

Scope of Work

Project Name

Bron Afon BAF26003 Electrical Rewires 2026-227

Contract Overview

Bron Afon Community Housing (Bron Afon) is looking to appoint a suitably qualified principal contractor (PC) to undertake the complete electrical rewiring of 42 Bron Afon properties located in the Borough of Torfaen which contain: flats, and house

Contract Type & Length

The contract will be based on a Joint Contracts Tribunal (JCT) Minor Works 2024 contract. Contractors bidding for this work must be able to commence work on site in April 2026 and be completed and invoiced by the end of July 2026. A period of 14 weeks has been allocated to deliver this project. But tenderers have the option to propose a lower alternative contract length.

Contractors bidding for the work will be expected to complete 3 properties per week.

Work Area

The properties within this contract are located within the county borough of Torfaen, South-East Wales.



Image 1: Map of Wales depicting the county borough of Torfaen

The 42 properties are spread out across the borough of Torfaen, See Property Map in Appendix 5.

The properties included are categorised as general needs housing and will be generally occupied during work. The properties vary in age & archetype and were originally built as social housing for the local authority, Torfaen County Borough Council and Cwmbran Development Corporation. The residents living in the properties are solely Bron Afon contract holders (tenants).

The properties vary in type including flats and houses and are located throughout the borough of Torfaen, from Blaenavon in the North to Cwmbran in the South. The majority of the properties included in this project, are three bedroom houses. These properties will have either flat or pitched roofs, therefore some will have loft spaces where others won't.

The properties included in this project have been highlighted as requiring electrical rewiring, either as a result of an unsatisfactory Domestic Electrical Installation Report or having been previously identified as needing to be rewired, due to the age of the existing electrical installation.

These properties are tenanted and as such, will be occupied during the works. The individual needs of the contract holders living in these properties, will need to be taken into consideration when planning and delivering the works.

The areas in which the properties are located are predominantly residential with local shops, public houses, schools, parks & playing fields near to many.

Principal Contractor and Subcontractor Requirements

All contractors are expected to abide by Bron Afon's Contractor Code of Conduct contained in Appendix 9.

The PC may subcontract by one level only. In the event any requirements to subcontract further permission must be granted by the Contract Administrator (CA).

Contractors will need to provide proof of membership to a competent person scheme (NICEIC, NAPIT etc.).

Please note further requirements in relation to contractor behaviour and expectations are stipulated in the General Requirements section below.

Description of Works

The works are to be undertaken as per the technical specifications and scope of works contained in Appendix 5 of the tender documentation. These should also be read in conjunction with the Pre-construction Health & Safety Information contained in Appendix 4.

All electrical works are to be undertaken in accordance with British Standard, BS 7671:2018 including any amendments, Approved Documents Part P & M and British Standard BS 5839 Part 6, Fire Detection and Fire Alarm Systems in domestic premises. In addition, the work must also comply with the Welsh Quality Housing Standards (WHQS) 2023 and the renting homes (Wales) act 2026. This work should also comply with the specifications and standards contained in Appendix 5 of the tender documentation.

The works are to be undertaken in accordance with the technical specifications contained in Appendix 3 and the pricing schedule are contained in Appendix 3 of the tender documentation. These should also be read in conjunction with the Pre-Construction Health & Safety Information provided in Appendix 4. This project comprises of the following:

Rewiring Works – The removal and replacement of the existing, complete electrical installation in accordance with the specifications & standards contained in Appendix 5 of the tender documentation

The work will include:

Isolation of the existing electrical installation, removal of old electrical accessories, fixtures & fittings, cable containment and where possible cabling.

The moving and relocation of any contract holder's furniture and fixtures, fittings & belongings. Removal & re-installation of floor coverings and floorboards/sheet flooring, to allow access to ceiling and floor voids.

Where possible, existing holes drilled in floor joists are to be re-used, where this is not possible new holes not greater than 20mm, shall be drilled in accordance with Appendix 5.

Installation of new cabling and circuits to feed lighting & power and smoke/CO detection throughout the property. Installation of main bonding conductors and cross bonding to gas, water and other services as required in the specification.

Installation of new 100 Amp double pole isolation switch at intake point and new consumer unit complete with residual current devices & miniature circuit breakers with new mains tails and main earthing conductor.

