



Environment, Roads & Facilities

Flood Risk & Infrastructure

NoWCIPP – Old Colwyn Coastal Defence & Active Travel Improvements – Phase 3

Volume 3: Scope

January 2026

G.B. Edwards BEng (Hons) CEng FICE
Head of Environment, Roads & Facilities,
Coed Pella, Conway Road
Colwyn Bay,
LL28 5AB.

Tel. (01492) 574000 Fax. (01492) 575199

LIST OF DOCUMENTS WITH INVITATION TO TENDER

The following is a list of documents included with this invitation:

VOLUME 1: INSTRUCTIONS FOR TENDERING & GUIDANCE NOTES

- (a) **Instructions for Tendering**
- (b) **Guidance to Tenderers**
- (c) **Quality / Financial Tender Assessment**

VOLUME 2: TENDER INFORMATION

- (a) **Form of Tender**
- (b) **Contract Data Part One (Data provided by the Client)**
 - Annex A Schedule of Amendments to the Contractual Agreements
 - Annex B Special Requirements
 - Annex C Pre-Construction Information
- (c) **Contract Data Part Two (Data provided by the Contractor)**
 - Annex D Illustrative Activity Schedule
- (d) **Miscellaneous Information**
 - Annex E Non-Collusion Certificate
 - Annex F Form of Agreement
 - Annex G Tax Certificate Information
 - Annex H Notification of Intention to use Sub-Contractors
 - Annex I Parent Company Guarantee
 - Annex J Collateral Warranties
 - Annex K Risk Register

VOLUME 3: BRIEF

- (a) **Brief, including:**
 - (i) General Requirements
 - (ii) Specification
 - (iii) Tender Drawings
 - (iv) Outline Site Waste Management Plan (OSWMP)
 - (v) Project Environmental Management Plan (PEMP)

VOLUME 4: SITE INFORMATION

- (a) **Site Information, including:**
 - (i) Statutory Undertakers Searches
 - (ii) Prom Topographical Survey (2008) – Survey Ops
 - (iii) Ground Investigation Information (2010)

- (iv) Ground Investigation Information (2019)
- (v) Ground Investigation Desk Study (2020)
- (vi) Ground Investigation Factual Report (2021)
- (vii) Ground Investigation Interpretative Report (2021)
- (viii) Ground Penetrating Radar Survey (2020)
- (ix) Drainage Surveys (2020)
- (x) PAS Survey (2020)
- (xi) Promenade Geophysical survey (2010)
- (xii) Beach Surveys 2015
- (xiii) Beach Surveys 2021-2024
- (xiv) Seawall Inspections (2010)
- (xv) Topographical beach surveys (2019)
- (xvi) Historic Drawings
- (xvii) Previous Phase 1&2 Drawings
- (xviii) Previous Phase 1&2 Topographical Survey

Index

1 Description of the Works 6

2 Volume 3: Scope 7



Issue and Revision Record

Document Title	NoWCIPP – Old Colwyn Coastal Defence & Active Travel Improvements – Phase 3
Version	1 st Issue
Status	Final
Filename	Tender Volume 3 – Scope

Revision	Notes	Date
1	Tender Issue	26-01-2026

	Signature	Name	Date
Prepared by		M Lloyd	26-01-2021
Checked by		B. Poulton	26-01-2021
Approved by		O. Conry	26-01-2021

1 Description of the Works

1.1 General

The project is entitled 'Old Colwyn Coast Defence & Active Travel Improvements – Phase 3' and consists of the protection of a length of promenade through the provision of a large rock revetment, and a number of ancillary structures and finishes.

1.2 Specification

The Specification is the Specification for Highway Works inclusive of all amendments up to October 2022, supplemented by the Specification Appendices contained in the Scope.

1.3 Health & Safety

Pre-Construction Information is contained in Tender Volume 2, Annex C.

1.4 The Works

The works include the following key activities:

- Construction of a rock revetment
- Extension to an existing culvert
- Construction of beach access structures through the revetment
- Raised seawalls
- Promenade raising
- Provision of new handrailing and finishes to the promenade

