Tooreen Aghamore GWSS
Water Meter Upgrade and Network Improvement Works Phase 2

Client: **Tooreen Aghamore GWSS**

VOLUME A:
WORKS REQUIREMENT

Particular Specification

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4.0 PARTICULAR SPECIFICATION 2
4.1 Definitions 2
4.2 General Items. 3
4.2.1 Insurances 3
4.2.2 Pay and Conditions. 3
4.2.3 Method of Construction 3
4.2.4 Traffic Management Plan 3
4.2.5 Programme 3
4.2.6 Contractor Incident Management Plan 3
4.2.7 As Constructed Drawings 3
4.2.8 Waste Management. 3
4.2.9 Certificate of Incorporation 4
4.2.10 Contractor's Staff 4
4.3 Pipeline 4
4.3.1 Clearance from Existing Services 4
4.3.2 Excavation near Existing Services 4
4.3.3 Excavation near Buildings and Structures 5
4.3.4 Hydrants, Valves and Bends 5
4.3.5 Chambers 5
4.3.6 Continuity of Water Supply 5
4.3.7 Garries Bridge Crossing 5
4.3.8 Private road bridge crossing 6
4.4 Service Connections. 6
4.4.1 Service Pipework 6
4.5 The Site 6
4.5.1 Site Boundaries 7
4.5.2 Means of Access 7
4.5.3 Information on Adjacent / Abutting Structures 7
4.5.4 Limitations on Use of Site 7
4.5.5 Other Concurrent Works on Site by Employer or Other Contractors 7
4.6 Health & Safety 7
4.6.1 Safety Requirements 7
4.6.2 Project Supervisor Construction Stage 8
4.6.3 Safety File 8
4.6.4 Emergency Service 9
4.6.5 Emergency Requirements and Procedures 9
4.7 Contractor's Compound 9
4.8 Archaeological Mitigation Measures and Monitoring Requirements 10
4.9 Environmental Assessment 10
4.10 Inspection of Site 10
4.11 Site Investigation 10
4.12 Road Reinstatement 10
4.13 Working Restrictions 11
4.13.1 Time for Completion 11
4.13.2 Programming of the Works 11
4.13.3 Hours of Working 11
4.14 Water for Works 11

4.15 Hygiene Code of Practice 11
4.16 Existing Services 11
4.17 Connections to Existing Pipes & Services 12
4.18 Decommissioning of Existing Services. 12
4.19 Defects Period 12
4.20 Public Relations 12
4.20.1 Public Relations 12
4.20.2 Liaison Officer 14
4.20.3 Publicity 14
4.20.4 Bill Posting and Advertising 14
4.20.5 Permission to Enter Private Property 14
4.20.6 Correspondence and Meetings with Persons Affected by the Works 15
4.21 Progress Meetings 15
4.21.1 Progress Meetings 15
4.21.2 Monthly Progress Reports 15
4.22 Valuations 15
4.23 Method Statements 16
4.24 Concealment of Works 16
4.25 Storage of Materials 16
4.26 Finish 16
4.27 Suitability of Equipment 16

4.0 PARTICULAR SPECIFICATION

4.1 Definitions

"Contract Specification" shall mean both the General Specification and the Particular Specification as described below.
"Contract Drawings" shall mean the drawings detailed in this Particular Specification and Volume A – Section 2 of the Tender Documents.
"Pricing Document" shall mean the Pricing Document and Form of Tender provided with the Tender Documents.
"Bill of Quantities" shall mean any Bill of Quantities included in the Pricing Document but shall be included for the purpose of allowing the Tenderer to illustrate the make up of his Tender Price.

The Contract documents are mutually explanatory and should be read as a whole. However, should a contradiction arise between the Drawings, the Specification and the Bill of Quantities, the following order of precedence shall apply: -

(i) Contract Drawings
(ii) Contract Specification
(iii) Bill of Quantities

If there is any contradiction between the General Specification and the Particular Specification then the Particular Specification shall take precedence. The detailed drawings of the works may be subject to amendment. Any variation to the work to be done, as instructed by the Employer's Representative, will be re-measured by the Employer's Representative and paid for at appropriate rates in accordance with the Schedule of Rates, or the Bill of Quantities, or if no rates exist, at rates determined by the Employer's Representative.

