

ENABLING WORKS

at

**Extension works to existing Primary School at Queen of Angels Primary School,
Wedgewood, Sandyford, D16 D16AX05**

for

Queen of Angels Primary School

WORKS REQUIREMENTS DOCUMENT

Date: 01.07.2026

Job No. SA22518

TENDER ISSUE

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SECTION 01

PRELIMINARY PARTICULARS

01. PRELIMINARY PARTICULARS

The project consists of the enabling works required for Extension works to existing Primary School to include construction of proposed entrance canopy, entrance lobby, three mainstream classrooms with associated toilets, linking corridor circulation, two special education needs classrooms and associated quiet spaces, toilets for independent use, central activity space with daily living skills area, storage, sensory room, secure lobby, SEN Office, universal access toilet, SEN two staff toilets, alterations to existing school consisting of alterations to classroom windows, removal of one tree and part existing hedge in order to form SEN pupil & fire brigade access to building. Also the creation of six additional parking spaces including one disabled parking space and installation of attenuation with infiltration tank at Queen of Angels Primary School, Wedgewood, Sandyford, D16 D16AX05

The site is located in a urban area accessed from Blackthorn drive/Cedar Road. The immediate land uses adjacent to the site boundaries include, residential buildings & retail use.

The contractor, in site set up and operations, will be required to always maintain unfettered access by the client to the existing areas of the building during the phasing of these works, and ensure that all services, foul and water supply, remain uninterrupted throughout the course of the construction works.

The contractor is to complete the works, site works, and services all as set out in the Works Requirements.

CONTRACT PRELIMINARIES

Refer to the Preliminaries section of QS Bill of Quantities.

PROJECT TEAM:

Client

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02. COVID-19 MEASURES

The Contractor shall comply in full with relevant legislation and regulations made thereunder, Government published guidance and Public Health Measures related to the Covid-19 pandemic and current at the Designated Date for the project. 'Government published guidance' shall include relevant material published by its agencies and in particular the Health and Safety Authority and the Health Services Executive.

The Contractor is advised to take into account the Construction Industry Federation's Standard Operating Procedures issued with respect to the Covid-19 Pandemic.

The Designated Date shall be the date 10 days before the last day for receipt of the Contractor's tender for the Works.

The Contract Sum will be deemed to include for the implementation of all measures - including hygiene, access management, materials procurement and delivery, work sequencing and work practices - required to construct the work safely and to minimize the risk of disease contagion for the Contractor's Personnel, the Employer's Representative, Employer's Personnel and third parties visiting the site.

Tenders shall comply in full with conditions of relevant contract regarding COVID Mandatory closure.

SECTION 03
INSURANCES

03. INSURANCES

The Contractor shall indemnify the client against all claims arising from the execution of the Works that are the subject of the Contract and shall maintain all necessary insurances for the duration of the Contract in accordance with the requirements of tender contract as per Volume A. The Contractor shall provide evidence to the Employer that all insurances required by the Conditions of Contract are in place prior to the commencement of the Works. The insurances shall be kept in place for the periods required by the Conditions of Contract.

The Employer's Liability and Public Liability levels of cover and excess shall provide the minimum levels of cover and excesses set out in the proposed Schedule to the Contract.

The policy required by tender contract as per Volume A (hereafter referred to as the 'All – Risks' policy) shall provide insurance cover of an amount not less than the total contract amount plus a minimum of 30% to allow for Value Added Tax, fees and site clearance costs. The 'All Risks' policy shall name the client as 'co- insured'.

Particular attention is drawn to the provisions requiring the All-Risks and the Public Liability policies to name the Employer as co-insured and for the Contractor's policy providing Employer's Liability cover to indemnify the Employer against the same liability that is provided by the policy for the Contractor.

SECTION 04
PHASING OF THE WORKS

04. SEQUENCING OF THE WORKS

Refer to drawing 22518-TEN-020 PROPOSED PHASING LAYOUT

05. THE SITE

The extents of the works areas are generally captured within the Architectural Drawings however, it is noted that hoarding lines and works in relation to formation of same are to be agreed between the Contractor and client in conjunction with the project Architects and project PSDP – all of which will be captured within a Traffic Management Plan for the site including all necessary works areas.

