

OLYMPIC DELIVERY AUTHORITY

General Builder

Northern Retail Lifeline – Northern Vehicle Search Area and Central Checkpoint

PROJECT INFORMATION

November 2010

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INTRODUCTION

1.1 Works Information

The Works Information is located in both the Framework Information document and the Project Information document. which are to be taken together as one Works Information To assist the *Contractor* in locating Works Information clauses in relation to a specific document, the following convention will be used. Where a Works Information clause is located in the Framework Information document this will be denoted as Works Information (Framework). Where a Works Information clause is located in the Project Information document, this shall be denoted as Works Information (Project). Where no specific reference occurs or where multiple references across both documents occur, then the convention shall remain Works Information.

2 Organisation of this Document

This Project Information document is organised into the following Sections:

1) Section 1: Site Information

Provides the location of the Site along with information on the nature of the ground conditions and the surrounding area and adjacent land/property.

2) Section 2: Works Information – Specific Requirements

Describes the *works* that the *Contractor* is to provide including the extent of the *Contractor's* design responsibility, the intended programme and sequence that the *works* are to be carried out, any restraints on how the *works* will be carried out and any interfaces with Others that affects how the *Contractor* is to Provide the Works.

3) Section 4: Works Information – General Procedures and Processes

Describes the processes and procedures that have been developed and implemented by the *Employer* and his *Project Manager* and sets out the matters that the *Contractor* must comply with to Provide the Works.

4) Section 6: Ancillary Documents

Includes further documents that are referred to in the Contract and which are relevant to the *Contractor* and/or the *Contractor's* supply chain.

GLOSSARY OF TERMS

Please note paragraphs prefixed with 'A' and 'S' are located in the Project Information document, while paragraphs prefixed with 'B' are located in the Framework Information. The exception is B1000 which is located in the Project Information.

Term	Definition	Paragraph Reference
5 Borough Partnership	A partnership of five London Boroughs impacted by the development of the Olympic Park i.e. Newham, Tower Hamlets, Hackney, Waltham Forest and Greenwich.	B501, B540
Apprentice	A person who works with experienced staff to gain job-specific skills, are registered for training with the relevant sector skills body and/or are undertaking a vocational qualification and key skills training. Apprenticeships will be under a formal agreement between the individual and the Contractor or his subcontractors of any tier	A297, B600
CAD	Computer Aided Design, computer software tool.	A325, A3256, A327, B1201, B1202
Delivery Management System (DMS)	The Employer's system for the recording and tracking of all deliveries to the Olympic Park as described in paragraph B1035 of the Works Information (Framework).	A212, B215, B1031, B1032, B3025, B3060
Design Team	The personnel preparing the design of the <i>works</i> at all stages whether employed by the <i>Employer</i> or the <i>Contractor</i> as the context permits.	A295, A310, A317, A1325,, A1410, B1037, B1515, B1605
Enabling Works	The Site Investigation, Asbestos Removal, Demolition, Earthworks, Soil Remediation and some construction works necessary to prepare the Olympic Park as a platform for the construction of the Venues and infrastructure for the London 2012 Olympic Games and Paralympic Games.	A705
External Technical Reviewers (ETRs)	An independent team of reviewers for each Venue project. The ETRs provide technical review services for the <i>Employer</i> typically from RIBA Stage C onwards.	A322, A1040
Games	The London 2012 Olympic Games and Paralympic Games.	B1505, B2605
Games Period	The periods in August and September 2012 when the London 2012 Olympic Games and Paralympic Games are held.	A105, A290, A295, B310

Term	Definition	Paragraph Reference
GIS	Geographic Information System as described in paragraph S210 of the Site Information.	S210, B1202
Inclusion	Refers to ensuring that groups of people that have traditionally been excluded or faced barriers to participation are considered and given opportunities to be involved	B310, B2005
infrastructure	All the areas around and between the Venues on the Olympic Park comprising the construction of the roads and bridges required to move people and vehicles around the Olympic Park, the Utilities required to support the Venues and the Olympic Park, the Landscaping and Public Realm construction and the front and back of house areas etc.	B401, B2605
Legacy Period	The period after the London 2012 Paralympic Games when the Venues and infrastructure will be converted from its 'Games' mode into its 'Legacy' mode (Legacy Conversion).	A290, A295, B305, B310, B540, B1505
Legacy Users	The users of the Olympic Park (or elements of it) to which ownership of the Olympic Park will pass when Legacy Conversion works have been completed.	A105,
LOCOG	London Organising Committee of the Olympic and Paralympic Games	A105, B1710
London 2012 Business Network	A web enabled portal which allows the supply chain to gain access to information in relation to the whole of the London 2012 Programme, details of forthcoming events and access to CompeteFor.	B540
London 2012 Programme	The series of projects and contracts required to deliver the Venues and infrastructure necessary for the staging of the London 2012 Olympic Games and Paralympic Games.	B1705, B1905, B2605
Managed Package Solution (MPS)	The management approach being used by the <i>Employer</i> to procure and construct several Venues on and off the Olympic Park.	A105, A327, A1805
MPS Contractors	Those contractors appointed by the <i>Employer</i> as part of the MPS to work on the Project.	A105, A295, A310, A327, A502, A515, A705, A1205, B1001, B1037, B1045, B1710, B1905
Olympic Park	Location of the London 2012 Olympic Games as described in paragraph S110 of the Site Information.	S105, S110, S210, A105, A215, A220, A225, A230,

Term	Definition	Paragraph Reference
		A240, A260, A265, A270, A275, A280, A295, A1015, A1020, A1035, B210, B215, B220, B310, B320, B1001, B1013, B1032, B1033, B1034, B1035, B1049, B2610, B3005, B3010, B3015, B3020, B3021, B3025, B3031, B3035, B3036, B3040, B3050, B3055, B3060, B3065, B3070, B3075, B3085, B3090
Olympic Programme	All the projects and contracts required to deliver the London 2012 Programme.	A105, B540, B705, B1905,
PDF	Adobe Acrobat Portable Document Format electronic data file.	A325, B1208, B1210, B1219
Performance Specification	The Employer's Performance Specification produced by Others	A100, A900
Post Games Period	The period after the London 2012 Olympic Games and Paralympic Games have been held.	A105,
Pricing Documents	The Activity Schedule as defined within NEC3 ECC Main Option Clause the Contract is based on.	
Processed Aggregate Materials	Materials for use in the <i>works</i> or the temporary works such as road and footpath sub-base materials, aggregates and sand for use in the batching of concrete, stone materials used in drainage and other trenches, stone based materials used for hard standings (other than demolition based hardcore).	B3020
Project	As defined in paragraph A102 of the Works Information (Project).	S110, A102, A295, A535, A540, A1015, A1310, B210, B435, B530, B601, B1022, B1054, B1105, B1202, B1203, B1208, B1209, B1210, B1211, B1222, B1229,

Term	Definition	Paragraph Reference
		B1505, B1710, B1715, B1720, B1730, B1735, B2610
Project Team	The personnel of the <i>Employer</i> , the designer(s), the <i>Project Manager</i> and the <i>Contractor</i> involved in the delivery of the Project.	A1119, A1325, B1057, B1905
RIMT	The Employer's Rail Interface Management Team as described in paragraph A105 part 8, Rail Possessions.	A105, A1109, A1116, A1119
SHE Box	A "SHE Box" is a standard box on all drawings listing significant residual hazards either 'for construction' or 'for future dismantling/demolition'. Designers are required to complete these or to state that there are no unusual hazards for a competent contractor remaining in the design.	B1208
Shop Drawings/shop drawings	Drawings prepared by the <i>Contractor</i> , his subcontractor's or suppliers of any tier, to enable the manufacture of elements, components or parts of the <i>works</i> in accordance with the detailed design drawings.	B1207, B1208, B1210, B1211, B1213,
Test Events	Events to be held within the Olympic Park and elsewhere prior to the Games Period to test the operational effectiveness of the Venues.	A105
Trainee	A person either being supported to complete accredited training or is an employee of the Contractor or his subcontractors of any tier and has registered as completing registered training whilst in employment	A297, B600
Venues	Structures to be constructed on or off the Olympic Park in which the Olympic Games and Paralympic Games events will be held.	A295, B310, B326, B327, B405, B2605,

**PREAMBLE
FRAMEWORK PACKAGE ORDER**

FRAMEWORK PACKAGE ORDER
Defined in the Framework Information

**PART ONE
SPECIFIC INFORMATION**

SITE INFORMATION - DETAILS OF THE SITE

S100 SITE LOCATION

- S105 The Site** The Site, as shown on the drawing(s) set out in Appendix 6, is situated within the Olympic Park.
- S110 The Olympic Park** The Olympic Park is the area under development by the *Employer* that lies within East London and which is bounded by Hackney Marshes in the north and the A11 Bow Road in the South. Where the Project (or part thereof) as defined in paragraph A100 of the Works Information (Project) lies outside of the Olympic Park then the requirements of the affected section of the Works Information apply to the extent that the requirements remain possible of application outside of the Olympic Park.

S200 SITE INVESTIGATION, REPORTS AND SURVEYS

S205 Site Investigation

The *Employer* provides the available Site Investigation, Reports and Survey Data to the *Contractor* upon formal request to the *Employer* (Appendix 2).

S210 Geographic Information System (GIS)

The *Employer* provides a GIS web map viewer which provides the following:

- Visualisation of geographic information data layers and background information and
- Enables querying and interrogation of layers for basic analysis (for example, the number of boreholes containing contaminants)
- Printing of draft maps/plans and reports for information purposes only
- Linking of geospatial information to reports and documents.

Access to the GIS will be provided by the *Employer* upon request to the *Project Manager* by the *Contractor*. The GIS will be developed, updated and modified by the *Employer* throughout the duration of the programme.

GIS is not a design collaboration tool, does not operate as a document management system or produce high quality maps and technical drawings.

S220 Warranty

Notwithstanding the information made available to the *Contractor* referred to in paragraphs S210 of this Site Information above and S405 and S505 of this Site Information below, the *Employer* does not warrant the quality, accuracy, suitability or completeness of such information, and the *Contractor* accepts responsibility for analysing the information made available and satisfies himself as to the quality, accuracy, suitability and completeness of any such information.

S300 PUBLIC INFORMATION

S305 Public Information

To the extent any such information has not been made available by the *Employer* to the *Contractor*, the *Contractor* gathers all information necessary to Provide the Works including information as to the nature, location, condition of the land (including hydrological, geological, geotechnical and sub-surface conditions) and any other relevant publicly available information from (but not limited to):

- HM Land Registry;
- Land Charges Register;
- Ordnance Survey;
- Supra-national, central, regional or local government or any agency thereof.

S400 BURIED PLANT, PIPED/CABLE SERVICES

S405 Buried Plant, Piped/Cable Services

To the extent that such information is available to the *Employer*, details of existing utility services (except for utility services described in paragraph S406 of the Site Information) in or near the Site will be made available to the *Contractor* upon formal request to the *Employer* (Appendix 3).

The *Employer* does not warrant the accuracy of such details and the *Contractor* is responsible for making his own inquiries and investigations to locate the extent and nature of all existing utility services.

The *Contractor* rectifies any damage which occurs to such utility services during the *works*.

The *Contractor* informs the *Project Manager* of all existing services discovered whilst providing the *works*.

S406 Described Utility Services

Details of utility services constructed and/or installed and/or proposed in or near the Site in pursuant to a contract between the *Employer* and a third party contractor in respect of the London 2012 Programme will be made available to the *Contractor* upon formal request to the *Employer*,

To the extent that the actual condition or locations of any such utility services differ from the details provided and such difference directly causes the *Contractor* to incur additional cost or to be delayed in the progress of the *works*, the *Contractor* is, subject to the provisions of the Contract, entitled to a compensation event.

The *Contractor* rectifies any damage which occurs to such utility services during the *works*.

The *Contractor* informs the *Project Manager* of all such services encountered during the carrying out of the *works*.

S415 Statutory Undertakers

The *Contractor* complies with the requirements of any statutory undertaker(s) and any protective measures agreed with the relevant statutory undertaker(s) prior to the commencement of any activities.

S500 ADJACENT BUILDINGS, STRUCTURES AND PLANT

S505 Adjacent Buildings, Structures and Plant

To the extent that such information is available to the *Employer*, details of existing adjacent, buildings, structures and plant in or near the Site will be made available to the *Contractor* upon formal request to the *Employer* (Appendix 4).

The *Contractor* is responsible for making their own enquiries regarding the details of buildings, structures, and/or Plant that is adjacent and/or on the Site that may effect his carrying out of the *works*.

**PART TWO
SPECIFIC INFORMATION**

WORKS INFORMATION - SPECIFIC REQUIREMENTS

A100 GENERAL DESCRIPTION OF THE WORKS

A102 Introduction Westfield Stratford City is a new shopping centre, located to the north of Stratford town centre and to the east of the Olympic Park. The centre is due to open in the autumn of 2011.

Stratford City's main access route (assessed to be used by 45-50% of generated traffic) is via the A12 Lea Interchange junction. The original intention was that this would link to Westfield Stratford City via an improved Waterden Road, to the west of the site. However, the delivery of the Olympic Park for the 2012 Olympic and Paralympic Games has led to the stopping up of this route, with a new route, on a parallel alignment to the former Waterden Road, not being in place until following the 2012 Games.

In the intervening period an alternative route, known as the Northern Retail Lifeline (NRL), will be available running around the northern fringe of the Olympic Park from the A12 Lea Interchange to Stratford City.

A105 Description of the works

Scope of works

The scope of the *works* encompasses the following:

1. Design

The *Contractor* designs all aspects of the *works* as defined in the Works Information.

The adoption by the *Contractor* of any of the information provided or referred to within the Works Information shall not relieve him of his design responsibilities under the Contract.

