

Changing Room Project

Project Details

Project Title	Changing room conversion
Anticipated Start Date	August 2020
Completion Date	August 2020

Project Description

A brief summary of the project

Medbourne Pavilion is a thriving sports and community building situated within a housing development. The pavilion is in use from 8:00am until late into the evening providing pre-school services, a range of activities for all age groups and opportunities for individual and community events.

In order to provide a wider choice of activities and cater for the increasing demand for community space a proposal has been put forward to convert an unused changing room into a useable self-contained meeting space. By incorporating a sink unit with appropriate water heater and access to the main building as well as the existing independent access, the room could provide space for new activities as well as enhancing the facilities available to existing users.

Planning permission is not needed for the project; however Building Control will be required.

All heating and plumbing works are to be carried out by CME Heating Limited who is under contract to the parish council to maintain the system.

Due to the nature of the building any works must be done in a period which will cause least upheaval to regular hirers and least impact on the income to the parish council. Therefore the work will need to be completed during August 2020.

Site Visit

All contractors are advised to arrange a site visit to fully acquaint themselves with all aspects of the building, its construction and site access prior to submitting a tender for consideration.

To arrange a site visit please contact:

Jane Webb – 01908 521752

Email: medbournepm@shenleychurchend-pc.co.uk

Changing Room Project

Programme of Works

The work will need to be completed in a single phase to minimise disruption to the buildings users. Due to the nature of the buildings use, work must be completed during August 2020.

The list below details the suggested/proposed action points required for this project. This list is not definitive and not in a prescriptive order. The successful contractor may wish to expand on these items:

1. Organise the delivery of a skip(s) ensuring site remains free from rubbish at all times
2. Ensure all services (electrical, plumbing & ventilation) are made safe
3. Remove identified non-load bearing internal walls to provide an open space
4. Cap off existing drain within the shower
5. Create door access in the wall leading to the main hall installing appropriate sized lintel and architraves
6. Supply and fit FD30 (min 830mm) with ironmongery as specified
7. Create window opening (1800mmx1200mm) and install appropriate cavity lintel
8. Install cavity closures, window and window board
9. Install motorised external security shutters (in line with existing)
10. Make good flooring in areas where walls have been removed
11. Apply screed to level floor and ensure floor height will match the height of the main hall when flooring is completed
12. Apply timber battens to existing block walls and clad with plaster board (12.5mm) ensuring screw heads are countersunk
13. Tape, join and fill boards to provide a smooth level surface
14. Apply appropriate sealant to plasterboard surfaces
15. Supply and fit skirting boards approximately 13cm tall
16. Supply and fit sheet flooring throughout similar to flooring in main reception
17. Apply 2 coats of emulsion (minimum) to all walls
18. Apply appropriate coat(s) of primer to all woodwork
19. Apply appropriate coat(s) of gloss to all woodwork
20. Supply and fit 1000mm base unit, plinth, stainless steel sink and worktop
21. Supply and install suspended ceiling grid complete with ceiling tiles
22. Supply and install LED flat panel luminaires appropriate to the area with 1 emergency version
23. Main lights to be operated by dimmable light switch
24. Supply and install 1 LED luminaire appropriate for the WC operated by automatic sensor
25. Modify lighting circuit to facilitate the additional lighting
26. Modify ring circuit to install 5 twin switched socket outlets (as per plan)
27. Install 2 x 16A single phase radial supply to point of use water heater
28. Supply and install suitable water heater
29. Carry out inspection to test circuit modifications and issue relevant test certificates
30. Supply building, electrical and plumbing as installed drawings
31. Re-position fire alarm call point
32. Leave site clean and tidy

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Programme of Works

- The works must be completed in a single phase in order to minimise disruption
- If the contractor feels unable to comply with this basic programme or has any comment on the proposed programme they must provide this information at the time of tender submission
- A full and unqualified tender submission implies acceptance of this basic programme
- The successful contractor will be expected to provide their own detailed programme of works within 28 days of receiving the confirmation of award of tender
- The contractor shall allow for attendance at pre-contract meetings and regular site meetings during the duration of the works
- A contingency of 10% must be factored into the final tender price and detailed appropriately

Health and Safety

- Medbourne Pavilion was built in 2009 and as such there are no known asbestos containing materials within the building. If during the works contractors become aware of the presence of materials thought to contain asbestos work must be stopped immediately and the Pavilion Manager informed
- It is not believed that scaffolding will be required for these works. If scaffolding is deemed to be required the contractors must comply with The Work at Height Regulations
- All power tools and extension leads are to be protected by means of a 30mA RCD.
- All electrical equipment must have up to date test certificates
- Where work may be required to be completed beyond the boundaries of the site, defined 'Working Areas' must be agreed with the Pavilion Manager
- Site operational times will be Monday – Friday 8:00am to 17:00pm. Authorisation to work outside of these hours will be required from Shenley Church End Parish Council
- Safety signs, general warning signs and suitable barriers must be erected for the safety of the general public and contractors
- Rubbish and debris must be removed from site on a regular basis
- Clear escape routes from existing doors must be maintained in case of emergency
- Measures must be taken to ensure that work undertaken does not compromise the fire safety of the occupants and buildings
- Access to the car park must be maintained at all times
- No smoking is allowed within the building and this includes e-cigarettes

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The following document must be completed by the tenderer at the time of tender

Company Name: _____

Address: _____

The tender provided is to cover all works required to complete the conversion of the changing room at Medbourne Pavilion to a functioning meeting room with additional window, internal access door and sink facilities.

It is noted that CME Heating Ltd must be used in relation to heating and plumbing works and all works must be completed on agreed dates in August 2020.

I/We having reviewed the documents and drawings and having attended site, submit a tender for completion of the work in accordance with the conditions of contract

For the Sum of: £ _____ (exclusive of VAT)

Contingency 10% £ _____ (exclusive of VAT)

Total potential project cost: £ _____ (exclusive of VAT)

Details of the work covered within the tender should be provided on company headed paper when submitting the tender for consideration.

This tender remains open for consideration for 8 calendar weeks from the date fixed for the submission of tenders.

I/We certify this is a bona fide tender and that we have not communicated to any person other than the Employer the amount or approximate amount of the tender price. I/We undertake that I/we will not, before the completion of the contract enter into any collusive arrangement with any third party whether in relation to this tender, or a tender submitted or to be submitted, by such a third party. The Employer may, at their discretion, disqualify any tenderer if they consider this undertaking has been broken.

Dated: _____

Signed By: _____

Print Name: _____

Position: _____