

Bishop's Cleeve Parish Council



Design Brief For

**Multi-Use Games Area, with fencing,
CCTV infrastructure and floodlighting, and
Car parking and secure entrance to
Cheltenham Road Sports Field
via Kayte Lane,
Bishop's Cleeve**

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1.0 Introduction

This project seeks to design and install a Multi-Use Games Area with a polymeric surface with different coloured line marking for x2 double tennis courts, netball and basketball, with fencing with x2 gates, floodlighting and CCTV infrastructure.

1.1 Project Information

<u>NAME OF PROJECT</u>	Multi-Use Games Area with car parking and access
<u>PROJECT BUDGET</u>	£250,000
<u>LOCATION OF PARK</u>	Sports Field, Cheltenham Road, Bishop's Cleeve, Cheltenham, GL52 8HZ
<u>NAME/ADDRESS OF OWNER</u>	Bishop's Cleeve Parish Council, Parish Office, Church Road, Bishop's Cleeve, Cheltenham, GL52 8LR
<u>PROJECT MANAGER</u>	Katie Danter – Facilities Manager

2.0 Preliminaries

2.1 The Design Brief

- a) The Contractor should visit the site at their own expense to satisfy themselves as to any conditions on site that may affect in any manner whatsoever the execution of the works detailed hereafter.

2.2 Health and Safety

- a) The Contractor shall take all precautions as are necessary to protect the Health and Safety of all persons employed by them and shall comply with all the requirements of any Acts, Regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Council and all other persons.
- b) The Contractor shall take due note of the Council's Health & Safety Policy statement. The Contractor's own statement and safe working practices shall be to no less of a standard than that of the Council. The Project Manager reserves the right to instruct the Contractor to revise their submission in such areas as it may be considered to fall short of the Council's existing standards.
- c) The Contractor shall allow the Project Manager or their representatives such access as may be required to buildings, locations, vehicles or operations used in relation to this contract.
- d) The Contractor shall notify the Project Manager of any accident to any of the contractor's employees or member of the public happening during the duration of this contract and which causes the injured person to be absent from work for more than three working days.
- e) The Contractor shall advise the Project Manager immediately of any notifiable occurrences as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (1985).
- f) A method statement of works and a risk assessment must be submitted and agreed with the Project Manager or their nominated representative prior to work commencing on site.

2.3 Working Times

The Contractor shall restrict their operation to working times of between 8.00am to 5.00pm Monday to Friday, unless it is a prescribed requirement within the Specification. The Contractor must obtain the approval of the Project Manager prior to working outside of these times.

2.4 Manner of Performance

The Contractor will at all times during the Contract period employ sufficient persons of sufficient abilities and skills that have the required training for the proper performance of the works detailed hereafter.

In addition to their statutory obligation, the Contractor shall be expected to be aware of the accepted practices and methods used in undertaking good construction. Where there is any doubt in the interpretation of any method or practice this should be clarified with the Project Manager in advance of work commencing.

2.5 Statutory Undertakings, Drains and Services

It is the Contractor's own responsibility to establish the presence and precise location of, and ramifications of the presence of all services and statutory undertakings on site when carrying out works in accordance with the Contract. The Contractor will be responsible for informing those bodies responsible for services, etc, where damage is caused and will bear the subsequent cost of making good such damage.

The Contractor will also be responsible for informing such bodies where works may involve the encroachment, disconnection or hazard to those services, etc. Where appropriate the Contractor will take adequate measures for the protection of all pipes, ducts, sewers, service mains, overhead cables and the like during the execution of the works.

The Contractor must not interfere with the operation of existing services such as Gas, Water, Electricity, Telephones, buried cables or sewers, drains and roadside ditches without the permission of the Project Manager, statutory authority or private owner as appropriate. In all instances of damage/interference, the Project Manager must be notified.

2.6 Light and Power

The Contractor is to ascertain the suitability of supplies and provide any artificial lighting and electrical power required for the use on the works, including providing all temporary connections, distributing leads, fittings etc. and to clear away on completion. The Contractor will pay all fees for electrical supply.

2.7 Meetings

The Contractor will be required to attend such meetings as the Project Manager or their nominated representative may require for the administration and successful completion of this Contract.