4.2 General Items.

4.2.1 Insurances.
Insurances to be provided as per the Schedule.

4.2.2 Pay and Conditions.
The Contractor shall provide the Employer with evidence of his compliance with the Construction Industry Registered Agreement as registered in the Register of Employment Agreements including the CIF Pension Fund/Sick Pay Scheme (or equivalent approved) prior to award of the Contract.

The Contractor shall also provide confirmation that the Company is in compliance with:-

- Implementation of the minimum standard conditions and pay rates of the Construction Industry.
- The statutory requirements in respect of payment of PAYE & PRSI Contributions in accordance with the 1997 Craftworker and General Operative Analogue agreements.

4.2.3 Method of Construction
The intended method of construction for this project is open cut trenches with imported bedding, surround and backfill.

4.2.4 Traffic Management Plan.
The Contractor shall submit a detailed Traffic Management Plan to the Employer prior to the award of the contract. The Traffic Management Plan will also need to be submitted to the Roads Authority as part of the application for a Road Opening Licence.

4.2.5 Programme
The Contractor shall furnish to the Employer prior to the award of the contract, a programme for

construction of the works setting out the dates on which he proposes to start and finish the various sections of the works and the resources and manpower and machines that he intends to use in the construction of the works.

4.2.6 As Constructed Drawings

Upon successful commissioning of the new pipeline, the Contractor shall provide As Built Drawings in CAD format. A certificate of substantial completion will not be issued until such drawings have been provided.

4.2.7 Waste Management.

Contractors are obliged to deal with any waste arising in accordance with the requirement of the Waste Management Acts 1996-2011 and the associated Regulations. MAYO County Council, Environment Protection Section require contractors to submit a Waste Management Plan for approval prior to the award of the Contract. The Waste Management Plan will detail the measures to be taken by the contractor to deal with all waste arising during the course of the contract including inert waste such as soil, clay or stone. Bituminous road materials are not classified as inert waste and must be disposed of appropriately. The Contractor shall submit his Waste Management Plan prior to award of the Contract and obtain approval for the plan before construction will be allowed to commence on site.

The Contractor's tender shall be deemed to include for all costs associated with dealing with waste material arising from the works and for obtaining all necessary approvals and licences.

4.2.8 Certificate of Incorporation

Prior to award of the Contract the Contractor shall provide the Employer with certified true copy Memorandum and Articles of Association and Certificate of Incorporation for the company together with certified true copy of the Company Resolution whereby the company becomes authorised to enter into a contract.

4.2.9 Contractor's Staff

The Contractor's staff will have the following levels of experience and qualifications as a minimum:

Contractor's Representative	10 years managerial experience + MSIC
Contractor's Supervisor	5 years civil eng experience + MSIC
H&S Coordinator	5 years civil eng experience + MSIC
Temporary Traffic Operations Supervisor	2 years traffic supervision experience + SLG CSCS
PE Welders	3 years PE100 welding experience + City & Guilds qualification

4.3 Pipeline

The Contract includes the supply, installation, testing and commissioning of approximately 5.5km of pipework in fields, road verges and fronting some private properties. The layouts and longitudinal sections of the proposed watermains are shown on Drawings WD 01 to WD 04.

4.3.1 Clearance from Existing Services

There shall be a minimum clear horizontal distance of 300mm where possible between the new watermains and other utilities, cabinets, poles, junction boxes or chambers. There shall be a minimum vertical clearance of 100mm where possible where other services cross over the new watermains.

4.3.2 Excavation near Existing Services

As the Contractor excavates for the new watermain, he shall carefully record the location and approximate line of any existing water services encountered.

The Contractor shall note that the proposed watermain may cross existing sewers, watermains, underground ESB and Eircom services. The Contractor shall note that the information provided by the various service providers is indicative only. The Contractor shall excavate trial trenches in advance of his pipe laying to determine the exact depth and location of existing services.

