HEAD OF ENVIRONMENTAL SERVICES
 CAMBRIDGE CITY COUNCIL, PO BOX 700
 CAMBRIDGE, CB1 0JH

PROJECT TITLE
 Parkers Piece
 Verge Reinforcement

DRAWING TITLE
 Design Cross Sections
 & Long Section

COC PROJECT REFERENCE NO.	SCALE
DRAWING NUMBER	AS SHOWN
103	



NOTES

DO NOT SCALE

All dimensions are in millimetres, unless otherwise stated.

- ■ ■ ■ ■ WiFi
- ■ ■ ■ ■ Cambridge Water
- ■ ■ ■ ■ National Grid - Electricity
- ■ ■ ■ ■ Electrical Duct
- ■ ■ ■ ■ Spare Duct
- ■ ■ ■ ■ Virgin Media
- ■ ■ ■ ■ Anglian Water - Sewer
- ■ ■ ■ ■ Anglian Water - Storm
- ■ ■ ■ ■ Hobsons Conduit
- ■ ■ ■ ■ Unknown Utilities / Possible Utility Locations

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AMENDMENT DETAILS

DRAWN	CHECKED	BY	DATE	APPROVED	DATE
DP	DP	CHK	JR		
May 2017	Dec 2017				Dec 2017

ENVIRONMENT
STREETS & OPEN SPACES
PROJECT DELIVERY

JOEL CARRE - HEAD OF ENVIRONMENTAL SERVICES
CAMBRIDGE CITY COUNCIL, PO BOX 700
CAMBRIDGE, CB1 0JH

PROJECT TITLE		Parker's Piece Verge Reinforcement	
DRAWING TITLE		Parker's Piece Utility Drawing	
CCC PROJECT REFERENCE No.	DRAWING NUMBER	SCALE	DATE
	104	1 : 2000	

HEBDEN X GRID

Permeable Paving

5 reasons why you should choose Hebden X Grid cellular paving

- Avoids rainwater run off and reduces flooding.
- Can be finished with grass or gravel.
- Extremely strong and flexible.
- More economic, aesthetically pleasing and faster to lay than asphalt or block paving
- Ultra low carbon footprint as made from recycled and recyclable waste
- Does not fade and is totally impervious to water and algae

The British-made Hebden X Grid cellular paving system can be filled with grass or gravel, then driven over, parked on and walked on whilst allowing rainwater to filter back to the water table, reducing the risk of flooding and making it perfect for incorporating into SuDS strategies.



Applications

- Green parking
- Emergency vehicle access
- Temporary and permanent roadways
- Quick fit shed bases
- Road protection
- Embankments
- Green roofs
- Driveways
- Tree beds
- Golf walkways
- Caravan parking
- Equine hard standing

Hebden X Grid is a highly durable, environmentally-friendly alternative surface for permanent and overspill car parks, private driveways, pathways, verge stabilisation, emergency vehicle access lanes, golf buggy paths, helicopter pads, cycle routes and many other uses.

The Hebden X Grid blends unobtrusively into parks, rural areas or heritage sites, unlike asphalt or block paving. Its lightweight modular grid system makes it easy and quick to fit and allows substantial cost savings during installation.

www.britishrecycledplastic.co.uk
info@britishrecycledplastic.co.uk

Registered office: Unit 8C, Top Land Country Business Park, Cragg Road, Mytholmroyd, HX7 5RW
British Recycled Plastic is a trading name of Low Carbon Products Ltd
Company 06903105 VAT 976 4519 73

01422 885761



HEBDEN X GRID

Permeable Paving

Technical Specifications

The permeable paving solution

Dimensions	33cm x 33cm x 4cm
Wall Thickness, Wall Height	3mm, 40mm
Weight per Tile	0.57 kg
Weight per m2	5.13kg
Material	100% Recycled Plastic (UK Sourced)
Connection method	Slot & Peg Quick snap connection
Cell Profile	Cylinders 55mm Nominal ID 63mm OD 93% Open Structure
Capacity : Natural Stability	Up to 350 tonnes/ m2
Environment Compatibility	Temperature range -50°C up to 90°C
Solubility	Environmentally neutral in accordance with DIN 38412 Resistant against acid and leaching, alcohol, oil and petrol (strewing salt, ammonia, acid rain etc.)
Surface Finishes	Gravel up to 20mm Angular in accordance with NBS Section Q23 Grass Seeding / Turfing in accordance with NBS Section Q30
Expected Life Sub	25 years with 10 years Manufacturer Guarantee*
Base Preparation	In accordance with BS7533-
DDA Compliance	3 Part M Building

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HEBDEN X GRID

Permeable Paving

Technical Specifications Continued

The permeable paving solution

Car Parking Areas	Surfaces for Car Parking areas DIN EN ISO 124B
Carry Load	125 up to 16tonne axle load
Maximum Gradient	1072 12%
Maximum Vehicle Speed	15 Mph
Installation	100 m2 per person per hour

100% Recycled Plastic
Colour Black



100% Recycled Plastic
Colour Green *



100% Recycled Plastic
Colour Natural/ white *



X-Grid® is manufactured from 100% recycled Plastic and provides a lightweight ground reinforcement system for grass and gravel stabilisation.

