



GIROSCOPE

Giroscope Limited

**Tender for the Repair and Refurbishment to the aisle roofs of the former
St Matthews Church, Hull**

Tender Reference: CLLD0026 Item 1

**INVITATION TO TENDER (GOODS & SERVICES)
(ITT)**

Preliminaries & Specification

1. INTRODUCTION

The Former St Matthews Church Hull is a Grade II Listed Building by Adams and Kelly (1870), constructed of yellow brick, with red brick and ashlar dressing, and with a slate roof.

In 2018 Giroscope acquired the former St. Matthew's church. The building had been empty for over seven years and was facing an uncertain future. Giroscope Ltd received planning permission and listed building consent in 2020 to change the use from a church to mixed use community facility, including cafe, business/workshop space, meeting and teaching room, event space, education zone, and community market.

A mezzanine floor is being installed within the aisles of the building and will comprise of a series of meeting rooms. In order to improve the thermal performance of these rooms it is proposed that the roofs of each aisle are replaced by an insulated warm roof.

Further consents were gained in 2021 to install 20no. conservation style rooflights to the aisle roofs.

Tender Requirements

Giroscope Ltd are inviting tender responses from qualified roofers to undertake the following:

1) Repair and refurbish the aisle roofs (approx. 292m²) to consist of (subject to contractor's advice):

- existing slates carefully removed repaired and reused
- installation of new 25x50mm timber battens and counter battens as required to provide suitable ventilation for roof structure with insulating breathable membrane (TLX Gold or similar) in between.
- installation of 25mm rigid sarking insulation board above existing timber board planks (if required).
- All to achieve the required U value for roof refurbishment in a Listed Building (0.70W/m²K)

Due to the listed nature of the building, it is not possible to insulate on the underside of the aisle roofs as that would cover up the existing timber planks, which are an important heritage feature of the building. It is therefore necessary to carefully remove the existing slates and insulate above the existing timber plank boards.

It may be necessary to raise the aisle roofs slightly in install the 25mm PIR installation board above the existing timber board planks. In that case, eaves tiles will need to be adjusted to drain into existing gutter. Trial strategy to be tested and approved on site before works to roof commence.

2) The installation of 20no. 780mm x 1080mm conservation style rooflights.

2. PRELIMINARY AND GENERAL CLAUSES

2.1 PROJECT PARTICULARS

2.1.1 **Project Title and Address.** Specification for the repair and refurbishment of the aisle roofs of the Former St Matthews Church, Hull, including the improvement to the thermal performance of the roof and installation of 20no. conservation style rooflights.

2.1.2 **Project Team - Client:** Martin Newman, Giroscope Ltd, 69 Coltman Street, Kingston upon Hull, HU3 2SJ

Designer: Integreat Plus, Offices 25 & 26 New Mesters, 53 Mowbray Street, Sheffield, S3 8EN

Structural Designer/Engineer: CollinsHallGreen, Courtwood House, Silver Street Head, Sheffield, S1 2DD

Mechanical & Engineering Services: Kinetic Engineers Ltd, Unit 6 Kingsway House, Gateshead, Tyne and Wear, NE11 0HW

Principal Contractor: Giroscope Ltd, 69 Coltman Street, Kingston upon Hull, HU3 2SJ

2.2 DRAWINGS

2.2.1 The drawings included in the tender information are:

- A908 Site Location Plan
- A100 Existing Plan
- A102 Proposed Plans
- A103 Existing Elevations
- A104 Proposed Elevations
- A109 Roof Plans
- A111 Proposed Roof Section Sketch

2.3 THE SITE/EXISTING BUILDINGS

2.3.1 **Access for Inspection of Site.** St Matthew's Church stands is via Boulevard or Selby Street, which in accessed off Analby Road (A1105). The coordinates are 507812 X (easting), 428666 Y (Northing). The postcode is HU3 2SA.

2.3.2 **Risks to Health and Safety.** Roof slates have not been lifted to allow for inspection of roof boarding and structures, and the absence/presence of damage or decay is not known, however the structural report (provided as part of the tender package) states that the aisle roofs appear to be in good condition. Potential risks to health and safety have been outlined in the pre-construction information, however it is the responsibility of the Contractor to ascertain for themselves any information required to ensure the safety of all persons and the Works.

2.3.3 **Existing Mains Services** Main services are present on the site, and it is the responsibility of the Contractor to ascertain for himself any information required to ensure the safety of all persons and the Works.

2.3.4 **Working Area** The working area shall be limited to the north and south aisle roofs, together with relevant parts curtilage of the building to provide access. Allowance should be made for appropriate types of fencing, ground reinforcement and other forms of protection.