The *Contractor* adopts the design for development in accordance with Section A300 of the Works Information (Project Information).

The services to be provided by the *Contractor* as part of the *works* may comprise, but are not limited to:

- Adoption of the Performance Specification (by Others);

in accordance with the requirements of the Works Information.

In addition, the *Contractor* provides support to the *Employer* with the provision of documents and information to:

- make submissions to the Planning Decisions Team ('PDT'), Town Planning and Promoter Team ('TPPT') and Building Control in respect of statutory licenses and permissions associated with the *works*;
- support the production of operation and maintenance manuals, Interim H&S File, and Final H&S File.

in accordance with the directions of the *Project Manager*.

2. Construction

The *works* comprise the design, supply, installation and commissioning of the Northern Retail Lifeline Northern Vehicle Search Area and Central Checkpoint in accordance with the Works Information and the accepted *Contractor's* design.

The supply elements to be provided by the *Contractor* as part of the *works* may comprise, but are not limited to:

- General builders work;
- Ground condition surveys;
- Preliminary work;

- Site works;
- Co-ordinated fabrication and installation drawings;
- Plant and Materials;
- Manufacture;
- Supply and delivery of all Plant and Materials to Site;
- Equipment and Labour;
- Unloading and storage on Site as necessary;
- Ground work;
- Assembly;
- Fixing;
- Installation;
- Protection;
- Cleaning;
- Testing and Commissioning; and
- Any other activity necessary for the Completion of the *works* on or before the Completion Date for each section of the *works*.

The *Contractor* installs suitable temporary protection to completed works to protect it from damage by the *Contractor's* subsequent operations and works of Others.

The *Contractor* obtains and complies with all necessary consents, approvals, Licences and/or certificates, as required by the Contract and Section A1000 of the Works Information, as required to (i) Provide the Works and (ii) allow use of the completed *works* by the *Employer*, and (iii) remove the *works* after Games.

The *Contractor* complies with third party agreements as required by the Contract and paragraph A1200 of the Works Information.

3. LOCOG Venue Requirements ('LVR')

Not Used

4. Overlay Requirements

Not Used

6. Training

The *Contractor* is to provide an effective programme of training as set out in 2.4 of the *Employer's* Performance Specification at Appendix 7.

5. Maintenance (Planned and Reactive)

Not Used. Maintenance of the *works* will be provided by Others.

6. Legacy Period

Not Used

7. Co-ordination

The *Contractor* incorporates and co-ordinates all aspects of the *works* which shall, where applicable, include (but not be limited to) the requirements of:

- the *Employer's* utilities team, transport team, design consultants, utilities contractors;
- any other statutory undertakers including local planning, highways and transport authorities;
- adjoining property owners to the Olympic Park and/or Site;
- other *Contractors* engaged by the *Employer* in connection with the Olympic Programme;
- the CDM Co-ordinator and the Principal Contractor in accordance with the CDM (Design and Management) Regulations 2007.

8. Principal Contractor

The Principal Contractor for the Olympic Park is CLM Delivery Partner Limited, 21st Floor, One Churchill Place, London E14 5LN. The *Contractor* needs to comply with the full requirements of the Construction Phase HS&E Plan (available on CD on request).

A200 SPECIFIC REQUIREMENTS FOR COMPLETING THE WORKS AND THE USE OF THE SITE

- A205 Introduction** This section of the Works Information describes the requirements and constraints in the use of the Sites.
- A210 Access** The *Contractor* is not entitled to sole or exclusive possession of the Site or any part thereof.
- The *Contractor* is allowed access to the Sites on the access date(s) provided the *Contractor's* delivery management strategy (see paragraph B1035 (Delivery Management) of the Works Information (Project)) are accepted by the *Project Manager*.
- After Completion of *section 1* of the *works*, access shall be permitted to the Site only with the acceptance of the *Project Manager*. Where the *Contractor* requires access to the Site, he submits proposals to the *Project Manager* for acceptance. A reason for not accepting the *Contractor's* proposals is that the proposed access may interfere with the use of the Site by the *Employer* or Others.
- A212 Logistics** The *Contractor* complies with paragraphs B1031 to B1034 of the Works Information (Project) in respect of transport. The *Contractor* complies with paragraph B1035 (Delivery Management) of the Works Information (Project) and complies with the *Employer's* Delivery Management System ("DMS") referred to therein.
- A215 Contractors Parking** Subject to paragraph A220 of the Works Information (Project) the *Employer* prohibits parking within the Site and/or on the Olympic Park.
- A220 Vehicular Access to Site** Where vehicular access is required to the Site and/or Olympic Park, vehicles may only enter through the main entrances to the Site and/or Olympic Park via prescribed access routes from the off-site logistics centre(s) (where applicable) and in accordance with the agreed bookings made and restrictions specified on the DMS.
- The *Contractor* gives the *Project Manager* 48 hours prior written notice of intended deliveries and access requirements along with weekly and 12 weekly look ahead delivery schedules for acceptance by the *Project Manager*.
- A225 Pedestrian Entry/Access to Site** The *Contractor* complies with section B220 (Security) of the Works Information (Framework) in respect of pedestrian entry/access to the Site and / or Olympic Park.
- A230 Site Visitors** The safety of visitors entering the Site and/or Olympic Park at the invitation of or in connection with the *Contractor* is the responsibility of the *Contractor*.
- All visitors who enter the Site and/or Olympic Park are escorted by a designated member of the *Contractor's* personnel at all times (such person having, as a minimum, been employed on-site for more than a month). Where the *works* are scheduled to last for a period which is less than a month, then a senior member of the *Contractor's* personnel accompanies all visitors.
- A235 Security** The *Contractor* complies with section B200 of the Works Information (Framework) in respect of security.
- A240 Transport of Personnel on Site** The *Contractor* uses the Olympic Park bus service provided by the *Employer* (see paragraph B3055 of the Works Information (Framework)) or other such arrangements as accepted by the *Project Manager* for transportation of workers between the Site and the Olympic Park main access and exit points.
- The *Contractor* provides all necessary transportation for workers, visitors and personnel from either transport interchanges and/or *Contractor* designated pick up points outside the Olympic Park to the Olympic Park bus service pick up points at the main Olympic Park access and exit points. The *Contractor* submits proposals for such transportation arrangements to the *Project Manager* for acceptance prior to transport operations commencing.

A245 Vehicle Screening/ Examination	The <i>Contractor</i> complies with Section B200 of the Works Information (Framework) in respect of vehicle screening and examination.
A250 Hoarding/Fences	The Contractor complies with Section B200 of the Works Information (Framework) in respect of hoarding and fencing.
A255 CCTV and Boundary Lighting	The Contractor complies with Section B200 of the Works Information (Framework) in respect of CCTV and boundary lighting.
A258 Noise - Post Games Period	In addition to the obligations set out in Section B1000 of the Works Information (Project) and during the Post Games Period, the <i>Contractor</i> ensures that any construction activities that elevate noise levels, measured as LAeq, 1 hour, by more than 1dB above the ambient level at the façade of any noise sensitive premises may only take place outside the normal hours of work, and where these works have been approved by the local authority under section 61 of the Control of Pollution Act 1974.
A260 Over Sailing adjacent Sites and Properties	<p>The <i>Contractor</i> obtains the necessary prior written approval of adjoining owners to the Site, occupiers of the Site and other contractors on the Site whenever over-sailing by cranes is required during the <i>works</i> and where such over-sailing affects their respective interests. The <i>Contractor</i> will not use over-sailing cranes if all appropriate prior written approvals have not been obtained.</p> <p>In response to a written request for over sailing rights from other contractors on the Site, the <i>Contractor</i> confirms in writing, within the period for reply to the <i>Project Manager</i>, the acceptance to grant such over-sailing rights and executes an over-sailing permit. The <i>Contractor</i> declines a written request for over sailing rights where:</p> <ul style="list-style-type: none"> • the written request does not contain an appropriate level of detail sufficient to allow the <i>Contractor</i> to make a reasoned decision about the likely effects on the <i>Contractor</i> of the over-sailing rights; and/or • the <i>Contractor</i> has reasonable health and safety concerns which the person seeking such over-sailing rights has not been able to address to the reasonable satisfaction of the <i>Contractor</i>.
A265 Existing Conservation Areas	Not Used
A268 Flood Procedures	The <i>Contractor</i> follows the flood risk compliance procedures as outlined in the Code of Construction Practice (CoCP) included in Appendix 24a of the Works Information (Framework).
A270 Working adjacent to the Rivers or Water	<p>The <i>Contractor</i> complies with the Health and Safety Executive's guidance entitled 'Construction Industry Press Blue Book paragraph 8 Work over Water' (a copy of which (at the Contract Date) is available at http://www.hse.gov.uk) and the environmental guidance published by the Environmental Agency for all construction related activities (which at the Contract Date, is available at www.environment-agency.gov.uk/business).</p> <p>The <i>Contractor</i> complies with the Code of Practice for Works Affecting British Waterways (the Code). The Code of Practice for Works Affecting British Waterways can be found at:</p> <p>www.britishwaterways.co.uk/images/COP_2005.pdf</p>
A275 Olympic Grid	The <i>Contractor</i> ensures that surveys and setting out of the <i>works</i> and temporary works for the Olympic Park are all co-ordinated and aligned to a single, three-dimensional (3D) reference grid known as the Olympic Grid. The <i>Contractor</i> undertakes all survey related works in accordance with the latest revision of the document entitled CLM-D0503-GUI-OlympicGridUseBrief-v1.0 as set out in Appendix 20 of this Works Information (Project).
A280 Setting Out	The <i>Employer</i> and <i>Project Manager</i> provide and maintain initial base stations in

Olympic Grid for primary setting out at ground level within the Olympic Park. The *Contractor* checks existing base stations provided, relative to each other. The *Contractor* reports the results of these checks plus any errors in the survey station descriptions to the *Project Manager*.

The *Contractor* sets out the *works* and takes all necessary Site measurements. The *Contractor* is responsible for the accuracy of the setting out of the *works* and the Site measurement. The *Contractor* checks the setting out of work by Others which might substantially affect his own *works*.

Prior to the commencement of the *works* the *Contractor* submits the proposed method of dimensional setting out to the *Project Manager* for acceptance.

All *works* and deliverables data will be in Olympic Grid.

A285 Temporary Works

The *Contractor* designs, details and implements all temporary works required to Provide the Works in accordance with his proposals that have been accepted by the *Project Manager*. In designing the temporary works the *Contractor* is to ensure he does not hinder, obstruct, damage or affect work by Others.

The *Contractor* checks the design of any other parts of the *works* (not designed by the *Contractor*) to be used by the *Contractor*, as temporary works and confirms to the *Project Manager* that such parts, as designed, are adequate for use as temporary works.

A290 Health & Safety

CDM Co-ordinator

The CDM Co-ordinator for the Northern Retail Lifeline is Atkins Limited, Woodcote Grove, Ashley Road, Epsom, Surrey, KT18 5BW.

It is a requirement of the CDM Regulations that record documentation in the form of a Health and Safety File is handed to the *Employer* and *Project Manager* at Completion of each *section*. Completion cannot be granted unless record documentation is handed to the CDM Co-ordinator.

Designer under CDM

The Designer, under CDM, for the Northern Retail Lifeline will be Atkins Limited, Woodcote Grove, Ashley Road, Epsom, Surrey, KT18 5BW.

Principal Contractor

The Employer will appoint a contractor from time to time to discharge the function of *Principal Contractor* under the CDM Regulations and the Approved Code of Practice for Construction Works.

General Obligations

The *Contractor*:

- Submits on a monthly basis at a date instructed by the *Project Manager* a Report and HS&E Scorecard to report their design activity performance in specific areas, in accordance with the *Employer's* on-line reporting and record system.
- Submits on a monthly basis at a date instructed by the *Project Manager* a Report and HS&E Scorecard to report their Site construction activity performance in specific areas, in accordance with the *Employer's* on-line reporting and record system.¹
- Submits prompt and timely accidents, incidents, project health, safety and environmental monitoring and reports by using the *Employer's* HS & E on-line reporting and record system.
- Conducts an annual culture climate survey at an agreed time, using the survey format specified by the *Employer* for at least 60% of the *Contractors* and

A295 Sustainable Development

Subcontractor's respective workforce.

The *Contractor* uses reasonable endeavours to ensure that his subcontractors of any tier co-operate with the *Contractor* in his obligations under this paragraph as applicable to the subcontractor's activities.

Sets out requirements specifically applicable to the *works* in addition to the generic provisions of Section B300 of the Works Information (Framework). In addition, the *Contractor* complies with the processes and methodologies outlined in the six sustainability Implementation Guidance documents for Project Teams (IGPTs) available upon request by the *Contractor* to the *Employer*.

Carbon Emissions

The *Employer's* aim is:

To minimise the carbon emissions associated with the Olympic Park and Venues.

To the extent that the *Contractor* is responsible for design of the *works* the *Contractor*:

- designs to minimise the carbon dioxide emissions associated with the *works* by:
 - minimising the embodied energy in materials and
 - maximising natural ventilation and passive cooling;

During the construction of the *works* the *Contractor* minimises carbon emissions arising from construction

BREEAM

The *Employer's* aim is for temporary Venues to use BREEAM as a tool to inform sustainable design. Temporary Venues are not required to complete a formal BREEAM assessment.

Biodiversity & Ecology

The *Employer's* aim is:

To protect and enhance the biodiversity and ecology of the Lower Lea Valley.

The *Employer* provides an ecologist to support, advise and monitor the *Contractors*. During the construction of the *works* the *Contractor*:

- ensures that ecological constraints and impact mitigation measures (and associated procedures) are suitably documented by the *Contractor* or his subcontractors as advised by the designated ecologist, and are complied with by the project team in order to:
 - avoid and minimise impacts upon, and conserve protected or important species and habitats;
 - minimise the threat to restored habitats and habitat creation from invasive plant species;
- provides ecological awareness training for all of its construction personnel operating on the Site as part of Site inductions;
- with the ecologist, undertakes regular Site ecological inspections which form part of the overall Site environmental inspections.