This type of surface helps to reduce the risk of potholes, rutting or grass damage. X-Grid® has been designed to support healthy grass growth providing a minimum of 3.2cm of available height to allow the grass sufficient height in which to grow.

The system design provides a lightweight strong structure making it easy and quick to install and suitable for a wide range of applications including paths, driveways, car parking areas and access routes.

Correctly installed X-Grid® has been demonstrated to withstand up to 350 tonnes per square metre.

X-Grid® offers unimpeded flow to surface water reducing the rate of run off and potentially saving the costs of drainage installation.

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HEBDEN X GRID

Permeable Paving

Sub grade Assessment

The permeable paving solution

California Bearing Ratio (CBR). The design CBR should be obtained either by testing or by measurement of the plasticity index of the subgrade material. In the case of CBR testing, the method described in BS 1377-4:1990+A2:2002, Clause 7 should be used.

The surface of the subgrade material should be prepared according to the Highways Agency's Specification for Highway Works.

Detailed preparation of the subgrade should be in accordance with the recommendations in BS7533-3. An acceptable subgrade level should be free of any soft spots, reasonably parallel to the plane of construction. A capping layer may be required if the ground is structurally weak, likely to be subjected to exceptional loads or is significantly below the specified ideal formation level.

Consistency	Tactile (Feel)	Indicator Visual (Observation)	Mechanical (Test) SPT	Strength	
				CBR %	CU kN/sqm
Very Soft	Hand sample squeezes through fingers	Man standing will sink >75mm	<2	<1	<25
Soft	Easily moulded by finger pressure	Man walking sinks 5070 mm	2-4	Around 1	Around 25
Medium	Moulded by moderate finger pressure	Man walking sinks 25mm	4-8	1-2	25-43
Firm	Moulded by strong finger pressure	Utility truck ruts 1025mm	8-15	2-4	40-75
Stiff	Cannot be moulded but can be indented by thumb	Loaded construction vehicle ruts by 25mm	15-30	4-6	75-150
Notes <ul style="list-style-type: none"> If the geotextile layer is omitted, then the total subbase layer thickness should be increased by 50% A Department of Transport Type 1 sub-base may be used provided that an adequate drainage system is installed. Alternatively a porous sub-base layer may be specified however this should be covered with either a geotextile filter membrane and/or suitable clean gravel blinding layer to avoid fine particles entering the subbase layer. Drainage details; 100mm diameter perforated pipe drain laid at a minimum gradient 1:100 bedded on gravel trench backfilled with suitable drainage aggregate, covered or wrapped with a suitable geotextile fabric and leading to a suitable outfall or soakaway. For specific advice contact the manufacturer. Rootzone bedding and grid fill must be free draining, structurally sound proprietary blend of sand/soil or sand/compost, this is normally identified as a 60:40 or 70:30 ratio blend and in-situ blending is not recommended. Max advised gradient for traffic applications is 12%. Pegging may be required. X-GRID® complies with BS8300:2001 			<ul style="list-style-type: none"> The preparation of the subgrade, the construction of the sub-base and the construction and type of roadbase (if present) should generally be in accordance with relevant current practice as described in the Highways Agency's Specification for Highway Works. It is essential that the sub-base compaction is thorough, using a vibrating plate compactor or vibrating roller. The thickness of the laying course after final compaction of the surface course should be 40 -50mm, within an accepted surface level tolerance. All areas of prepared laying course material should be protected and not left exposed overnight. The laying course may be placed and screed using a mechanical device. It is necessary to include a substantial edge restraint when constructing X-Grid® See Ancillary Items: 		

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HEBDEN X GRID

Permeable Paving

Calculations for Quantities

Hardcore/Broken Stone required for the base layer

For cars = 300kg of hardcore/broken stone per m² (providing 150mm depth)

For trucks = 400kg of hardcore/broken stone per m² (providing 200mm depth)

Sand or Fine Chippings required for the levelling layer

For all grid types = 25kg of sharp sand (grass or gravel finish) or fine chippings (gravel finish only) per m²

Topsoil required for a grass surface (per m²)

For 40mm grid = 65kg of topsoil

Aggregate required for a gravelled area (per m²)

For 40mm grid = 70kg of gravel

X-Grid® Specification

Bedding Layer	30mm thick of 5 – 20mm angular aggregate (BS EN 13242)
Grid Fill	To top of grids using 5 – 20mm crushed aggregate (BS EN 13242)
Sub-base Layer	DoT Type 3 or modified porous sub-base layer. DoT Type 1 with drains

Typical Sub-Base Thickness

The table showing sub-base thicknesses is intended as a general guide in accordance with BS7533. For further details on permeable paving design refer to BS7533 Part 13; for installation refer to BS7533 Part 3. The design for pavements should satisfy two parts - to support the traffic load and to manage the surface water effectively.