2.4 TENDERING/SUB-LETTING/SUPPLY

- 2.4.1 **Acceptance of Tender** The Employer and his representatives offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted, and will not be responsible for any cost incurred on the preparation of the tender.
- 2.4.2 **Visiting Site Before Tendering.** The Contractor must visit the site before tendering and be satisfied as to the nature and extent of the Works, and the general conditions governing its execution. No claim for additional payment will be allowed on the grounds of lack of knowledge of the above.
- 2.4.3 **Period of Validity.** Tenders are to be fixed price and must remain open for consideration (unless previously withdrawn) for not less than six months from the date fixed for the submission or lodgement of tenders. Information on the date for possession/commencement will be given after agreement.
- 2.4.4 **Specification Without Quantities** Where and to the extent that quantities are not included in the specification, tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.
- 2.4.5 **Pricing of Specification** Alterations and qualifications to the specification must not be made without the written consent of the Project Manager. Tenders containing such alterations or qualifications may be rejected. Costs relating to items in the specification that are not priced will be deemed to have been included elsewhere in the tender. The Priced Specification Must be submitted as soon as possible.
- 2.4.6 **Discrepancies in Project Information** In the event of any discrepancy between this specification and the project drawings, clarification is to be sought immediately from the Project Manager who will issue instructions accordingly.

2.5 PROVISION, CONTENT AND USE OF DOCUMENTS

- 2.5.1 **Definitions.** The meaning of terms, derived terms, and synonyms used in the specification (preliminary and general clauses and schedule of works) is as defined below or in the appropriate European or British Standard or glossary.
- 2.5.2 **In Writing.** When required to notify, inform, instruct, agree, confirm, obtain approval, or obtain instructions, do so in writing.
- 2.5.3 **Approval.** (and words derived therefrom) means the approval in writing of the Project Manager unless specified otherwise.
- 2.5.4 **British/European Standard Products.** Where any product is specified to comply with a British Standard for which there is no equivalent European Standard, it may be substituted by a product complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK specifying equivalent requirements. Notify the Project Manager of all such substitutions in advance of ordering and submit for approval documentary evidence confirming that the products comply with the specified requirements. Any submitted foreign language documents must be accompanied by certified translations into English.

2.6 MANAGEMENT OF WORKS

- 2.6.1 **Insurances.** Before starting work on site submit documentary evidence and/or policies and receipts for the insurances required by the conditions of contract.
- 2.6.2 **Insurance Claims.** If any event occurs that may give rise to any claim or proceeding in respect of loss or damage to the Works, or injury or damage to persons or property arising out of the Works, forthwith give notice in writing to the Employer, the Project Manager, and the Insurers. Indemnify the Employer against any loss that may be caused by failure to give such notice.
- 2.6.3 **Preparation and Submission of Programme.** Submit for agreement two copies of a full programme covering the duration of the Works prior to the commencement of the works.
- 2.6.4 **Site Meetings.** Regular site meetings will be held at which the Contractor is to report on the following: (a) anticipated contract completion date; (b) progress programmed and progress achieved giving reasons for any delay and stating action being taken; (c) any shortages in labour, plant and materials, stating action being taken; and (d) any outstanding information required from the Project Manager.

2.7 QUALITY STANDARDS/CONTROL

- 2.7.1 **Good Practice.** Where and to the extent that materials, products, and workmanship are not fully detailed or specified they are to be: (a) of a standard appropriate to the Works and suitable for the purposes stated in or reasonably to be inferred from the project documents; and (b) in accordance with good building practice. The Contractor is to ensure that those persons undertaking and responsible for the Works are of adequate status and experience.
- 2.7.2 **Samples of Materials.** Provide and submit for approval samples of materials where specified or when requested, and: (a) do not confirm orders for such materials until approval has been given; (b) prepare samples of finished work where specified and obtain approval before proceeding with the Works; and (c) bear all costs of providing samples required by this specification or requested by the Project Manager.
- 2.7.3 **Samples of Workmanship.** Provide sample areas of a suitable size for approval where specified or when requested.
- 2.7.4 **Defective Work.** Where examination and/or testing shows that the work is not in accordance with the specification, and measures are taken as instructed to remedy the defective work, such measures will: (a) be at the expense of the Contractor; and (b) not be considered as grounds for extension of time.
- 2.7.5 **Police/Local Authority Requirements⁵.** Ascertain and comply with any requirements of the police and local authority affecting execution of the Works.
- 2.7.6 **Disposal of Spoil, Rubbish and Surplus Materials** (a) Do not dump or allow to be dumped excavated soil, rubbish, or surplus materials arising from the Works on an area other than a public or private tip, controlled or recognised by the local authority; (b) Comply with legislation governing the controlled tipping of refuse; and (c) Where any excavated spoil, rubbish, or surplus materials have been

deposited elsewhere other than at a recognised tip, bear the cost for clearing away such deposits and placing them in a recognised tip.

- 2.7.7 **Condition of Works at Completion.** Clear the Works thoroughly; remove all splashes, deposits, rubbish, and surplus materials; and leave in a fit condition to the satisfaction of the Project Manager.