2 Volume 3: Scope

2.1 The following information have been included as part of the Brief:

Document	Reference
Works Specification (See appendix A01)	415437-MMD-00-XX-SP-Z-0004-P2 Phase 3 - Works Spec
Scheme Drawings (See appendix A02)	415437-MMD-00-XX-BS-C-3540-C01.pdf 415437-MMD-00-XX-BS-C-3541-C01.pdf 415437-MMD-00-XX-DR-C-3500-C01.pdf 415437-MMD-00-XX-DR-C-3520-C01.pdf 415437-MMD-00-XX-DR-C-3521-C01.pdf 415437-MMD-00-XX-DR-C-3522-C01.pdf 415437-MMD-00-XX-DR-C-3523-C01.pdf 415437-MMD-00-XX-DR-C-3524-C01.pdf 415437-MMD-00-XX-DR-C-3525-C01.pdf 415437-MMD-00-XX-DR-C-3526-C01.pdf 415437-MMD-00-XX-DR-C-3527-C01.pdf 415437-MMD-00-XX-DR-C-3528-C01.pdf 415437-MMD-00-XX-DR-C-3529-C01.pdf 415437-MMD-00-XX-DR-C-3530-C01.pdf 415437-MMD-00-XX-DR-C-3531-C01.pdf 415437-MMD-00-XX-DR-C-3540-C01.pdf 415437-MMD-00-XX-DR-C-3541-C01.pdf 415437-MMD-00-XX-DR-C-3542-C01.pdf

	<p>415437-MMD-00-XX-DR-S-2030 - C01.pdf</p> <p>415437-MMD-00-XX-DR-S-2031 - C02.pdf</p> <p>415437-MMD-00-XX-DR-S-2130 - C01.pdf</p> <p>415437-MMD-00-XX-DR-S-2131 - C01.pdf</p> <p>415437-MMD-00-XX-DR-S-2132 - C01.pdf</p> <p>415437-MMD-00-XX-DR-S-2133 - C01.pdf</p> <p>415437-MMD-00-XX-DR-S-2134 - C02.pdf</p> <p>415347-MMD-00-XX-DR-D-0230-C01.pdf</p> <p>415347-MMD-00-XX-DR-D-0231-C01.pdf</p>
Consents (See appendix A03)	<ul style="list-style-type: none"> 49272 - porth eirias in the west to splash point (by old colwyn arches) in the east, colwyn bay CML2108 Marine Licence
Outline Site Waste Management Plan (See appendix A04)	415437-MMD-00-XX-RP-N-1729 - Outline SWMP
Project Environmental Management Plan (See appendix A05)	417437-MMD-00-XX-RP-N-1728 - Outline EMP

2.2 The following information also forms part of the Scope. If there is any conflicting information in the documents that form the Scope, this is to be queried by the Contractor through the process described in Volume 1: Instructions for Tendering & Guidance Notes, Section 1.7.

General Constraints and requirements

2.2.1 The *Contractor* is mindful that there are materials specified in this contract, namely rock armour material, which can have abnormal lead-in times, and that it is the *Contractor's* responsibility to establish anticipated lead-in times with their suppliers and include adequate allowances within their programme and price. The *Client* is not responsible for any delay or additional cost as a result of the *Contractor* failing to establish any lead-in times or any other issues relating to the procurement of materials and in particular rock armour.

2.2.2 The *Client* has applied for the following consents and licences: Planning Consent, Marine Licence approval. They are included in Appendix A03. The *Contractor* is responsible for

discharging any conditions. Discharging of conditions in relation to planning will be an instruction by the *Project Manager* if not already required by the Scope.

2.2.3 A Marine Licence application ref CML2108 was determined on the 22/10/2021. It is noted that it is a Band 3. The Marine Licence end date is 30 June 2026 and CCBC are in the process of extending the license end date to Dec 2027. The contractor should allow time in the programme and cost for extending this end date should it be required beyond Dec 2027. The marine licence approval documents can be found in Appendix A03.

2.2.6 The Contractor is responsible for protection of the works from all storms

2.2.8 The Contractor should include for disposal or relocation within the works of any surplus existing rock armour that has not been able to be incorporated into the designed works.

2.2.9 The Contractor is responsible for protecting the surface of the cycleway/pedestrian way during the works. Any damage is to be repaired as agreed with the CCBC Project Manager

2.2.10 The Contractor is to price everything shown on the drawings and in all the other documents provided in the invitation to tender. Any queries should be raised in the tender period.

Environment

2.2.5 Prior to construction, the *Contractor* undertakes an Intertidal Biotope survey with particular focus on Sabellaria Alveolata. The survey is carried out by experienced Ecologists. The pre-construction survey is undertaken within the month prior to the start of construction (or early works). If this falls within a sub-optimal period for intertidal survey (November to March inclusive) the *Contractor* agrees with NRW if another survey is required within the optimal survey window (April to October inclusive; Jun-Aug preferable).