The contractor is to take cognizance of the following activities which serve the existing School buildings on the site:

- Fire evacuation routes
- Emergency vehicle access & egress
- Facility / staff activities
- General activities and car parking

The contractor is to carry out the works in such a manner as not to restrict or impede the above functions. The contractor is to take cognizance that the site is a fully operational educational facility, is busy with vehicular and pedestrian movement and the contractor is to ensure that the works are carried out in full compliance with all current health and safety legislation.

The Contractor to take cognizance of all vehicular and pedestrian movement routes, access points and all emergency exit points from all surrounding buildings and to ensure that these are kept clear, clean and free of all blockages at all times and adequate general and emergency lighting is to be maintained.

SECTION 06
DRAWINGS, SPECIFICATION,
SCHEDULES AND REPORTS

06. DRAWING, SPECIFICATION, SCHEDULES AND REPORTS

Contractor shall carry out the works as drawn, stated or specified in the tender documentation, or latest addition of same or inferred therein, and in accordance with documentation as listed below:

- Preliminaries to the Contract (Appendix A)
- Architect's Works Requirements Drawings, Specification and Schedules, as set out below.
- M&E Drawings, Specifications and Schedules, as set out below.
- C&S Drawings, Specification and Schedules, as set out below.
- Refer to Preliminary Health and Safety Plan included.

SECTION 07
FORM OF CONTRACT

07. FORM OF CONTRACT

07.01 The contract will be the Public Works Contract for Minor Building and Civil Engineering Works Designed by the Employer PW-CF5 published on the date 10 days before the latest date for receipt of tenders (disregarding any amendments posted on that date).

Refer to the link below.

<http://constructionprocurement.gov.ie/contracts>

08.1 MODEL FORMS

- 1.4 Letter of Acceptance
- 1.6 Performance Bond.
- 1.7 Reliance Guarantee
- 1.10 Appointment of Project Supervisor.
- 1.11 Professional Indemnity Insurance Certificate.
- 1.12 Collateral Warranty
- 1.13 Rates of Pay and Conditions of Employment Certificate.

These and other relevant Model Forms are available for download from the Construction Procurement website: www.constructionprocurement.gov.ie

08.2 Successful Tender

It is a condition precedent to the award of the contract that the successful tender for the contract must comply with current Tax Clearance Procedures (available at www.finance.gov.ie).

The successful tender must have a current Tax Clearance Certificate and Construction Workers Pension Scheme.

SECTION 09
RESTRICTIONS AND OBLIGATIONS

09. RESTRICTIONS AND OBLIGATIONS

Any doubt in relation to any matter must be referred to the Architect immediately for written direction.

The works contractor shall have due regard for all School facility activities adjacent to the works and ensure that all construction works are carried out by methods which protect the Health and Safety of all personnel involved on, or contiguous to the site together with all property, building, landscapes and rights of access to other parties. Access for works to site utilities outside the confines of the lands made available to the contractor will be restricted and will be subject to approval of written method statements by the Employer.

The contractor is to note, the requirement to maintain the following access routes at all times:

- all fire escape routes from the building
- all delivery vehicles routes
- emergency vehicle routes
- general access roads within the Hospital grounds.

Working Hours

Working hours shall be as set out in the preliminaries unless agreed otherwise in writing by the Employer.

'Safepass' accreditation

The Contractor shall comply with the requirements of the construction industry's safety accreditation scheme, known as the 'Safepass' scheme.

Other Construction on sites

The works contractor shall have due regard for all School facility activities adjacent to the works including any ongoing building projects at the time of commencement.

The successful Contractor must take into account the impact that these other building works projects may have on the Enabling Works Pack 1 construction stage and ensure works and services are not adversely impacted.

This may involve coordinating with the main Contractor or others on the adjacent Projects from time to time to ensure both projects can proceed successfully without disrupting with the other and to adhere to health and safety procedures. In addition, a review of the traffic management plans will be required to ensure all contractors can access and egress safely in a live School facility environment.

10. HEALTH AND SAFETY – APPOINTMENT OF PSCS

11.01 Appointment of Project Supervisor at Construction Stage (PSCS). The main contractor is to include for the following items in relation to their role as PSCS.

