



Invitation to Tender Document

**For The Construction Of A Sports And Community Pavilion Together With
Associated Infrastructure, External Works Drainage, And Services**

At Layham Road Sports & Recreation Ground

For Hadleigh Town Council

Welcome to the Invitation to Tender (ITT) instructions and information document for Layham Road Sports Ground Construction Contract. Part A contains all the information you need to submit a compliant completed tender. Part B is a response document which needs to be completed and returned by the deadline set in Part A.

This document should be read in conjunction with the Employers Design Requirements. Please read these instructions and information carefully and clarify anything about which you are unsure.

Documentation for invitation to tender:

- ITT Part A
- ITT Part B
- Pavilion Concept Design Pack
- Notes to the Contractor
- Employers Design Requirements (separate document)

ITT PART A

Contents:

- 1) Overview
- 2) Award & evaluation criteria
- 3) How to submit a tender
- 4) Terms and conditions of tendering

CONFIDENTIAL

1) Overview of the tender

The Opportunity

Thank you for your interest in the Layham Road Sports & Recreation Ground Pavilion design & construction for the client, Hadleigh Town Council (the council). The project description is the construction of a new sports and community pavilion together with associated infrastructure, external works, drainage and services at the council owned sports and recreation ground located off Layham Road, in Hadleigh. The site postcode is IP7 5NE.

This Invitation to Tender document (ITT) is being made available to all prospective tenderers. The ITT and further information should provide the background information necessary to submit a bid. All tenders should be submitted exclusive of VAT.

Planning Permission is granted by Babergh District Council based on the outline drawings created by KLH Architects. The reference number is DC/23/02606.

Instructions for the preparation of tenders are set out in Section B.

The Portfolio

The scope of the contract covers the facility ancillary to the sports offered under Hadleigh Town Council's authority. The council holds the freehold to the land and pavilion since 1980 with a brick and wood sports pavilion erected in 1986 with no redevelopment or improvements since. The structure was subject to fire damage in 2020 and demolished following planning permission in late 2023.

Figure 1 overleaf shows the location of Hadleigh town and Figure 2 shows the locations of the facilities within the town. Figure 3 shows the area of land with the sports facilities, where the pavilion will be situated, outlined in red.

The Layham Road Sports Ground and facilities (IP7 5NE) are located on the outskirts of the town of Hadleigh within the Babergh District of Suffolk.

The design and build budget for this tender is up to a maximum of £1m.

Figure 1

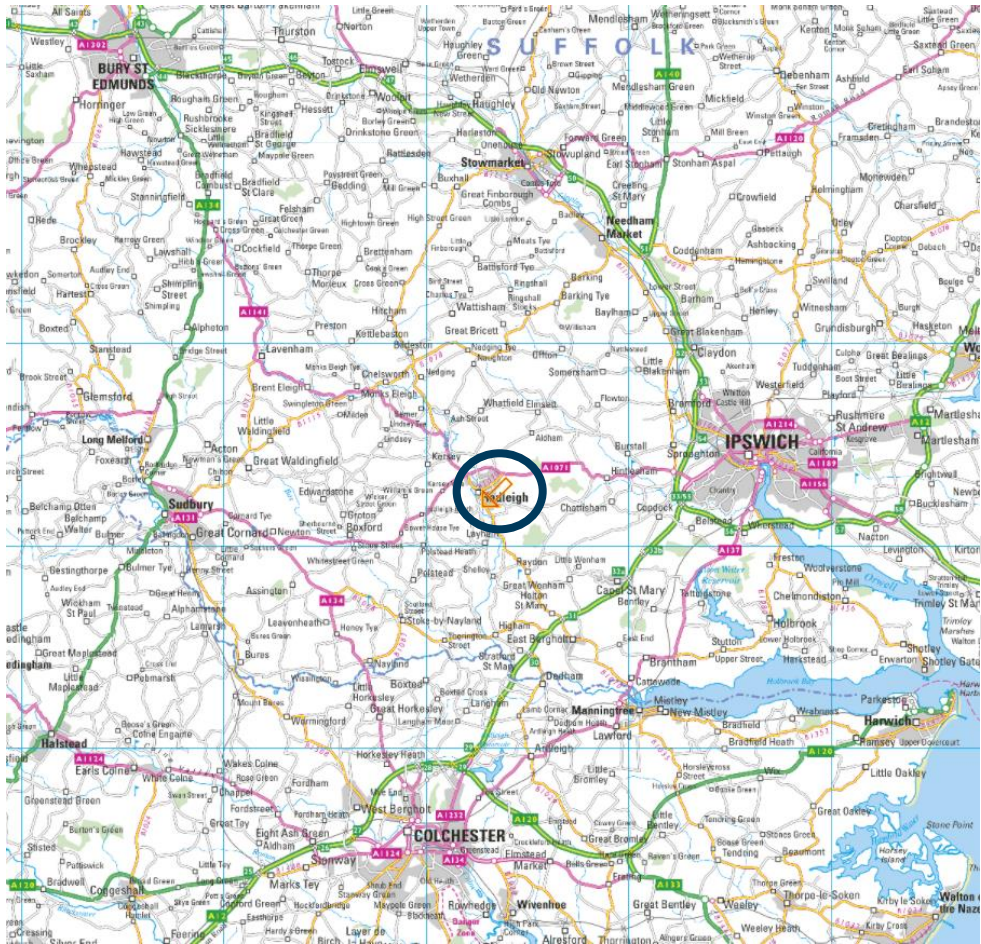
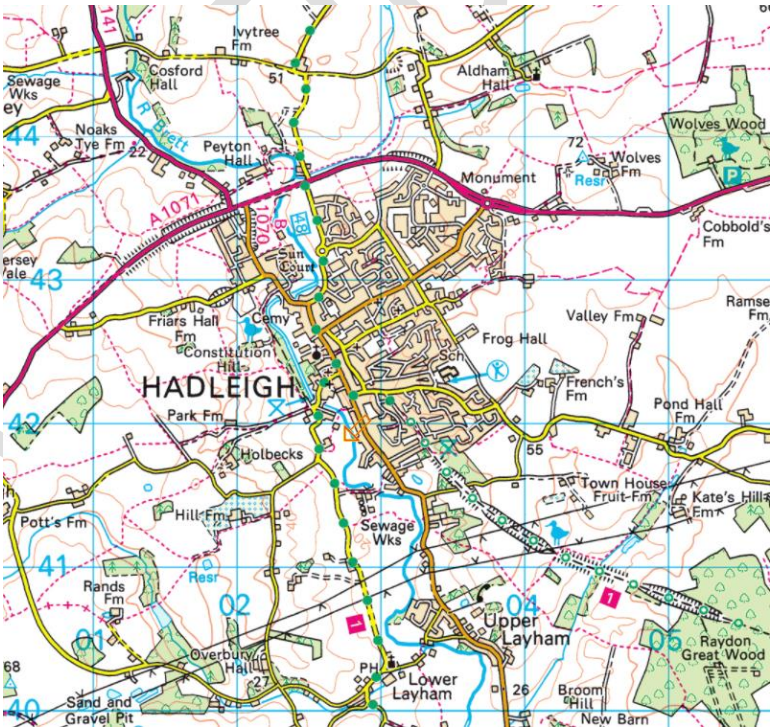