Installation of new cable containment, electrical accessories & equipment, light fittings and extraction fans to properties. Where there are no ceiling or floor voids present, all cabling & wiring is to be contained in suitable high or low level plastic trunking, securely fixed to walls or ceilings. High level trunking should be coving type plastic trunking.

Fire and CO Detection

Installation of cabling, containment, optical, multi sensor, heat and carbon monoxide detectors (CO) to all properties as indicated in the tender documentation. Fire and CO detectors are to be wired from an independent circuit at the new consumer unit.

Working Near Live Gas Flues

Isolation of gas or solid fuel boilers or fires must be undertaken by a suitably qualified Gas Safe/HETAS registered engineer and who has been inducted by Bron Afon's in-house gas team. Therefore, the Principal Contractor will be responsible for the supervision and management of any gas or heating engineers employed on site. All gas work must be undertaken in accordance with Bron Afon's Gas Safety Management Procedure contained in Appendix 9.

Where any work is to be undertaken near to any gas or solid fuel appliances and their respective flues, the appliance connected to the flue must be isolated prior to commencement of any works. Specifically, any vertical gas open flue or solid fuel flues that have been identified as being live, must be isolated prior to working within 3m of them and within 1m of Horizontal flues, they must then be tested and visually checked after work within the flues vicinity has finished. Relevant certification such as CP12's must be issued on completion of the work at every isolation and returned to Bron Afon within seven days.

To ensure safe working on gas appliances and flues, it is desirable to adopt a Permit to work system, countersigned by the site manager for the correct isolation and reinstatement of the flues prior to any work starting.

This work should only be undertaken by a suitably qualified gas safe engineer, who has

previously been approved and inducted by Bron Afon's Gas Team and holds the relevant qualification to enable him to do such work.

Consideration must be given to provide temporary heating to residents during the winter months, i.e. October to April where isolations are necessary to undertake the works.

Scaffolding/Access Arrangements

Contractors must ensure that all scaffolding required to carry out this work meets all the necessary health and safety requirements and is properly designed for the properties affected.

Scaffolding must be designed and installed in accordance with TG 20:21, NASC good practice guidelines and BS EN 12811 – 1: 2003 safe standards for erecting scaffold.

TG20:21 certificates of compliance and signed (by scaffold supervisor and the PC's site manager) must be available prior to use. Copies must always be available for inspection.

Weekly inspections must be undertaken to check the scaffold structure. These must also be undertaken after adverse weather. The inspection schedule must always be available for inspection.

The site file must contain user guides, equipment inspection schedules, and operative competency certification.

A scaffold register is to be kept in the site office. This must be available to view at any point during the working day. Signed handover certificates are expected for scaffold erection and dismantling. These must be signed by a representative from the scaffolding company and PC.

Access ladders are to be removed and securely locked away when scaffolding is not in use.

The use of Ladder Guards will not be permitted on site.

All access hatches and gates must be locked off when not in use.

Ladders must also be inspected by competent persons and inspection schedules must be available for inspection.

The area around the buildings and subsequent scaffolding should be fenced off with suitable Heras fencing prior to commencing the erection of any scaffolding. HERAS fencing must be double clipped, in feet and clearly signposted with H&S information and emergency contact information.

Suitable measures e.g., brick guards and debris netting should be utilised to prevent the fall of materials. Debris netting should also be used as a deterrent to unauthorised access.

Scaffolding permits will need to be obtained from the local authority where encroachment on to public highways and footpaths occurs. The provision and costs associated with these permits will be the responsibility of the PC.

Scaff tags are to be utilised on the scaffolding.

Bron Afon would like the PC to ensure every scaffold has a suitable temporary name board which displays:

- Name of Client
- Names of Principle Contractor and scaffolding sub-contractor
- Emergency Contact Number
- H&S and warning signage e.g., no unauthorised access

Advertisements will not be permitted.

All written elements must be in English and Welsh.

No scaffolding is to be in place during the Christmas period. This is usually a two-week period each year. The precise dates will be discussed each year.

TV Signal & Lighting

The erection of scaffolding may affect TV signal reception and therefore the relocation of satellite dishes, television aerials, telecommunication or electrical cabling should be allowed for as part of this tender. The continuity of television and satellite signal reception is to be maintained for the duration of the works and will be the PC's responsibility.