Water

The *Employer's* aim is:

To optimise the opportunities for efficient water use, reuse and recycling.

During the construction of the *works* and to the extent relevant to the scope of the Project, the *Contractor*:

- ensures that potable water consumption is kept to a minimum by minimising demand and implementing water efficiency measures
- ensures that the use, recycling and reuse of non-potable water e.g. rainwater harvesting / grey water recycling, is undertaken wherever practical.

Waste

The *Employer's* aim is:

To optimise opportunities to design out waste and to maximise the reuse and recycling of material arising during demolition, remediation, and construction and legacy transformation.

To the extent that the *Contractor* is responsible for design of the *works*, the *Contractor* designs:

- in accordance with the ODA's waste hierarchy of 'eliminate, reduce, re-use, recycle, recover and – finally – dispose';
- seeks to contribute to the ODA's target that at least 90% of material (by weight) arising during the demolition phase is reused or recycled;
- to minimise waste generation and maximise segregation during construction;
- to minimise waste generation during legacy transformation by maximising opportunities for the direct reuse of building components, for their designed purpose, with the remainder being reused for other purposes or recycled. It is expected that 95% of the building components (by weight) will be suitable for reuse or recycling after the Games.
- to enable segregation of waste during operation, to meet the Games target for >70% waste to be reused, recycled or composted
- Submits a Waste Minimisation Action Report. A copy of the WMA report template is available from the *Employer* on request.

During the construction of the *works* the *Contractor*:

- operates in accordance with the ODA's waste hierarchy of 'eliminate, reduce, re-use, recycle, recover and – finally – dispose';
- seeks to contribute to the ODA's target that at least 90% of material (by weight) arising during the demolition phase is reused or recycled.
- Provides accurate waste forecasts for the duration of the project and a comparison of forecast and actual waste produced upon request.

During the construction of the *works* the *Contractor* provides:

- a central dedicated storage space for the collection of recyclable materials produced as a result of the building's operation.
-

Materials

The *Employer's* aim is:

To identify, source, and use environmentally and socially responsible materials.

In the design (but only to the extent that the *Contractor* is responsible for the design of the *works*) and during the construction of the *works* the *Contractor*:

- identifies and evaluates opportunities for the reuse of secondary materials within the construction process to meet and exceed the ODA materials targets of:
 - delivers a minimum of 20% recycled content by value, within the venue as demonstrated through regular update and submission of the WRAP Recycled

Content Toolkit when materials/components are procured

- delivers a minimum of 25% recycled aggregate as a percentage by mass of total aggregate used. Compliance calculations should include bound and loose aggregate use and be submitted to the *Employer* on a quarterly basis.
- ensures that the total energy embodied in the construction of the enclosure (walls and roof) is no greater than 2000kWh per plan square metre (or equivalent) of the arena footprint excluding any external concourses. Further demonstrate material efficiency by comparing the materials used with similar benchmark structures.
- demonstrates responsible sourcing of key building materials, by providing evidence of ISO14001 or other environmental management systems for supply chain partners. All timber must be procured through the Timber Supplier Panel, be certified by a CPET approved certification body and have full chain of custody documentation (refer to B3000 for additional information on the Timber Supplier Panel for the Olympic Park).
- specifies materials in line with the ODA objective for sustainable materials management and use
- avoids the use of hazardous materials and provides healthy materials. Prior to use on Site all coatings must be evaluated using the ODA's coating assessment pro-forma and approved for use. A copy of the pro-forma is available from the *Employer* on request.
-

Land, Water, Air, Noise

The *Employer's* aim is:

To optimise positive and minimise adverse impacts on land, water, noise, and air quality.

In the design (but only to the extent that the *Contractor* is responsible for the design of the *works*) and during the construction of the *works* the *Contractor*:

- Has in place prior to commencement of the *works* and operates in accordance with an accepted Environmental Management System; these may be integrated with the *Contractor's* Health and Safety and/or Quality Management Systems;
- Identifies and maintains an up-to-date detailed register of relevant environmental legislation related to environmental hazards and risks, and uses it as the basis for monitoring environmental regulatory compliance;
- Provides for acceptance by the *Project Manager*, and before the commencement of the *works* on the Site, a Project Environmental Management Plan (Project EMP) which is based on comprehensive risk assessments incorporating legislative and planning requirements, and designed to minimise pollution to land, water and air from construction and operational activities. The Project EMP identifies:

General Builder
Works Information v0.

- the major construction activities;
- the environmental aspects and impacts of those construction activities; and
- the mitigation measure/best practice for each environmental impact (including the specific control measures necessary to deliver the

reflect the *Employer's* Programme Topical Environment Management Plans, for:

- waste;
 - ecology;
 - water;
 - construction transport; and
 - pollution prevention and incident control;
- Provides and implements, within the Project EMP, monitoring plans for:
 - air;
 - noise;
 - vibration;
 - surface water; and
 - groundwater;
 - Inputs data on a monthly basis to the *Employer's* E&S KPI Tool and provides the *Project Manager* with data from any additional monitoring undertaken by the *Contractor*, or representatives of the *Contractor*, to the *Project Manager* in the format accepted by the *Project Manager*;
 - Provides information required by the *Project Manager*, to produce the quarterly update to the Environment Agency in accordance with their Flood Risk Compliance Procedure. This includes details such as the dimension and duration of impacts of any operations (whether of a temporary or permanent nature) which have the potential to impact flood risk;
 - To the extent that the *Contractor* is responsible for the design of the *works*, designs to integrate with the site-wide Sustainable Drainage System (SuDS) and to adapt to 1-in-100 year flood events, and a six millimetre per year sea level rise.

Transport & Mobility

The *Employer's* aim is:

To create accessible, pedestrian friendly Olympic Park and Venues, with good connectivity to surrounding areas.

To the extent that the *Contractor* is responsible for design of the *works* and during the construction of the *works*, the *Contractor*:

- Wherever practicable, delivers materials to site by rail and/or water to contribute to the *Employer's* commitment that 50% of all materials, by weight, are delivered to and from site using sustainable modes of transport.

Health & Well-being

The *Employer's* aim is:

To provide for healthy lifestyle opportunities during the design and construction of the Olympic Park and its Venues.

To the extent that the *Contractor* is responsible for design of the *works* and during the construction of the *works*, the *Contractor*:

Designs out health and safety risks associated with the construction, maintenance and use of the Venue.

Supporting Communities

The *Employer's* aim is:

To create new safe mixed use public space, and facilities appropriate to the demographics and character of the Lower Lea Valley, adaptable to future climates

To the extent that the *Contractor* is responsible for design of the works, *the Contractor*:

- Designs the *works* to be sensitive to the character, diversity, and demographics of the surrounding Olympic Park and diversity of the local communities.
- Meets 'Secured by Design' standards being the UK Police flagship initiative supporting the principles of "**designing out crime**" by use of effective crime prevention and security standards for a range of applications (refer to www.securedbydesign.com).

Management

In the design (but only to the extent that the *Contractor* is responsible for the design of the *works*) and during the construction of the *works* the *Contractor* ensures that:

- there is clear allocation of responsibility and authority for Health & Safety and environmental management matters;
- the *Contractor's* personnel have access to appropriate, competent Health & Safety and environmental management advice and support.

A297 Apprentices The *Employer's* aim is:

To enable at least 2,250 people to obtain trainee, apprenticeships or work placements.

The *Contractor* and his Subcontractors of any tier work proactively to ensure that a minimum of 3% of the workforce providing the *works* are apprentices

The *Contractor* and his Subcontractors support the *Employer's* work placement and training programmes to provide Site experience for suitably qualified trainees where appropriate.

A300 CONTRACTOR DESIGN

A305 Contractor's Design	<p>The <i>Contractor</i> designs the <i>works</i> as set out in section A100, of the Works Information (Project).</p> <p>The detailed design shall be developed in co-ordination with Stakeholders, including but not limited to the <i>Employer's</i> Utilities providers and Security function.</p>
A310 Employer's Design Criteria	<p>The <i>Contractor's</i> design complies with the following:</p> <ul style="list-style-type: none">• the drawings and specifications as contained within Appendices 6 and 7 of this Works Information (Project). <p>In addition to the above the <i>Contractor</i> ensures that:</p> <ul style="list-style-type: none">• the <i>works</i> are accessible, safe and secure;• the design, where relevant, minimises the impact of transition from the London 2012 Olympic Games to the London 2012 Paralympic Games;• the design is compatible with the Legacy Requirements;• where possible, the design is co-ordinated with the design of other Contractors; and• where possible, the design is co-ordinated with the design of that of other Venues.
A315 Contractor's Design Responsibility	<p>In addition to the obligations set out in section A320 of the Works Information (Project) and to the extent that the <i>Contractor</i> is responsible for the design of the <i>works</i>:</p> <ul style="list-style-type: none">• The <i>Contractor</i> analyses the information made available by the <i>Employer</i> or received from other sources prior to or after the Contract Date and satisfies himself as to the quality, accuracy and completeness of any such information to ensure that it is sufficient information to develop the constructional aspects of the design, produce working drawings and details and to undertake the construction of the <i>works</i> in accordance with the Contract;• The <i>Contractor</i> is responsible for the design of the <i>works</i> including all design work prepared before or after the Contract Date whether by the <i>Contractor</i> or any consultants previously engaged by the <i>Employer</i> prior to the Contract Date, including for any mistake, inaccuracy or discrepancy or omission contained in such design;• The <i>Contractor</i> corrects any mistake, inaccuracy, discrepancy or omission in the <i>Contractor's</i> design.
A317 Employer's Design Team	<p>The <i>Employer's</i> Design Team is Atkins Limited, Woodcote Grove, Ashley Road, Epsom, Surrey, KT18 5BW.</p>
A319 Programme-Wide Design Criteria	<p>The <i>Contractor's</i> design incorporates the requirements of the 'Programme-Wide Design Criteria' contained within Appendix 19 of this Project Information.</p>
A320 Design Requirements	<p>Not used.</p>
A321 Codes, Permits and Regulations Governing Design	<p><u>(a) General</u></p> <ul style="list-style-type: none">• The <i>Contractor</i> incorporates all current and relevant national standards and codes of practice issued by the various statutory authorities, including but not limited to Highways Agency, railway authorities, river and waterway authorities, Environmental Agency, and requirements of permits required for the facilities;

- The *Contractor* designs in compliance with the current, at the time of contract relevant codes of practice, standards, fire regulations, building regulations and local Building Codes, Safety Regulations and any other regulations together with relevant statutory rules, regulations, by-laws and other applicable instruments applicable to both the design and execution of the *works*;
- The *Contractor* designs in compliance with the Urban Design and Landscape Framework (UDLF) provided by the *Project Manager*;
- The *Contractor* identifies any conflicts between the design requirements and raises a request for information.

(b) Temporary Venues

The *Contractor* designs all temporary Venue and infrastructure structural elements with the same margins of safety as required for permanent structures unless specific relief is given under the appropriate national design standards.

(c) Construction Infrastructure

The *Contractor* designs all structural elements for construction infrastructure with the same margins of safety as required for permanent structures unless specific relief is given under the appropriate national design standards.

A322 Quality Management

(a) Independent Checking and Certification for non-highway Structures

The *Contractor* undertakes independent checking of all structures for Venues or infrastructure and submits a design and check certificate to the *Project Manager*.

(b) Reviews

The *Contractor* issues Design Deliverables (as defined in Section A325 of this Works Information (Project)) to the *Project Manager* using the *Project Manager's* document control system and processes.

The *Project Manager* collates comments from others including the External Technical Reviewers (see Paragraph A1040 of the Works Information (Project)) and returns the comments to the *Contractor*.

The *Contractor* responds to each comment on each Design Deliverable as issued to the *Contractor* by the *Project Manager* and issues the responses to the *Project Manager*.

The *Contractor* notifies the *Project Manager* upon completion of the response action for each comment received from the *Project Manager*.

(c) Design Requirements of Structures for Construction

The *Contractor* considers and includes the consequence of construction (and subsequent removal) methodology within the design of structures.

A323 Specifications

The *Contractor* prepares specifications in accordance with the National Building Specification ('NBS') or equivalent agreed with the *Project Manager*. The *Project Manager* provides guidance, format requirements and templates.

A324 Value Management Workshops

The *Contractor* participates in value management workshops facilitated by the *Project Manager* at appropriate stages in the design process and for a maximum of 3 separate working days in total.

A325 Design Process and Deliverables

Design Deliverable Content

The *Contractor* submits particulars of his design to the *Project Manager* for acceptance in accordance with the agreed document management procedure, the process described below.

The particulars of design will be reviewed as set out herein. Notwithstanding any acceptance by the *Project Manager*, the *Project Manager* is not responsible for the correctness or completeness of any such information that has been accepted and the *Contractor* remains responsible for any errors or omissions in the information.

The *Contractor* submits a listing of the deliverable content and packaging including a table of contents for reports, drawing types (e.g., general arrangement, sections, and details), calculations, and specification sections. The *Contractor* submits this listing within 14 days of the Contract Date.

The *Contractor* prepares and submits a preliminary drawing list and specification list at least two weeks prior to each end-of-stage package submittal of RIBA Plan of Work Stage E and RIBA Plan of Work Stage F

The *Contractor* submits the London 2012 – Statement of Design Compliance as part of the submission at the end of RIBA Plan of Work Stage F. The *Project Manager* provides the proforma Statement of Design Compliance. The *Contractor* indicates the degree to which the design submission complies with the Brief, *employer's* standards / policies / requirements and negotiated third party or Stakeholder agreements / approvals.