Service providers generally do not provide details of each individual service pipe/duct serving each property. The contractor should assume that each property has a service connection to each utility and he should allow in his rates for crossing these services.

The Contractor shall include in his rates for any additional measures required to cater for difficulties associated with laying the main in such close proximity to existing services. He shall be responsible for maintaining the integrity of the existing services and any damage to these services shall be repaired at his own expense.

4.3.3 Excavation near Buildings and Structures

At some locations the watermain shall be constructed in proximity to existing structures and boundary walls. The Contractor shall ensure that the trench is adequately supported to prevent undermining of such structures. Any damage to such structures shall be repaired at the Contractor's own expense.

4.3.4 Hydrants, Valves and Bends

The Contractor shall provide for horizontal bends and associated anchor blocks to be installed as shown on the drawings. Bends are to be PE and shall be wrapped prior to casting of the associated thrust/anchor block.

The Contractor shall install Valves, hydrants, etc in the locations indicated on the drawing. In all cases where a Sluice Valve, Hydrant, Scour Out or Air Valve is required the Contractor shall construct a chamber as per the details as shown on the contract drawings.

4.3.5 Chambers

The location of proposed hydrants and valves required on the proposed watermain are indicated on the Drawings No's WD01 to WD04. The Contractor shall construct underground chambers to the details as shown on the contract drawings.

Backfilling around the chambers shall be carefully carried out. At locations behind chamber walls where thrust can be developed, backfilling shall be in lean mix concrete. Permanent concrete support stools and thrust blocks in Grade C30 concrete shall be provided as necessary within chambers.

4.3.6 Continuity of Water Supply

The Contractor shall be responsible for ensuring continuity of water supply through the existing water main and to each customer until such time as the new water main has been commissioned and all service connections have been transferred. To achieve this, the Contractor may be required to lay temporary mains in some areas.

All proposed temporary water supply mains shall be suitably sized in order to maintain required water supply to customers and shall be suitable for a working pressure of 6 bar. Temporary mains shall be subject to the same disinfection requirements outlined for new watermains, as described in the General Specification. The Contractor shall be responsible for maintenance and removal of all temporary pipework and he shall ensure that all temporary hoses and temporary mains are kept free from ice and are fully

operational during cold weather.

4.4 Service Connections.

4.4.1 Service Pipework

The Contractor is required to use open cut or trenchless techniques (such as moling or directional drilling) to install the proposed service pipes when crossing the road. The excavation, backfilling and reinstatement necessary for launching, receiving, retrieving trenchless pipe shall be subject to the same requirements as conventional pipe laying.

To avoid contamination to both the existing and proposed mains when carrying out work to service connections, the Contractor shall follow the guidelines given in Section 12.4 of the EPA publication "European Communities (Drinking Water) (No. 2) Regulations, 2007 — A Handbook on Implementation of the Regulations for Water Service Authorities for Public Water Supplies".

The Contractor shall thoroughly flush all new services, including boundary boxes and meters in so as to ensure that all sediment and debris is removed prior to commissioning.

The Contractor shall supply a schedule of co-ordinates of the connection points and boundary boxes to the Employer's Representative on completion of the Contract.

The Contractor shall note that the proposed services shall cross existing underground services including watermains, water service pipes, ESB and Eircom services. Details on the position of these services, as provided by the relevant Utility, are included in the Information Pack. The Contractor should note, however, that service providers do not generally show the location of individual service connections to each property. The Contractor should assume that each property is served by a separate connection to each utility and he should include in his rates for the cost of locating these service connections by means of trial trenches. The Contractor shall refer to Section 4.3.2 of the Particular Specification regarding location and maintenance of existing services.

4.5 The Site

4.5.1 Site Boundaries

The Site is located to the east of County Mayo and extends over townlands in the vicinity of Aghamore village. Part of the pipeline route is adjacent to the L1913 with most of the pipes to be constructed on or adjacent to regional and local roads.

4.5.2 Means of Access

Access to the Site shall be by way of existing public roads

Notice shall be given to each Landowner prior to gaining access to their lands in accordance with Clause 4.20.5 of this Specification where necessary.