- 1) The main contractor must assist the PSDP where required to allow the PSDP comply with the Safety, Health and Welfare at Work (Construction) Regulations, 2013.
- 2) Following appointment as PSCS, the main contractor must develop the safety and health plan, including updating it with design information passed on by the PSDP.
- 3) The main contractor must deliver a safety file, prepared on a preliminary basis, to the PSDP prior to Substantial Completion.
- 4) The main contractor must provide in writing to the PSDP all relevant information so that the PSDP can complete the safety file.
- 5) The main contractor shall arrange for all specialist and temporary works designers to attend meetings with the PSDP and the PSCS to co-ordinate the designs to ensure that all the designs are compatible and comprehensive, for all of the contract works. These specialist designers shall be identified by the contractor within 7 days of being requested to do so prior to acceptance of the tender.
- 6) The main contractor must promptly provide Method Statements setting out detailed methods of construction for any elements where particular risk, residual risks or construction methods have been identified in the Preliminary Safety and Health Plan.
- 7) The main contractor must provide a Traffic Management Plan which should include specific details of guarding, lighting and signage and qualified supervision of the temporary traffic arrangements that will allow the building to be used as normal.
- 8) The PSCS / main contractor shall promptly report to the PSDP any unforeseen conditions arising on site which may affect design.

The Project Supervisor Construction Stage (PSCS) will be appointed utilising MF 1.10 Public Works Contract Appointment of Project Supervisor,– Additional Information. This deed is collateral to the contract.

11.02 Please note that the Preliminary Safety & Health Plan which has been compiled by the PSDP and is included as a separate document.

- 11.03 The Contractor shall not use or specify for use on or in connection with the development any Materials or Substance not in conformity with the current CE mandatory conformity marking, Irish Standards or codes of practice insofar as they may be applicable (and if there are no relevant Irish standards or codes of Practice then the appropriate British ones which shall be so applicable) in force at time of specification which are generally known to the Irish and British construction Industry at the time of specification as being deleterious unsatisfactory or unsuitable quality having regard to the guidance given in the report “Good Practice in the Selection of Construction Materials” (2011 Ed) produced by Hoare Lea & Partners and sponsored by the BPF and British Counsel for offices.
- 11.04 The Contractor shall have regard to the site-specific working hours and conditions to be upheld during the term of the works;
- The working hours are defined as 8.00am to 7.00pm: Monday to Friday (excluding public holidays) & 09:00 to 13:00 Saturday. No works to be carried out on Saturdays or Bank Holidays. Working outside of normal working hours only by written agreement with the School management.
 - Major Plant and Equipment delivery times can only occur between 11.00am to 5.00pm: Monday to Friday (excluding public holidays).
 - Contractor must have in place a specific Noise & dust reduction method statement and plan to take into account.
 - Noise levels must be kept below 85dB in as much as is practicable to complete the works. Contractor must include his noise reduction protocol as part of the return tender documentation.
 - Prevention of exposure above noise level of 85dB- If a risk assessment indicates that there are employees/patients who are likely to be exposed to noise above 85dB temporarily, the Contractor shall–
 - (a) Give forewarning that the noise is going to occur on a specific date and time including, where practicable, an approximate time that the above 85dB noise interference will cease.
 - (b) display mandatory warning signs, to convey information that–
 - (i) the noise levels in those areas are likely to exceed that upper exposure action value, and anybody who is in the vicinity and unable to leave must wear protective ear equipment.
 - (ii) hearing protectors are available and must be worn, and
 - (c) ensure that the area within the noise level exclusion zone is protected from unauthorized access by barriers or other suitable means that are technically feasible and justified by the risk of exposure.
 - (d) should the PSCS /Contractor become aware that the exposure limit value (as defined within the Safety, Health and Welfare at Work (General Application) Regulations 2007) has been reached the Contractor shall ensure

that– (a) the Client’s employees/students patients are not exposed to noise.

above the exposure limit value, or (b) if, despite the measures taken to comply with this issue, exposure above the exposure limit value is detected–

- (i) immediate action is taken to reduce exposure to noise to below the exposure limit value,
- (ii) (ii) the reasons for that limit being exceeded are identified, and
- (iii) (iii) the organizational and technical measures taken in accordance with the works are amended to prevent the exposure limit value being exceeded again.