Figure 2



The map displays the Riverbank area in Warrington, with the River Mersey flowing through it. A red boundary line outlines a specific area of interest, which includes several fields and buildings. The fields are labeled 'Mill Field (Tussock Ground)', 'Pasture', and 'Pasture'. The buildings are labeled 'Tussock House' and 'Tussock Farm'. The map also shows the 'Riverbank' area and the 'River Mersey'. A north arrow is located in the top left corner, and a scale bar is in the bottom left corner. The map is titled 'Riverbank Area' and 'Warrington'.

al Market

Analysis of the catchment population using Sport England's Market Segmentation tool indicates that the catchment area identified above is dominated by "Settling Down Males" described as sporty male professionals, buying a house and settling down with partner and "Comfortable Retired Couples" described as retired couples, enjoying active and comfortable lifestyle with more time to themselves.

Figure 4



Contract Details

The Council is looking to procure a main contractor to undertake all elements of the design and build contract for the building and services for a new sports and community pavilion, that is expected to begin in spring 2024.

It is important you read and understand all the information in this suite of documents. In addition, key bidding assumptions that should be taken into account when preparing your submission are set out in Part A section 6. Further assumptions may be made and will be considered.

Funding

The council has built up an ear-marked financial reserve and holds a substantial general reserve for the provision of the new pavilion over recent years. However, it is not sufficient in itself to fund the entire project. External funding is therefore being sought from a number of sources in order that the council can be confident in issuing a formal commission for the works. Potential funders include Football Foundation, Section 106, CIL funding and Capital Project funding from the District Council, and a small public works loan (amount to be applied for dependent on the winning tender value).

The funding timetables and pre-requisites of these organisations means the build phase will be unable to commence prior to the end of Spring 2024 and tenderers should build such timescales into their cost profile for the project.

2) Award & Evaluation Criteria

The award of the contract will be based on:

- Tenderers meeting a series of mandatory pass/fail requirements.
- A Most Economically Advantageous evaluation of Tenderers' submissions

The mandatory pass/fail questions cover the following areas:

- Insurance – the council's minimum requirements are £10 million for Employer's Liability and £10 million for Public Liability.
- Financial viability – as a guide, for Financial Viability, the Council will consider the following areas:
 - **Level of Turnover:** typically, the Council would require a Tenderer to demonstrate that the annual value of the contract is no more than 50% of their current turnover.
 - **Profitability:** the Council expects Tenderers to be able to demonstrate profitability
 - **Liquidity:** the Council expects the Current Net Assets of Tenderers to be positive. If this is not the case, they would expect a statement of funding.
 - **Cash or equivalent levels:** the Council may go into greater detail about liquidity to consider debtor levels
 - **Solvency:** the Council considers the overall asset value. If the liquidity test has been passed this usually would not be an issue; however, long-term debt levels being high, for example, may be a concern for them
 - **Non-numerical factors:** the Council may assess details of director changes, new products/markets, etc.
- Mandatory declaration form

Evaluation will be based upon receipt of itemised tendered prices to reflect the costs associated with each of the main generic elements of the project along the following lines:-

- Design to employers specifications
- Site set up and preliminaries
- Site clearance and preparation and removal of waste / spoil (there is scope for the relocation of clean soil elsewhere on site subject to prior agreement)
- Substructures and floor slabs
- Structural steel and glulam columns
- Roof and finish, insulation and exterior rainwater goods
- External walls
- External windows and doors
- Internal walls
- Internal doors
- Floor finishes
 - Changing rooms and corridors to be functional and with consideration to ease of cleaning and durability, vinyl non-slip
 - Club / community room and office to be vinyl tiles
- Interior decoration
 - It is anticipated that the interior finishes to walls in the changing areas will be painted blockwork with wall-tiling only to shower areas
 - Those in the club / community room and ancillary areas will be painted wet plasterwork
- Fixed fittings
 - Changing rooms and sanitary accommodation fit out (include sum for standard timber benching and clothes hanging facilities in changing rooms)
 - Kitchenette fitout in office room
 - Club / community room will require comfortable seating and worktops and storage cupboards
- MEP services plus inclusions for:
 - Below ground drainage facilities (including foul sewer connection to septic tank)
 - CCTV installation
 - Options for dealing with foul sewage from the building are outlined in issues/constraints.
 - The option to incorporate rainwater harvesting from the building to supplement mains clean water provision for toilet flushing and cleaning (such as exterior of building)
- Solar panels to roof elevation to supplement hot water / energy provision

(Note that the council will consider tenders which suggest alternative but similar cost breakdowns.)

Scoring

Tender assessment criteria will include the following elements:-

- Price
- Prior experience of similar scale projects
- Achievement of a recognised quality mark status (e.g. Construction Line)
- References
- Corporate Environmental policies and performance
- Corporate Employment policies & practices (CDM, Health & Safety; Diversity & Equality)

The evaluation scores will be based on the answers provided to the questions in Part B. Each of the questions will be scored up to five points. The scoring matrix is provided below.

5 EXCELLENT – the response exceeds the requirements of all the subject areas

4 GOOD – the response provides detailed information and clearly indicates a full understanding of the subject areas

3 AVERAGE – Demonstration by the Economic operator of the relevant ability, understanding, experience, skills, resource & quality measures needed to meet this requirement, with evidence to support the response.

2 FAIR – the response provides sufficient information on the subject areas

1 POOR – the response provides limited information on the subject areas

0 VERY POOR – A lack of information provided.

Timetable

Table 3

Stage	Date
Invitation to Tender Issued	6 th November 2023
Deadline for clarification questions	27 th November 2023 (1700)
ITT submission deadline	8 th December 2023 (1200)
ITT evaluation and clarification	December 2023
Notification of outcome and Standstill period	2 nd January – 15 th January 2024
Contract Award	22 nd January 2024
Start of Contract	Date TBC in Spring 2024

3) How to submit a tender

All communications and bids must be managed through the Town Council Officers. Any communication outside of those appointed, without express permission of the Council, will be immediately rejected in accordance with the Council's contract regulations.