Where any lighting is removed to facilitate this work, temporary lighting is to be provided to ensure that the same level of lighting is always achieved.

Asbestos

Prior to commencement of the works external refurbishment and demolition asbestos surveys will be completed. Any that are available during tender stage have been included in Appendix 7 of the tender documentation. Bron Afon will ensure the remainder are made available during the mobilisation phase.

Generally asbestos may be present in textured coatings to walls and ceilings, soffits, ceilings to service cupboards and vinyl floor tiles. Although, asbestos may be present elsewhere in the properties and the asbestos surveys, when provided, must be reviewed prior to commencing any works on site

The PC is responsible for ensuring that no work commences before adequate asbestos reports are in place.

It is important to note that even after an asbestos survey has been conducted it is still possible to find asbestos containing materials that haven't been previously identified. As a result, all operatives must hold asbestos awareness certification so they can recognise suspect materials and know what to do in the event of finding them. It is the contractor's duty to cease works immediately if any suspect materials are found, make the area safe and inform the client who will arrange the necessary works unless otherwise agreed between the PC and CA.

The removal of any non-licensable or notifiable non-licensable materials must be undertaken by suitably trained and accredited operatives as part of the works.

Any licensable asbestos identified during the survey should be removed by a suitably trained operative. Bron Afon's strongly encourage Principal Contractor to utilise its framework contractor Severn Insulation for licensed works.

Plans of work must be sent to the Project Manager prior to any asbestos removal/encapsulation works starting. The waste resulting from this removal must be disposed of as hazardous waste and treated accordingly with suitable consignment notes provided for its disposal. Copies of these consignment notes along with statements of cleanliness/re-occupation certificates are to be

provided electronically to Bron Afon within 7 days of the works being undertaken.

Certification

All documents need to be sent electronically. Bron Afon will share a H&S File folder via SharePoint during the mobilisation phase. The Principal Contractor is expected to upload the required information into this file throughout the project.

All documents must be named by the first line of the address, document type and year e.g., 1 Church Close – Pitched Roof Guarantee 2025.

Plans of Work for asbestos removal must be sent to the CA 7 days prior to works beginning.

All other gas, electrical and asbestos certification must be sent to the H&S File within 7 days of completion.

All other certification e.g., guarantees and commissioning paperwork must be sent to the H&S File within 30 days of installation.

Signage and Barriers:

Signage is to be placed at all entrances to the working area to highlight to all residents and visitors that works are taking place and to help prevent unauthorised access.

All site offices must have adequate signage. At a minimum the PC must have their name and emergency contact number displayed on site cabin/its boundary fencing.

The F10, Site Managers SMSTS certification, PC's insurance certificate and waste carrier license must be clearly displayed inside the site cabin.

Barriers must be used where appropriate to cordon off works areas and to protect the public.

General Requirements

The work should be priced in accordance with all of the tender documents but most notably Appendix 3 (Pricing Schedule), Appendix 4 (Pre-construction Information) and Appendix 5 (Scope of Works, Specifications and Property Lists).

Bron Afon requires the PC to provide an out of hours (OOH) number (preferably 0800) for emergencies. This number must be displayed on the site compound/any scaffolding and within the introductory letter.

The PC and any subcontractors (by one level only) must ensure their vehicles are parked considerately as not to cause any obstructions to emergency vehicles or to cause any inconvenience to residents or members of the public where the work is being undertaken. Vehicles should not cause any danger to pedestrians, children or other road users. Specific requirements are listed in the Pre-Construction Information, Appendix 4.

At the end of each working day and particularly at the completion of the project, all work areas are to be left clean and tidy, and all rubbish and waste materials disposed of in accordance with the PC's waste management policy and procedure.

The Contractor(s) must provide COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.

All contractors and sub-contractors are expected to abide by Bron Afon's Contractor Code of Conduct contained in Appendix 8.

Any work carried out to or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.

All mechanical and electrical services worked on during the course of the project must have final tests and commissioning carried out so that they are in full working order at The Completion Date.

The PC is to have overall responsibility to ensure all temporary markings, coverings and protective wrappings unless otherwise instructed are removed.