The Contractor shall abide by the hours of working specified in the General Specification, and shall note that this restriction also includes the carting of spoil and deliveries of materials to or from the works.

4.5.3 Information on Adjacent / Abutting Structures

The contractor has no authorization to interfere with existing structures without proper authorization from the relevant authority. Public road, including the full extent of the area between the roadside boundaries, is also deemed to be an adjacent structure for which MAYO County Council is the Road Authority.

4.5.4 Limitations on Use of Site

The Contractor will be obliged to use stop/go signs, manually operated, to control traffic whenever one

lane is restricted.

The Contractor should be aware that he is obliged to obtain a Road Opening Licence from the Roads Authority to facilitate works on public roads. The Contractor should allow at least 6 weeks for the application to be processed before the issue of a license. The Contractor will be obliged to submit a Traffic Management Plan with the licence application.

4.6 Health & Safety

4.6.1 Safety Requirements

The Contractor shall carry out the following tasks under the Contract:-

- Comply with Health & Safety Legislation & Regulations
- Fulfil the PSCS role.
- Carry out Risk Assessment and establish Safe Systems of Work.
- Provide a copy of his Site Safety Statement to the Employers Representative, within two weeks of commencement of the Contract.
- Develop a Project Health and Safety Plan and Traffic Management Plan prior to the commencement of the Works, and maintain as required throughout the course of the Works. A Preliminary Health and Safety Plan is included in the Information Pack that forms part of the Tender Documents.
- Appoint a Safety Officer to manage the ongoing safety aspects of the project, inductions, liaison with relevant authorities, training, reviewing method statements, safe systems of work, etc.
- Undertake Site Inductions of all of staff and visitors to the site as required.
- Provide traffic management as specified in the Works Requirements.
- Satisfy himself as to the Safety Credentials of any sub-contracted staff who will be carrying out works on the site (e.g. review of Safe Pass Holders, Safe Systems of Work, etc.), and shall be satisfied that they have adequate PPE when carrying out works on site.

4.6.2 Project Supervisor Construction Stage

The Contractor shall be appointed Project Supervisor (Construction Stage) in accordance Safety, Health and Welfare at Work (Construction Regulations), SI 291 of 2013, for the construction stage of this Contract. This appointment covers all construction works on the project The Contractor shall ensure that the cost of this duty is included in the sum Contract Sum.

In order to facilitate the proper coordination of all design on this Contract the Contractor shall advise the Employer's Representative of all temporary works designers engaged by him and their respective scope of works at the Contract Commencement Date. In the case where such appointments are not in place at the commencement of the Contract he shall furnish the above details to the Employer's Representative within fourteen (14) days of their engagement. At all monthly meetings and other times as considered appropriate by the Project Supervisor for the Design Process the Contractor shall report on matters relating to temporary works design. The Contractor shall provide signed Design Certificates, in accordance with HSA Form RF2, for all Temporary Works in advance of construction.

4.6.3 Safety File

Commencing at the outset of the construction work, and continuing throughout the contract, the PSDP shall assemble all information and details necessary to prepare a Draft Safety File for the project in accordance with the Safety, Health & Welfare (Construction) Regulations.

The Contractor is to make all relevant information to the safety file available to the PSDP throughout the duration of the Contract.

At each monthly progress meeting the PSDP shall demonstrate the status of the Safety File compilation.

The Contractor is to provide any information required by the PSDP in order to update the Safety File.

A complete draft version of the Safety File shall be completed 3 months prior to Substantial Completion. The Contractor shall be required to submit all relevant material (i.e everything bar final as constructed drawings) to the PSDP to allow completion of the 3 month draft Safety File. At the end of the Contract the Safety File will be passed over to the Employer.

The Safety file shall include the following:-

- Location (line and level) of all underground and overground services.
- General arrangement and structural drawings for all elements of construction
- Toxic materials; especially those specifications that could become toxic when disturbed or during removal.
- Data sheets and specifications, relevant to safety, health and welfare issues, during operation, maintenance, extension or demolition, for materials embodied in the works.
- Identify all residual risks to safety, health & welfare.