If there is any confusion about the opportunity, please seek clarification. Further detailed RIBA stage 4 designs and specifications are being working on concurrently and will be available to those expressing an interest in to tender. Unless identified as a commercially sensitive question responses to questions will be published to all tenderers. The Council will provide a written list of responses to clarification questions at throughout the tender phase.

To submit any clarification queries and the tender itself, please email projects@hadleightowncouncil.gov.uk. All correspondence must be via email in the first instance.

After reading through this document please look at the Part B response document. Make sure you complete all mandatory fields and that you sign the form at the end, with an electronic or handwritten signature. When completing your tender:

Please ensure that:

- Your tender is fully completed
- You submit on time or before the deadline
- Your submission is in Microsoft Word or PDF and any spreadsheets are in Microsoft Excel (not PDF)

Please do not:

- Attach any additional documents unless specifically requested to do so
- Make any alterations or additions to the Form of Tender
- Discuss the tender that you intend to make with anyone other than professional advisors that may need to be consulted
- Embed any links in your submission. These will not be viewed or evaluated.

Site Visits

In preparing their submissions, Tenderers are encouraged to visit the site. Any visit should be booked in advance by sending a message to the Council via the email address above. Any site visits without a member of the Council present may provide the wrong impression to you.

Tenderer Clarifications

Tenderers can submit written requests for clarification about the requirements or the process of this procurement. Clarification requests are to be submitted via the email address above.

In order to ensure equality of treatment of Tenderers, the Council will publish the questions and clarifications raised by Tenderers together with the Council's responses (but not the source of the questions) to all participants on a regular basis. This will be by way of a clarification log.

Tenderers should indicate if a query is of a commercially sensitive nature, i.e. where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, if the Council at its sole discretion does not either consider the query to be of a commercially confidential nature or one which all Tenderers would potentially benefit from seeing both the query and Council's response, the Council will:

- invite the Tenderer submitting the query to either declassify the query and allow it along with the Council's response to be circulated to all Tenderers
- request the Tenderer, if it still considers the query to be of a commercially confidential nature, to withdraw the query.

The Council reserves the right not to respond to a request for clarification or circulate such a request where it considers that the answer to that request would or would be likely to prejudice its interests.

CONFIDENTIAL

4) Terms and conditions of tendering

- For this tender, the purchasing and contracting body will be: Hadleigh Town Council.
- Tenderers are required to use Arial font size 11 in their responses.
- All compliant tenders will be evaluated and scored by a panel of Council officers and members. The successful Tenderer will be the one with the highest aggregate score across all elements of the evaluation. If there are two or more Tenderers with the same highest aggregate score, then the deciding criterion will be the lowest tender value.
- Tenderers will be notified at the same time and as soon as possible by the Council of the results of the evaluation. The Council will debrief unsuccessful tenderers (via letter) about the characteristics and advantages of the winning tender.
- The Council will not reimburse any tender costs.
- Tenderers must satisfy themselves as to the accuracy of the information provided in this document and no responsibility is accepted by the Council for any loss or damage of whatever kind and howsoever caused arising from the use of this information.
- In the event that a contract is awarded based upon false information supplied by the Tenderer, the Council will proceed to seek any available remedies/damages.
- The Tenderer must ensure it has full power and authority to enter into the contract and will perform the obligations of the contract.
- The Council is not bound to accept the lowest tender, nor indeed any tender.
- The Tenderer must be of sound financial standing and be operationally capable of performing the obligations of the contract.
- Where there appears to be an error in a submission, or where the tender reveals errors which could affect the total then the Council may give the Tenderer an opportunity to correct or withdraw their offer.
- If the Council considers a cover price has been submitted, the tender will be rejected and the Competition and Markets Authority may be informed.
- Work undertaken without written notification of an award of contract by the Council and prior to an agreed commencement date is done entirely at the contractor's risk.
- The Council reserves the right to use a third-party credit checking agency to support and evidence the financial information requested in this document.
- The Council reserves the right to ask for further information at any time during the procurement process.
- Failure to fully complete all fields in the Part B response document will make your tender non-compliant and it will not continue in the procurement process.
- Should you be the winning Tenderer you will be required to provide proof of documents such as insurance certificates and any other documents requested by the Council.
- Please note that current drawings are attached / appended for general information purposes noting that ongoing detailed design may result in changes being implemented prior to tender issue.
- Drawings prepared by K LH Architects.

ITT PART B

Contents:

- 1) Cover Form for Tender Return
- 2) Mandatory Questionnaire to be Returned with Tender Submission
- 3) Exclusion Grounds
- 4) Tender Schedule

CONFIDENTIAL

1) Cover Form for Tender Return

To: *Projects & Finance Officer, Hadleigh Town Council*

Date: *[Tenderer to insert date]*

From: *[Tenderer to insert name of organisation submitting Tender]*

FOR THE PROVISION OF: *Design and build of sport and community pavilion at Layham Road Sports & Recreation Ground, Hadleigh, IP7 5NE*

Having examined the Invitation to Tender and all other schedules, and being fully satisfied in all respects with the requirements of the ITT (including the Conditions of Tender). I/We hereby offer to provide construction of the pavilion as specified in this Tender Response in accordance with the provisions of the Agreement. If this offer is accepted I/we will execute documents in the form of the Agreement within 30 days of being called upon to do so.

In compliance with your requirements as set out in this ITT I have which I confirm I have read, fully understand, completed and enclosed all of the required documents.

This Tender shall remain open for acceptance by the authority for a period of days.

I warrant that I have all the requisite corporate authority to sign this Tender and confirm that I have complied with all the requirements set out in the ITT and all information is accurate and correct.

The total tender from this company is £ plus VAT.

The earliest potential construction start date (subject to change) after the end of Spring 2024 is and I/we estimate the construction would take approximatelyweeks to complete.

Signed for and on behalf of the above named Tenderer:	
Print name:	
Signature:	
Position:	
Date:	

2) Mandatory Questionnaire to be Returned with Tender Submission

Question number	Question	Response
1.1	Full name of potential operator partner	
1.2	Registered office address	
1.3	Website address	
1.4	Trading status	
1.5	Date of registration in country of origin	
1.6	Charity registration number (if applicable)	
1.7	Registered VAT number (if applicable)	
1.8	Trading name if different to 1.1	
1.9	Are you a small, medium or micro enterprise (SME)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.10	Are you proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.1	Are you able to provide a copy of your audited accounts for the past two years? If no, can you send a copy of a statement of turnover, profit or loss, balance sheet/statement of financial position for the most year two years of trading?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
2.2	Are you able to demonstrate that you have a health & safety policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Public Liability Insurance = £10m Professional Indemnity Insurance = £10m Contractors 'All risks' insurance - £10m *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.1	Please provide details of company experience of at least three similar projects completed within the past three years, in terms of size and nature. Client testimonials would be gratefully received.	
3.2	Please provide a high-level programme for a scheme of this size and nature.	