The *Contractor* uploads CAD drawing and model files in both 'dgn' and PDF format to the *Project Manager's* design coordination tool after review and acceptance by the *Project Manager*.

The *Contractor* maintains the design CAD files and prepares the 'As Constructed' drawing record and provides data to support the 3D model as the work progresses rather than at the end of construction. When all 'As Constructed' changes are incorporated into the CAD files, the *Contractor* submits the resultant Record Drawing CAD files to the *Project Manager* and the CDM Co-ordinator as appropriate.

A326 Buildings

During *section 1* of the works, the *Contractor* follows the process described in 'The Architects Plan of Work' by the Royal Institute of British Architects (RIBA) and published by RIBA Enterprises 2000 for all parts of the Works involving buildings, both permanent and temporary Venues (including temporary works and removal in Legacy) (referred to throughout as "RIBA Plan of Work").

Work Stage Scope and Deliverables

Work Stage D: Detailed Proposals

The *Contractor* submits a Stage D Design Report.

General Stage D Deliverables

- Report of special studies including Site investigations, as required;
- Layout drawings;
- Overall construction sections drawings;
- Typical details drawings;
- Other drawings as required to define the design;
- Specifications;
- Calculations;
- Schedules of accommodation;
- Area schedule.

Work Stage E: Final Proposals

The *Contractor* develops final proposals from the RIBA Plan of Work Stage D detailed proposals including: floor plans, roof plans, elevations, sections, and Site plans that serve as base plans for RIBA Plan of Work Stage F: Production Information.

General Stage E Deliverables

- Preliminary drawing list and specification list at least two weeks prior to the end-of-stage submission;
- Independent design and check certificates
- CDM Risk Assessment information.

The deliverable package for RIBA Plan of Work Stage E includes:

- Detailed design of the proposals: plans, elevations, sections and details of the full scope of the *works*
- Data to support the 3D fully rendered digital model;
- Types of construction, quality of materials and standard of workmanship;
- Detailed specifications;
- Information for coordination with other packages
- Other drawings and information as will be specified in the content listing in Appendix 16 of the Works Information (Project)

Work Stage F: Production Information

The *Contractor* prepares co-ordinated production information to include location drawings, assembly drawings, component drawings, etc. to convey production information, design criteria, and reviewed final calculations.

General Stage F Deliverables

- Developed Stage E deliverables
- Independent design and check certificates
- CDM Risk Assessment information
- Specifications and drawings including subcontract works specific, details, interface details, etc.;
- Data required by the *Project Manager* to estimate whole life cost and cash flow projections;
- Timetable of critical events for the *Project Manager* to update the Project and Programme construction schedule;
- All final as-designed checked calculations;
- All information to be provided by the *Contractor* for statutory approvals;
- Data to support the 3D fully rendered digital model;
- Other drawings as will be specified in the content listing in Appendix 16 of the Works Information (Project).

Work Stage G: Tender Documentation

In this stage the *Contractor* assembles a package from the Stage F deliverables and submits the package to the *Project Manager*. The *Contractor* prepares final information for the pre-tender Health & Safety Plan.

Work Stage H: Tender Action

The *Contractor* conforms with and abides by the procurement standards and procedures set out in Section A1400 of the Works Information (Project).

Work Stage J: Mobilisation

The *Contractor* conforms with and abides by the procurement standards and procedures set out in Section A1400 of the Works Information (Project). The *Contractor* provides production information and provides a brief to the *Project Manager*.

Work Stage K: Construction to Completion

The *Contractor*:

- Maintains the design CAD files and prepares the 'As Constructed' drawing record and provides data to support the 3D model in conjunction with others as the work progresses;
- Provides additional information reasonably required from the *Contractor* as determined by the *Project Manager*;
- Attends and contributes to progress and performance meetings as appropriate;
- Prepares and submits commissioning and testing procedures
- Prepares relevant sections of the building owner's manual;
- Attends a handover meeting and confirms completion of relevant outstanding items;
- Co-operates with the *Project Manager* and the *Supervisor* with regard to witnessing, commissioning, defects, training and O&M Manuals as set out in paragraph B1660 of the Works Information (Framework).
-

Work Stage L: After Completion

The *Contractor* co-operates with the *Supervisor* in providing the following services:

- Pre-final inspections and a schedule of defects and incomplete work.
- Final inspection to confirm that the *works* are complete.

A327 Design Management Requirements and Procedures for Design

Design Interface Co-ordination Management

The *Contractor* coordinates with other Venues and Others at his scope boundary to identify and agree a co-ordinated design solution to all physical interfacing elements of the *works*.

The *Contractor* enters all interfaces between the *works* and other Venues and Others into the *Project Manager's* Design Interface Schedule (DIS) and actively manages the status of all these interfaces in the DIS.

Drawing Integration

The *Contractor* uploads coordination CAD drawing files required for interface coordination into the *Project Manager's* design collaboration tool at least fortnightly if they have changed. Drawings required for coordination with adjacent Venues and properties typically include: areas of interfaces between infrastructure, building works, utilities, and landscape.

The *Contractor* submits co-ordination drawings that include the following elements as applicable:

- General Arrangements: floor plans of each ground floor and subterranean level of the building or structure;
- Exterior elevations identifying critical elements such as windows, vents, louvres, utility connections, doors, stairways, balustrades, etc;
- Foundation and piling layout;
- Structural abutment details, including layout and sections, where relevant;
- Temporary structures, including foundations and piling supporting these elements;

- Fire access lanes;
- Fire exits from the Venues;
- Service connections, meters, valves, and points of connections for all utilities;
- Finished floor elevations to be identified. This should include each ground floor and subterranean level, and at points along the perimeter of the specific project that need to be coordinated with adjacent Venues;
- Layout drawings for all services outside the building completed by the design team, including but not limited to water, sanitary, storm water and electricity. Include pipe, conduit, and invert elevations where known;
- Exterior lighting, CCTV, security systems and signage;
- Routes for entry and exit.

The *Contractor* uploads any other information relevant to design interface coordination into the DIS as required for integration with other Venues that interface with the *Contractor's works*.

The *Contractor* obtains coordination CAD drawing files and other information for other contracts and interfacing Venues as uploaded by others.

**A328 Monthly
Design Reports**

The *Contractor* prepares and submits a monthly design status report to the *Project Manager*. The *Project Manager* provides a template for these reports.

A400 PROGRAMME

A405 Contractor's Programme

The *Contractor* submits for acceptance a first programme to the *Project Manager* in 2 weeks of the Contract Date (Clause 31 of the Contract).

The first programme will meet the requirements of the *Employer's* programme set out at Appendix 5.

In accordance with the requirements of the Contract the *Contractor* includes the following data in the programme submitted for acceptance.

- durations for all design activities relating to his *works*, including subcontract activities, sufficiently detailed to enable effective tracking of progress;
- key design milestones, dependencies, resources, critical path and buffer periods;
- dates for submission of design deliverables, approval periods;
- dates for submissions to statutory authorities inc. Town Planning;
- when information will be issued to interfacing works; and
- when information is required from interfacing works.

A500 COMPLETION

A502 Access to Others prior to Completion

The Contractor allows other Contractors access to the *works* as appropriate prior to Completion to enable other Contractors to satisfy themselves as to the position, dimensions and suitability of the *works*. The *Contractor* does not act on comments or directions received from other Contractors.

A503 Completion Strategy

The completion strategy, as it applies to the *works*, is as follows:

- Completion of *section 1* – Supply, installation and commissioning of the *works* are complete at the Central Checkpoint; and
- Completion of *section 2* – Supply, installation and commissioning of the *works* are complete at the Northern Vehicle Search Area.

A505 Sectional Completion

The *Project Manager* decides when Completion has occurred for the whole of the *works* or each *section* of the *works*, in accordance with the Contract, based upon its completeness and following receipt from the *Contractor* of the following information, which (save to the extent the *Project Manager* otherwise consents) are a pre-condition to Completion.

- Certificates following void security inspection checks;
- Testing Certificates, Commissioning Results and/or Reports in accordance with the Specification as set out in Appendix 6 of this Works Information (Project);
- Provision of documents and information for the Health and Safety File in accordance with paragraph B120 and B1203 of the Works Information (Framework);
- As-Built Information in accordance with paragraph B1203 of the Works Information (Framework);
- Provision of documents and information for Approvals, Certificates and Licences for occupation of the *works* from the local authority, police, fire officer, and insurers;
- Provision of documents and information for Approvals and Certificates from Olympic Authorities and sports controlling bodies.

A506 Operation and Maintenance Manuals

Not less than 2 weeks prior to the Completion of any *section* of the *works*, the *Contractor* provides documents and information intended for inclusion in the Operation & Maintenance Manuals in a format previously accepted by the *Project Manager*, and in accordance with paragraph B1203 of the Works Information.

A510 Training Familiarisation

Before Completion of any *section* or the *works* the *Contractor* provides training and familiarisation courses to explain and demonstrate to the *Employer* the function and operation of the installation, including specialist items and procedures listed in the Building Manual and Asset Registers.

A515 Final Clean

Before handing over the *works* to the *Employer* at Completion of *section 2* the *Contractor* cleans down all the surfaces after removal of all plant, tools, temporary structures, materials, protective casings and coverings etc. leaving the *works* and the Site in a condition acceptable to the *Supervisor* and/or the *Project Manager*.

At this time the works of other Contractors will also be complete and the structure, building services and other elements of the Project will be installed. The *Contractor* takes care to work around and not to damage the works completed by other Contractors.

A520 Security at Completion	Not Used.
A525 Pre-Completion Meetings	Before Completion of any <i>section</i> or the <i>works</i> , and where appropriate in the opinion of the <i>Project Manager</i> , the <i>Project Manager</i> arranges and the <i>Contractor</i> attends pre-completion meetings to plan and co-ordinate Completion with the <i>Contractor</i> .
A530 Meetings Post Completion	Following Completion of any <i>section</i> or the <i>works</i> , the <i>Contractor</i> attends weekly Defects meetings, which will be held at the discretion of the <i>Supervisor</i> . At each meeting the <i>Contractor</i> provides a written report on the status of the Defects and the remedial <i>works</i> undertaken or being undertaken by the <i>Contractor</i> .
A532 Removal of Equipment on Completion	Following Completion of any <i>section</i> of the <i>works</i> , the <i>Contractor</i> removes all Equipment from the Site.
A535 Post Completion Review Meeting	Within 3 months of the Completion of the whole of the <i>works</i> , all parties involved in the Project participate in a Project appraisal and feedback exercise, which will be co-ordinated by the <i>Project Manager</i> and last not more than 1 working day.
A540 Completion Ceremony	Not Used.
A545 Interim Health and Safety File	The Contractor will provide documents and information to the CDM Co-ordinator at Sectional Completion 2 to support the issue of an interim Health and Safety File. See Paragraph B120 of the Works Information.
A550 Condition Surveys	Prior to the Completion of <i>section 2</i> and <i>section 3</i> , and at the Completion of <i>section 4</i> , the <i>Contractor</i> and the <i>Project Manager</i> jointly survey the condition of the <i>works</i> and agree a condition survey.

A600 TAKEOVER

A605 Takeover Refer to Section A1540 of this Works Information (Project).

A700 OTHERS WHO WILL OCCUPY OR USE THE SITE

A705 Shared Access

In accordance with the requirements of the Contract the *Contractor* co-operates with and shares the Site and/or Working Areas with the following people or organisations;

- The *Employer*, the *Employer's* Delivery Partner, CLM and the *Employer's* Supply Chain (including but not limited to the Venue Contractors listed below) and all third parties requiring access to the Site:
 - Hockey;
 - Handball;
 - Basketball;
 - Fencing;
 - IBC / MPC (Carillion and Igloo joint venture);
 - Eton Manor;
 - Olympic Stadium – (Sir Robert McAlpine);
 - Aquatics Centre – (Balfour Beatty);
 - Velodrome/BMX – (Velodrome - ISG InteriorExterior);
 - Structures, Bridges and Highways (Skanska, Edmund Nuttall and Balfour Beatty);
 - Utilities (EDF, ELYO, Kier, Barhale, McNicholas, LVU and Careys);
 - Enabling Works (Edmund Nuttall and Morrison Construction Limited); and
 - Highways Management (Volker Fitzpatrick).

A800 FACILITIES AND SERVICES TO BE PROVIDED BY THE EMPLOYER AND THE CONTRACTOR

**A805 Facilities and
Services to be
Provided by the
Employer and
Contractor for their
own use and use
by the Employer
and Others**

The *Employer* and *Contractor* will provide the facilities and services as set out in Appendix 10 of this Works Information (Project).

A900 WORKS SPECIFICATION

A905 Specification The *Contractor* complies with the *Employer's* Performance Specification and associated Drawings at Appendices 6 and 7 respectively to the Works Information (Project).

A1000 LICENCES

A1005 Licences Obtained by the Employer None.

A1006 Licences Obtained by Others Others obtain the following Licences for the use of completed *works*:

- Food Safety registration with the Environmental Health Officer for the preparation and serving of food;
- Radio Communications Licence;
- Television and Radio Broadcast licences
- Crowd Safety Certificate under the Safety of Sports Grounds act 1975;
- Premises Licence under the Licensing Act 2003;
- Consents for mobile phone antennae
- Copyright Licences from the Performing Rights Society and Phonographic Performances Ltd.

A1010 Licences Obtained by the Contractor The *Contractor* obtains all Licences required for carrying out of the *works* except for those specified at sub-sections A1005 and A1006 of the Works Information (Project).

A1015 Planning Approvals and Consents The *Contractor* develops the design and details of the Project to comply with planning permissions received and provides appropriate design and documents to support any further Reserved Matters Applications that may be required in the timescales as required.