4.6.4 Emergency Service

The Contractor shall provide an Emergency Service from the commencement to the completion of the Works In particular, this Service shall ensure immediate action on the following:-

- Repair water service pipes damaged during the course of the Works.
- Repair water mains damaged during the course of the Works.
- Replacement or relocation of warning signs, lights and safety items on public roads.
- Repair work on any damaged or inadequate temporary works, including temporary road reinstatement.
- All repair work associated with the impact of his Works.

The emergency service shall be equipped with vehicles, radio communications, equipment and trained personnel so as to be able to deal effectively and promptly with any risk, threat or hazard to persons, livestock, property or any third party arising from the Contractor's operations. The Contractor shall be prepared to work with and co-operate with the Employer, other Public Bodies, Utilities Providers and An Garda Siochána in the event of such emergencies.

4.6.5 Emergency Requirements and Procedures

As part of the Project Health & Safety Plan, the Contractor shall appoint a member of his staff to implement and train the Contractor's staff in emergency procedure. The appointee shall be trained in the standard emergency procedures for the Works, and shall ensure that all members of the Contractor's staff and Employer's Staff on Site are inducted in the procedures before entering the works. The appointee or his nominated Representative shall be available on Site at all times during the Contractor's operations. The Contractor shall prepare a Site Emergency Plan, which will include:-

- Procedures for dealing with emergencies.
- Procedures for testing of the Site Emergency Plan (SEP)
- Training for personnel who will deal with emergencies.
- Procedures for notifying the Employer, his representative, other relevant public and private bodies and the general public of emergencies.
- Procedures for dealing with the consequential impacts of emergencies.
- Procedures for communication with those notified, on plans for remediation of any damage done and actions to minimise recurrence.
- Procedures for design and construction risk assessments.

The Contractor will ensure that a suitable Site Emergency Plan is in place for the duration of the works. The Site Emergency Plan will be subject to the review and approval of the Resident Engineer, and site works will not commence until approval has been granted. Works may be halted by the Resident Engineering staff at any stage if a suitable Site Emergency Plan is no longer in place. The Site Emergency Plan will be updated as required during the Contract by the Contractor.

4.7 Contractor's Compound

It should be noted that no compound has been arranged by the Employer for the Contractor. The Contractor shall include in his price for all of his arrangements for the safe and secure handling and storage of materials necessary for completion of the works as described. The Contractor shall also include for the provision and maintenance of site offices, canteen, washing and toilet facilities for all of his staff.

4.8 Archaeological Mitigation Measures and Monitoring Requirements

An archaeological desk study has been undertaken in relation to the works and the study concluded that Archaeological Monitoring is not deemed necessary for this project as the watermain is being laid in or adjacent to existing roadways which is deemed to be previously disturbed ground or in ground where archaeological impact is deemed to be low.

4.9 Inspection of Site

The Contractor shall be deemed to have inspected and examined the Site and its surroundings and to have satisfied himself before submitting his Tender as to the nature of the ground and sub-soil, the nature of the existing services (electricity, water, drainage, communications) in proximity to the proposed works, the form and nature of the Site and the extent and nature of work and materials necessary for the completion of the Works, the means of communication and access to the Site, the accommodation he may require and in general to have obtained for himself all necessary information as to risks, contingencies and all other circumstances influencing or affecting his tender.

The Contractor shall be deemed to have satisfied himself before submitting his Tender as to the correctness and sufficiency of his Tender, which shall cover all his obligations under the Contract.

4.10 Site Investigation

The Contractor is to satisfy himself with the location of the existing services in accordance with Clause 4.3.2 of the Particular Specification.

Locations of Slit Trenches are to be agreed with the Engineer's Representative as per Item 22 of the Bill of Quantities.

Full records of site investigation completed by the Contractor are to be submitted to the Employer's Representative for approval on a weekly basis.