(e) Contractor must ensure that discharges of gas, dust, liquid, vapor or other substances produced, used or stored as part of the works are contained within the works zone at all times and must take suitable measures to ensure that prevention of transfer or contamination from gas, dust, liquid, vapor or other substances produced is eliminated (where practicable) or reduced. The contractor must include his discharge/dust reduction protocol and measures as part of the return tender documentation.

11.03 The Contractor shall be deemed to have examined the Works Requirements, the Site of the work and access thereto and to have included in the tender figure for all additional work or costs required to allow him carry out the Works in compliance with the provisions of the Regulations.

➤ The Project Supervisor for the Design Process

The Project Supervisor for the Design Process is RPS

➤ Safety and Health Plan - Preliminary

The Preliminary Safety and Health Plan is included in a separate document at Appendix 3 – Additional Information. The Plan will NOT be included as a Contract Document.

➤ Project Supervisor for the Construction Stage

The Project Supervisor for the Construction Stage (PSCS) shall be {the Main Contractor appointed to carry out the Works unless some other party proposed}.

11.04 Safety File

The Contractor shall co-operate with the PSDP in the preparation of the Safety File and shall provide all relevant documentation in his possession, including all technical manuals and materials safety sheets. The Employer will be unable to take possession of the Works ('Substantial Completion' stage) unless he has received the information and documentation required to allow the Employer to comply with his duties in respect of the safe operation of the premises under relevant statutory provisions.

11.05 Notification of the Health and Safety Authority

The notification of commencement of construction of the project to the HSA shall be the responsibility of the Project Supervisor for the Construction Stage - the Contractor.

11. CONTRACTOR'S DOCUMENTS

12.01 Documentation required back from the Contractor as part of tender documentation:

Please note, candidates should submit their tender via the e-tender portal in a main folder containing separate folders, each containing separate bound documents of:

a) Folder No. 1 – Suitability Assessment Questionnaire

- Complete Suitability Assessment Questionnaire (SAQ).
- Complete Quality Criteria Document-Evaluation sheet

b) Folder No. 2 - Completed Volume B

- The completed Form of Tender and Schedule.
- Appointment of Project Supervisor Construction Stage and Health and Safety Compliance Declaration forms

c) Folder No. 3 - Completed Volume C

- Completed BOQ Document - signed in pen & ink.
- Outline Programme for the works - a detailed Construction programme will be required from the successful contractor before the starting date.
- Parent Guarantee Bond (if applicable)
- Confirmation that the contractor can obtain a Performance Bond as set out in the Works Requirements.
- Mechanical and Electrical subcontractors to provide a fully priced detailed Bill of Quantities / Schedule of rates to supplement the tender pricing document.
- Confirmation in writing of relevant insurances as set out in the Works Requirements.
- Confirmation in writing agreeing to issue all relevant Model Forms 1 - 19, where applicable.
- Completed Revenue Information and Electronic Funds Transfer (EFT) in hardcopy format.

Appendix 1 - Works Proposals

- Details of the Contractor's initial management arrangements for performing its Contract responsibilities, including systems, methods, planning and other preparations for providing personnel and resources, programming, recording, consultation, co-ordination and co-operation, and for flexibility, as referred to in the contract.

Appendix 2 - Additional Information

- An undertaking of the surety in the form of Annex I to this Appendix to provide the performance bond required by the Schedule, part 1E, if the Contract is awarded to the Applicant.

The following information must be provided prior to substantial completion of the works.

Maintenance Records

The contractor shall ensure that "as built" record drawings, instruction manuals and test certificates are prepared on an on-going basis for inclusion in the Safety File to be handed to the Project Supervisor Design Process (PSDP) prior to substantial completion.

The contractor shall give to the Employers Representative at Substantial Completion stage, two copies of all manufacturers, suppliers and subcontractors maintenance instructions.

The contractor shall provide the Employers Representatives with two copies of drawings on completion showing the works as constructed, including locations of all underground services and mechanical and electrical services as applicable in hard copy and digital format.