The *Contractor* takes responsibility for discharging all planning conditions in respect of the *works*, except for conditions that cannot be discharged until the *works* are taken over by the *Employer*

Changes to the Works Information by Planning Approvals

To the extent that the *Contractor* is responsible for the design of the *works*, any amendments to the Works Information that become necessary to conform to the approval for any planning application and with all specified planning conditions imposed by the Planning Authority are notified by the *Contractor* to the *Project Manager* prior to implementation and shall require the *Project Manager's* acceptance.

Without limitation, any such amendments will not be a compensation event for the purposes of the Contract, to the extent that they are required to conform with the requirements or conditions of the Planning Authority which were known prior to the *Contractor* having designed that part of the *works* which requires amendment.

A1020 Building Regulations The *Employer* obtains all statutory building regulation approvals and all other necessary approvals.

The *Employer* manages the submission of design and supporting documents to Building Control for Consents. The *Contractor* provides the documents and information in the timescale as required.

Compliance with Building Regulations and other Regulations

To the extent that the *Contractor* is responsible for the design of the *works* any amendments to the Works Information that become necessary to comply with the Building Regulations or the requirements of the fire officer or of any other body having jurisdiction are notified by the *Project Manager* to the *Contractor* .

Without limitation, any such amendments will not be a compensation event for the purposes of the Contract, to the extent that they are required to conform with the

requirements or conditions of the Building Regulations which were known prior to the *Contractor* having designed that part of the *works* which requires amendment.

The *Contractor* is made aware that the local authorities have established a consortium to provide Building Control services for work on the Olympic Park. This London Borough Consortium (JLAB) is designed to provide a unified and consistent approach for processing applications and conducting inspections.

A1025 Statutory Authorities

The *Contractor* gives all notices required by Statutory Authorities in accordance with the Contract and pays all fees and charges required under the Contract. The amount of all such fees and charges is deemed to be included in the total of the Prices.

A1030 Checking

The *Contractor* satisfies all statutory regulations with respect to checking and approval procedures that are to be followed in carrying out the design with regard to any independent third party certification and checking that is necessary for the *Contractor* to obtain. Such certification to be obtained prior to submitting the particulars of the design to the *Project Manager* for acceptance.

A1035 Other Approvals

Environment Agency and Waterways Board Regulations

The proximity of watercourses requires the *Contractor*, where the Site boundaries are adjacent to a watercourse or where the *works* may impact on an existing watercourse, to interface with the Environment Agency and the relevant Waterways Board regarding the proposed design and adjacent *works*.

Third Parties

The *Contractor*, where responsible for the design of the *works*, accepts responsibility for obtaining all other necessary third party consents in relation to the proposed design and construction of the *works*.

A1040 External Technical Reviewer (ETR)

Not Used.

A1100 RAIL AUTHORITY REQUIREMENTS

Not Used

A1200 THIRD PARTY AGREEMENTS

A1205 MPS Contractors

Not Used.

A1210 Co- operation Agreement British Waterways

British Waterways Board Co-operation Agreement

The Asset Protection Agreement described in paragraph A1215 of the Works Information (Project) is appended as Schedule 1 to the British Waterways Board Co-operation Agreement.

The Co-operation Agreement is at Appendix 32 and is provided for information and contextual purposes only. The *Contractor* has no contractual obligation in connection with the Co-operation Agreement other than those detailed in paragraph A1215 of the Works Information (Project).

A1215 BWB / ODA Asset Protection Agreement

BRITISH WATERWAYS BOARD ASSET PROTECTION AGREEMENT ("BWB AGREEMENT")

For the purposes of this paragraph A1215 of the Works Information (Project), capitalised terms (other than "Contract", "*Contractor*", "*Employer*" and "Works Information") have the meaning given in the BWB Agreement.

The *Contractor* should read this paragraph A1215 in conjunction with the BWB Agreement set out in Appendix 33 of the Works Information .

The *Contractor* shall comply with the obligations, and shall be bound by and subject to the restrictions set out in this paragraph A1215 in the column headed "Contractor Obligations".

The *Contractor* also acknowledges the other provisions of the BWB Agreement and shall perform his obligations under this Contract so that no act, omission, neglect or default on his part shall:

- cause or contribute to any breach by the *Employer* or any of his obligations under the BWB Agreement;
- give rise to any liability of the *Employer* under the BWB Agreement; or
- lead to any diminution or loss of any rights, entitlements or other benefits of the *Employer* under the BWB Agreement.

Clause	Employer	Contractor Obligation
4	The <i>Employer</i> pays all associated BW fees and costs direct.	The <i>Contractor</i> complies as if he had been named as the "undertaker".
5(a)	The <i>Employer</i> pays all associated BW fees and costs direct.	The <i>Contractor</i> complies as if he had been named as the "undertaker".
5(b) - (g)	The <i>Employer</i> pays all associated BW fees and costs direct.	The <i>Contractor's</i> attention is drawn to the fact that cross references are made to certain "Articles" in these Clauses. These are references to Articles of the Transport and Works Act model provisions which have not yet been provided by BW. BW have acknowledged that the drafting of these references has to be

		addressed but the <i>Contractor</i> should note that he is obliged to comply with the principles set out in the Clauses as drafted. The same applies to the reference to "Schedule XX" in Clause 5(f).
6	The <i>Employer</i> pays all associated BW fees and costs direct.	The <i>Contractor</i> complies as if he had been named as the "undertaker".
7	The <i>Employer</i> pays all associated BW fees and costs direct.	The <i>Contractor</i> complies as if he had been named as the "undertaker" in relation to any closures that may be required under this Clause. It is envisaged that any such closures will relate only to the towpath adjacent to the Commercial Waterways.
8	The <i>Employer</i> pays all associated BW fees and costs direct.	The <i>Contractor</i> complies as if he had been named as the "undertaker".
9(b)	The <i>Employer</i> pays all associated BW fees and costs direct.	The <i>Contractor</i> complies as if he had been named as the "undertaker".
10(a)	The <i>Employer</i> complies for all <i>Employer</i> designed structures. The <i>Employer</i> pays all associated BW fees and costs direct.	The <i>Contractor</i> complies as if he had been named as the "undertaker" for all <i>Contractor</i> designed structures and Temporary Works.
10(c)	The <i>Employer</i> will pay all associated BW fees and costs direct.	The <i>Contractor</i> provides site access and information as required by BW for the construction of part of the specified works that in the opinion of the engineer will or may cause detriment.
10(d)	The <i>Employer</i> pays all associated BW fees and costs direct.	The <i>Contractor</i> complies as if he had been named as the "undertaker" in accordance with the <i>Employer's</i> instructions.
11	The <i>Employer</i> pays all associated BW fees and costs direct.	The <i>Contractor</i> complies as if he had been named as "ODA" or the "undertaker" as the case may be.
12	The <i>Employer</i> pays all associated BW fees and costs direct.	The <i>Contractor</i> complies as if he had been named as "ODA" or the "undertaker" as the case may be.
13	The <i>Employer</i> pays all associated BW fees and costs direct.	The <i>Contractor</i> complies as if he had been named as "ODA" or the "undertaker" as

		the case may be.
14		The <i>Contractor</i> complies as if he had been named as "ODA" or the "undertaker" as the case may be.
15		The <i>Contractor</i> complies as if he had been named "undertaker".
16		The <i>Contractor</i> complies as if he had been named "undertaker".
17		The <i>Contractor</i> complies as if he had been named "undertaker".
20		The <i>Contractor</i> complies as if he had been named "undertaker".
21	The <i>Employer</i> complies in relation to all new infrastructure other than the Temporary Works.	The <i>Contractor</i> complies in relation to the Temporary Works until such time as each is removed from Site.

A1220 Deep Foul Sewer

The *Employer* has entered into obligations to protect the assets of Thames Water Limited in connection with a deep foul sewer, which is located immediately to the west of the site. An outline of these provisions is available to the *Contractor* upon request to the *Project Manager*.

A1300 FINANCIAL MANAGEMENT AND REPORTING

A1305 Application

This section:-

- Sets out requirements for the procurement of subcontracted works as part of the Defined Cost (work packages).
- Should be read in conjunction with any rules for developing the Price contained within the Contract, including the Appendix to the Schedule of Cost Components.

A1310 Overview

Critical to successfully providing the Works is the implementation of a robust financial management and financial reporting process. This section sets out the methodology for sharing financial information between the *Project Manager* and the *Contractor*.

The *Contractor's* approach to financial management activities is based on proactive financial management. This is done through effective communication and documentation to encourage agreement of all parties involved with the Project whilst maintaining the necessary levels of control. The *Contractor* has a full and integrated role in providing financial management.

A1320 Cost Reporting

The *Contractor* provides monthly financial reports to the *Project Manager* that includes the following:

- Comment on the design information received;
- Key issues including potential adjustments of the Prices and options resulting from design development and buildability reviews;
- Risk analysis and Risk Register update;
- Value Management and Engineering update;
- Whole life cost issues;
- Price and programme implications of design alternatives;
- Saving options to allow additional expenditure to be made in alternate areas or to maintain the Prices;
- Implications on the prices of programme issues;
- Progress reports on procurement activities;

The *Contractor* provides details of the following:

- The *Prices*;
- Budget transfers as they impact the total of the *Prices*;
- Scope Changes.

A1325 Value Management

Not Used.

A1330 Invoice Projections

The *Contractor* prepares detailed anticipated Invoice Projections, reviewed and updated on a monthly basis, based on the current forecast of the *Prices*.

A1335 Cost Checking

The *Contractor* examines drawings and designs in progress and all other *communications* to identify at the earliest opportunity any developments that are inconsistent with the current forecast of the *Prices*. Typically this will include:

- Design reviews;
- Cost checking the developing design;

- Changes and design engineering exercises - Reporting to the *Project Manager* and obtaining his acceptance prior to proceeding through the early warning process; and
- *Employer* sign off - submission of formal reports at completion of key stages such as scheme design incorporating cost reviews, drawings, specification and programmes for the *Employer's* and the *Project Manager's* acceptance.

The *Contractor* carries out continuous market testing of work elements to provide certainty of the forecast total of Defined Cost and identify any potential forecast cost adjustments.

A1340 Design Team Liaison

Section not used.

A1345 Development of the Total of the Prices

The total of the Prices is developed and formatted by the *Contractor* into a work element format to be agreed with the *Project Manager*.

For work to be subcontracted, the *Contractor* tenders or market tests on an open book and auditable basis by preparing work package tender documents and inviting tenders from Subcontractors and suppliers as set out in Section A1400 of the Works Information (Project).

In addition to the requirements of paragraph B1725, the *Contractor* develops the priced activity schedule (PAS) (which may be, or be based on, the *activity schedule* as set out in the Contract Data Part Two) such that the Price for each programme activity is also broken down and coded by element of cost. Specific coding by element of cost is provided by the *Contractor*, co-ordinated with the *Project Manager*, and compliant with cost coding procedures established by the *Project Manager*. Minimum level of cost element detail includes coding in accordance with the Price List for:

- Labour
- Plant;
- Equipment;
- Materials;
- Supplies;
- Contracted Services;
- Transport and Travel;
- Other.

To the extent that the *Contractor* is responsible for the design of the *works*, the *Contractor* manages the design process to ensure conformity between design and total of the Prices of each work element. Each work element is individually cost managed in its own right. Potential over expenditure in one work element is not offset by reducing quality/specification in other work elements without the acceptance of the *Project Manager*.

A1355 Final Accounts

The *Contractor* is responsible for compiling the final account, being the *Contractor's* final application for payment referred to in the Contract, including the final accounts of his Subcontractors and suppliers. The *Contractor* provides copies of all supporting documentation requested by the *Project Manager* in support of his final account.

A1400 SUBCONTRACTING

A1405 Proposed Subcontractors

Within four weeks of the Contract Date the *Contractor* proposes a programme of activities that clearly states which are to be subcontracted, those work packages where the Subcontractor is already identified in the Contract and those that are to be carried out by the *Contractor* directly. The *Contractor* submits the schedule and any subsequent revisions of it to the *Project Manager* for acceptance.

A1410 Competitive Tendering

Unless either:

- (1) a Subcontractor is identified in the Contract for a particular work package;
or
- (2) the *Contractor* provides evidence to the satisfaction of the *Project Manager* that it has an established supply chain and system through which it proposes to select a Subcontractor through which the *Contractor* demonstrates compliance with the value for money and Balanced Scorecard concepts detailed below under 'Selection of Tenderers';

the *Contractor* adopts the formal tender process for the selection of work package Subcontractors and suppliers, as described below.

Selection of Tenderers

The *Contractor* posts all opportunities for work package Subcontractors on the CompeteFor brokerage system as outlined in paragraph B540 of the Works Information (Framework). The *Contractor* utilises the 'short listing' functionality within CompeteFor

If it is apparent that the short list is less than four companies the *Contractor* requests the *Project Manager's* acceptance.

The *Contractor* carries out financial checks of all the short listed companies to ensure they are of sufficient financial standing to provide the proposed work before issuing any tender documents.

The *Contractor* ensures that he obtains a confidentiality undertaking, in the form provided by the *Employer*, from each of the short listed companies before issuing any tender documents. The *Contractor* submits these documents to the *Project Manager*.

