

Aug 2016

4238 Llancaiach Fawr - Exhibition

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CONTRACT REQUIREMENTS

12 Aug 2016

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1. PROJECT PARTICULARS

1.1 THE PROJECT

- Name: Llancaiach Fawr - New Exhibition .
- Nature: Design and installation of a new exhibition within the Visitor Centre and interpretation panels within the grounds .
- Location: Llancaiach Fawr Manor, Gelligaer Road, Nelson, Caerphilly CF46 6ER.
- Length of contract:
Design & Fabrication - 22 weeks
Installation - 4 weeks.

1.2 EMPLOYER (CLIENT)

- Name: Caerphilly County Borough Council.
- Address: Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG.
- Contact: Diane Walker, Manager, Llancaiach Fawr Manor.
- Telephone: 01443 414010.
- E-mail: walked1@caerphilly.gov.uk.

1.3 EMPLOYER'S AGENT

- Name: Caerphilly CBC Building Consultancy.
- Address: Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG.
- Contact: Joanne Morling.
- Telephone: 01495 235592.
- E-mail: morlij@caerphilly.gov.uk.

1.4 CLERK OF WORKS

- Name: Caerphilly CBC Building Consultancy.
- Address: Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG.
- Telephone: 01495 235594.

2. TENDER AND CONTRACT DOCUMENT

2.1 TENDER DRAWINGS

- The tender drawings are:
 - 4238 A101 Site location
 - 4238 A102 Proposed Site Layout
 - 4238 A103 Exhibition Zone Layout
 - 4238 A104 Zone Views - Sheet 1 of 2
 - 4238 A105 Zone Views - Sheet 2 of 2
 - 4238 A106 Exhibition Space Elevations - sheet 1
 - 4238 A107 Exhibition Space Elevations - sheet 2
 - 4238 A108 Exhibition Space Elevations - sheet 3
 - Exhibition Space Elevations - sheet 4 .

2.2 CONTRACT DRAWINGS

- The contract drawings: Same as the tender drawings.

3. THE SITE/ EXISTING BUILDINGS

3.1 THE SITE

- Description: The site is situated North of Nelson off B4254 Gelligaer Road, as indicated on drawing 4238 A101.

3.2 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: The existing buildings on the site include the listed stone built Manor House along with a modern building housing the Visitor Centre, Conference Facilities and Education Block.
To the North of the site is a residential property and farm buildings.
Farmland lies to the East, South and West of the site, with the Nant Caeach watercourse running immediately to the West of the site.
A new housing development is situated to the North West of the site.
- The Visitor Centre and Manor House will remain operational throughout the contract period. The contractor shall take all possible steps to minimise disruption to the normal operation of the buildings .

3.3 ACCESS TO THE SITE

- Description: Off Gelligaer Road, Nelson.
- Limitations: none.

3.4 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: No vehicles to be parked on the public highway or access road.

3.5 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: none.

3.6 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
 - Residential properties to the North and North West
 - Farmland to the South, East and West.

3.7 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: Site inspections can be made after prior arrangement and agreement with - Diane Walker, Llancaiach Fawr Manager Tel. 01443 412248
Please note that Llancaiach Fawr is closed on Mondays
 - The Contractor is recommended to visit the site and satisfy himself as to means of access and egress, nature and condition of the existing site including finishes, existing services and generally of any conditions which may influence his tender. He will be deemed to have included in his tender for all costs related to same, no claim for lack of knowledge will be entertained.
 - Any visit that may be made by the Contractor or his representatives to the site shall be entirely at his own risk..

4. DESCRIPTION OF THE WORK

4.1 PREPARATORY WORK BY OTHERS

- Works: Carried out under a separate contract and completed before the start of work on site for this Contract.
- Description: Alterations to the layout of the Exhibition Space. New layout as indicated on drawing 4238 A103.

4.2 THE WORKS

- Description: Design, fabrication and installation of a new exhibition within the Visitor Centre and Interpretation Panels within the grounds. All as described in Employers Requirements document 4238/DW/JLM/3916.
Historic Artefacts for display to be provided by Client.

- 4.3 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.

5. CONTRACT PARTICULARS

5.1 CONTRACT TERMS

- Caerphilly CBC Terms and Conditions, Version BC1 October 2012

5.2 EMPLOYER'S REQUIREMENTS

- Employer's Requirements: as tender documents Ref 4238/DW/JLM/3916.

5.3 DATE FOR COMPLETION OF THE WORKS

- Date for completion of the Works: 14th April 2017.

5.4 DATE OF POSSESSION OF THE SITE

- Date of Possession of the site: 20th March 2017.

5.5 PROGRAMME

- Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.
- Submit: With tender.

5.6 LIQUIDATED DAMAGES

- Damages: At the rate of £168.00 per week.
(Deducted from monies due under the contract)

5.7 RECTIFICATION PERIOD

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

5.8 RETENTION PERCENTAGE

- Retention: 2.5 per cent.
- Retention to be released 12 months after handover and following rectification of defects.