2.2.6 The *Contractor* undertakes a Biosecurity Risk Assessment to minimise the risks posed by ingress and/or spread of marine invasive non-native species.

2.2.7 If any protected species (e.g. Ringed plover, seals, dolphins, porpoises) are found in the Working Area, the *Project Manager* is informed immediately.

2.2.8 No provision has been made in the marine license application for delivery of materials (e.g. rock armour) by sea. If the *Contractor* wishes to utilise this option, he should include for a separate marine licence application.

Surveys

2.2.9 The *Contractor* undertakes a pre-starting condition survey of all highways, property, and land within the Site Boundary and the following areas outside the boundary: Roads and footpaths expected to be subject to diversions or other Traffic Management measures outlined in the *Contractor's* Traffic Management Plan (CTMP).

2.2.10 The highways survey is carried out with the *Project Manager* or *Supervisor* and the Highway Authority.

2.2.12 As part of the pre-starting condition survey, the *Contractor* makes a photographic and/or video record which are date stamped. The *Contractor* makes a note of any existing damage and brings this to the attention of the *Client*, *Project Manager*, landowner (when applicable), NRW (when applicable), Dwr Cymru Welsh Water (when applicable), Highway Authority (when applicable) and any other interested party.

2.2.13 The *Contractor* gives at least 2 weeks notice to the *Project Manager*, *Supervisor* and Highway Authority prior to any survey.

2.2.14 The *Contractor* undertakes a post-construction condition survey on dates agreed with the *Project Manager* and *Supervisor* which covers the same scope as the pre-starting condition survey.

2.2.15 The *Contractor* makes good any 3rd party assets and areas affected by the works.

2.2.17 Prior to any works being offered for take-over or Completion the *Contractor* arranges a joint inspection with the *Supervisor*, *Project Manager* and *Client*, or as otherwise agreed with the *Client*. The inspection takes place a minimum of two weeks in advance of the planned take-over or Completion.

Design Responsibility

2.2.19 The *Contractor's* proposed methods of working take into account of flood and coastal erosion risk such that the temporary works or partially completed permanent works do not exacerbate the risk to adjacent properties or structures.

2.2.20 The *Contractor* is responsible for designing all temporary works. In designing temporary works, the *Contractor* considers the tidal working windows, scour risk, risk of material loss during daily high tides and storm events.

2.2.21 The *Contractor's* responsibility for designing elements of the permanent works can be found in Appendix 1/10 of the Works Specification Volume 3.

Protection of Existing Structures and Services

2.2.21 The *Contractor* is responsible for any temporary protection measures required to protect any third-party equipment on the foreshore, the promenade and anywhere else on site, e.g. *Contractor's* plant crossing outfalls.

2.2.22 should any damage occur to existing structures or services, the *Contractor* immediately informs the *Project Manager*. If appropriate, the owner concerned should also be immediately notified. The *Contractor* repairs or replaces the affected apparatus in accordance with the relevant requirements at their own expense.

Programme Requirements

2.2.23 The *Contractor* contacts the Harbour Master at least 10 days prior to commencing works below mean high water springs to inform them of the planned activities and to publish notice to mariners. The Harbour Master contact is 01492 596253 / 07733 012568 and harbour@conwy.gov.uk.

2.2.24 The *Contractor* contacts the HM Coastguard at least 5 days prior to commencing works below mean high water springs by contacting The National Maritime Operations Centre nmoccontroller@hmcg.gov.uk.

2.2.25 The *Contractor* contacts the UK Hydrographic Office at least 5 days prior to commencing works below mean high water springs.

Management of the Works

2.2.27 The *Contractor* cooperates with the *Project Manager* in the implementation and use of CEMAR for the purposes of contract management. The *Contractor*, *Project Manager* and *Supervisor* are to use CEMAR for the exchange, storage and archiving of all formal project correspondence and data, including but not limited to communications, early warnings, technical queries, programme submissions, compensation event quotations, applications for payment etc.

2.2.28 The *Contractor* attends all meetings requested by the *Client* or *Project Manager* to be held virtually via Microsoft Teams, at the Site or local Conwy premises. It is envisaged that this will include as a minimum kick-off meeting, pre-starting and post-construction condition survey, weekly site meetings and monthly progress meetings. Risk reduction meetings to be held monthly plus whenever required as risks materialise.

2.2.29 The *Contractor* registers the Site under the Considerate Constructor Scheme.

2.2.30 The *Contractor* notifies the *Client* and *Project Manager* of all press or media enquiries. All press and media enquiries will be handled by the *Client* and must not be addressed directly by the *Contractor*, unless agreed otherwise.