2.8 Site Cleanliness

The Contractor will be responsible for ensuring that all hard surfaces are kept free of litter, debris, mud and glass, etc, whilst undertaking works associated with this Contract. All arisings shall be picked up and removed from the site, approach roads and entrance ways and disposed of at the end of each working day and upon completion as directed. Sweeping shall be carried out by hand or by approved mechanical sweeper or sucker. Damage to grassed areas should be minimised and repaired.

2.9 Sub-Contractors

The Contractor must ensure that the Project Manager and / or their nominated representative are made aware of any sub-contracting that takes place on each project and the work they are to carry out.

3.0 Specification

This project seeks to provide for the design and installation of a Multi-Use Games Area with a polymetric surface, different coloured line marking for x2 double tennis courts, netball and basketball, fencing with x2 gates, floodlighting and CCTV infrastructure, and the design and installation of a new car park with secure access via Kayte Lane, Bishop's Cleeve.

3.1 Description

The project will

1. Deliver a Multi-Use Games Area (MUGA) for the community allowing a variety of sports to be played, but specifically, with appropriate different coloured line marking, tennis, netball and basketball in a fenced facility with floodlighting and the provision of appropriate infrastructure to install CCTV.
2. A new car park to serve the MUGA with a secure access from Kayte Lane, Bishop's Cleeve.

3.2 Location

The site is located on the Cheltenham Road Sports Field, Cheltenham Road, Bishop's Cleeve. The site is identified on the attached site plan.

The area can be accessed via a vehicle access gate off Kayte Lane for which the Council has full control over and is wide enough for a large vehicle.

3.3 Overall Requirements

The Council requires a high quality facility that encourages and enables physically active play, for members of the community.

3.4 Materials Specifications

All materials and equipment must meet relevant safety manufacturing and installation standards and be easy and affordable to maintain.

3.5 Surfacing

A polymetric surface is to be installed on the MUGA and the Council is looking for a car park with all materials in keeping with the site's location.

3.6 Installation

The Contractor shall supply and secure the area, in accordance with H&S guidelines, for the duration of the work.

All rubbish and excess spoil is to be removed from site by the Contractor at the end of the construction works, to include reinstatement as agreed with the Project Manager, to grass areas and existing surfaces.

All works arising from a post installation inspection carried out by, or on behalf of the Project Manager, must be rectified by the Contractor at their own expense before the site is handed over.

3.7 Maintenance and Aftercare

A full schedule of maintenance requirements is to be provided once the MUGA is completed. This should include, but not be limited to, a breakdown of items, specifications, and maintenance requirements to assist with the future site management and maintenance.

Copies of all relevant warranties and guarantees should be provided with the application.

The Contractor will be responsible for commissioning an independent Post Installation Inspection (PII) which is to be carried out before the project is signed off. The Contractor shall undertake any remedial issues identified as part of the PII report, as part of the existing project cost. The play area must not be opened for public use until the PII has been signed off to the satisfaction of the Project Manager.

3.8 Budget

The budget available for the project is a maximum of £250,000 to cover:

- All design costs and associated fees.
- Supply of all materials.
- Purchase of all equipment including, but not exclusively -
 - Fencing and gates
 - Floodlights
 - CCTV and lighting infrastructure
- Delivery costs.
- Storage of materials during contract period.
- Temporary safety fencing, site security and any other security measures as required during completion of the project.
- All installation costs including any necessary ground works and removal and disposal of surplus existing equipment.
- Post Installation Inspection (PII) completed by an independent assessor.
- Any remedial work identified as part of the PII report or as part of a reasonable request from the Project Manager.

The MUGA and car park specification must be available for the cost quoted for a minimum of 90 days from the date that the application is received by Bishop's Cleeve Parish Council.

3.9 Payment

Payment will be made upon completion of the project, (although staged payments will be considered).

3.10 Timescale

All tenders should be returned by 3.00pm on Monday 18th December 2023. Interviews with short listed tenderers will be held on Tuesday 23rd January 2024. The contract will be awarded following the Council meeting on the 7th February 2024. The Council would like the installation to begin as soon as possible and be completed by Friday 13th July 2024 at the latest. This development HAS to be completed and all work invoiced by no later than the 31st August 2024. If you cannot comply with this requirement then please do not tender.

3.11 Site Plan