6. STANDARDS OF PRODUCTS AND EXECUTIONS

6.1 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.

6.2 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

6.3 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.

6.4 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: Not defective, 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.

6.5 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.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK**6.6 SUPERVISION**

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

6.7 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.

WORK AT OR AFTER COMPLETION**6.8 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, 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.

6.9 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 to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

6.10 MAKING GOOD DEFECTS

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

7. SECURITY, HEALTH AND SAFETY**7.1 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: Particular care to be taken to ensure historic artefacts are kept secure and safe from damage or theft.

7.2 OCCUPIED PREMISES

- Extent: Existing buildings will be occupied and/ or used during the Contract as follows: The building will be occupied by museum staff and open to the public. Public Opening Hours: 10:00am-5:00pm Tuesday to Sunday. Closed to the public on Mondays except Bank Holidays. .
- 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.

7.3 EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

PROTECT AGAINST THE FOLLOWING**7.4 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: 85 dB(A) when measured from adjacent rooms.
- 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 5:30pm-8:00am..
 - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

7.5 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.

7.6 SMOKING ON SITE

Smoking on site: Not permitted.

7.7 BURNING ON SITE

- Burning on site: Not permitted.

7.8 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.

PROTECT THE FOLLOWING

7.11 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: -.

7.12 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.

7.13 BUILDING INTERIORS

- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

7.14 EXISTING FURNITURE, FITTINGS AND EQUIPMENT

- Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.

7.15 ESPECIALLY VALUABLE/ VULNERABLE ITEMS

- Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following:
 - Historic artefacts.
- Method statement: Submit within one week of request describing special protection to be provided.

8. SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

8.1 DESIGN CONSTRAINTS

- Details: refer to the Employers Requirements.

8.2 USE OR DISPOSAL OF MATERIALS

- Specific limitations: Surplus and packaging materials are to be disposed of responsibly by the Contractor at his own cost.

8.3 WORKING HOURS

- Specific limitations:
 - 8:00am-5:00pm Monday to Saturday.
 - Working times outside these hours may be arranged with minimum 7 days prior notice and only by written agreement with the Employers Agent.
 - The building is closed to the public on Mondays, large deliveries and disruptive works should be scheduled to take place on Mondays to avoid disturbance to visitors.

9. FACILITIES/ TEMPORARY WORK/ SERVICES

9.1 SANITARY ACCOMMODATION

- Toilet facilities within the Visitor Centre may be used by the Contractor during the works. The facilities must be left in a clean condition as they will also be in use by staff and the public.

9.2 LIGHTING AND POWER

- Supply: Electricity from the Employer's mains may be used for the Works as follows:
 - Metering: Metered by the Employer and charged to the Contractor.
 - Point of supply: TBA.
 - Available capacity: TBA.
 - Frequency: 50 Hz.
 - Phase: TBA.
 - Current: Alternating.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

9.3 WATER

- Supply: The Employer's mains may be used for the Works as follows:
 - Metering: Metered by the Employer and charged to the Contractor.
 - Source: TBA.
 - Location of supply point: TBA.
 - Conditions/ Restrictions: -.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

9.4 MOBILE TELEPHONES

- Direct communication: As soon as practicable after the start on site:
 - provide the Contractor's person in charge with a mobile telephone.
 - pay all charges reasonably incurred.

9.5 USE OF PERMANENT HEATING SYSTEM

- Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.
 - Installation: If used:
 - Take responsibility for operation, maintenance and remedial work.
 - Arrange supervision by and indemnification of the appropriate Subcontractors.
- Pay costs arising.

10. OPERATION/ MAINTENANCE OF THE FINISHED WORKS

10.1 THE USER MANUAL

- Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the installed components and devices. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
- Scope:
 - Contact details for suppliers and manufacturers
 - User Manuals for audio-visual equipment and installations
- Responsibility: The User Manual is to be produced by the Contractor and must be complete no later than 1 week before the completion date.
- Information provided by others: Details: Operation manuals.
- Compilation:
 - Prepare all information for Contractor designed or performance specified work including as-built drawings.
 - Obtain or prepare all other information to be included in the Manual.
- Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
- Final copies of the Manual:
 - Number of copies: 3.
 - Format: electronic and 2 hard copies.
 - Latest date for submission: 1 weeks before the date for completion stated in the contract.

10.2 PRESENTATION OF BUILDING MANUAL

- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
- Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
- As-built drawings: The main sets may form annexes to the Manual.

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- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
- Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
- As-built drawings: The main sets may form annexes to the Manual.

10.4 TRAINING

- Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the User Manual.
- Level of training User and Manager training for audio visual equipment and installations.
- Time allowance: Include a minimum of 1 days.

11. WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER

11.1 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER

- General: Details of such products are given in the work sections, for fixing as part of the contract. Use for no other purpose than the Works.
- Handling: Accept delivery, check against receipts and take into appropriate storage.
- Surplus products: Keep safe and obtain instructions.

12. PROVISIONAL WORK/ ITEMS

12.1 CONTINGENCIES

- Provisional sum: Include: £5,000.00.