2.2.31 The contractor to have a dedicated Public Liaison Officer (PLO)

2.2.31 The *Contractor's* Public Liaison Officer (PLO) is responsible for:

- Pro-active communication to local businesses, residents and community groups including information on planned activities, traffic plans, diversions, plans and sketches showing the likely area of disturbance and mitigation measures. Note: all written communication is to be provided in both Welsh and English.
- Provides information to allow updates to the *Client's* website every 2 weeks with site photos and brief description of current and planned works
- The *Contractor's* Public Liaison Officer proposes to the *Client* community and educational initiatives such as local school/college visits for awareness raising of the scheme, to divulge careers in Civil Engineering, flood risk awareness, etc., visits for general public and/or schools to the site. A minimum of 3 initiatives are to be carried out.
- The *Contractor's* Public Liaison Officer prepares monthly updates of the construction works in a newsletter format to be provided by the *Client*. These updates are to be public facing, contrary to the regular monthly progress reports by the *Contractor* and are bi-lingual, Translation services can be provided by the *Client* and 10 working days must be allowed for this service.

Traffic Management

2.2.32 The *Contractor* is responsible for and is to allow time and cost for consultation and communication with Sustrans and Cycling UK regarding temporary signage, diversions and closures of the Wales National Cycle Path Route 5.

Adequate notice is to be given to Sustrans, Cycling UK, and CCBC Public Rights of Way Officer to allow them to publicise any diversions / closures.

The *contractor* is to allow time and cost for closing/diverting any other public rights on was affected by the works.

2.2.33 The *Contractor* is responsible for and to allow time and cost for obtaining any Temporary Traffic Regulation Orders (TTRO) that they require to carry out the works.

2.2.35 Pedestrian and vehicular access along west promenade must be maintained at all times.

2.2.36 Access to the site via West Promenade to be controlled so that disturbance to the adjacent properties and businesses is kept to a minimum.

2.2.37 A Construction Site & Traffic Management Plan (CSTMP) shall be submitted by the contractor and approved in writing by the Local Authority, prior to the commencement of any site works including demolition. The CSTMP scope must be agreed with the Local Authority prior to its development. The approved CSTMP, including any agreed improvements or works to accommodate delivery vehicles where required along the route, shall be implemented as agreed in writing with the Local Authority, prior to the commencement of any site works. The CSTMP must include (as a minimum):

- a.) Proposals for the routing of all vehicles connected with the development (for materials, plant and commuting) from agreed trunk road junction to site including how route will be communicated to relevant drivers (notices, leaflets, plans, emails, signage etc.);
- b.) Scheduling and timing of deliveries taking account of WG embargo periods and avoiding peak periods where possible;
- c.) Travel Management Plan;
- d.) Information on the safe management of junctions for continued use by non-motorised users due to the impact of construction vehicles/HGV movements and/or a material increase in use of junctions;
- e.) Bilingual (Welsh above English) traffic management signs schedule and location plan (to The Traffic Signs Manual and The Traffic Signs Regulations & General Directions specifications) for any located along a route up to 100m from the A55 slip roads;
- f.) Technical note assessing the impact road closures, lane closures, contraflow working or any traffic signals proposals will have on the local road network including diverter trips

Communication

2.2.34 The *Contractor* prepares a Stakeholder Communication and Engagement Plan within the first 4 weeks of first accessing the Site.

2.2.35 The *Contractor* prepares and maintains a Stakeholder Communication and Engagement Plan, attend weekly and monthly progress meetings, produce monthly progress reports and newsletter and provide input into Welsh Government Quarterly Report as required.

2.2.36 The *Contractor* notifies the *Project Manager* of all directly incoming or outgoing third-party requests for meetings so that the *Project Manager* has the option to attend or send a representative. The *Contractor* records all meetings and agreements with third parties and notifies the *Project Manager*, in writing, of the details.

Tests and Inspections

2.2.37 The Test and Inspection Schedule is updated and attached to each monthly progress report by the *Contractor*. Each amendment to the Test and Inspection Schedule is submitted to the *Project Manager* and *Supervisor* for acceptance.

2.2.38 The *Contractor* notifies the *Supervisor* of the workshops and places where work is being or is intended to be prepared or from which manufactured articles or materials are being or are intended to be supplied. He also notifies the *Supervisor* of the times when such work, articles and materials will be ready for inspection so that the *Supervisor* may inspect the work, articles or materials without delaying despatch to the Site.

