

Bishop's Cleeve Parish Council



**Design Brief
For**

**The Plant Room, Sports Pavilion,
Cheltenham Road**

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1.0 Introduction

This project seeks to design and refurbish the Plant Room at the Sports Pavilion, Cheltenham Road, Bishop's Cleeve, Cheltenham.

1.1 Project Information

<u>NAME OF PROJECT</u>	Cheltenham Road Sports Pavilion Plant Room
<u>PROJECT BUDGET</u>	£70,000
<u>LOCATION OF SITE</u>	Plant Room, Sports Pavilion, Cheltenham Road, Bishop's Cleeve, Cheltenham, GL52 8LZ
<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. Tenders will only be considered from those contractors that have attended the site to fully consider the work required. Potential contractors will be responsible for validating that the works can be successfully completed to achieve the desired results.

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 him 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 his 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 such refurbishment work. 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 take place on each project and the work they are to carry out.

3.0 Specification

The project is to design and install upgraded equipment in the Pavilion Plant room sufficiently adequate to meet the supply for 37 showers. Work to include the decommission and removal of the existing boiler, cold water booster sets, hot water heater and secondary storage vessel and replace with new cold water booster system, new natural gas fired boiler and adequate number of tankless water heaters to supply hot water on demand. Work to include all the associated ancillary pipework and adjustments.

3.1 Description

1. Decommission, removal and disposal of existing cold water boost set.
2. To supply, install, test and commission a replacement cold water booster set, carry out alterations to pipework and wiring as necessary.
3. Decommission, removal and disposal of existing gas fired hot water storage heater and buffer vessel.
4. To supply, install, test and commission a suitable number of Natural Gas fired Condensing Water Heaters on framework at rear of existing plant room. Water heaters to be piped and wired in a cascade to allow alternate use of heaters. Separate isolation for each boiler to enable safe servicing for future maintenance.
5. To supply, install, test and commission all associated pipe work, framework, valves, controls, safety controls and insulation for proposed installation.
6. Removal and disposal of existing flue system.
7. To supply, install, test and commission a header flue system connecting all units into one common flue and existing via the existing roof penetration.
8. Carry out full inspection of all hot water outlet, test, set and service all outlets including replacement of any seals, washers or other consumables, if any valves or cartridges are found to be faulty a quotation to be provided for the replacement thereof.
9. Decommission, removal and disposal of existing boiler.
10. To supply, install, test and commission a replacement natural gas fired boiler, installation of replacement boiler. carry out alterations to pipework, flue and wiring as necessary.
11. Provision to the Council of the relevant building regulations certificate on completion.
12. Provision of full operational manual to include line as built drawings, valve chart and handover pack. Personal handover to be carried out on completion and basic operational training provided to Council operatives.
13. Registration of warranties with manufacturer of all parts installed.
14. Submission of service plan and costing for the 3 years following completion to include standard response times and call out charges for non-warranty issues.
15. All installations to conform with relevant safety and industry standards.

3.2 Location

The Sports Pavilion is located off Cheltenham Road, at the Council's Sports Field at the southern approach to Bishop's Cleeve. The plant room is accessed directly from the car park at the Sports Field.

The vehicular access has an overhead barrier for which the Council has full control over and is wide enough for a medium sized van or truck. There is no dedicated parking for the facility although there is adequate parking available during the workable hours.

3.3 Overall Requirements

To provide a system of instantaneous hot water for the servicing of up to 37 showers and other hot water outlets in the Council's Sports Pavilion.

3.4 Materials Specifications

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

3.5 Installation

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

All rubbish and excess materials are to be removed from site by the contractor at the end of the construction works, to include reinstatement as agreed with the Project Manager.

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.

3.6 Maintenance and Aftercare

A full schedule of maintenance requirements is to be provided once the installation is completed. This should include a breakdown of items, specifications, and maintenance requirements to assist with the future site management and maintenance.

Copies of all relevant warranties and guarantees, Building Regulations Certificates the full operational manual should be provided on completion.

3.7 Budget

The budget available for the project is a maximum of £70,000 to cover:

- All design costs and associated fees
- Supply of materials
- Purchase of all equipment including
- 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 removal and disposal of surplus existing equipment
- Any remedial work identified as part of the PII report or as part of a reasonable request from the Project Manager.

The Sports Pavilion Plant Room specification must be available for the cost quoted for a minimum of four months from the date that the application is received by Bishop's Cleeve Parish Council.

3.8 Payment

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

3.9 Timescale

All tenders should be returned by 3.00pm on Monday 23rd May 2022. Interviews with short listed tenderers will be held on Tuesday 7th June 2022. The contract will be awarded following the Council meeting on the 7th July 2022. The expectation is that installation should begin as soon as possible.