3) Exclusion Grounds


Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection.

Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

	obligations related to the payment of tax or social security contributions?	
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	
3.1	Regulation 57 (8) Please indicate if, within the past three years you, your organisation or any other person who has powers of representation, decision or control in the organisation, the following situations have applied:	
	Breach of any environmental law?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, detail what law was broken and explain measures that have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

4) Tender Schedule

Section of works	Description of Works to be Carried Out	Price £ Excluding VAT
	<ul style="list-style-type: none"> Preliminaries & detailed design 	£
Site preparation	<ul style="list-style-type: none"> Site survey, site clearance, set up, hoarding, access, site office etc. 	£
Substructures and floor slab	<p><u>Retaining walls & Foundations</u></p> <ul style="list-style-type: none"> Excavate strip foundations (along front elevation) 1.5m deep Concrete* to foundations, masonry below DPC, DPC, trays and all associated allowances Formwork to concrete bed* Concrete* to bed 300mm and tamp finish Form work to kicker and walls Tanking to outside face of walls and reinforced concrete* to walls, 300mm Reinforcement, 115kg/m³ Backfill to retaining walls Reinforced concrete* retaining walls required in area highlighted in blue below at approx. 2000mm deep from highest point of site (due to sloping of site)  <p><u>Floor slab to ground floor area</u></p> <ul style="list-style-type: none"> Compact bottoms of excavations 1200mm type 1 imported fill and compact surfaces 50mm sand blinding DPM 225mm concrete slab* and tamp finish 2 x layers of mesh reinforcement 	£
External Works	<ul style="list-style-type: none"> Structural steelwork frame (estimated 9 tonne) with intumescent fire protection Roof construction with engineers timber roof trusses supported on structural steelwork Inner leaf clockwork to receive a plywood sheathing with zinc standing seam cladding** Whole roof area to be mineral wool insulation to the roof void PV panels to be roof mounted <p><u>Walls</u></p> <ul style="list-style-type: none"> 100mm blockwork (inner and outer leaf) 100mm fairfaced blockwork (outer leaf) 100mm cavity inc ties / insulation Head restraints Expansion joints Ben joint reinforcement Lintels Render and decorations <p><u>Roof and Rainwater Goods</u></p>	£

	<ul style="list-style-type: none"> Engineered roof trusses Plywood sheathing** VCL Battens Zinc roof cladding** Mineral wool insulation Fascia, barge and soffits Rainwater gutters and downpipes 	
External Windows and Doors	<ul style="list-style-type: none"> Windows to be UPVC double glazed units in dark grey to achieve min 1.4 u-value External doors to be solid core external quality paint grade door fitted with push pad fire escape ironmongery (to meet BS 9999 and BS EN 1125:2008) <p>Windows [width x height] W1; 1950 x 350mm 785 W2; 11250 x 350mm 4,528 W3; 14050 x 350mm 5,655 W4; 2000 x 950mm 1,615 W5; 3050 x 950mm 2,463 W6; 1950 x 350mm 785 W7; 950 x 2150mm 1,736</p> <p>Screens [width x height] S1; 4950 x 2600mm 10,940</p> <p>Doors [width x height] D1; 1880 x 2150mm 3,840 D2; 1000 x 2150mm 2,043 D3; 1550 x 2150mm</p>	£
Internal Walls	<ul style="list-style-type: none"> 140mm blockwork 140mm blockwork fairfaced 100mm blockwork 100mm blockwork fairfaced PCC lintels Head restraints Expansion joints Bed joint reinforcement 	£
Internal Doors	<ul style="list-style-type: none"> All new internal doors to be laminate faced solid core doors with ironmongery. Standard SS lever handles Single doors to reception areas Single doors to changing rooms Pairs of doors where indicated 	£
Floor Finishes	<p><u>Latex Floor Screed</u></p> <ul style="list-style-type: none"> DPM 75mm Thick insulation 75mm thick screed <p><u>Club / Community Room and Office</u></p> <ul style="list-style-type: none"> Slip resistant vinyl tiles Allow for all trims, spray, tape and welded coved skirting. Fit as per manufacturer instructions. <p><u>Changing facilities, Corridors and WCs</u></p> <ul style="list-style-type: none"> Non-slip vinyl Allow for all trims, spray, tape and any coved skirting. Fit as per manufacturer instructions. <ul style="list-style-type: none"> All floor finishes to be approved by Client. Contractor to 	£

	provide samples	
Wall Finishes	<ul style="list-style-type: none"> • Wall tiling to shower areas • Masonry paint to fairfaced blockwork • Plaster to walls • Painting to walls • Timber skirtings • Painting to skirtings 	£
Ceiling Finishes	<ul style="list-style-type: none"> • Plasterboard ceilings and skim fixed to underside of trusses • Access panels • Painting • Fire barriers void 	£
Fixed Fittings	<ul style="list-style-type: none"> • Benches and hooks for each changing rooms • Toilet cubicles – basin, toilet basin, seat, soap dispensers, toilet roll holders, hand driers • IPS for cisterns • Accessible toilet cubicle to comply with all height, rail spacing etc. requirements • Shower cubicles - Anti-vandal fixed shower head, panel mounted, back inlet, and B8266(AA) Avon 21 self-closing push button built-in shower valve for pre-mixed supply, instant heat • Office furniture fit out – desks, cupboards kitchenette etc. • Club / Community room – furniture, worktops and tall storage cupboards • Cleaner's sink 	£
MEP	<ul style="list-style-type: none"> • Water installations • Sockets throughout • Underfloor heating system throughout • Ventilation and extract • Small power, basic & Emergency lighting • General lighting • External lighting • Lightning protection • Fire & Intruder alarms • Data & containment • AV installations • Hand driers • PV installation battery storage connections <p><u>Plumbing</u></p> <ul style="list-style-type: none"> • WCs • WHB • Urinals and privacy screens • Accessible WCs • Cleaners sink • Electric Showers (instant heat, no gas supply) 	£
Other	<ul style="list-style-type: none"> • Please use this section to add any additional costs which might have been missed, showing on drawings or schedules but not clearly listed in this pricing document or to be included by Tenderer. 	£
Total excluding VAT		£
VAT		£
Total including VAT		£

Options:

*indicate concrete supply company; those with decarbonisation measures will be looked upon favourably