The contractor shall include for complying with and shall provide all information required contained in the Standard Specification for Digital Project Safety File for Construction Handover Documentation'.

OPERATION / MAINTENANCE OF THE FINISHED BUILDING

The Building Manual

The Building Manual (incorporating the Health and Safety File and subtitled accordingly) is to be a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems and enabling it to be operated and maintained efficiently and safely. The contractor is required to obtain or prepare all the information to be included in the Manual, produce the required number of copies of the Manual and submit them to the Architect & PSDP for checking and for delivery to the Employer.

Notwithstanding the provisions of the Contract in respect of the release of the first moiety of the retention balance upon the issue of the Certificate of Substantial Completion, no such release of retention shall be made until the building file and safety file has been prepared to the satisfaction of the Architect and PSDP and is in the possession of the Employer.

The contractor shall provide the Employer's Representatives with 1 no. hard copy and 1 no. electronic copy on memory stick of the Operation & Maintenance manuals and Safety File, plus digital Safety File.

The Safety File should contain the following information as a minimum:

- As-built Construction Drawings, Specifications & Bills of Quantities used and produced throughout the design and construction process;
- General Design Criteria;
- Details of equipment and maintenance facilities within the structure;
- Maintenance procedures and requirements for structure;
- Manuals, Certificates, produced by specialist contractors and suppliers which outline operating & maintenance procedures and schedules for plant & equipment installed as part of structure, e.g. kitchen equipment, electrical & mechanical installations and window & door installations;
- Schedule of fire doors with door reference numbers and periods of fire resistance including a copy of the relevant fire test certificates.
- Details of the location and nature of utilities and services including emergency and firefighting systems.
- As-built finishes schedule detailing all wall, floor and ceiling finished to each area with product and colour references.
- Names and contact details for all manufacturers of all materials and products used in the works.
- Building Control (Amendment) Regulation Ancillary Certificates.

The Manual is to consist of the following three parts, sub-sectioned as appropriate:

- Part 1: GENERAL INFORMATION: Information being provided to the contractor by the Architect.
- Part 2: BUILDING FABRIC INFORMATION: Plus certain as-built drawings and other information provided by the contractor.
- Part 3: BUILDING SERVICES INFORMATION: Plus certain as-built drawings and other information provided by the contractor.

A complete draft of the Manual & Safety File must be submitted not less than two weeks before the date for submission of the final copies of the Manual. Amend the draft Manual in the light of any comments and resubmit to the Architect. Do not proceed with production of the final copies of the Manual until authorized to do so by the Architect.

The Health and Safety File

The contractor is required to facilitate the PSDP in the compilation of the comprehensive Digital Project Safety File (DPSF) all in accordance with the requirements stated in the Invitation to Tender Document. Once the PSDP has compiled all information for the Safety File the main contractor must include for digitizing the file

THE BUILDING MANUAL PART 1: GENERAL INFORMATION

The Building Manual Part 1 : General Information must include:

- A description of the buildings.
- Details of ownership and all Consultants and Designers.
- Details of all Authorities plus copies of all consents and approvals obtained.
- Names, addresses, telephone and fax numbers of all contractors, subcontractors, suppliers and manufacturer's.
- Any operational requirements and constraints of a general nature which are not relevant to other parts of the Building Manual.
- The Fire Safety Strategy for the building(s) including drawings showing emergency escape routes, location of emergency and fire fighting systems, services shut off valves, switches etc.

THE BUILDING MANUAL PART 2: BUILDING FABRIC INFORMATION

Provide such information as is reasonably required by the Planning Supervisor including:

- Details of construction methods and materials which may present significant residual hazards with respect to cleaning, maintenance of demolition for all contractor designed work and specified work.
- As-built drawing recording details of construction for all contractor designed work and performance specified work.
- Copies of manufacturer's current literature for all products for which the proprietary brand has been chosen by the contractor, including COSHH data sheets and manufacturer's

recommendations for cleaning and maintenance.

- ☐ Copies of all guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- ☐ Copies of all test certificates and reports required in the specification.