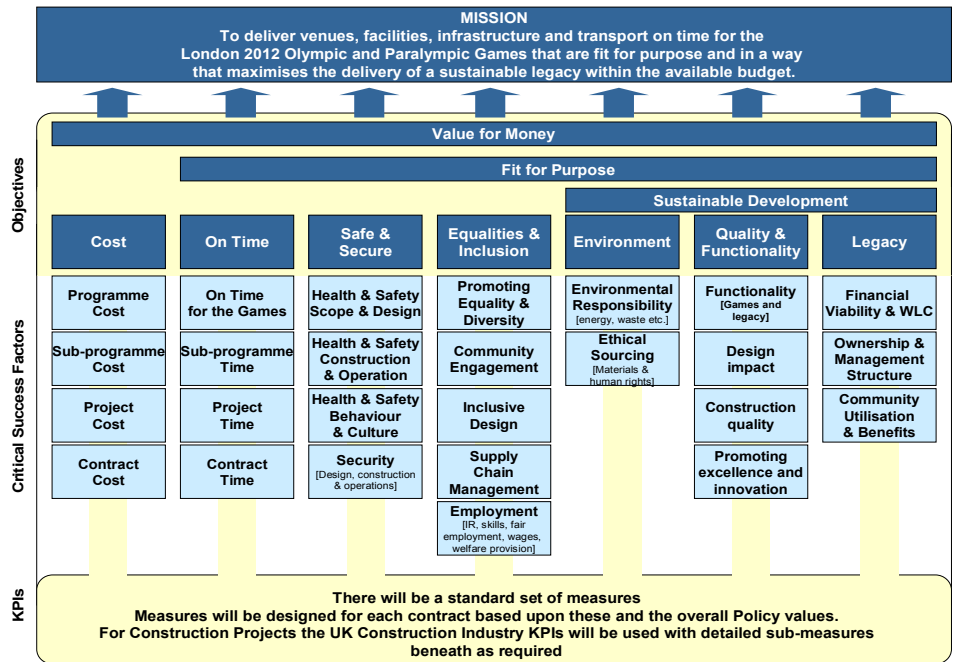
Tendering Procedure

The tendering procedure and core evaluation process for tenders or quotations is detailed below. The amount of time and detail afforded to the evaluation process for the relevant tender or quotation ensures a fair and robust assessment is undertaken.

The *Employer* uses a 'Balanced Scorecard' for assessing all tenders he receives. The *Contractor* uses a balanced scorecard, which takes account of the *Employer's* Balanced Scorecard, as the basis/framework for the evaluation of all tenders and quotations. The balanced scorecard forms a single coherent framework for this process.

The concept of the balanced scorecard is that, in addition to specific questions in relation to the technical and commercial issues relating to the design and/or construction of the work to be subcontracted and to the extent appropriate to the scope of work included in the work package, the tender documentation requires the tenderers to provide information and/or answer questions in relation to the *Employer's* priority themes such as Health and Safety, Environment and Sustainability, Equality and Diversity and Employment in line with the *Employer's* Balanced Scorecard criteria as set out below:

The Balanced Scorecard



The *Contractor* prepares full tender documentation for each work package.

Work package contract documents contain the latest information available at the time of works package procurement. This applies to drawings, detailed specifications, performance specifications, reports, test results and any other such relevant documentation.

The basis for Subcontractor or supplier terms and conditions and the procedure for approval are those set out in the Contract.

As outlined in paragraph B540 of the Works Information (Framework), the *Contractor* uses the London 2012 eTendering System microsites wherever possible and relevant for his tendering activities.

Tender Returns

Evaluation of all tenders by the *Contractor* shall be in accordance with the *Employers* Balanced Scorecard criteria as set out above. The *Contractor* undertakes a formal evaluation process using these standard criteria and a scoring system giving appropriate weightings to the various elements of the Balanced Scorecard and the questions asked in relation thereto.

The *Contractor* does not issue a formal order, letter of intent or authority to proceed to any Subcontractor or supplier without a Tender Recommendation Report being submitted and accepted by the *Project Manager*.

A1420 Subcontractor Register

The *Contractor* maintains a register of all Subcontractors and suppliers of any tier as required by the CDM Regulations.

The *Contractor* will maintain register of all Subcontractors and suppliers of any tier, including all relevant contact details, where the subcontract value equals or exceeds £100,000 and provides copies of the register to the *Project Manager* and / or the *Employer*, upon request.

A1500 TITLE

A1505 Excavations and Demolition

In accordance with the Contract the *Contractor* has title to the following materials from excavations and/or demolition undertaken on Site.

- None

A1510 Salvaged / Reclaimed Materials

The *Contractor* does not salvage/reclaim materials unless prior acceptance by the *Project Manager* has been received, in the *Project Manager's* sole discretion, on the instructions of the *Employer* and subject to paragraph A1515 of the Works Information (Project).

A1515 Sale of Salvaged / Reclaimed Materials

The *Employer* receives a credit for the sale of any such materials salvaged/reclaimed or materials recovered from excavations and/or demolition except as set out in paragraph A1540 of the Works Information (Project).

A1525 Plant and Materials Outside Working Area

The *Contractor* prepares for marking by the *Supervisor* Equipment, plant and materials that are outside the Working Areas identified in the Works Information.

A1530 Protection of Plant and Materials Outside Working Area

The *Contractor* ensures the Equipment, plant and materials are protected from any damage caused by:

- Wind
- Weather
- Fire

The *Contractor* ensures the Equipment, plant and materials are properly packaged and are segregated from any other Equipment, plant or materials being held in store by the supplier or Subcontractor.

A1540 Elements of the Works Reverting to the Contractor

Not Used.

A1600 PLANT AND MATERIALS

**A1605 Plant and
Materials**

Section not used.

A1700 ACCOUNTS AND RECORDS

A1705 Accounts and Records

In addition to the requirements of this Contract the *Contractor* keeps the following accounts and records for review by the *Project Manager*;

- Labour and staff records of time spent in Providing the Works including but not limited to:-
 - Providing and monitoring attendance through a time and attendance system which records hours worked on a daily basis
 - Provision of a daily labour attendance summary by trade
- Plant and Equipment records including but not limited to;-
 - Providing / maintaining a Plant and Equipment register on a weekly basis
 - Maintain a schedule that records Plant and Equipment which has been
 - lost,
 - stolen
 - damaged – written off
 - damaged - repairable
- Waste disposal records (waste transfer documentation)
- Record documents, as built drawings, test and commissioning certificates, etc.

A1710 Web Based Collaboration Tools

The provision of web based collaboration tools by the *Employer* or the *Project Manager* does not relieve the *Contractor* of his obligations to keep and retain records

A1715 Staff Time Sheet System

Not Used

A1720 Asset Register

The *Contractor* maintains (and submits to the *Project Manager* on a regular basis) an Asset Register in a form requested by the *Project Manager* for those items of Plant and Equipment for which the purchase price has been included in the Prices under the Schedule of Cost Components. This Asset Register also includes details of Plant and Equipment which has been disposed of and the residual values credited to within the Prices.

A1725 Asset Disposal

The *Contractor* complies with the *Project Manager's* procedure for disposal of assets. In particular, the *Contractor* informs the *Project Manager* of the intention and arrangement for the disposal of any Plant and Equipment whose purchase price has been included in the Prices and obtains the *Project Manager's* acceptance to such proposal before implementing.

A1800 MANAGED PACKAGE SOLUTION

**A1805 Managed
Package Solution
(MPS)** Not Used.

**PART THREE
GENERAL INFORMATION**

WORKS INFORMATION - GENERAL ISSUES

B100 HEALTH, SAFETY AND ENVIRONMENT

Defined in the Framework Information

B200 SECURITY

Defined in the Framework Information

B300 ENVIRONMENTAL SUSTAINABILITY AND ETHICAL SOURCING

Defined in the Framework Information

B400 EQUALITY AND DIVERSITY

Defined in the Framework Information

B500 SUPPLY CHAIN MANAGEMENT

Defined in the Framework Information

B600 EMPLOYMENT

Defined in the Framework Information

B700 GOVERNANCE

Defined in the Framework Information

**PART FOUR
GENERAL INFORMATION**

**WORKS INFORMATION - GENERAL PROCEDURES AND
PROCESSES**

B1000 MANAGEMENT OF THE WORKS

B1001 Introduction This Section covers matters in relation to the management of the *works* not already covered in Sections A200 and B100 of the Works Information

The *Contractor*:

- co-ordinates,
- supervises and administers the *works*, including all subcontracts,
- arranges and monitors a programme with each subcontractor and supplier, and
- obtains and supplies information as necessary for co-ordination of the *works*.

The *Contractor* coordinates the *works* with other Contractors and / or other Olympic Park contractors as applicable.

B1002 Contractor's Management of the Works

The *Contractor* cooperates with and supports the *Employer* in the fulfilment of the *Employer's* aims and obligations as set out in the Olympic Park Code of Construction Practice (see Appendix 24A of the Works Information (Framework)). In addition, the *Contractor* complies with all the obligations set out in the Olympic Park Code of Construction Practice identified as being the *Contractor's* responsibility on the table in Appendix 24B of the Works Information (Framework). The Olympic Park Code of Construction Practice covers the following areas:

- General Site Operations – Working Hours, Layout and Site Appearance
- Public Access and Transport Management
- Noise and Vibration
- Air Quality
- Contaminated Land
- Waste Management
- Protection of Surface and Groundwater Resources
- Ecology
- Archaeology and Heritage
- Pollution Incident Control

The *Contractor* is responsible for the co-ordination, supervision and administration of the *works* including managing and co-ordinating the interfaces between all subcontractors as may be necessary.

The *Contractor* arranges and monitors a programme with each subcontractor, supplier, local authority and statutory authority as may be required and obtain and supply information as necessary for co-ordination of the *works*.

The *Contractor* ensures that all Subcontractors undertaking elements of the *works* or parts thereof (including, without limitation, the *Contractor's* design) are provided with copies of all relevant documentation including drawings and instructions issued by the *Project Manager* which relate to or affect the respective Subcontractors work.

The *Contractor* co-ordinates the *works* of any two or more Subcontractors in connection with the *Contractor's* design with particular regard to the sequence and setting out of such work and any conflicts which may arise as a consequence of the detailed interpretation of drawings by operatives on Site.

To the extent that the *Contractor* is responsible for the design of the *works*, the *Contractor* supervises each element of the *Contractor's* design, to ensure that the design is being provided in a proper and timeous manner consistent with the

Accepted Programme and thereafter to ensure that the work comprised in each element is being installed into the *works* in accordance with the design. The *Contractor* allows for the employment of such suitably qualified and experienced staff as may be required to provide such supervision.

B1007 Vibration

In the event of any *works* causing or likely to cause vibration to the existing structure, then those work activities will need to be pre-planned and carried out in agreement with the *Project Manager*. If any cessation of activities is required due to excessive vibration or noise inclusive, then the *Contractor* stops work immediately and re-plans his work in agreement with the *Project Manager*, such agreement shall not be unreasonably withheld.

If access is required to any areas of an existing building in use outside the Working Areas or Site, the *works* are carried out in a manner and at times agreed with the *Project Manager*. The *Contractor* gives 7 days notice to the *Project Manager* of the commencement of such *works*. All such *works* are temporarily screened off during their execution.

B1009 Dust

The *Contractor* is responsible for all necessary temporary measures, such as dustproof screening, sealing doors and windows and temporary ventilation system as appropriate in order to prevent dust from migrating from the Site and prevent dust arising from the *works* from getting into adjacent areas.

The location and siting of any fume emitting devices adjacent to fresh air inlets or ventilation plant is not permitted. The *Contractor* removes on a regular basis accumulated dust and debris within the Site caused by the carrying out of the *works*.

B1010 Asbestos Based Material

The *Contractor* reports immediately to the *Project Manager* any suspected asbestos based materials discovered during demolition/excavation *works*. The *Contractor* avoids where possible disturbing such materials and agrees with the *Project Manager* methods for taking a sample for analysis and the measures required for safe removal.

B1011 Nuisance

The *Contractor* prevents nuisance from smoke, dust, rubbish, vermin and other causes.

B1012 Fire

The *Contractor* prevents personal injury, death, and damage to the *works* or other property from fire and conducts fire drills as requested by the *Project Manager*. The *Contractor* complies with the 'Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation', known as the Joint Fire Code, published by the Construction Confederation and the Fire Protection Association that is current at any particular time. The *Contractor* also complies with any guidance issued by the insurers of the *works*, Site or adjoining properties.

The *Contractor* complies with any existing fire management system save that local arrangements may be entered into by the *Contractor* subject to agreement by the local fire brigade.

The *Contractor* puts in place and complies with a fire management system which shall be no less onerous than the requirements set out in the Joint Fire Code and integrating with the Olympic Park and/or the Site fire safety plan as applicable.

The *Contractor* is responsible for fire management and health and safety control on during the construction of the *works*.

The *Contractor* ensures that in the carrying out of the *works*, fire engine access routes and fire exit routes to all structures are kept unrestricted, clean and clear at all times. The *Contractor* liaises with the Fire Officer to ascertain the extent of any such requirements.

The *Contractor* ensures that in carrying out the *works*, access to fire hydrants is maintained at all times.

The *Contractor* participates in detailed discussions with the fire brigade and Fire Officers to ensure that interim arrangements for such access are maintained during the construction phase. The *Contractor* copies the minutes of any such meetings to

the *Project Manager*.

B1013 Smoking

Smoking is not permitted on the Site or within the Olympic Park except in designated areas that are managed to minimise any fire risk, and avoid discomfort or health risk to non smokers. The *Contractor* controls these areas and carries out regular inspections to guard against the risk of fire.

B1014 Explosives

The use of explosives is not permitted.

**B1015 Surface,
Storm and Foul
Water**

The *Contractor* prevents unlicensed discharge into and damage of storm, surface and foul water sewers and prevents the occurrence of pollution.

The *Contractor* considers outlets under the following categories (in order of increasing magnitude of cost).

- Ground;
- River;
- Sewer;
- Site provided drainage system;
- Tanker to landfill.

Based on the water management practices employed by the *Contractor* different charges will be associated with each of the above categories (tanker to landfill being the most expensive). The *Contractor* is made aware that each category will have a volume threshold. See also paragraph B3040 of the Works Information (Framework).

