

D C HUDSON & PARTNER LLP

CHARTERED ARCHITECTS

Background Explanatory Notes For Proposed Single Storey Side & Rear Extensions & Alterations At Leybourne Village Hall Little Market Row, Leybourne, Kent ME19 5QL

ANY QUESTIONS SHOULD BE DIRECTED TO D C HUDSON & PARTNER LLP IN THE FIRST INSTANCE

These notes are to be read in conjunction with the tender documents.

1. On behalf of Leybourne Parish Council tenders are invited for the erection of a single storey extension to Leybourne Village Hall together with alterations to the existing building and related drainage works, all as described in the tender documents.
2. **Planning Consent.** This has been granted by Tonbridge & Malling Borough Council under reference TM/20/01974/FL , and was approved on the 4th November 2020 with drawings 1828/01/-, 7/A & 08/A. Copies of the documents can be accessed on the planning website at the Council.
3. **Building Regulations.** Previously, the Parish Council employed Fulkers, The Alan Baxter Partnership and the Watts Group to prepare more detailed construction drawings and deal with the Building Regulation application and relevant approvals.

Conditional Approval was granted by Tonbridge & Malling Borough Council on the 22nd June 2018 under reference 18/008330MULFP.

Since that time DCH&P have been involved to continue the project and following discussions with Building Control at T&MBC, they have agreed not to issue a Revocation letter now the three-year period has expired, so the project can continue under the Regulations relevant at the time of the approval in 2018.

4. **Sewer Diversion.** There is a public foul sewer running behind the building and diagonally across the open ground, all of which is controlled by Southern Water.

The proposed extensions mean the sewer will need to be diverted as shown on Alan Baxter Partnership drawing F437-0500-001.

Depending upon the final costs and scheme which is selected to be built, some of the diversion may be avoided, all as described in more detail below.

5. **Surface Water Disposal.** At present the rainwater from the existing building is mostly taken into drainage running down the side of the building and to a soakaway in the corner of the front car park. The condition of the soakaway has been checked and The Parish Council will organise it be cleaned out, so it remains fully effective.

With the full scheme as originally approved, the Alan Baxter Partnership were proposing an attenuation tank at the front of the building as shown on their drawing F437-0500-001. This is required as the capacity of the existing soakaway cannot be confirmed so the attenuation tank is required to control the flow of surface water into the existing soakaway.

6. If Scheme C is built without the 'stage extension' to the existing hall, this involves considerably less diversion work to the foul sewer, and it is hoped the attenuation tank can be omitted by incorporating a soakaway into the rear corner of the site to take the additional rainwater from the extension, but with an overflow provision from the manhole by the new entrance back into the existing surface water just in case there are any blockages in the pipe under the building or the system cannot cope in extreme circumstances.
7. **Drainage Works.** Depending upon the final option selected by the Parish Council, the costs of the drainage works could have a significant effect on the overall build costs.

The Parish Council have used a separate drainage contractor previously and may wish to ask them to quote independently for just the drainage works. Therefore, when tendering please can you ensure you have clearly identified the costs of the building works within your tender.

Please can you also confirm that if The Parish Council decide to use their own contractor for the drainage work, subject to checking their details and fitting in with your programme, you will accept their contractor to work alongside the selected main contractor for the works.

8. **Build Costs.** The proposed works will be partly funded by grants; hence the reason options are requested as described below so that final tender costs can be matched against funds available.
9. **Contract.** This will be a JCT Minor Works Building Contractor (Latest Edition) with Contractors Design.

In addition to the mechanical, electrical and plumbing services, the contractor will be required to have some design input into such items as external windows, doors and services – see Specification/Pricing Summary for further details.

10. **Pricing Summary.** *When submitting your tender please be certain to complete the Pricing Summary* which is based on the construction specification and other tender documents, so each section, or a combination of sections will need to be priced so there is a breakdown of the total costs. Not only will this assist in understanding the costs for each element of the project, but it will also be used as a document for agreeing valuations and should the need arise, look at any possible areas of savings.