THE BUILDING MANUAL PART 3: BUILDING SERVICES INFORMATION

The Building Manual Part 3: Building Services Information must include:

- ☐ A full description of each of the systems installed, written to ensure that the Employer's staff fully understand the scope and facilities provided.
- ☐ A description of the mode of operation of all systems including services capacity and restrictions.
- ☐ Diagrammatic drawings of each system indicating principal items of plant, equipment, valves etc.
- ☐ A photo-reduction of all record drawings to A3 size together with an index.
- ☐ Legend for all colour-coded services
- ☐ Schedules (system by system) of plant, equipment, valves etc. stating their locations, duties, and performance figures. Each item must have a unique number cross-referenced to the record and diagrammatic drawings and schedules.
- ☐ The name, address, and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
- ☐ Manufacturer's technical literature for all items of plant and equipment, assembled specifically for the project, excluding irrelevant matter, and including detailed specifically for the project, excluding irrelevant matter and including details drawings, electrical circuit details and operating and maintenance instructions.
- ☐ A copy of all Test Certificates (including but not limited to electrical circuit tests, corrosion tests, type tests, work tests, start and commissioning tests) for the installations and plant, equipment, valves etc. used in the installations.
- ☐ A copy of all manufacturer's guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- ☐ Starting up, operating, and shutting down instructions for all equipment and systems installed.
- ☐ Control sequences for all systems installed.
- ☐ Schedules for all fixed and variable equipment settings established during commissioning.
- ☐ Procedures for seasonal changeovers.
- ☐ Recommendations as to the preventative maintenance frequency and procedures to be adopted to ensure the most efficient operation of the systems.
- ☐ Lubrication schedules for all lubricated items.
- ☐ A list of normal consumable items.
- ☐ A list of recommended spares to be kept in stock by the Employer, being those items subject to wear or deterioration and which may involve the Employer in extended deliveries when replacements are required at some future date.
- ☐ Procedures for fault finding.

- Emergency procedures, including telephone numbers for emergency services.

Presentation of Building Manual

The Manual is to be contained in a series of A4 size, plastic 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, are to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.

The main set(s) of as-built drawings may form annex(es) to the Manual.

Training of Employer's Staff

Before Substantial Completion explain and demonstrate to the Employer's maintenance staff the purpose, function and operation of the installations including all items and procedures listed in the Building Manual. Include for not less than two operating days for this purpose. Contractors shall ensure that full instructions to the Employer's staff is given to at least 3 no. individuals at managerial level and is signed-off appropriately.

Spare Parts

The contractor is required to purchase spares for the following:

- 2% of every type of lamp in the project
- Floor Vinyl, 1 no. roll for each colour
- Ceiling tiles, 1 no. box for each type
- All spares as identified in the mechanical works requirements
- All spares as identified in the electrical works requirements

Note - final spare requirements parts to be agreed with School Maintenance management.

SECTION 12
REPORTS / METHOD STATEMENTS

12. REPORTS / METHOD STATEMENTS / WORK PERMITS

13.01 The main contractor is to provide the following information / reports when requested to do so by the Employers representative:

- A Construction Programme – to be in critical path format and to include dates for issuing and signing-off shop drawings, ordering and delivery of materials, start on site and progress on various elements within the main contract and all subcontracts. Latest dates for information required from design team should also be indicated. This programme to be produced prior to contract signing and to be kept fully updated during the contract. Responsibility for programming and coordinating all subcontractors work lies with the Works Contractor.
- A Procurement Schedule - to be linked to the construction Programme.
- Programme Review – At each site meeting. Progress to be reported in terms of target percentage and actual percentage achieved for each of the building elements and graphically on the bar chart programme. Contractor to provide progress reports in accordance with Clause 4.10 of the contract.
- Main contractor to issue Request for Information sheets as and when the need arises, but adequate notice to be given to Design Team – minimum two weeks. This must be linked to the contractor's procurement schedule.
- Contractor's labor statistics and projections to be available for inspection on request – only in the event of programme slippage. Contractor to cooperate with and furnish regular reports on manpower / machinery and other plant to the Employer's Representative.
- Advance notice (at least 7 days) of specific items requiring site inspection or samples to be reviewed to be given by the main contractor to the Design Team.

