

HENLEY ON THAMES TOWN COUNCIL, NEW SPORTS PAVILION

Scope of Service for Project Monitoring Role

Henley on Thames Town Council (the Council) are entering into an agreement with a Developer for the sale of land for housing and retail development (353 -357 Reading Road, Henley on Thames). The agreement will require the Developer to design and construct a new sports clubhouse for the Council as the housing development will require the demolition of existing facilities on the site. The current facilities are leased to two tenants; Henley Hockey Club and AFC Henley. At this juncture it is anticipated that the current tenants will also be offered new leases on the new pavilion.

The Developer has prepared initial proposals for the design, but these have not yet been agreed. The Developer will be responsible for obtaining planning permission once a design has been agreed with the Council. The Developer will fund a budget of £1m for the project and should the build cost prove to be less than this, then the Developer will pay the remainder to the Council.

The Council is currently agreeing Heads of Terms with the Developer via the Council's legal advisors.

Outline User Requirements have been established (set out below); however, these will require further development:

- If facilities are shared by two clubs - GIFA of 750m²
- If facilities are not shared – GIFA of 1000m²
- 4 changing rooms (circa 32m² each / 128m² in total)
- 2 referee changing rooms (circa 12m² each / 24m² in total)
- Entrance foyer
- Internal storage
- External storage
- Social space
- Bar
- Kitchen
- Security – good external lighting, security system, fire alarm and CCTV installation
- Parking for 70Nr spaces (low maintenance)

The Council wishes to appoint a suitably qualified consultant to provide a Project Monitoring Role and provide general advice and guidance to the Council throughout the process.

The programme is not currently known; however, it is anticipated that design and planning permission will progress through 2017 with construction likely to start on site late 2017 or early 2018. For the purpose this scope it is assumed that the construction phase will be 9 months.

The services outlined within this scope are to be undertaken by a suitably qualified Chartered Building Surveyor and all cost advice is to be provided by a suitably qualified Chartered Quantity Surveyor.

HENLEY ON THAMES TOWN COUNCIL, NEW SPORTS PAVILION

It is anticipated that the key services to be provided will consist of the following:

Pre Contract

1. Review the proposals as provided by the developer and provide advice thereon in relation to compliance with User Requirements, statutory requirements, Sports for England guidance and other published guidance for sports facilities.
2. Attend Design / Project Team meetings during the development of the design to represent the Council (allow to attend 4Nr such meetings).
3. Review build costs from the Developer and advise on value for money and potential value engineering options for consideration by the Council; this is to include consideration as to life cycle costs when considering materials / specifications.

Post Contract

1. Represent the Council at the pre start meeting (assume to be chaired and minuted by the Developer).
2. Review all construction issue drawings and provide comments thereon to the Council.
3. Undertake site inspections throughout the construction phase to monitor the progress, quality and compliance of the works. For the purpose of your proposal assume 9Nr site visits (please provide a fee for each visit as this will be used to value any change to the number of inspections). Following each site visit provide a Site Visit Report.
4. In addition to the site inspections, allow to attend 9Nr monthly progress meetings. It is expected that a Site Visit Report will also be issued following attendance at the progress meetings.
5. Review monthly financial reports to be issued by the Developer and provide comments to the Council.
6. Review any change requests or variations to the agreed design and provide comments to the Council.
7. Undertake defects inspections prior to handover and provide schedules to the Council and Developer, including witnessing of the testing and commissioning of the service installations.
8. Monitor the closing out of any defects and advise the Council when the project is considered to have reached Practical Completion including ensuring that all certification, Operating & Maintenance Manuals / Health & Safety Files are provided.
9. Review the final account to be prepared by the Developer and report thereon to the Council.
10. Undertake inspection(s) prior to expiry of the Defect Rectification Period and provide schedules to the Council and Developer.

HENLEY ON THAMES TOWN COUNCIL, NEW SPORTS PAVILION

11. Monitor the closing out of any defects and advise the Council when all defects have been rectified.

Hourly Rate

Please provide an hourly rate for both Quantity Surveyor and Building Surveyor.