Application Load	CBR (%) Strength of Subgrade Soil (See Chart)	DoT Sub-Base Thickness (mm)
Fire Engine and occasional HGV Access	>=6	100
	=4<6	120
	=2<4	190
	=1<2	380
Light Vehicle access and overspill car parking	>=6	100
	=4<6	100
	=2<4	135
	=1<2	260

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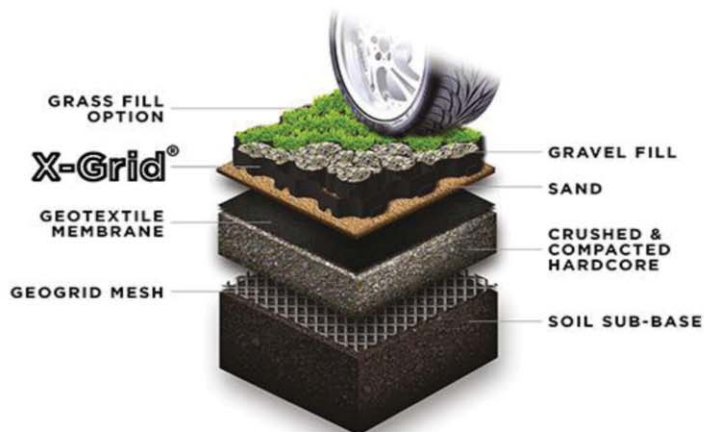
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HEBDEN X GRID

Permeable Paving



Gravel Fill Option

1. Cut the grass closely to the surface or where necessary remove the turf and topsoil to a depth of <75mm and dispose of all debris. Level the formation layer and lightly consolidate.
2. Install edge restraint.
3. Place a layer of GeoGrid stabilisation mesh or Geotextile fabric on the formation layer and ensure that it is flat to the surface by pinning as required. An optional geotextile fabric layer can be placed on the formation layer prior to the GeoGrid installation to prevent migration & contamination.
4. Place a 5-10mm thick layer of sharp sand blinding the area to level out and even the GeoGrid. The GeoGrid must not be allowed to become exposed above the gravel / aggregate layer.
5. Place the X-Grid® ground reinforcement grids onto the sharp sand layer. Connect the X-Grid® panels using the slot and peg snap connection.
6. X-Grid® can be cut using a hand or power saw fit around obstructions and curves. Cut pieces which are less than half the original size should be avoided where possible. X-Grid® can be firmed in place using a light vibrating whacker plate if required.
7. Fill X-Grid® with the specified gravel or aggregate. Preferably a clean, well graded angular material within the range of 5-20mm diameter. Fully rounded 'pea gravel' is not recommended.
8. Consolidate the surface using a light vibratory whacker plate if required.
9. Refill any localized low areas with gravel and repeat consolidation until satisfied with the final compacted finish.
10. The surface can be trafficked immediately.

Grass Fill Option.

1. Follow steps 1-3 as for gravel. Note: It is not necessary to install the optional Geotextile fabric layer as stated in Step 3 (gravel).
2. Place a 35mm thick layer of compacted RootZone layer evenly over the geogrid. The geogrid must not be allowed to become exposed above the gravel / aggregate layer
3. Fill X-Grid® pavers with the specified propriety Rootzone. A light vibrating plate can be used to consolidate the pavers and to settle the Rootzone infill if required.
4. Rootzone must be a free-draining structurally sound sand/compost or sand/soil blend. This is a nominal propriety blend of 60:40 or 70:30 ratio. Self blending is not recommended.
5. Carry out a normal seeding, fertilising and watering programme. A very light top dressing may be applied to just cover the seed and to provide adequate germination conditions. Do not overfill the paver cells. Alternately thin-cut turf can be rolled into the surface if required.
6. The surface may be trafficked immediately, but it is preferable to allow the grass to fully establish prior to use.