**B1016 Waste /
Rubbish
Recycling**

In order to comply with his obligations under the Olympic Park Construction Code of Practice the *Employer* has put in place an Olympic Park waste management facility. The *Contractor*:

- complies with the *Employer's* requirements for waste management as set out in paragraphs B3040 and B3045 of the Works Information (Framework);
- removes and segregates all rubbish, dirt and residues from voids and cavities in the *works* before closing up and sealing;
- instigates waste recycling on Site for the segregation of waste;
- retains waste transfer documentation on Site for inspection; and
- provides every six months an estimate of waste volumes for the following six months to the *Employer's* waste management concessionaire.

**B1017 Waste
Materials**

The *Contractor* is deemed to be the producer of any waste material arising from the *works* and therefore complies with all relevant legislation.

Prior to any disposal of waste materials off Site, the *Contractor* supports *Project Manager* in the provision of the following information:

- A copy of the carrier's, Certificate of Registration under the Control of Pollution (Amendment) Act 1989;
- The management/disposal facility's Licence Number under Section 35 of the Environmental Protection Act 1990 or section 5 of the Control of Pollution Act 1974, and the name and address of the Licensing Authority;
- In the case of Controlled Waste, a copy of the Transfer Note under Section 34 of the Environmental Protection Act 1990 and Section 2 of the Environmental Protection (Duty of Care) Regulations 1991; and
- In the case of Special Hazardous Waste, a copy of the Consignment Note under The Special Waste Regulations 1996.

**B1018 Permit to
Work**

The *Contractor* implements a Permit to Work system, which incorporates the Permit to Proceed system referred to in paragraph S215 of the Site Information and as set out in Appendix 34 of the Works Information (Framework), for all the following

activities:

- Excavations and piling works;
- Work on all live services, including drainage;
- Work on existing fire alarm, security and data installations;
- Work on existing electrical installations;
- Connections to existing services;
- Isolations of existing services;
- Hot work;
- Work of any nature which is likely to cause vibration within the areas surrounding the Working Areas, including those areas above and below the Working Areas, particularly those relating to the use of Mechanical breakers;
- Noisy work or work likely to cause disturbance to users of the remainder of the building;
- Work which may affect the use of the access roads;
- All deliveries/removal of materials which may affect the use of access roads/routes.

The Permit to Work system is operated in respect of any works carried out on existing services (located inside and outside the Site) and other work forming part of the *works* carried out by or on behalf of the *Contractor* outside the Site.

The *Project Manager* operates a Site Wide Permit to Work system. Written requests for Permits to Work are submitted by the *Contractor* to the *Project Manager* at least ten (10) working days prior to the commencement of the works identified above.

Any delays, obstructions or additional costs incurred by the *Contractor* as a result of compliance with the Site Wide Permit to Work System does not constitute a compensation event or otherwise nor entitle the *Contractor* to a change to the Completion Date or a Key Date.

B1019 Burning on Site

The *Contractor* is not permitted to burn any material on Site.

B1020 Crane Co-Ordination/ Crane Lifting Supervisors

The *Contractor* complies with the requirements of the 'Lifting Operations and Lifting Equipment Regulations 1998', i.e. LOLER and 'Part 1 of BS7121 Safe Use of Cranes', i.e. BS7121 in respect of the provision of cranes and the safe control of crane lifting operations.

The overall control of crane operations requires the appointment of the following roles:

- Crane Co-ordinator;
- Crane Appointed Person;
- Crane Lifting Supervisor;
- Slings/Signallers

B1021 Crane Co-ordinator

The *Employer* appoints the 'Crane Co-ordinator' who takes responsibility for the overall control of Site crane lifting operations and the overall logistics associated with Site craneage.

B1022 Crane Appointed Person

The *Contractor* appoints the 'Crane Appointed Person' who has responsibility for the planning and control of the *Contractor's* crane provision and/or lifting operations on the Site. The 'Crane Appointed Person' co-ordinates and co-operates with the Venue 'Crane Co-ordinator'. Co-ordination is principally via attendance at the weekly crane co-ordination meeting. The 'Crane Appointed Person' complies with reasonable advice and instruction given by the Venue 'Crane Co-ordinator'.

B1023 Crane Lifting Supervisor	<p>The <i>Contractor</i> appoints the 'Crane Lifting Supervisor' to supervise the control for all crane lifting operations undertaken by the <i>Contractor</i>. The 'Crane Lifting Supervisor' complies with reasonable advice and instruction given by the 'Crane Co-ordinator'.</p>
B1024 Slingers/Signallers	<p>The <i>Contractor</i> appoints sufficient numbers of 'Slingers/Signallers' to provide the necessary duties of slinging and signalling in respect to their crane lifting operations. All Slingers/Signallers are easily identifiable by wearing a suitably marked orange hi-viz vest which readily distinguishes them from other Site operatives.</p>
B1025 Lifting Plans	<p>The <i>Contractor</i> and his Subcontractors when undertaking crane lifting operations must submit a 'Lifting Plan' (i.e. a Health & Safety Method Statement) identifying their organisation and arrangements for the safe control of their lifting operations and identifying the responsible person.</p> <p>The <i>Contractor</i> ensures that all necessary lifting accessories (i.e. chains/strops/brothers and other similar equipment) are supplied, used, maintained and replaced as necessary for the entire duration of the <i>works</i> in accordance with LOLER.</p> <p>The <i>Contractor</i> is responsible for all temporary engineering <i>works</i> (e.g. crane bases, grillages, holding down bolts, mast ties, mobile crane outrigger placement and other similar equipment) design and verification associated with the provision and use of their crane(s).</p> <p>Verification of temporary engineering <i>works</i> requires a third party engineer (i.e. additional to the temporary engineering <i>works</i> design engineer) to verify the temporary works engineering design and engineering calculations and co-ordinate the design with both the designers of the <i>works</i> and with the CDM Co-ordinator</p> <p>The <i>Contractor</i> is responsible for ensuring the co-ordination and safety of any lifting operations using their craneage which, with their permission, are undertaken by/or on behalf of any other contractor or person.</p> <p>The <i>Contractor</i> gives four weeks notice to the <i>Project Manager</i> of his intention to bring any crane on Site and includes all relevant details including dates and times.</p> <p>The <i>Contractor</i> is responsible for applying for all road closures, obtaining all necessary licences and adhering to all relevant statutory requirements.</p>
B1030 Protection of Surface and Groundwater Resources	<p>The <i>Contractor</i> adopts and implements working methods to protect surface and ground water from pollution and adverse impacts including change to flow volume, water levels and quality.</p> <p>Site drainage, including surface runoff and dewatering effluents, is discharged to sewer or watercourse via the temporary drainage and manifold system provided by the <i>Employer</i>. Discharges are not permitted to sewer or watercourse for construction runoff or dewatering effluent employing any other method. The <i>Contractor</i> obtains the relevant permissions from the <i>Project Manager</i> and/or the statutory undertaker as agreed with <i>Project Manager</i>. Discharge to watercourses is only be permitted where discharge consent or other relevant approval has been obtained.</p> <p>Site drainage meets the effluent standards required by the statutory undertaker or Environment Agency as appropriate. The <i>Contractor</i> provides and maintains sufficient treatment and any other measures as required to achieve these standards. The <i>Contractor</i> provides unrestricted access to the statutory undertaker and <i>Employer</i>.</p>
B1031 Construction Transport Management Plan	<p>The <i>Contractor</i>:</p> <ul style="list-style-type: none"> ▪ complies with the <i>Employers</i> Construction Transport Management Plan for the Olympic Park and/or Site primary routes and common areas; ▪ designs and arranges the layout of the Site to provide for segregation of pedestrians and mobile plant and vehicles, and

- produces procedures for reversing activities.
- complies with the detailed construction traffic management plan.

The *Project Manager* produces a detailed construction traffic management plan in relation to the *works* when required by the *Project Manager* to accord with the Olympic Park Code of Construction Practice, the *Employer's* Logistics Centre requirement and the *Employer's* Delivery Management System as set out in paragraph B3025 and paragraph B3060 respectively of the Works Information (Framework).

B1032 Transport by Road

The *Contractor* uses the *Employer's* Delivery Management System (DMS) to make booking requests to deliver all materials, equipment and plant to the Olympic Park (Refer also to paragraphs B1035 and B3060 of the Works Information). The *Contractor* employs a delivery co-ordinator for the *works* to agree the timings of all deliveries by suppliers to the Site with the *Project Manager*. Once a suitable delivery time is agreed, the *Contractor's* supplier dispatches his delivery to meet that delivery time.

The *Contractor* routes all road deliveries to the Site via an off site logistics centre(s), where delivery vehicles are checked by the *Project Manager* against the agreed DMS booking schedule and other requirements, marshalled and security checks are undertaken prior to being despatched to the Site. The *Employer / Project Manager* reserves the right to change pre-agreed delivery bookings if necessary at any time. The location(s) of the off-site logistics centre(s) are situated adjacent to the main transport networks approaching the Olympic Park.

The primary access point for road deliveries to the Olympic Park is the north entrance to the Olympic Park, directly off the A12. The principal routes to the Olympic Park are as follows.

- From the south-east of England, vehicles use either the A2 or the M20 to approach the M25, and then travel anti-clockwise around the M25 before turning south-west onto the A13, then anti-clockwise on the A406 and finally approaching the Olympic Park via the A12;
- For construction deliveries accessing the Olympic Park from south Essex, the route used is via the A13, then anti-clockwise on the A406 and finally approaching the Olympic Park via the A12;
- Construction traffic from the east on the A12 is routed either clockwise or anticlockwise on the M25 and then via the A13 approach or M11 approach to the Olympic Park respectively;
- Construction traffic from the north of England, the north-west and the west of England approaches the Olympic Park clock-wise on the M25, the M11 and the A12.

The *Employer* reserves the right to change the prescribed routes to the Olympic Park at any time to meet the requirements of prevailing traffic conditions and road works.

All construction traffic complies with the *Employer's* requirements for security and marshalling.

B1033 Transport by Rail

There is a rail siding area within the Olympic Park that can be used for unloading of materials delivered by rail. This is known as the existing Bow Midland East rail siding.

The siding can be used to deliver materials to the Site, through the Olympic Park, by rail.

B1034 Transport by Water

The section of river from Bow Creek, through the Prescott Channel, Three Mills River, Waterworks River and up to the Old River Lea is tidal, rising and falling with the tides on the Thames. At low tide parts of the river are almost dry, with the riverbed showing. At high tide, tidal water pushes up from the Thames and

completely fills the river. A new lock is therefore proposed by British Waterways in the Prescott Channel to impound the section of river to the north of the new lock. The navigable dimensions of the channel are 2.4m deep with 3m headroom and the lock includes a 62m x 8m chamber catering for 350 tonne barges. Following the impoundment of the Waterworks River at Prescott Channel, this provides the facility to deliver some materials to the Olympic Park by water. Additionally, the existing Lea Navigation canal will similarly be used for some material deliveries, primarily paving to the Olympic Park. This caters for 100 tonne barges. Refer to Appendix 38b for further information.

The *Contractor* uses the DMS provided by the *Employer* to make booking requests to deliver all Plant and Materials and Equipment to the Olympic Park (refer to paragraphs B1035 and B3060 of the Works Information)

B1035 Delivery Management

The *Contractor* develops and implements a delivery management strategy and plan to co-ordinate the delivery of the *Contractor's* suppliers' materials, equipment and plant to Site using the *Employer's* DMS set out in paragraph B3060 of the Works Information (Framework).

The *Contractor's* delivery management strategy demonstrates how they plan to achieve 50% of all deliveries by weight by sustainable means and how he monitors progress against this aspiration. In addition the *Contractor's* delivery management strategy includes a forecast of deliveries to the Site profiled over time. The *Contractor* monitors progress against this delivery profile, updates his forecasts at regular intervals and provides the *Project Manager* and *Employer* with the updated information.

As part of the *Contractor's* delivery management strategy, the *Contractor* provides the *Project Manager* with 12 weekly look-ahead delivery schedules followed by weekly delivery plans.

The *Contractor* uses the DMS provided by the *Employer* to make booking requests to deliver all materials, equipment and plant to the Site. The *Contractor* employs a delivery co-ordinator for the *works* to agree the timings of all deliveries by suppliers to the Site with the *Project Manager*. Once a suitable delivery time is agreed, the *Contractor's* supplier dispatches his delivery to meet that delivery time.

The *Contractor* is responsible for the necessary loading/unloading and transportation from their supply chains to the final point of use on the Site, including obtaining any necessary consents and permissions for their deliveries and administering the booking of deliveries to the Site. The *Employer* is responsible for the provision and overall administration of the DMS, including a vehicle tracking system to monitor the movements of delivery vehicles in and out of the Olympic Park, as well as the provision of off-site logistics centre(s) and any marshalling, checking and security therein.

The *Contractor* co-ordinates and attends all necessary meetings with the *Project Manager* to ensure integration of the *works* with all other contractors within the Olympic Park. In addition the *Contractor* liaises with adjacent contractors to ensure coordination.

B1037 The Contractor's Key People

The *Contractor* provides competent and appropriately experienced personnel to undertake the roles of Key People (see below) as stated in the Contract Data.

In the interest of collaboration, the *Project Manager* works with the *Contractor* to encourage team building and co-operation between the *Employer*, the *Project Manager*, other contractors employed by the *Employer* and Stakeholders and relevant Others.

The *Contractor* identifies Key People that will be engaged in the Provision of the Works. The *Project Manager* collaborates with the *Contractor* to ensure, as far as possible, that the *Contractor's* Key People are suitable and ready to meet the requirements of the Contract and to implement an effective succession plan.

It should be noted that the Key People as defined and the other posts identified in this Works Information are required to fulfil the obligations of the contract and it is not the *Employer's* intention to stipulate the number of persons (part or whole) that are required. It is for the *Contractor* to identify the number of full time equivalents (FTE's) (part or whole) required on a project basis and agree this with the *Project Manager*.