** indicate potential saving if roof tiles on felt and batten was used in lieu of zinc and plywood sheathing

PAVILION CONCEPT DESIGN PACK

Contents:

- 1) 5295-0100-P01 - Site Location Plan
- 2) 5295-0102-P03 - Proposed Site Plan
- 3) 5295-0401-P03 - Proposed GA Elevations
- 4) 5295-0302-P03 - Proposed Floor Plan
- 5) Thermal Performance Strategy

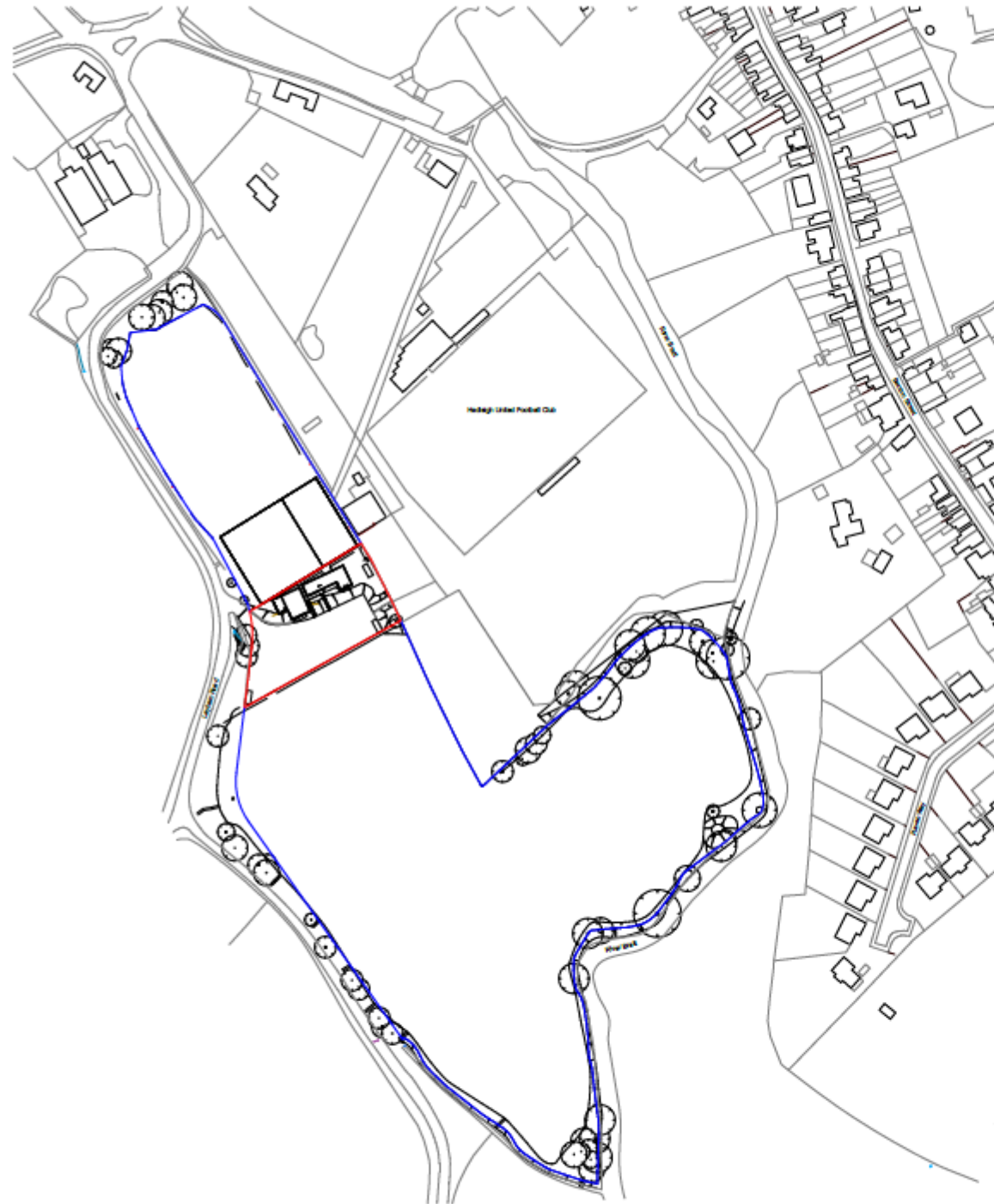
CONFIDENTIAL

1) 5295-0100-P01 - Site Location Plan

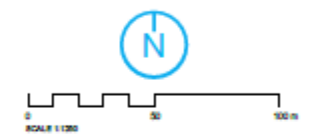
NO DIMENSIONS TO BE SCALED FROM THIS DRAWING

This document references the following file:-
 Reference Name: 5295-0100-P01
 File Name: 5295-0100-P01_001

Revisions
 P01 Not Issue Date: 05/12/21 Drawn By: JH



Site Location Plan



Client
 Hadleigh Town Council

Project
 Layham Road Sports Ground,
 Hadleigh

Title
 Site Location Plan

Project N° Drawing N° Revision
 5295 - 0100 P01
 Scale - unless otherwise stated Status Issued For
 1 : 1250 @ A1 PLANNING
 BS 1192 Ref.
 PC-Designer-0100

KLH The Old Steelyard
 Poplar Lane
 Sproughton
 Ipswich
 IP8 3HL
 t: 01473 689 532
www.klharchitects.com