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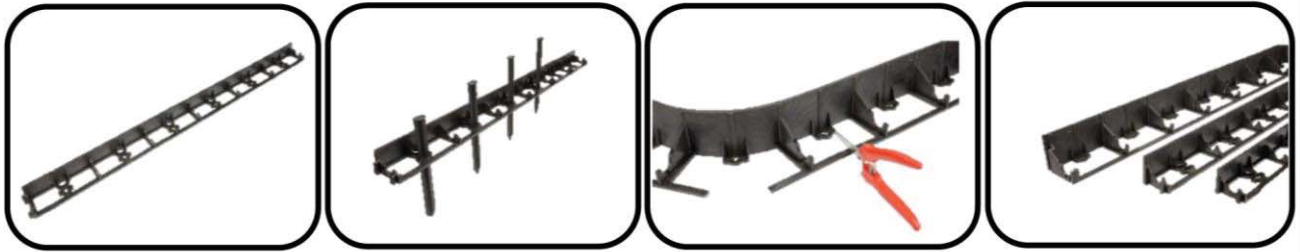
HEBDEN X GRID

Permeable Paving

Ancillary Items

It is necessary to include a substantial edge system when installing X-Grid® Ground Reinforcement Grids with grass or gravel finishes. GeoBorder recycled plastic edging system is a suitable edge restraints system for most applications. Made from Recycled plastic Geoborder is a restraint system which is sufficiently robust to withstand thermal expansion, vehicular movement, and prevent loss of laying course material. Other alternatives could include kerbs, channels, existing structures, and rigid abutments such as securely fitter paving blocks.

GeoBorder is a recycled plastic edging system which provides suitable edging restraint in areas where alternative support is missing. Geoborder is made from recycled plastic and can be used for straight edges, curves and bends.



Parking Delineators

X-Grid® laid for car parking surface may require the car parking bays be marked out. X-Grid® Delineators are a white plastic cap which quickly and easily insert into the cylinders visibly denoting the car parking areas.



Typical car parking bays are 2.4m x 4.8m. We recommend that 5 Delineators are evenly spaced down the length of the car parking bay line to create a clear denotation between parking bays.

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**STANDARD GEOTEXTILES
GT**

T: +44 (0)1621 874200
F: +44 (0)1621 874299

Product Information Sheet

Issue: 06 Date: 10.04.13 Page: 1 of 2



- 1. DESCRIPTION** Nonwoven geotextile manufactured from UV stabilised, high tenacity, virgin polypropylene fibres that have been both mechanically and thermally bonded to provide high strength and excellent abrasion characteristics.
- 2. APPLICATION** Typical uses for Terram standard geotextiles include ground stabilisation (between the sub-base and subgrade) and around drainage materials.
- Terram filters/separators are used extensively in the construction of:
- Paved and unpaved roads
 - Railways
 - Car parks and hardstandings
 - Cycleways and footpaths
 - SuDS installations

- 3. FEATURES** Engineered to provide high strength and high elongation at break to ensure excellent resistance to damage during construction. Terram standard geotextiles are manufactured to performance properties, not weight, sufficient fibre will be added to achieve these properties.
- Manufactured from high tenacity UV stabilised virgin polypropylene fibres which have been heavily drawn to ensure excellent long term durability in all soil types.
- Manufactured using a randomly orientated web to provide completely isotropic properties, ensuring that high strength is not limited to a single direction. Excellent uniformity with high permeability and low pore size for soil filtration.
- Supplied to a maximum width of 6mts, ensuring minimum waste over large construction areas.

Test Method	Unit	Mean Value (Applied Tolerance Value ^[a])									
		T700 GT	T900 GT	T1000 GT	T1300 GT	T1500 GT	T2000 GT	T3000 GT	T4000 GT	T4500 GT	
4. MECHANICAL PROPERTIES											
Tensile Strength	EN ISO 10319	kN/m	6.0 (-0.6)	7.5 (-0.75)	8.0 (-0.8)	10.5 (-1.05)	12.5 (-1.25)	14.5 (-1.45)	18.0 (-1.8)	22.0 (-2.2)	30.0 (-3.0)
Tensile Elongation		%	60 (±20)	60 (±20)	60 (±20)	60 (±20)	60 (±20)	60 (±20)	60 (±20)	60 (±20)	60 (±20)
CBR Puncture Resistance	EN ISO 12236	N	1050 (-105)	1350 (-135)	1500 (-150)	2000 (-200)	2250 (-225)	2750 (-275)	3250 (-325)	4300 (-430)	5350 (-535)
Cone Drop	EN ISO 13433	mm	42 (+8)	40 (+8)	38 (+6)	34 (+6)	32 (+6)	26 (+5)	24 (+4)	22 (+4)	14 (+3)
5. HYDRAULIC PROPERTIES											
Pore Size - Mean AOS	EN ISO 12956	µm	95 (±20)	75 (±20)	75 (±20)	65 (±20)	65 (±20)	65 (±20)	60 (±20)	60 (±20)	60 (±20)
Permeability—(H ₅₀)	EN ISO 11058	l/m ² s	100 (-30)	95 (-28)	90 (-27)	75 (-23)	65 (-20)	55 (-17)	50 (-15)	30 (-9)	30 (-9)