4.12 Road Opening Licence/Road Reinstatement

All works on public roads, including road edges and road margins, shall require a road opening licence. This licence shall be applied for in advance of commencement of the works and the Contractor should make himself aware of the typical response time of the local authority to such applications. The Contractor should be aware that all construction methods, including tunnelling or any other method of pipe installation not requiring an opening of the road surface, will require a road opening licence.

4.13 Working Restrictions

4.13.1 Time for Completion

The Time for Completion of all the works shall be as indicated in the Schedule to the Form of Tender (Volume B of the Tender Documents).

The Contractor shall factor in time in his work programme for difficulties associated with traffic management site restrictions, working in proximity to existing services, restricted working hours, ground conditions, and groundwater control.

4.13.2 Programming of the Works

Prior to the commencement of works on site, the Contractor shall submit a detailed programme to the Employer's Representative.

The Contractor shall update the programme on a monthly basis and shall submit to the Employer's Representative.

4.13.3 Hours of Working

Works other than pumping from excavations, monitoring or emergency work necessitated for the safety of the works, shall not be executed outside normal working hours.

Normal working hours are defined in this instance as:-

08.00 to 19.00 hours, Monday to Friday.

The Contractor shall seek the written permission of the Employer's Representative for out of hours shift work. Such permission should be sought by the Contractor at least 7 days before his proposed commencement date for out of hours working. The Contractor shall not commence out of hours working without the written permission of the Employers Representative, which permission may be withdrawn at any time.

The same proviso shall apply for night and Saturday or Sunday work. In cases where overtime and shift work are approved, the carting of spoil and deliveries of materials to the works shall be prohibited outside normal working hours.

4.14 Water for Works

The Contractor will be responsible for the provision of all water required from whatever source for construction, testing and sterilisation of water pipes.

Any costs associated with provision of water shall be deemed to be included in the Contract Price as entered on the Form of Tender.

4.15 Existing Services

The Contractor shall make himself thoroughly familiar with the location of all services which may be encountered during the execution of the works. These services may include underground / overhead power and control cables, watermains / sewers etc.

The Contractor shall make due allowances in his tender for the difficulties and delays which may result from the existence of such services. The Contractor is referred to the General Specification and the provisions therein regarding existing services.

Where the Employer's Representative considers that there may be additional unmarked services or obstructions, he may direct the Contractor to excavate by hand or as required by hand, slit trenches or other such trial holes or other investigations required.

4.16 Connections to Existing Pipes & Services

The Contract involves connections to and modifications to existing pipes and services as shown on the Drawings. During the course of the work the Contractor shall keep the existing services in operation except where express permission is given by the Employer (only in relation to services for which the Employer is responsible). Connections to existing pipes or services which are the property of Tooreen Aughamore GWS shall only be carried out by the staff of the group water scheme. The Contractor is to supply the fittings required to make these connections. Prior to the execution of these connections, the Contractor shall consult with the bard of directors of Tooreen Aghamore GWS and submit schedules and methods of operation for approval by the Employer' Representative. The Contractor shall include in his tender for all additional costs involved in execution of this work.

4.17 Decommissioning of Existing Services.

Upon successful commissioning of the new pipeline, the Contractor shall decommission any redundant watermains, fittings and chambers along the scope of the Project

Redundant valves, valve chambers and covers are to be removed upon successful commissioning of the new watermain.

The excavations for the decommissioning works shall be backfilled with the same material used for backfill of trenches.

4.18 Defects Period

The defects period is as per the Conditions of Contract and the Schedule. The Roads Authority have a requirement for a separate (additional) bond as a condition of the Road Opening Licence.