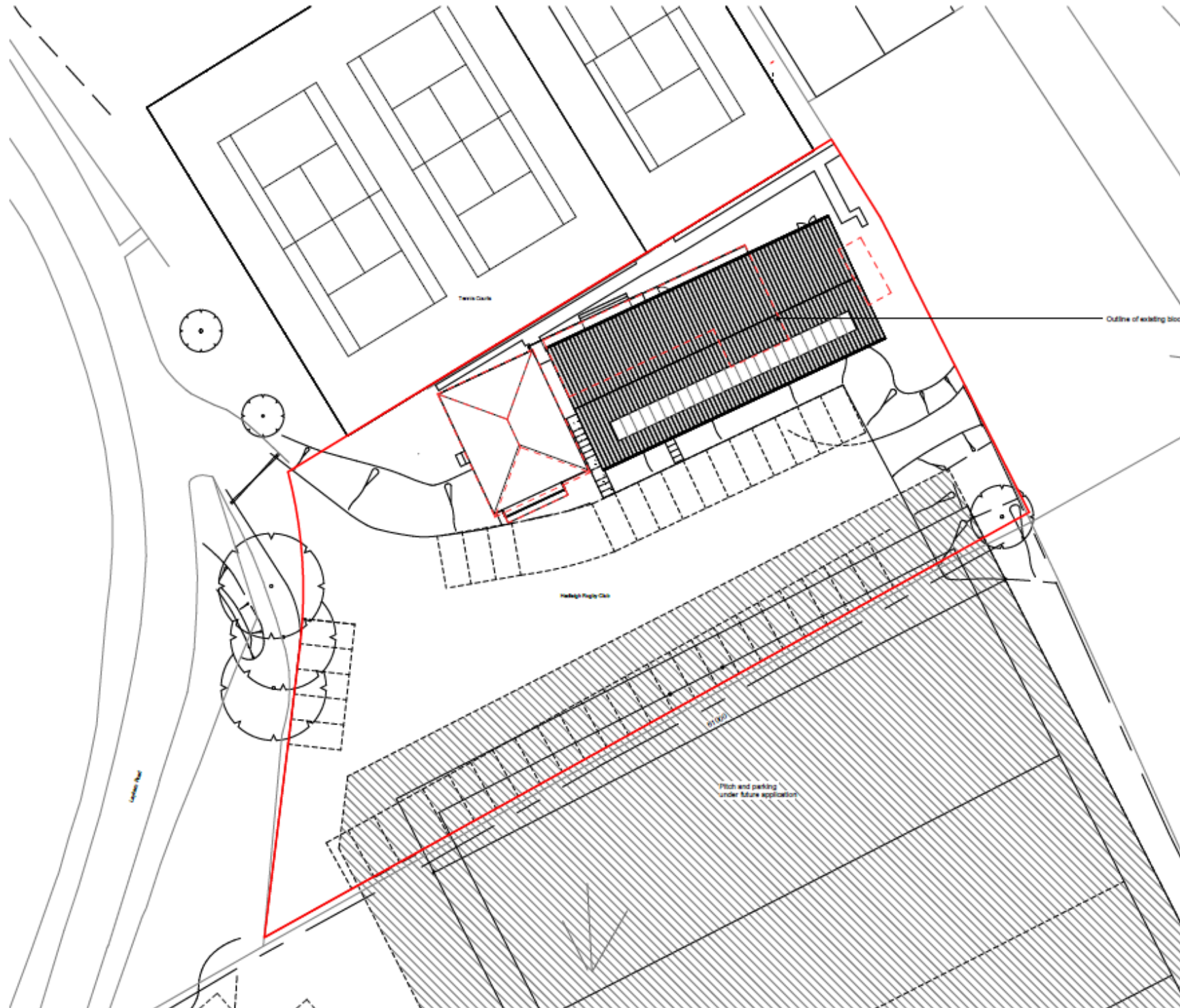
2) 5295-0102-P03

Proposed Site Plan

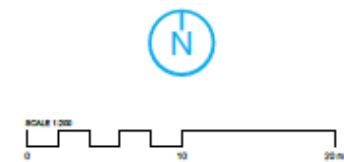
NO DIMENSIONS TO BE SCALED FROM THIS DRAWING

This document references the following file:
Reference Name: 5295-0102-P03
Revision: 001

Revision	Date	Drawn by	Checked by
P01	10/08/21	WL	
P02	08/08/22	J / WL	
P03	08/08/22	J / WL	



Block Plan as Proposed
1:200



Client
Hadleigh Town Council

Project
Layham Road Sports Ground,
Hadleigh

Title
Proposed Site Plan

Project No	Drawing No	Revision
5295 - 0102		P03

Scale - unless otherwise stated	Status	Issued For
1 : 200	@ A1	PRELIMINARY

BS 1192 Ref.
PC-Designer-0102

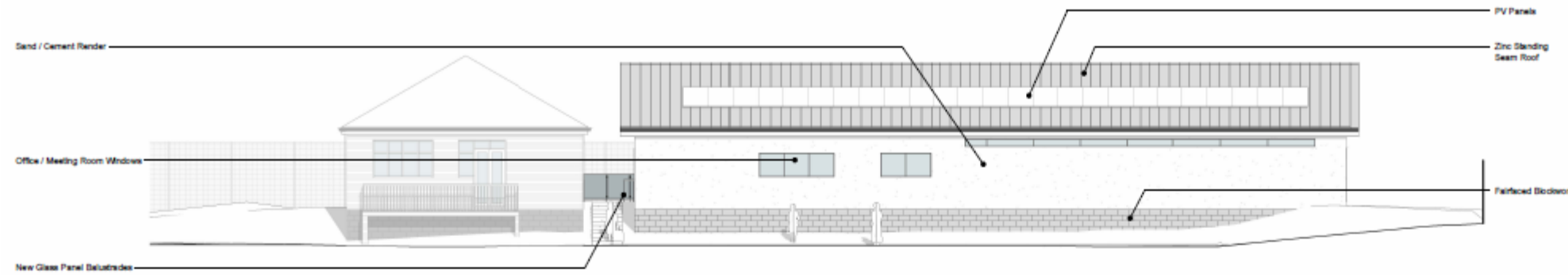
KLH The Old Steelyard
Poplar Lane
Sproughton
Ipswich
IP8 3HL
t: 01473 689 532
www.klharchitects.com

3) 5295-0401-P03 - Proposed GA Elevations

NO DIMENSIONS TO BE SCALED FROM THIS DRAWING

This document references the following files:
 Reference Name: 5295-0401-P03
 File Path: K:\5295-0401-P03

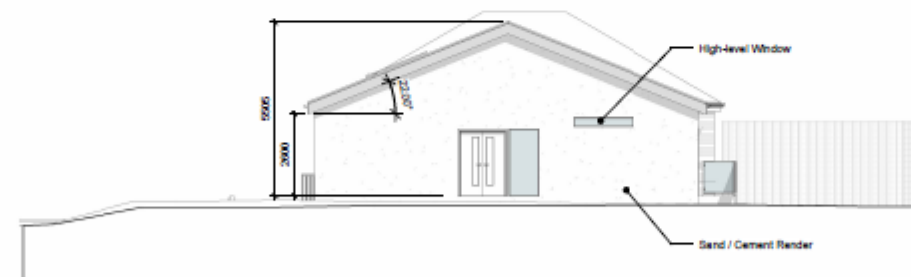
Revision	Date	Drawn / Checked
P01	11/03/20	JF / WL
P02	05/05/20	JF / WL
P03	05/05/20	JF / WL