			Retained Strength ^[b]								
			All Grades								
Test Method	Unit										
6. PROPERTIES REALTING TO DURABILITY											
Weathering 50MJ/m ² exposure (1 month EU)	EN 12224	%	>90								
Microbiological resistance	EN 12225	%	No loss								
Resistance to acids & alkalis	EN 14030	%	No loss								
Oxidation at 85 days (100 years)	EN 12226	%	>90								
Test Method	Unit		T700 GT	T900 GT	T1000 GT	T1300 GT	T1500 GT	T2000 GT	T3000 GT	T4000 GT	T4500 GT
7. PHYSICAL PROPERTIES (nominal)											
Thickness @ 2kPa	EN ISO 9863-1	mm	0.9	1.0	1.1	1.4	1.6	1.7	1.8	2.0	2.4
8. MATERIAL DIMENSIONS											
Standard Roll Length		m	150	150	100	100	100	100	100	50	50
Standard Roll Width		m	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5
Maximum Roll Width		m	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
Gross Roll Weight (nominal) ^[c]		kg	65	85	60	75	85	100	120	80	95

9. PACKAGING & IDENTIFICATION

Terram Standard Geotextiles are supplied on cardboard cores and wrapped in Polyethylene sheeting with identification labels in accordance with ISO 10320.

10. STORAGE

The rolls of geotextile shall be stored on stable/ level ground and stacked not more than five rolls high and no other materials shall be stacked on top. The rolls can be stored outdoors when packaged, but should be protected from exposure to UV. All materials should be stored in accordance with good health and safety practice and in accordance with local laws. For additional information please refer to Terram Geotextiles MSDS.

11. NOTES:

- Reported values are arithmetic mean values unless otherwise stated, A set of test results shall be those results derived from specimens cut from one sample and taken across the full width of the roll. For sampling, EN ISO 9862 should be applied, i.e. samples should be taken not less than 5m from the end of the roll in machine direction and over the whole width in the cross machine direction. The location of the sample should be described exactly. Applied tolerances are based on 95% Confidence limits, this is the value below which not more than 5% of the test results may be expected to fall. This represents the value at 1.645 standard deviations below the mean value. For evaluation of conformance, statistical procedure should be used in line with section 5.2 of CEN/TR 15019: 2004.
The tolerance value provided for tensile elongation is based on an absolute value; e.g. 60% \pm 20% = 40%-80%.
- Reported values are based on durability testing on the lowest grade product within a family, no loss indicates that there is no notable effect due to exposure, laboratory sample variation may identify a small change in properties.
- A Nominal value indicates that the value is not part of the performance specification and is provided for guidance only.
- Gross roll weight is based on 4.5m rolls at standard length, information provided is for lifting guidance only and does not for part of quality control.

12. ADDITIONAL INFORMATION

Refer to the Terram Jointing Methods (downloadable from www.terram.com) for when simple overlaps are required for subsequent and adjacent roll lengths. However, pegging, sewing, stapling or gluing can also be used depending upon the application, the sub-grade conditions, the loading, the convenience and the cost. These figures relate to standard product weights and roll sizes. Other weights, sizes and colours may be available on request. For further information please contact Fiberweb Geosynthetics' Technical Support.

As part of its continual improvement process Fiberweb Geosynthetics Ltd reserve the right to change the properties listed on this data sheet without prior notice.

TM indicates a trade mark of Fiberweb plc or a Fiberweb Group company, many of which are registered in a number of countries around the world.

Name of Event	Venue	Set Up	Start Date	End Date	Pull Down
The North Pole	Parker's Piece	Nov-02	Nov-17	Jan-06	Jan-14
Grass Repair Works	Parker's Piece		Jan-14	Mar-1	
Reclaim the Night	Parker's Piece	Mar-14	Mar-14	Mar-14	Mar-14
Street Child Cricket World Cup	Parker's Piece	May-02	May-04	May-05	May-07
Town and Country Fair	Parker's Piece	Jun-06	Jun-08	Jun-09	Jun-10
Light Cambridge Festival	Parker's Piece	Jun-23	Jun-23	Jun-23	Jun-23
Foodies Festival	Parker's Piece	Jun-25	Jun-28	Jun-30	Jul-02
Cambridge Thai Festival 2019	Parker's Piece	Aug-02	Aug-03	Aug-04	Aug-05
Childrens World	Parker's Piece	Aug-14	Aug-14	Sep-08	Sep-08
Bridge the Gap	Parker's Piece	Sep-08	Sep-08	Sep-08	Sep-08
Fresher's Fair 2019	Parker's Piece	Oct-06	Oct-08	Oct-09	Oct-10