4.19 Public Relations

4.19.1 Public Relations

- The Consultant / Contractor working on behalf of Tooreen Aghamore GWS will be required to develop communication documents to suit delivery to all known potentially impacted homes and businesses and must adhere to the following timelines.
    - Customer information leaflet/pack 4 to 6 weeks in advance of construction starting in the area
    - Letter 1 to 2 weeks before construction starts in an area
    - Letter 48 hours before any water shut off/works adjacent to property
    - Post works ('thank-you') letter
    - Post works customer side leakage letter
    - Others as required
- The employers representative will provide communication templates for all communication materials on award of contract where appropriate. The Contractor is required to use these templates for all letters and notifications issued to customers and or stakeholders

- In the event that there is no available template for a specific communication then a draft shall be provided by the employers representative Team for approval 3 weeks prior to issue date
- The Contractor shall forward all notices to the Employer for approval. The Contractor shall allow 21 days for approval of publicity notices
- The Contractor shall provide a manned 24-hour contact phone number for customer queries and complaints. This number shall be provided on all publicity notices.
- The Contractor shall maintain a Customer Complaint Register to collect the number of Customer Complaints received and report accordingly.
    a. The Contractor shall provide a project-specific complaints phone number, email address and postal address.
    b. The Contractor shall record track and monitor all complaints.
    c. A complaint is defined as *"the expression (through various possible channels, letter, email, phone call, physical claim) of a customer's dissatisfaction and his/her explicit expectation for a response or resolution." reference*
    d. Complaints from political representatives to be highlighted on reports and to Tooreen Aghamore GWS within 1 day of being recorded.
    e. All complaints received should be resolved within 5 working days or a plan towards resolution shall be provided by the Contractor.
        i. 30 working days is the maximum time for a complaint to remain open and a final response must be provided.
        ii. The Contractor shall report complaints to the Employer's Representative on a weekly basis.
    f. The Contractor shall provide details of complaints to the Employer's Representative on request
- The Contractor shall inform an Garda Síochána and the local radio station on where road works are taking place on a weekly basis

- Contractors working on behalf of Tooreen Aghamore GWS must carry appropriate identification when dealing directly with customers.

Advance public notification shall be provided by the Contractor for Works where disruption to the water supply could occur. As a minimum the Contractor must provide the following public notification:
Notification boards advising of proposed water disruptions including timing and duration of the proposed works:-

- At least two boards are to be provided per road/street affected.
- The boards shall be erected in publicly visible locations to be agreed with theEmployer's Representative.
- Boards must be erected at least two weeks in advance of works being undertaken and taken down within a week of the works being completed.
- Boards must be of robust construction, independently supported and capable of withstanding exposure to weather without damage.
- Boards must be maintained in good condition throughout the project.
- Boards are to have minimum dimensions of 900 x 600mm.
- Each board shall contain the following information or other as agreed with the employers representative in the English language:-

‘Planned disruption to water services in this area
On: ‘Date’
From: ‘Time’ to Time’
We regret any inconvenience caused.’

4.19.2 Liaison Officer

The Contractor shall designate one of his qualified Staff as Liaison Officer to deal with Employer’s Representative, Local Councils, the Employer’s staff, property owners, utilities, the Gardai, Resident’s Associations and other parties affected by the Works. This person shall be responsible for all advance liaisons with such parties, as required in the Contract Documents.

4.19.3 Publicity

The Contractor shall not allow visitors to the Works, photography of the Works, or make or issue to the press or any other media for the dissemination of information, any statement relating to the Works or any other mailer arising out of the Contract, without first obtaining the approval of the Employer’s Representative in writing.

4.19.4 Bill Posting and Advertising

The Contractor shall not undertake or allow bill-posting or advertising of any kind upon the Works without the written consent of the Employer’s Representative.

4.19.5 Permission to Enter Private Property

Where the nature of the proposed works require the Contractor to enter private property he shall not do so without the permission of the property owner.

At least 21 days in advance of any planned works, the Contractor shall give written notification of the planned works to each property owner affected, giving details of the estimated date and duration of the works. Following this, 14 days in advance of the proposed works, he shall visit the relevant properties to obtain a signed consent form to enter the property to complete the proposed works, and arrange a suitable time and date to carry out the works. Where the property owner is not available at this time the Contractor shall make reasonable attempts to contact the owner. Where he fails to contact or meet the owner, following reasonable attempts, the Contractor shall deliver a stamped addressed envelope, to be returned to the Contractor’s site office, with a letter seeking the owner’s consent and daytime contact details.