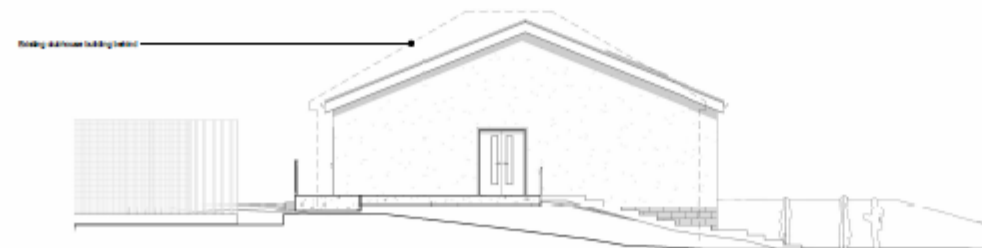
Proposed South-East Elevation
1:100



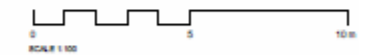
Proposed North-West Elevation
1:100



Proposed North-East Elevation
1:100



Proposed South-West Elevation
1:100



Client:
Hadleigh Town Council

Project:
Layham Road Sports Ground,
Hadleigh

Title:
Proposed GA Elevations

Project N°	Drawing N°	Revision
5295 - 0401		P03

Scale - unless otherwise stated: Status: Issued For:
1:100 A1 PRELIMINARY

BS 1192 Ref:

PC-Designer-0401

KLH The Old Steelyard
 Poplar Lane
 Sproughton
 Ipswich
 IP6 3HL
 t: 01473 689 532
www.klharchitects.com

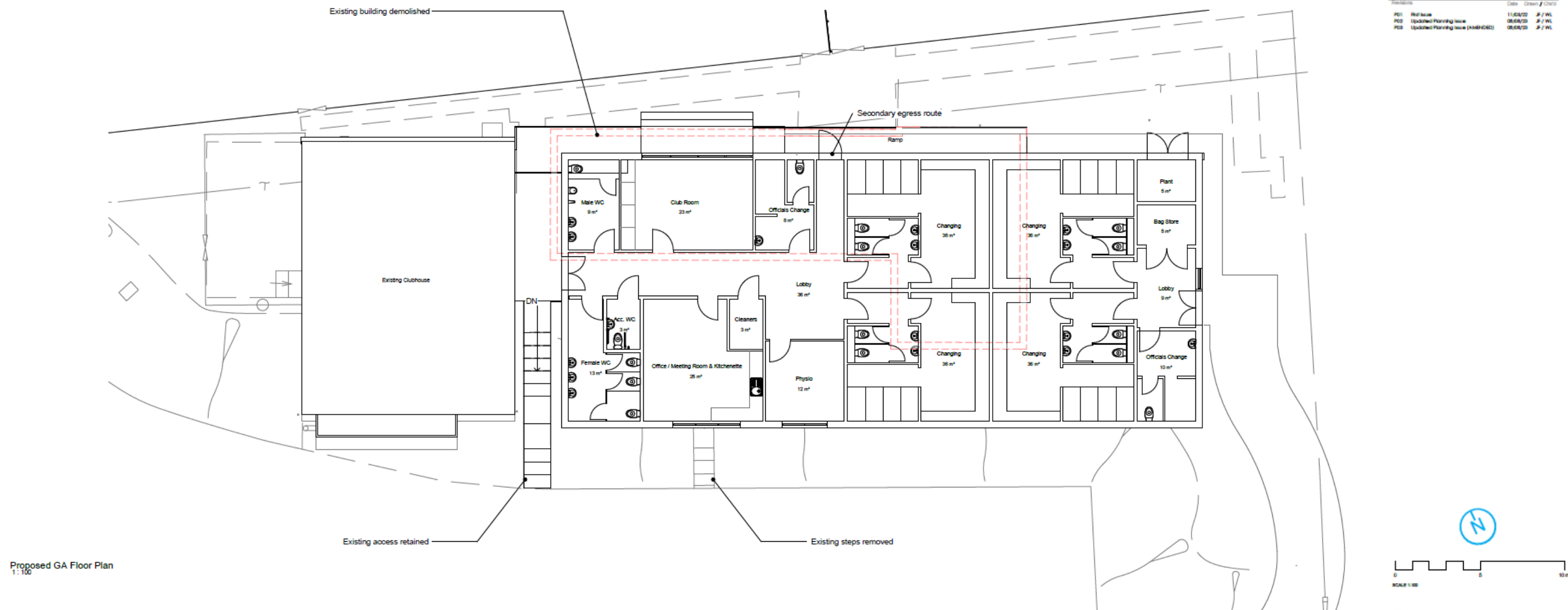
4) 5295-0302-P03 - Proposed Floor Plan

NO DIMENSIONS TO BE SCALED FROM THIS DRAWING

This document references the following files:
 DRAWING NO: 5295-0302-P03
 PROJECT: 5295-0302-P03

REVISIONS

NO	DATE	BY	CHKD
P01	11/03/22	J / WL	
P02	08/08/22	J / WL	
P03	08/08/22	J / WL	



Proposed GA Floor Plan
1:100

Client
Hadleigh Town Council

Project
Layham Road Sports Ground,
Hadleigh

Title
Proposed GA Floor Plan

Project No: 5295 - 0301 Drawing No: P03

Scale: 1:100 (unless otherwise stated) Status: PRELIMINARY

BS 1192 Ref: PC-Designer-0301

THERMAL PERFORMANCE STRATEGY

Layham Road Sports Ground, Hadleigh

Project Number: 5295
Document Version: P02
Date of Issue: 07 February 2023

Contents

1.0	Introduction	2
2.0	Design Brief.....	2
3.0	Challenges.....	2
4.0	Design Strategy	3
5.0	Conclusions.....	3



KLH ARCHITECTS
t: 01473 689532
e: klh@klharchitects.com
w: www.klharchitects.com
r: 5295/2-0/2-4/230117 dc Thermal Design Strategy

1.0

INTRODUCTION

This document has been prepared to provide the reader with an understanding of the technical design process carried out within the preparation and development of the changing facilities building at Layham Road Sports Ground, Hadleigh as well as demonstrating compliance with the Suffolk County Council – Net Zero Carbon Toolkit.

2.0

DESIGN BRIEF

The initial design brief was to provide a combined changing, sports and entertainment facilities to replace the current changing block (damaged by arson) and the existing rugby club. The proposal sought to unify these buildings within one building. The client aspirations, aided by the assembled focus group added that the project should also provide; low operational energy costs, renewable energy generation (Photovoltaic Panels) and provide a sustainable enhancement to the area.

Whilst the project has resulted in a number of iterations we believe that the proposed building, whilst meeting the financial expectations of the team will also provide a low running cost asset to the Town Council.

3.0

CHALLENGES

The initial proposals integrated the Rugby club, Changing areas and the Tennis club. This combination of building users meant that the building would be in use for much of the year, through sporting fixtures, social events, amongst other uses. Designing with a consistent use in mind means that energy demands and uses area more easily understood in terms of peaks and troughs or, high use and low use periods.