Parker's Piece – Verge Reinforcement

Date	30/08/2019	Time	10:30
Contractor staff on site	[REDACTED] plus 3 others		
Contractor equipment of site	360 Excavator, dumper, compound welfare unit, vans and trucks		
Works Progress since last visit	<p>4th section of works, approximately 40m long up to the second light column. Outer timber edgings are in both sides and excavated down to the foundation level. Ongoing works – pulling out the kerbs, sorting the kerbs and cleaning off the old cement. Discussion with [REDACTED] – One of our colleagues observed them using excavator outside the fenced site area. Reminded them of the City Council Risk Assessment for moving vehicles on the open space and asked them to ensure they use a banksman. [REDACTED] did say that they were moving the fencing at the time and was levelling off the grass on the outside of the grass reinforcement. He would need to extend the working area if we was to do this inside the fencing.</p>		

Date	4/09/2019	Time	11.30
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Excavator, dumper, welfare unit, 1 van and 1 tipper truck		
Works Progress since last visit	Top up subbase to correct levels, lay sand to correct levels for grass crete, lay grass crete to R/H side fill with soil and seed. Dumper movement with no banksmen, asked [REDACTED] to always use a banksman		

Date	5/09/2019	Time	11.30
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Excavator, dumper, welfare unit 1 van and 1 tipper truck		
Works Progress since last visit	Continue laying grass crete to L/H side fill with soil and seed, take off top of footpath with excavator clear all spoil. Water new seeded areas. Banksmen were being used as of now		

Date	9/09/2019	Time	11.45
Contractor staff on site	[REDACTED] plus 6 others		
Contractor equipment of site	Excavator, dumper, x2 vans, 1 tipper truck, 1 tarmac truck, welfare unit and site office		
Works Progress since last visit	All ground works complete, sub base laid, 25mm black top being laid and finished, moving barriers up to next works section. Tiding completed areas.		

Date	10/09/2019	Time	1.00pm
Contractor staff on site	[REDACTED] plus 3 others		
Contractor equipment of site	Excavator, dumper, x2 vans, 1 tipper truck welfare unit and site office		
Works Progress since last visit	Excavate L/H side to correct depth and install timber edging, remove turf top layer to R/H side ready for excavation to correct depth ready for timber edging.		

Date	11/09/2019	Time	1.30pm
Contractor staff on site	[REDACTED] plus 3 others		
Contractor equipment of site	Excavator, dumper, x2 vans, 1 tipper truck, welfare unit and site office		
Works Progress since last visit	Excavate R/H side to correct depth and install timber edging, remove kerbs to L/H side clean up ready to be relaid		

Date	12/09/2019	Time	1.30pm
Contractor staff on site	[REDACTED] plus 3 others		
Contractor equipment of site	Excavator, dumper, x2 vans, 1 tipper truck, welfare unit and site office		
Works Progress since last visit	Relay kerbs with concrete to the correct levels to the L/H side for the whole length of site 40 mtr		

Date	13/09/2019	Time	11.00
Contractor staff on site	[REDACTED] plus 2 others		
Contractor equipment of site	Excavator, dumper, x2 vans and 1 tipper, welfare unit and site office		
Works Progress since last visit	Relay kerbs to R/H side with concrete to the correct levels to the whole length of site 40 mtr		

Over the weekend 14/15 the site has been vandalised and a percentage of the barrier fencing has been knocked down, there is a separate photo log on site photo's of the damage. This may cause a slight delay in works as the site fencing had to be rebuilt. As recorded by [REDACTED]

Date	16/09/2019	Time	1.15
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Excavator, dumper, x2 vans and 1 tipper, welfare unit and site office		
Works Progress since last visit	Both sides of the footpath have had screen membrane fitted and stoned up compacted and ready for grasscrete		

Date	17/09/2019	Time	2.00
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Excavator, dumper, x2 vans and 1 tipper, welfare unit and site office		
Works Progress since last visit	Lay sharp sand, compact and lay grasscrete sections to both sides of path, ready for tarmac topping		

Date	18/09/2019	Time	12.00
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper Truck, Roller, digger, x2 vans, 1 tarmac truck		
Works Progress since last visit	Laid tarmac sub base to full length of site, laid 25mm topping to full length of site, cleared all spoil and levelled rest of top soil		

Date	19/09/2019	Time	2.00pm
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper Truck, Roller, digger x2 vans, 1 tipper truck		
Works Progress since last visit	<p>Levelled top soil at edges remove excess from site, water new grass seed AM and PM. Move site up to new location rebuild barriers to fence site.</p> <p>Works to new location have stopped for the Friday the 20/09/2019 as agreed by [REDACTED] due to the build of an event which due to take place over the weekend 19th 20th of September. [REDACTED] has asked contractor to have a tidy up Friday to include tidy up compound and work site, also to mark out new works area on the adjacent path. Make sure all works areas and compound are clean and tidy and secure for the weekend event.</p>		

Date	23/09/2019	Time	2.30
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Excavator, dumper, x2 vans, 1 tipper truck		
Works Progress since last visit	Excavate to R/H side full length of site including the extra 3.5 mts to take site close to reality check point. Fit timber edging to full length of site.		