In the event of the owner not having granted consent for the proposed works, or not having returned the stamped addressed envelope within 7 days, the Contractor shall notify the Employer’s Representative, who will seek clarification from the property owner. The Contractor shall allow in his tender for all costs associated with this work.

4.19.6 Correspondence and Meetings with Persons Affected by the Works

The Contractor shall send to the Employer’s Representative, on the same day on which it is received or despatched by the Contractor, copies of all correspondence with private owners and tenants, Statutory Authorities, the Gardai, Resident’s Associations and any other third parties. The Contractor shall keep a log of all such correspondence each of which shall have a unique reference number. The format of the log shall be agreed with the Employer’s Representative staff prior to commencement of Works & a copy of the log shall be submitted with each monthly report.

Adequate notice shall also be given to the Employer’s Representative of any meetings arranged with any of these bodies or persons to discuss mailers affecting the Contract, which they shall be entitled to attend.

4.21 Progress Meetings

4.21.1 Progress Meetings

Meetings shall be held over the duration of the Contract as required and the Contractor shall report on progress of the works at these meetings. As a minimum, these meetings shall be held fortnightly at the site offices. More frequent meetings may be held on site if requested either by the Contractor or the Employer's Representative.

These meetings shall be attended by both the Contractor and the Employer's Representative. Where written reports, including updates to any programme of works, are requested by the Employer's Representative, they shall be furnished by the Contractor without undue delay.

4.21.2 Monthly Progress Reports

The Contractor shall submit written monthly progress reports to the Employer's Representative, no later than two working days before each scheduled Monthly Progress Meeting.
The Monthly Progress Report shall comprise of the following:-

- Programme – A copy of the current approved Programme marked up to show progress and percentage completion on each activity to date.
- Financial Statement – Value of work completed in a month, cumulative value of work completed, value and brief particulars of Change Orders.
- Narrative – A brief narrative summarizing progress and giving reasons for any delays and the Contractor's proposals for rectifying them.

4.22 Valuations

The Contractor shall submit interim Valuations to the Employer's Representative on a monthly basis. The Valuations shall be in the format of the Bill of Quantities. The Contractor shall submit backup evidence and data, as may be requested by the Employer's Representative, to support the Valuations submitted.

4.23 Method Statements

All Method Statements shall include full particulars of the methods, timing and sequence of works including the use and design of temporary works and equipment which the Contractor proposes to employ. The Contractor shall programme the timely issue of Method Statements in advance of the relevant section of work. The Employer's Representative may, but is not obliged to, approve any Method Statement. Where the Employer's Representative rejects a Method Statement, he shall do so within 5 days of receipt of same in writing and thereafter as soon as may be, the Contractor shall revise and re-submit the Method Statement. Method Statements shall take full account of all proposed stages of delivery, storage, removal, operations and testing, and shall have regard to all applicable Safety Health & Welfare at Work legislation.

Acceptance of Method Statements shall not relieve the Contractor of his obligations under the Contract.

4.24 Concealment of Works

No work shall be covered up or put out of view permanently without the consent of the Employer's Representative.

4.25 Storage of Materials

Materials shall be suitably stored and shall be delivered in quantities consistent with available space on site. The storage of materials shall be in accordance with Clause 2.6 of the General Specification.

4.26 Finish

The works and any further works reasonably necessary for the proper completion and operation of the works shall be executed to the satisfaction of the Employer. Surfaces shall be reinstated and any deficiency in complete restoration shall be remedied by the Contractor.

All pipes and fittings shall be watertight to the required standard and every part of the work shall be fit for purpose.

The site shall be left in a clean and tidy condition, with all surplus materials removed or leveled off as the Employer's Representative may direct. All damage of any kind whatsoever shall be made good.

4.27 Suitability of Equipment

Where required by law, all equipment including (but not confined to) lifting equipment shall be certified fit for purpose and shall be rated appropriately for the materials to be placed or lifted. Only trained and experienced drivers and banksmen shall be used in lifting operations. Regard shall be given and due precautions shall be taken within the presence of overhead electric wires on the site.

Lifting shall not take place if weather conditions are unsuitable or if there is any other unforeseen risk present.