With the Governments reduction of the feed in tariff rates, energy generation is no longer the financial incentive it once was, with many advising the best way to harness solar panels is at the point of generation, rather than selling the energy back to the nation grid. Given the uses of the building it is assumed that occupation will occur outside of peak generation hours (11:00 – 16:00), therefore consideration must be given to energy storage, through battery storage or hot water storage (thermal store).

The projects development resulted in the separation of the rugby club from the project through concerns relating to funding. This decision impacted the building strategy by reducing the use of the proposed building; whilst it would still be used for changing and the tennis club, the social uses are reduced. This translates into a more sporadic use profile, which in turn affects the viability of energy storage. The longer the period between storage and use, the more energy that is lost / wasted, this has been addressed through the following 'fabric first' design strategy as opposed to PassivHaus, which relies heavily on continual building use and heat generated through its inhabitants, however PH targets, such as increased air tightness can be observed.

4.0

DESIGN STRATEGY

Sustainable building strategies should be separated into two categories; construction sustainability and operational sustainability. Construction Sustainability is concerned with material sourcing, wastage and the embodied carbon within the building materials. Operational Sustainability is concerned with the buildings energy use when completed. This is addressed through energy generation and thermal performance.

Construction sustainability has been considered at the point of design however this is affected by other design considerations, such as security, fire risk and maintenance. It is these factors that have taken

precedents in the development of the final scheme, with sustainability being a secondary concern. If sustainable construction is the priority, then a timber framed structure with natural cladding materials would be developed, however given the sites isolation and history of the existing changing block the decision has been made to pursue traditional masonry construction, reinforced concrete and rendered finishes. Whilst these contain high levels of cement, which carries a large carbon cost, low carbon options, which utilise recycled aggregates are available and will be considered at the point of developing construction specifications. This is also the case for foundations and floors, which will utilise low carbon alternatives wherever financially viable, which can provide upto a 50% embodied carbon saving.

As identified in section 3 operational sustainability, energy use and suitable options for energy generation/use are still to be developed through a detailed M&E strategy. However the buildings low pitched roof has been designed specifically for a PV array. It will be possible to install an array capable of generating 37.35Kw.

Building fabric can still be considered and utilised to ensure that energy generated or used within the building is applied as efficiently as possible. This is achieved through a fabric first strategy, which focuses on the thermal performance of all building fabric.

The building itself, when built will be subject to the latest revision of the Building Regulations, which was released in June 2022., notably Part L Conservation of Fuel and Power. The latest edition gives greater consideration to carbon emission rates and addresses this through to increasing of thermal performance of the 'Limiting Fabric Parameters', which increases the thermal performance by approximately 30% over the previous iteration of the regulations. Minimising openings in the fabric, not only increase security but also reduce energy lost through windows and doors, which are thermally weak when compared to solid walls, floors and roofs.

Further enhancements can be planned during the production of the construction specification to ensure minimal energy losses through the building fabric, with increased awareness relating to air tightness, although a mechanical ventilation strategy will need to be considered.

5.0

CONCLUSIONS

The proposed building has been designed to be as economical as possible, not only in its construction but also through its operation lifetime. The fabric first strategy is tried and tested, minimising heat loss through careful specification of thermal elements, including the number and size of openings within the building fabric. Consideration will be given to optimum thermal performance against cost to provide maximum thermal / financial value to the project. KLH can provide embodied carbon calculations to further demonstrate the anticipated embodied carbon level in the proposed building. This can be used at specification stage to ensure opportunities are not missed to reduce the proposed buildings carbon footprint.

The sporadic use of the building means that careful consideration will need to be given to Mechanical and Electrical specifications; how to generate and store energy as well as how best to distribute it and again, this must be weighed against project costs and a optimal design provided to give best value for money as well as minimising ongoing building running costs. Its sporadic use, however should mean that annual average energy demands remain low.

NOTES TO THE CONTRACTOR

1. Client will make available water and electric for reasonable usage by the contractor free of charge throughout the course of construction.
2. Contractor is to provide their own secure storage buildings as required at their own expense which are to be removed from site within 14 days of completion.
3. There is one portaloos facility on site already. If more than one is required, the contractor is to provide their own additional portaloos facilities to be padlocked throughout.
4. The successful contractor is to agree with the client, an areas for storage of materials and compounding of agreed areas etc and make good as necessary on completion again all at contractors expense.
5. The successful contractor is to protect the access to the site and is to reinstate any surfacing, hedging etc which is damaged during the construction period. Temporary protection is to be provided to any area as required throughout the construction period. Equally the contractor shall ensure the parking area and the main road are kept clear of any debris and dirt etc to ensure highway safety is maintained.
6. Temporary protection is to be provided to any trees and hedges as required throughout the contract period.
7. The contractor will be responsible for any Health and Safety documents required under the CDM Regulations including preparation of their own Health And Safety file. The Architect will issue their Design And Risk Assessment for contractors use.
8. The contractor will enter into a JCT Contract and will submit monthly valuations with a 5% retention on all monies paid until practical completion when the retention is reduced to 2.5% for the duration of a twelve month maintenance period. Site meetings will be arranged as and when any party feels it appropriate.
9. Prior to commencement of works, contractor is to prepare and issue a programme of work for approval.
10. The Clients will be responsible for the payment of Building Regulation Applications and inspection fees.
11. Contractor is to include all costs relating to any required tests, i.e. air test etc including any certificates such as the as built SBEM certificate.
12. Contractor is to have all necessary valid insurances in place including Public Liability and insurance to the building.
13. Allow the contingency sum of at least £10,000.
14. Attention is drawn for the requirement of all materials to be carted away from site as soon as possible following their removal or fulfilment of use. Contractor is to ensure skips and other storage facilities are removed as soon as they become full. Storage of materials removed from the site is discouraged due the sensitive use of the site and it being a public playing field.
15. Under no circumstances are bonfires to be allowed.
16. Contractor to ensure dust is kept to minimum by damping down as necessary.
17. Contractor is to include for extending the existing UK Power Networks supply to serve the new building including trenching and all associated enabling works and associated making good of trenches etc.
18. Contractor is to include for utilising the existing Anglian Water supply to serve the new building including trenching and all associated enabling works and associated making good of trenches etc.
19. Contractor is to include for undertaking all external and internal decorations, final colours to be agreed.
20. Contractor is to include for thoroughly cleaning the completed building throughout including removal of all labels etc.
21. Viewing of the site is available at any time. Should you wish to view with a member of staff, this is to be made between the hours of 09:30 and 12:30 Monday to Friday by contacting projects@hadleightowncouncil.gov.uk.