Date	24/09/2019	Time	1.00
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 tipper truck, welfare unit and site office		

Works Progress since last visit	Excavate soil, fit timber edging to L/H side if site including the extra 3.5 mts, starting to remove kerbs
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Date	25/09/2019	Time	1.20
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans 1 tipper, welfare unit and site office		
Works Progress since last visit	All kerbs removed an cleaned up ready to be re fitted, set up lines for kerb run both sides of the path.		

Date	26/09/2019	Time	12.00
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Contractor staff on site	██████ plus 4 others
Contractor equipment of site	Dumper, digger, 2x vans 1 tipper, welfare unit and site office.
Works Progress since last visit	Re-lay kerbs to correct levels on the R/H side of the work site

Date	27/09/2019	Time	2.00
Contractor staff on site	██████ Plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		

Works Progress since last visit	Re-Lay kerbs to correct levels on the L/H side, clear site and make secure for the weekend.

Date	01/10/2019	Time	1.00
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		
Works Progress since last visit	<p>Remove top layer of tarmac to create correct levels ready for sub base and top coat.</p> <p>Over the weekend 28th-29th the barrier to the work site has been blown over by strong winds and rain, this will take up time to replace to an upright position and delay start of works by around two hours for the start of the day Monday the 30th.</p>		

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Date	02/10/2019	Time	1.00
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		
Works Progress since last visit	Laying membrane and stoning up to the L/H side, Laying of membrane to the R/H side ready for stone, sand put down, grass crete in part filled with top soil and seeded		

Date	30/09/2019	Time	
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		
Works Progress since last visit	Re-Build site after wind and rain damage, caused all of the works site barrier to be blown over, stat to take off old top surface of tarmac.		

Date	03/10/2019	Time	1.50
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, road roller, 2x vans, 1 Tipper, welfare unit and site office		

Works Progress since last visit	Sub base of tarmac to full run of path and then 25mm top coat to whole site, clear all excess spoil and cart away
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Date	04/10//2019	Time	
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		
Works Progress since last visit	<p>Remove work site fencing and stack neatly and store in compound, Level edges to new height with soil if needed. Remove excess spoil from compound. Secure welfare unit and lock compound for shut down of whole site</p> <p>The site is shut down because of the freshers that runs from 6th to the 10th. Site works to resume on the 14th in new position on The University Arms side of Parkers Piece. Site shut down as agreed by all parties for health and safety reasons.</p>		

Date	14/10/2019	Time	2.00
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Contractor staff on site	██████ plus 4 others
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office
Works Progress Since last Visit	Works site erected in new position over at the University Arms side of Parkers Piece. Excavate opposite side to fenced area to correct levels cart away spoil. Fit timber edging where necessary.

Date	15/10/2019	Time	2.20
Contractor staff on site	██████ plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		

Works Progress since last visit	Timber edging fitted where needed plus new post as required, membrane laid stoned up ready to receive grass crete.
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Date	16/10/2019	Time	1.55
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		
Works Progress since last visit	Finish laying sub base and membrane, fit all grass crete back fill with top soil ready for grass seed.		

Date	17/10/2019	Time	2.45
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Contractor staff on site	██████ plus 4 others
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office
Works Progress since last visit	Grass seed to grass crete to whole length of site, level top soil, move barriers to new work site and take off turf ready for excavation

Date	18/10/2019	Time	2.50
Contractor staff on site	██████ plus 4 others		
Contractor Equipment on site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		

Works Progress since last visit	Excavate to the correct depths, fit timber edging fit membrane and fill with stone and compact ready for sand and grass crete.
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Date	21/10/2019	Time	1.30
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		
Works Progress since last visit	Fill with sand to correct levels and compact fit grass crete level with top soil and sow grass seed.		

Date	22/10/2019	Time	2.00
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Contractor staff on site	██████ plus 4 others
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office
Works Progress since last visit	Move barriers and set up new work site, excavate to the correct levels and fit timber edging ready for membrane and stone

Date	23/10/2019	Time	1.00
Contractor staff on site	██████ plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		

Works Progress since last visit	Install membrane infill with stone and compact, wrap membrane over stone
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Date	24/10/2019	Time	07.29
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		
Works Progress since last visit	Fit Grasscrete back fill with top soil and put down grass seed.		