Main contractor is to report on Health and Safety – related issues at each site meeting. This is to include any accidents, visits by the HSA, inspections by the contractor's in-house Safety Officer and any findings / remedial work involved. This shall also involve any environmental monitoring as required by the project in relation to dust, noise and vibration.

Shop drawings shall be required, but not limited to, the following specialists:

- Mechanical works
- Electrical works.
- Aluminum Windows, Doors, Roof lights and Curtain Walling.
- Foundations

- Structural Steelwork
- Architectural Metalwork.
- Roof Specialist.

Note: 3D visualization drawings will not be accepted as shop drawings for sign-off. All shop drawings to be 2D drawings – fully dimensioned and to an appropriate scale.

Programme to be in critical path format and to include date for issuing and signing shop drawings, ordering and delivery of materials, start on site, progress on various elements within main contract and all subcontracts. Latest dates for information required from Design Team.

13.02 METHOD STATEMENTS

The Works Contractor shall submit detailed method statements for approval for the following works:

- Erecting Hoarding When access is required to the occupied building.
- Erecting scaffolding
- When interfacing with existing mechanical, electrical or IT services
- Erecting a crane / hoist
- When interfacing with existing underground drainage services.
- The demolition of the areas of the existing building scheduled for demolition.
- Traffic Management Plan for the works (required prior to commencement of works) to take cognizance of the contractors possession of the site.
- Works associated with the provision of new Comms. Rooms.
- Underground Services diversions
- Installation of steel for roof
- Proposed works within the existing occupied buildings.
- Works at the interface between existing occupied buildings and new buildings
- Dust screens - location of dust / fire / acoustic screens.
- Demolition of existing partitions
- Segregation, handling and removal of all debris and waste material in accordance with Local Authority statutory requirements.
- Methodology for carrying out BC(A)R Inspections

The suggested format for the Method Statement is as follows:

1) Description of the works, including:

- (i) Extent of works
- (ii) Sequence of the works
- (iii) Time - when it will start.
- (iv) Location - a drawing indicating where it will happen.
- (v) Methods - how it will be executed.
- (vi) Duration - how long the works will take.

2) Resources required:

- (i) Personnel and their training
- (ii) Plant and equipment.
- (iii) Supervision - by whom - name
- (iv) Materials

3) Assessment of Significant Risks for all Tasks including:

- (i) Access / egress
- (ii) Hazardous materials, noise, manual handling
- (iii) Place of work
- (iv) Others at risk, i.e. to the public

4) Control measures to be used including:

- (i) Permits to work / access.
- (ii) Security
- (iii) Special training i.e. confined spaces, tower erection, use of plant etc.

5) Personal Protective Equipment

- (i) Clearly set out the PPE that must be used.

6) Temporary Amended Systems

- (i) Traffic routes, fire arrangements, temporary services, changes to a previous method statement.

7) Who the information has / will be submitted to

- (i) Checking, review and updating provisions.
- (ii) Change requirements.
- (ii) Confirmation of operatives' brief

8) Monitoring and Compliance

- (i) Monitoring by whom and when
- (ii) Enforcement - how -by whom

Material Safety Data Sheets (MSDS) for the materials that they will be using should also be submitted with the method statements.

SECTION 13
BUILDING CONTROL (AMENDMENT)
REGULATIONS

13. BUILDING CONTROL (AMENDMENT) REGULATIONS

The Contractor shall certify on completion of the Works that all work carried out by the Contractor's Personnel is in compliance with the design and that any design work carried out by him is in compliance with the requirements of the Building Regulations.

Building Control Amendments SI.9 of 2014

TENDER REQUIREMENTS FOR BUILDER (MAIN CONTRACTOR) UNDER SI. 9 2014

GENERAL INFORMATION

1. INTRODUCTION

- 1.1 The completed project shall comply fully with the requirements of the Building Regulations. All certification required of the Designers and Contractor under the terms of the Building Control Amendment Regulations (SI 9 of 2014) shall be provided to the Employer. The Works Contractor shall include for the provision of the Certificates required of them by the Regulations. In addition, the Works Contractor shall fulfil the roles of the Builder (Main Contractor) in accordance with the Regulations and the Code of Practice for Inspecting and Certifying Building Works, as published by the Department of the Environment, Community and Local Government.