Each of the following is a Key Person:

Project Director – has overall responsibility for the management, planning and organisation of the Provision of the Works.

Commercial Manager – has overall responsibility for the commercial aspects of the Contract including resolving compensation events.

Site Manager - is the most senior member of the *Contractor's* professional personnel normally present on Site and is responsible for delivering the *works* in accordance with the Works Information. He/she liaises with other Contractors and between Subcontractors designing and/or installing items into the *works* to ensure the timely co-ordination of each subcontract, one with another and with the *works* as a whole.

Site Safety Officer - is responsible for dealing with safety and protection against accidents of all persons employed by or contracted to the *Contractor* on the Site and all other persons entitled to be on the Site. This person is an appropriately qualified and experienced with the authority to issue instructions and implement protective measures to prevent accidents and is exclusively appointed to this role.

Quality Control Manager - is responsible for implementing the *Contractor's* quality plan on Site. The person appointed is suitably qualified and experienced to undertake this role. He/she is the main point of contact for the Supervisor on all quality issues. His/her role is not required to be an exclusive appointment and may be combined with other duties on Site.

Design Team Coordinator - coordinates and manages the Design Team, Subcontractors and utility companies designing and/or installing services to ensure the timely co-ordination of all aspects of the design, including interfaces, within the *works*. The Design Team Coordinator shall be available throughout the period of design co-ordination, construction and commissioning the *works*. In particular the duties of the Design Team Co-ordinator includes:

- assisting the Site Manager in the production and monitoring of the programme;
- instigating in conjunction with others information control systems and operating a design drawing submission and approval system with the Design Team;
- ensuring the Subcontractors' compliance with the Works Information, programme and method statement;
- attending design and co-ordination liaison meetings with the *Project Manager*, the *Employer's* Design Team and other Contractors;
- monitoring the Subcontractors' progress on design and manufacture;
- checking, co-ordinating and agreeing each Subcontractor's installation programme;
- monitoring off-Site fabrication and checking quality control and progress; and
- supervising the commissioning of the services, collating as-built records and maintenance manuals and monitoring production of as-built drawings.

Programmer – prepares and maintains the master programme throughout the *works*. Duties of the Programmer include:

- preparation update and maintenance of the master programme;

- fortnightly reporting as to actual progress when compared to planned progress, identifying key drivers for successful timely Completion;
- preparation, update and maintenance of any acceleration programmes and/or recovery plans;

Communications Representative – has overall responsibility for all public relations and media matters on behalf of the *Contractor*, he is the primary interface between the *Contractor* and the *Employer's* Communications Team.

Acceptance by the *Project Manager* of any Key Person stated in the Contract Data does not constitute acceptance that such individuals are suitable for the roles assigned to them or serve to relieve the *Contractor* of his duties or obligations under the Contract.

- B1038 Sign Board** The *Contractor* is responsible for installing sign boards for the Site. The location of such boards, its layout, content, format and size is agreed with the *Project Manager* prior to erection.
- B1045 Schedules of Condition prior to Works by others** Where Others require access to finished areas or make use of access ways prior to the Completion Date the *Contractor* is responsible for agreeing schedules of conditions with the *Supervisor*. In the absence of such schedules there shall be no adjustment to the total of the Prices for making good damage.
- B1047 Protection of Existing Services and Mains** The *Contractor* takes particular care to avoid damage to existing services, electricity mains and all supports, wrapping, lagging or similar. Any damage to the mains or services are notified immediately to the *Project Manager* and made good at the *Contractor's* expense. The *Project Manager* makes such arrangements, as in his opinion are necessary, whether by the employment of the *Contractor* or otherwise to effect the repair of services. The *Contractor* does not cut, isolate or otherwise interrupt any existing services that are to be maintained without prior notification to and acceptance of the *Project Manager*.
- B1048 Protection of the Works** The *Contractor* is responsible for adequately protecting the *works* against the following:
- Damage arising from weather conditions;
 - Construction operations;
 - Warping, distortion, humidity or other environmental conditions, which would have an adverse effect upon the *works*;
 - Others.
- B1049 Cleanliness of Highways** The *Contractor* takes adequate precautions to maintain the cleanliness of all highways within the Site and at the access(es) to the Site throughout the duration of the Contract.
- The *Employer* is responsible for maintaining the cleanliness of all highways outside the Site but within the Olympic Park. Any contamination of surrounding highways by traffic from the Site is removed immediately at the *Contractor's* expense. Refer to paragraph B3070 of the Works Information (Framework).
- The *Contractor* utilises wheel cleaning equipment at the Site entrance/exit(s) and maintains them in working condition throughout the construction period.
- B1050 Condition Survey and Access to the Site** On receiving access to the Site the *Contractor* provides a schedule of condition including photographic records for all areas of the Site and adjoining boundaries relating to the *works* for acceptance by the *Project Manager* and any relevant parties. The schedule of condition forms part of the Site Information identified in the Contract Data.
- The *Contractor* does not commence work until the schedule of condition is accepted by the *Project Manager*.
- B1051 Use of the** The *Contractor* does not use any portion of the Site for any purpose other than that

Site	connected with the <i>works</i> .
B1052 Good Neighbour Policy	<p>In addition to holding an accreditation under the Considerate Constructors Scheme, the <i>Principal Contractor</i> develops and implements a 'Good Neighbour Construction Charter' for the Project, for acceptance by the <i>Project Manager</i>.</p> <p>The <i>Principal Contractor</i> pays all Fees and charges in connection with the 'Considerate Constructors Scheme'.</p> <p>The <i>Contractor</i> is required to operate a 'good neighbour' policy and with particular regard to noisy operations, take into account the interests of adjacent and nearby building users.</p> <p>The <i>Contractor</i> takes all reasonable precautions whilst Providing the Works to prevent or reduce nuisance or inconvenience caused by noise to occupiers of adjacent properties and to the general public including ensuring all non-essential mobile phone and radio usage on Site is prohibited.</p> <p>The <i>Contractor</i> is responsible for co-ordinating and maintaining local resident and occupant liaison when Providing the Works with the aim of promoting and maintaining excellent relationships with adjacent facility users, local residents and the general public.</p> <p>Local Community Liaison</p> <p>The <i>Contractor</i> supports procedures and implements methods of working in accordance with the Project Code of Construction Practice referred to within Paragraph B1002 of this Works Information (Project). This includes:</p> <ul style="list-style-type: none"> • Being considerate to the needs of all those who are affected by the construction process and of his impact on the environment. Special attention to be given to the needs of those with sight, hearing or mobility difficulties; • Keeping the Site clean and in good order and ensure that the surrounding area is kept free from mud, spillage and any unnecessary construction debris; • Being a good neighbour by undertaking full and regular consultation with neighbours regarding Site activity from pre-start to final handover. Provide Site information and viewing facilities where practical; • Being safe. All construction operations and vehicle operations and vehicle movements to be carried out with care for the safety of passers-by, neighbours and Site personnel; <p>Being accountable to the public by providing Site contact details and be available to deal with their concerns and develop good local relations;]</p>
B1053 Conduct	<p>The <i>Contractor</i> ensures that all of his staff, employees and workers and those of his Subcontractors dress and conduct themselves appropriately. In particular the <i>Contractor</i> ensures those for whom he or his Subcontractor's are responsible do not make remarks, noises, gestures, movements or other similar acts that could be considered to be racially, sexually or religiously offensive.</p> <p>The <i>Project Manager</i> reserves the right to ask the <i>Contractor</i> to remove any person/s found to be in breach of this requirement.</p>
B1057 Subcontractor Co-ordination Meetings	<p>The <i>Contractor</i> chairs and minutes Subcontractor co-ordination meetings as required with each, or combinations, of the Subcontractors to review issues such as progress, quality, interfaces and co-ordination between Subcontractors. It may be necessary for other members of the Project Team to attend and the <i>Contractor</i> arranges this as and when required. The <i>Contractor</i> informs the <i>Project Manager</i> of all scheduled meetings. Representatives of the <i>Project Manager</i> may attend.</p>
B1058 Method Statements	<p>The <i>Contractor</i> issues method statements to the <i>Project Manager</i> for acceptance and includes:</p>

- Outline method statement (see paragraph B1059 of the Works Information (Project)); and
- Detailed method statements (see paragraph B1060 of the Works Information (Project)).

The *Contractor* does not proceed with the *works* or any element of it until the *Project Manager* has accepted his method statement for that element of the *works* unless the *Project Manager* instructs otherwise.

B1059 Outline Method Statement

The *Contractor* issues to the *Project Manager* for acceptance an outline method statement for the entire *works* detailing the logic and methodology upon which the planning and programming the *works* is based. It will include general information about resources the *Contractor* plans to use for each operation.

The aim of the outline method statement is to establish the logistical and practical parameters within which the *works* must be carried out.

The outline method statement is revised and re-issued for acceptance by the *Project Manager* as work progresses and as the *Contractor* establishes greater detail the methods, resources and Equipment to be used are revised and re-issued. Comments from the *Project Manager* and Supervisor are incorporated as appropriate.

The outline method statement is a document which develops alongside the design, procurement and construction which is reviewed and updated on an ongoing basis.

B1060 Detailed Method Statement

The *Contractor* submits detailed method statements to the *Project Manager* for acceptance, setting out the detailed construction methodology for each operation. The *Contractor* accepts responsibility for the production and maintenance of the detailed method statements, which are updated periodically to reflect the progress of the *works*, changes to the programme or methodology and incorporates the *Project Manager's* comments.

Method statements cover the entire process from beginning to end, addressing key safety areas, stating the required controls in detail to allow work to be completed safely and without risk of environmental damage and must:

- address specific tasks or jobs which may mean breaking down a *works* package into his constituent elements;
- address all aspects of the job – programme, method, sequence, engineering, interfaces etc;
- include the identified hazards, respective controls measures and interface hazards.
- the precise content and format of a method statement could vary from a single page to several volumes according to the scale and complexity of the job and the level of risk involved.
- any detailed method statement issued must comply with the constraints and parameters set out within the outline method statement. Any divergences from the principles set down in the Contract will be presented to the *Project Manager* for acceptance.

B1063 Acceptance of the Method Statements

Should the *Project Manager* not accept the method statement the *Contractor* is required to revise and re-submit the method statement for acceptance within two weeks.

B1100 COMMUNICATIONS

Defined in the Framework Information

B1200 DOCUMENT MANAGEMENT

Defined in the Framework Information

B1300 MANAGED PACKAGE SOLUTION (MPS) - NOT USED

B1400 NOT USED

B1500 QUALITY

Defined in the Framework Information

B1600 TESTING AND INSPECTION

Defined in the Framework Information

B1700 PROJECT CONTROLS

Defined in the Framework Information

B1800 NOT USED

Defined in the Framework Information

B1900 RISK MANAGEMENT

Defined in the Framework Information

B2000 REPORTING PROCEDURES

Defined in the Framework Information

B2100 NOT USED

B2200 NOT USED

B2300 NOT USED

B2400 NOT USED

B2500 NOT USED

B2600 PUBLIC RELATIONS AND MEDIA
Defined in the Framework Information

**PART FIVE
GENERAL INFORMATION**

WORKS INFORMATION - PROGRAMME WIDE INITIATIVES

B3000 - DETAILS OF COMMODITIES & SERVICES ARRANGED VIA THE PROGRAMME

Defined in the Framework Information

**PART SIX
GENERAL INFORMATION**

ANCILLARY DOCUMENTS

6-1 FORM OF OFF-SITE MATERIALS BOND (Core Clause 70.4)

6-2 ODA CONFLICTS OF INTEREST POLICY (SUPPLY CHAIN) (Core Clause 94)

6-3 INDEPENDENT DISPUTE AVOIDANCE PROCEDURE (OPTION W2)

6-4 ULTIMATE PARENT COMPANY GUARANTEE (OPTION X4)

6-5 COLLATERAL WARRANTIES (Option X8)

6-5-1 CONTRACTOR / STAKEHOLDER

6-5-3 SUBCONTRACTOR / DESIGN CONSULTANT TO EMPLOYER

6-5-5 DESIGN CONSULTANT / STAKEHOLDER

6-6 DEED OF NOVATION – SUB-CONSULTANT TO CONTRACTOR

6-7 FORM OF PERFORMANCE BOND (Option X13)

6-8 FORM OF ADVANCED PAYMENT BOND (Option X14)

6-9 VESTING AGREEMENT

6-10 LOCOG DEED

SECTION 7
APPENDICES

Appendix Reference	Section Reference	Document Title / Reference / Date	Version
PROJECT SPECIFIC			
1	S105	The Site	v 0.1
2	S205	Site Investigation, Reports and Surveys Data	On Request
3	S405	Buried Plant, Piped / Cable Services (Details of Existing Utilities)	On Request
4	S505	Existing Adjacent Buildings, Structures & Plant	On Request
5	A400	<i>Employer's Programme</i>	v 0.1
6	A900	<i>Employer's Performance Specification</i>	v 0.1
7	A900	<i>Employer's Performance Specification Drawings</i>	v 0.1
8		Not Used	
9		Not Used	
10	A805	Facilities & Services to be Provided by the Contractor	v 0.1
11		Not Used	
12		Not Used	
13		Not Used	
14		Not Used	
15		Not Used	
16		Not Used	
17		Not Used	
18		Not Used	
19	A319	Programme-Wide Design Criteria	v 0.1

Appendix Reference	Section Reference	Document Title / Reference / Date	Version
STANDARD			
20	A275	Olympic Grid, CLM-D0503-GUI-OlympicGridUseBrief	
	A275	20A CLM-D0503-GUI-OlympicGridUseBrief-vUnbranded	Version 1.0 3 April 07