Once received we will be putting the results into a spreadsheet for comparative purposes so we can raise any questions or queries with contractors where relevant.

11. **Fixed Price.** The Parish Council need to have a fixed price for the duration of the works especially due to this type of project where there is a need to have tight control on the overall budget.

Should you wish to make any comments on any specific items or the provision of a fixed price, please do include them within your tender submission.

12. **Contractor Comments & Exclusions.** At the end of the Pricing Summary there is a list of work either a) no longer required or b) to be undertaken by The Parish Council in liaison with the main contractor.

Should you wish to make any particular comments regarding any aspect of the tender, please do so as part of your tender submission, so we are fully informed when analysing the tenders.

13. **Cost Savings.** At the end of the Pricing Summary, there is a section asking contractors for possible areas where savings could be made, and the likely cost of those savings. *Please complete as you feel appropriate.*

14. **Works to be undertaken by The Parish Council.**

- a) Asbestos removal in relation to existing storage garages.
- b) Dismantle and dispose of outbuildings and hard standings.
- c) CCTV installation both to the new and existing building.
- d) Fire Extinguishers & Fire Alarm System.
- e) Signage (Except door signs integral with door schedule).
- f) Access Control Systems.
- g) Heating/Air Conditioning – Modular Units.
- h) Intruder Alarm.
- i) Stage Curtains.

15. **Welfare Facilities & Security.** When submitting the tender, *you are asked to clarify your requirements for site accommodation, access, storage, and the suchlike* to ensure these are fully understood and can be accommodated when a decision is made by The Parish Council on their choice of contractor.

16. **Tender Options.** *When submitting your tenders, please be sure to complete and submit the 4 separate Pricing Summaries for each of the Options A, B, C & D below:*

- A) The full scheme, including sewer diversion, the main extension and the extension to the rear of the existing Village Hall to include the stage. See drawing 1828/11/A.
- B) As A, but excluding the stage, and using the rear extension to the Village Hall as an additional meeting room. See drawing 1828/12/A.
- C) As A, but totally omitting the extension to the Village Hall to provide the stage together with corridor. See drawing 1828/13/A.

This noticeably reduces the amount of work to the existing public foul sewer and surface water disposal, including the omission of the attenuation tank.

- D) Alternative scheme with link to existing Village Hall as shown on DCH&P drawing 1828/14/A.

The Parish Council would like a guide cost only on this scheme as it is hoped this proposal will produce a cheaper build cost, as it does not involve any work to the existing public foul sewer, and rainwater drainage can be taken to soakaways without the need for an attenuation tank.

For the purposes of preparing a guide cost, assume the same approach would be taken to the construction as for the schemes above.

17. **Tender Process & Date for Submission.** In order to comply with the Government Procedure Act, the tenders need to be submitted no later than noon **on Monday 27th February 2023**.

They need to be submitted in a paper format and either posted or hand delivered in an envelope clearly marked "Tender for Leybourne Village Hall Extension(s)".

However, if the postal strike is still causing problems with predictable delivery dates, the contractors should check with the Parish Clerk and if agreed, the tender can be submitted both in paper format, but also by email. If email is decided to be appropriate, the contractor should contact the Parish Clerk to advise when the tender is being sent by email, so it can be clearly identified and retained confidentially so all tenders are opened at the same time and in the same place.

When submitting tenders it is important to ensure all information requested as been completed including the Pricing Summaries for all 4 options (see Section 16 above) and other areas where information has been requested such as day work rates, percentage addition, percentages for PC & Provisional Sums, Items highlighted in blue throughout the tender documents, comment on the possible use by the Parish Council of a separate drainage contractor, and any other points the contractor wishes to draw to the attention of those considering the tender.

In addition, the form requesting company details together with information on compliance and accreditation must be included with the tender submission together with the relevant certificates.