2.2.39 The *Contractor* submits testing documentation that is sufficiently detailed to demonstrate compliance with the testing plan.

2.2.40 The *Contractor* does not cover up completed work until the *Supervisor* has been offered the opportunity to test or inspect the work for acceptance.

2.2.41 The *Contractor* provides the *Supervisor* with at least 48 hours written notice of a test or inspection.

Accounts and Records

2.2.42 The Contractor keeps daily records of all labour and equipment on Site, indicating standing and working hours, and a brief description of the activity in which they were employed. Records encompass *Sub-Contractor* activities. To be submitted to the *Supervisor* or *Project Manager* weekly.

2.2.43 The *Contractor* keeps a daily record of the weather, tidal and sea conditions. All records are submitted to the *Supervisor* or *Project Manager* weekly. .

2.2.44 The *Contractor* keeps a minimum weekly record of progress photographs of the whole Site, including areas where no works are taking place or where works have been completed. All records are submitted to the *Supervisor* or *Project Manager* weekly.

Community Benefits

2.2.45 upon project completion, the *Contractor* completes the Community Benefits Measurement Tool for submission to Welsh Government. The Community Benefits Measurement Tool (version 10) can be found at [Procurement: community benefits measurement tool \(v10\) | GOV.WALES](#).

2.2.46 To maximise community benefits in accordance with the Community Benefits Policy – Delivering for Future Generations, the *Contractor* is encouraged in his procurement process to advertise sub-contract opportunities via the Sell2wales portal (www.sell2wales.co.uk) whenever possible and in a proportional way to the nature and value of the sub-contract.

2.2.47 Conwy Council is committed to deliver as many community benefits as possible as part of the scheme. Therefore, regarding workforce initiatives, the *Contractor* is required as a minimum to hire one apprentice for the duration of the Works. Please note that Community benefits proposed in Volume 2 quality question should be included in the prices and will be bound into the contract.

Carbon Reduction

2.2.48 the *Contractor* should be familiar with CCBC's Decarbonisation Plan and assist in achieving the carbon reduction target. See link below.

Conwy County Borough Council (2019). Conwy's Decarbonisation Plan. Available at: <https://www.conwy.gov.uk/en/Council/Strategies-Plans-and-Policies/Climate-Change/Decarbonisation-Plan.aspx>

Copyright / License

2.2.49 The *Client* may use, copy, and share the *Contractor's* design for any purpose related to their statutory responsibilities and powers.

CEMP

2.2.50 The contractor shall provide a CEMP for the acceptance of the supervising authority prior to commencement of works. The CEMP shall include:

- i) Details of construction compound(s), identifying access routes and the internal layout of the compounds(s), including fencing; parking areas for construction plant, site operatives and visitors; areas for loading/unloading materials; areas for storing waste and other materials; and site welfare facilities;
- ii) The location and design of the fencing around the areas of the beach and Promenade where public access will be excluded during construction works, and measures to ensure that public access outside those areas will be maintained;
- iii) Details of materials and how waste generated will be managed;
- iv) Details of any lighting (within the construction compound(s) and elsewhere) required during the construction phase of the development;
- v) General site management, including timetable, phasing and extent of the development; details of site clearance; details of the construction drainage, containment areas, buffer zones between storage areas (of spoil, oils, fuel, concrete mixing and washing areas) and any watercourse or surface drain;
- vi) Beach material; management, including details of sand stripping, storage and amelioration for re-use;
- vii) Proposals for integration and mitigation measures for landscape and environmental resources;
- viii) Resource management, including details of fuel and chemical storage and containment, details of waste generation and its management, details of water consumption, wastewater and energy use;
- ix) Details of traffic management, including site deliveries, plant on site, wheel wash facilities;
- x) Pollution prevention, including demonstration of how relevant Guidelines for Pollution Prevention and best practice will be implemented, including details of emergency spill procedures and incident response plan;
- xi) Details of the persons and bodies responsible for activities associated with the CEMP and emergency contact details;
- xii) Landscape/ecological clerk of works to ensure construction compliance with the approved plans and environmental regulations;
- xiii) Measures to manage noise, vibration and dust

Contaminated Land

2.2.51 please see the note below provided by NRW detailing their requirements to be adhered to in relation to contaminated land and waste

Traffic Management Plan

2.2.52 a traffic Management Plan is to be submitted by the *contractor* and approved by the CCBC Project Manager prior to any deliveries to site. The TM plan should be submitted two weeks prior to deliveries commencing. In particular the plan should detail the rate (loads per day) and duration of delivery of rock revetment.