2. BUILDER (MAIN CONTRACTOR) OBLIGATIONS

The Builder shall carry out the works in accordance with the contract documents and comply with all statutory requirements including inter alia The Building Control Act, The Building Control Regulations, The Building Regulations, The Safety, Health and Welfare at work (Construction) Regulations, and The Construction Products Regulations

All the obligations of the Builder as set out in this document are deemed to form part of the works requirements/ building contract and are to be included in the Builders tender costs.

The Builder shall cooperate and coordinate with the Assigned Certifier through the Contract Administrator/ Employer Representative at all times and shall do the following during the course of the works:

- (a) Accept from the Building Owner (the 'Employer' as stated in the building contract) the assignment to build and supervise the building or works and provide/sign the

"Undertaking by Builder", statutory forms (see Annex Documentation) identified in the Commencement Notice;

- (b) Take careful note of the drawings, specifications and documents forming part of the works requirements;
- (c) Plan and agree the execution, Inspection milestones, sequence and programme of works with the Contract Administrator/ Employer Representative, & Assigned Certifier in advance of commencement of works;
- (d) Ensure Competent Person(s) are assigned to oversee the general construction works and/or specialist works. The specialist works and associated Assigned Certifiers which the Builder is responsible for are identified on a preliminary basis in the Inspection Notification Framework issued at tender;
- (e) Co-operate at all times with the Contract Administrator/ Employer Representative, Design Team, the Assigned Certifier and other Ancillary Certifiers;
- (f) Ensure that the workmanship complies with the requirements of the Building Regulations;
- (g) Ensure that materials which they select and for which they are responsible comply with the requirements of the Building Regulations;
- (h) Ensure that all products incorporated into the works are properly CE Marked where required in accordance with the Construction Products Regulations 2013 (the CPR 2013). Contractor to ensure compliance with performance criteria specified under the CPR 2013 by the Architect (and others including Engineers, specialist subcontractors etc). At all times Contractor to make available on request copy of Declaration of Performance supplied by the Manufacturer for CE Marked products incorporated into the works. Where National Annex requires minimum standards under CPR 2013 Contractor is required to comply with these standards. [A list of these standards is available on <http://www.nsai.ie/NSAI/files/b5/b5373a09-08d5-4e44-963b-1f86adc1a558.pdf>]
- (i) Provide written confirmations and supporting documentation at interim payment stages when requested to do so by the Contract Administrator /Employers Representative.
- (j) Issue a signed statutory form- Certificate of Compliance on Completion at handover (see Annex Documentation).
- (k) Promptly provide to the Assigned Certifier, via the Employer Representative, all documents requested by the Assigned Certifier to enable the Assigned Certifier to collate particulars for the purposes of handover and certification;
- (l) Ensure the coordination and provision of all test certificates and confirmations to the Assigned Certifier via the Employer Representative, to the satisfaction of the Assigned Certifier;
- (m) Co-ordinate the work of all specialist sub-contractors and designers to ensure the coordination and provision of all test certificates and confirmations to the designated inspectors, or Ancillary Certifiers, who are required to provide Ancillary Completion Certificates, as identified by the Assigned Certifier at any stage during the project. A

preliminary list of Ancillary Certifiers are scheduled in the Tender and Schedule Part 1 F
(ii) Ancillary Certificates which are required to provide Ancillary Certification (for Design and Completion);

- (n) Maintain progress records as detailed in Management & Quality Control of this document;
- (o) Comply with the detailed requirements of the Preliminary Inspection Plan and Inspection Notification Framework as issued at tender, and the detailed requirements of the updated Preliminary Inspection Plan and Inspection Notification Framework as coordinated and agreed with the Contract Administrator/ Employer Representative and Assigned Certifier prior to the commencement of the works, and as amended during the course of the works;
- (p) Provide/furnish Ancillary Completion Certificates to the Assigned Certifier via the Contract Administrator/ Employer Representative for specialist works with design, using the form of Ancillary Completion Certificate (see Annex Documentation) for specialist sub-contract work as identified in the Preliminary Inspection Plan and Inspection Notification Framework issued at tender and as amended during the course of the works, up to completion;

APPENDIX A

Preliminaries / Insurances