18. **Time for Acceptance of Tenders.** Apart from the requirements of paragraph 11 regarding a fixed price, due to the likely timescale for the Parish Council to consider tenders, come back to preferred contractors for discussion and obtain outcome of grant applications, it should be assumed a minimum period of 4 months before tenders can be accepted and 2 further months before a start on site can be made. *The submitted tenders should take this into account, but if contractors wish to pass any comment on this timescale, please include within the tender submission.*
19. **Discrepancies.** Where there are any discrepancies identified within the tender documents, generally information prepared by DCH&P including the Pricing Summaries/Specification and DCH&P drawings 1828/10/-, 11/A, 12/A, 13/A & 14/A should take preference over information prepared by other. *If in doubt, contact DCH&P for clarification.*

By way of explanation the drawings and specifications prepared by Watts, Fulkers & The Alan Baxter Partnership where completed before DCH&P became involved again in the project over the last year.

Partly due to the effects of Covid-19 and Brexit on building costs, DCH&P have worked with the Parish Council to look at options of saving costs on the scheme which has Planning Consent, all as explained in paragraph 16 of these notes and in other section so the tender documents.

In addition, the large tree on the north eastern boundary has been removed, so this has enabled DCH&P to produce a further scheme as shown on drawing 1828/14/A, which should avoid any changes to the public foul sewer and the need for an attenuation tank.

Also, as explained elsewhere, it is no longer intended to do any work to the existing building, apart from the alterations described in Section 28 of the Specification and shown on DCH&P drawings and detailed elsewhere.

To help with costings, as the Parish Council are intending to do some work to the existing building anyhow, they will undertake some of the work as summarised in paragraph 14.

20. Performance Bond & Collateral Warranties. None are required for this work.

21. For the reasons explained above the tender needs to be a fixed price tender, so below are listed the relevant points from the Contract particulars of the JCT Minor Works Building Contract with Contractors Design.

- a) Hence the base date is not applicable and the Employer at the base date is not a Contractor for the purposes of the Construction Industry Scheme.
- b) CDM Regulations. The project is notifiable.
- c) Framework Agreement. Not Applicable
- d) Supplemental Provisions. Provisions 1, 2 3 & 4 apply. Provision 5 does not apply.
- e) Article 7 & Schedule 1. Arbitration applies.
- f) Liquidated Damages. £5,000 per week.
- g) Rectification (Defects Liability) Period. 12 months from Practical Completion.
- h) Interim Payments. On a monthly basis.
- i) Payments Prior to Practical Completion. 95% of the total value of work.
- j) Payments After Practical Completion. 97½% on total amount to be paid the Contractor.
- k) Fluctuations. Provision Not Applicable.
- l) Supply of Documentation to Calculate Final Account. 3 months.
- m) Contractors Public Liability Insurance. £10 million.
- n) Insurance of the Works. Clause 5.4C applies.
- o) Percentage to Cover Professional Fees. 15% if required.
- p) Insurance Arrangements. See also Section P32 in the Preliminary Items. Employer will ensure the existing Building, Contents and their own Public Liability. Contractor to ensure all risks Buildings and Public Liability.
- q) Adjudication or Arbitration. If necessary, the nominating body/appointor will be the Royal Institute of British Architects.

22. Trees. When the original drawings and specifications were prepared by Fulkers & The Alan Baxter Partnership, there were trees existing on the site which have now been removed, in particular a very large tree on the rear boundary. With the removal of these trees, this is partly the reason for being able to create Option D.

Therefore, where trees are shown on any drawings, please ignore, as only the stumps remain.

23. **Existing Buildings & Structures – Extent of Work.** *No work is to be undertaken to the existing hall, offices, toilets, and entrance foyer except as described in Section 28 of the specification and drawings together with related finishes and services, so for the purposes of this tender ignore any references to any such work on drawings, specifications, and other tender documents.*