The PC must ensure all are types of work and all parts of the Works are adequately protected, including work carried out by others, throughout the Contract. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur. Failure to observe this practice will result in the contractor appointed replacing any damaged items at their own expense.

If any damage to existing services results from the execution of the Works, the PC shall notify the appropriate service authority e.g. water electricity, gas, BT, Sky, Cable without delay by means of telephone call or email. The PC shall make arrangements for the work to be made good without delay to the satisfaction of the service authority or other owner as appropriate. Any measures taken by Bron Afon to deal with an emergency will not affect the extent of the PC's liability and may be liable for payment by the PC.

Bron Afon requires the PC to notify all service authorities not less than two weeks before commencing site operations.

A joint letter introducing Bron Afon, the PC and the proposed works will be agreed during the mobilisation phase. This will then be delivered by Bron Afon. This letter will introduce the idea of loft clearances, boiler isolations and property perimeter clearances. It will also specify the contact detail for both Bron Afon and the Principal Contractor.

Following the introductory letter Bron Afon expect the PC to give specific dates of work to the affected properties including adjacent properties. These dates be give at least 7 days' notice of work starting on/adjacent to their home. Specific requirements i.e., boiler isolations, loft clearances etc. should be given out by the PC at this stage.

Inspection

Pre-Tender: If you require a joint site visit prior to submitting your tender, please contact our procurement department via Sell2Wales.

Construction Phase: During this period Bron Afon's Contract Surveyor will visit site daily to inspect, monitor and assist the PC. Prior to handover the PC is expected to undertake their own final work inspection and ensure they are happy with the standards of workmanship and clean up. The Contractor Surveyor may issue defect/snag lists verbally, via email, WhatsApp message or text message. Regardless of how these lists are communicated timely updates are expected from the PC.

The PC should invite the Contract Surveyor to undertake a joint post inspection of the work.

Where applicable these post inspections should be completed for any high-level work prior to any scaffold drops and again following scaffold drop.

No scaffold is to be dropped prior to sign off by Bron Afon Contract Surveyor or Project Manager.

The contractor must allow for liaison with Building Control or Approved Inspectors. Bron Afon will submit the relevant applications, but the contractor must notify the inspector at relevant stages.

Pricing

The PC must populate and complete the pricing schedule found in Appendix 3. A price for all elements is required and failure to do so could result tender exclusion.

Pricing submitted by the PC will be fixed for the duration of the contract.

The tender price must be fixed for a minimum of 6 months after the tender closing date.

5% retention will be held on each valuation; 2.5% will be released on practical completion and the remaining 2.5% will be released at the end of the defect period (12 months).

Defect Liability Period

Once practical completion is served the defect period will begin and will last for 12 months.

Key Performance Indicators

Tenderers are to be aware that the following key performance indicators will be monitored during this contract:

<u>KPI</u>	<u>How its Measured</u>	<u>Target</u>
Resident Satisfaction	Electronic survey sent to all contract holders receiving the works and neighbouring properties living in close proximity to the works	No less than 4/5 scored
H&S Incidents	Communication received by BA staff to be recorded on live spreadsheet which is accessible to both BA and PC.	All incidents to be reported to BA including near misses. 0 RIDDOR reports.
No. of minor complaints	Communication received by BA staff to be recorded on live spreadsheet which is accessible to both BA and PC.	0 reports of uncleanness. 0 reports of not keeping customer informed. No more than 5 per month. All resolved before they progress to formal complaints.
No. of formal complaints	Communication received by BA staff to be recorded on live spreadsheet which is accessible to both BA and PC.	0 All to be resolved at minor stage before issue progresses.
Programme	PC to produce programme of	Programme to remain on

	works and update weekly. Contract Surveyor to validate.	target monthly.
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Contractor Meetings

The successful Principal Contractor will be required to attend an initial pre-start meeting either at Bron Afon's Llantarnam office or by means of a virtual meeting using Microsoft Teams. The date and time will be confirmed by the Project Manager shortly after contract award.

During the contract, Bron Afon will require the successful PC and relevant subcontractor(s) if applicable to attend regular review meetings and update Bron Afon on the progress of the project. This may be either on site, at Bron Afon's Llantarnam office or via an online platform such as Microsoft Teams. The frequency of these meeting is usually monthly but this may change if the contract requires.