Date	25/10/2019	Time	07.59
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Contractor staff on site	██████ plus 4 others
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office
Works Progress since last visit	Clear excess top soil, move barriers and fencing to new work location, excavate each side of the path ready for timber edging.

Date	28/10/2019	Time	7.29
Contractor staff on site	██████ plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		

Works Progress since last visit	Install timber edging to both sides of path 120mts
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Date	29/10/2019	Time	7.29
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		
Works Progress since last visit	Install Terram and lay and compact stone to both sides of path 120mts		

Date	30/10/2019	Time	7.34
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Contractor staff on site	██████ plus 4 others
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office
Works Progress since last visit	<p>Screed sharp sand over compacted stone and lay grasscrete back fill with top soil and spread with grass seed. Remove excess soil and sweep area ready to move work site up to new position.</p> <p>Ice rink vehicles started loading on and were not using banks person, also coming on from Gonville Place the vehicles were driving over the new path works. Reported to Ashley Read the vehicles were loading on to Parkes Piece on the 29th of October at 1pm as this was not the agreed time for loading.</p>

Date	31/10/2019	Time	7.29
Contractor staff on site	██████ plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		

Works Progress since last visit	Finished laying grass seed remove all excess top soil, level soil to sides of grasscrete clear all excess spoil sweep tidy works site ready to move up to next section.
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Date	01/11/2019	Time	7.29
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		
Works Progress since last visit	<p>Moved work site up to new location, leaving barriers open to let public through over the weekend until the work commences on the Monday.</p> <p>Over the weekend of the 2nd and 3rd of November the site has been vandalised again, this will add more time to the works as the contractor needs to rebuild the fencing around the works area. The rebuild will take around 2 hours as agreed by [REDACTED]. Photos of the vandalism have been put on the file.</p>		

Date	04/11/2019	Time	7.29
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Contractor staff on site	██████ plus 4 others
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office
Works Progress since last visit	Excavate both sides of the works site, after rebuilding the works site due to it being vandalised

Date	05/11/2019	Time	7.29
Contractor staff on site	██████ plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		

Works Progress since last visit	Install timber edging to both sides of the work site
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Date	06/11/2019	Time	7.29
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		
Works Progress since last visit	Install Terram, lay and compact stone to both sides of site.		

Date	07/11/2019	Time	7.29
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Contractor staff on site	██████ plus 4 others
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office
Works Progress since last visit	Erect fencing after more damage, add more track matting after complaint and compact sub-base.

Date	08/11/2019	Time	7.29
Contractor staff on site	██████ plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		

Works Progress since last visit	Lay sand and compact to correct levels, fit grass crete ready to receive top soil and grass seed.
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Date	11/11/2019	Time	7.29
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		
Works Progress since last visit	Move fencing up to new work area, set up new site, excavate first corner ready for boarding. And clearing cones that were knocked over		

Date	12/11/2019	Time	7.24
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		
Works Progress since last visit	Install boarding, lay terram, fill with stone and compact, lay sand over stone and fit grass crete.		

Date	13/11/2019	Time	7.30
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		

Works Progress since last visit	Move fencing to new work area, excavate area for boarding, install timber edging , install terram and sub base, compact sub base ready for sand and grass crete.
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Date	14/11/2019	Time	All Day
Contractor staff on site	[REDACTED] plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 tipper, welfare unit and site office		
Works Progress since last visit	Weather stopped work as it rain most of the day causing water logged conditions on the work site.		

Date	15/11/2019	Time	7.30
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Contractor staff on site	██████ plus 4 others
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office
Works Progress since last visit	Excavate ready for boarding, fit timber edging, lay terram, install and compact stone, lay and compact sand, install grass crete fil with soil and seed, move barriers to new work site.

Date	18/11/2019	Time	7.30
Contractor staff on site	██████ plus 4 others		
Contractor equipment of site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		

Works Progress since last visit	Excavate ready for boarding, fit timber edging, lay terram, install and compact stone, lay and compact sand, install grass crete fil with soil and seed.
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Date	19/11/2019	Time	7.20
Contractor staff on site	Dumper, digger, 2x vans, 1 Tipper, welfare unit and site office		
Contractor equipment of site	Move barrier to final corner, excavate ready for boarding, fit timber edging, terram, stone and compact, sand and compact install grass crete fill with soil and seed.		
Works Progress since last visit			

Date		Time	
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Contractor staff on site	
Contractor equipment of site	
Works Progress since last visit	