2.8 SECURITY/SAFETY/PROTECTION

- 2.8.1 **Security.** Adequately safeguard the site, the Works, products, materials, plant, from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site.
- 2.8.2 **Health, Safety and Welfare.** Allow for complying with enactments, regulations, and working rules relating to safety, health and welfare of workpeople, and persons visiting the site.
- 2.8.3 **Site Communications.** Allow for provision and maintenance of site telephone (mobile telephone is acceptable) for emergency and general use, with number(s) distributed to project team before commencement of the Works.
- 2.8.4 **Nuisance and Danger.** Every effort shall be made to keep noise and dirt to a minimum. Great care shall be exercised with regard to fire risk, especially smoking and use of blow lamps, electricity, or inflammable materials, particularly in confined spaces. A daily check shall be made to ensure that all possible sources of fire have been extinguished. Care shall also be taken to avoid damage through water and other liquids used for the Works.
- 2.8.5 **Protection of Existing Features** (a) Adequately protect and preserve trees, hedges, shrubs, and lawns, except those that are to be removed; (b) Prevent damage to existing buildings, gates, walls, roads, paved areas, and other site features that are to remain in position during the execution of the Works; and (c) Keep approaches to site clear of mud and debris.
- 2.8.6 **Protection of Adjoining Property.** Take all reasonable precautions to prevent damage to adjoining property. Make good and bear all costs of putting right any damage arising from execution of the Works to the satisfaction of the owner. If scaffolding is required on neighbouring land, obtain permission as necessary to erect scaffolding and pay all charges. Prevent trespass on adjoining property.

2.9 SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/TIMING⁶

- 2.9.1 **Restrictions on Access.** The Contractor is to be aware that there may be restrictions on access to and from the site. Access route(s) must be kept clear at all times.
- 2.9.2 **Restrictions on Working Area.** The extent of the site and working area shall be as agreed with the Employer, Project Manager and any other relevant person(s), and deliveries, stored or surplus materials, or spoil/rubbish will only be allowed on to adjacent land with prior written permission.
- 2.9.3 **Restrictions on Sequence of Construction.** The Contractor is to be aware that it may be necessary to undertake specific work items whilst attended by archaeological, environmental, and/or historic building advisers who will record existing construction and associated flora and fauna. It will be the responsibility of the Contractor to inform nominated advisers when such works are to take place, giving a minimum of five working days' notice.

- 2.9.4 **Restrictions on use of the Site.** The site shall not be used for any purpose other than the execution of the Works.

2.10 FACILITIES/TEMPORARY WORK/SERVICES

- 2.10.1 **Site Accommodation and Storage.** Storage space will be available in the garden adjacent to the church. Secure storage space will also be available within the church if required. Remove and clear away at completion, making good any disturbance caused to surrounding land.
- 2.10.2 **Site Sanitary and Welfare Accommodation.** Sanitary and welfare accommodation is available within the church and so does not need to be provided.
- 2.10.3 **Protection.** Provide temporary fencing, hoardings, screens, fans, planked footways, guard rails, gantries, and the like as may be necessary for protecting the public and others, for the proper execution of the Works, and for meeting the required requirements of any local or other authority.
- 2.10.4 **Water and Electricity.** Water and Electricity will be provided on site.

2.11 LABOUR/PLANT

- 2.11.1 **Plant, Tools and Vehicles.** Provide all plant (including scaffolding and mechanical hoisting facilities), tools, and vehicles appropriate for the execution of the Works.
- 2.11.2 **Disbursements.** Provide for all disbursements arising from the employment of workpeople.

2.12 SCAFFOLDING AND TEMPORARY WORKS

- 2.12.1 Scaffolding, scaffolding boards, ladders, sheeting, and all other materials used are to be adequate for their purpose and where applicable conforming to relevant standards.
- 2.12.2 The Contractor is to: (a) provide and maintain all scaffolding and temporary works for the execution of the Works; (b) ensure that all scaffolding is erected and maintained in accordance with statutory regulations; (c) take all reasonable precautions to ensure that unauthorised persons cannot gain access to scaffolding or temporary works; (d) ensure protection of the public and workmen from materials falling from the scaffolding; and (e) ensure that all loose items such as tubes, fittings, clips, etc are cleared away from the site both during the project and at completion;

2.13 DISMANTLING AND DEMOLITIONS

- 2.13.1 Care shall be taken when dismantling or demolishing to avoid dust, dirt, and damage, and to salvage and store all re-useable materials, which if not required for the Works, shall remain the property of the Employer. Rubbish shall be cleared as it accumulates and bagged or carefully carted to avoid mess.

3. BACKGROUND INFORMATION

3.1 GENERAL SITE INFORMATION

- 3.1.1 **Basis for works.** Giroscope Ltd received planning permission and listed building consent in 2020 to change the use from a church to mixed use community facility, including cafe, business/workshop space, meeting and teaching room, event space, education zone, and community market. A mezzanine floor is being installed within the aisles of the building and will comprise of a series of meeting rooms. In order to improve the thermal performance of these rooms it is proposed that the roofs of each aisle are replaced by an insulated warm roof.
- 3.1.2 **Heritage designations.** St Matthews Church is listed (Grade II) as being of special architectural or historic interest.
- 3.1.3 **Statutory approvals.** Applications for planning permission Hull City Council, and copies of permission will be made available by the Project Manager prior to commencement of the roofing works.
- 3.1.4 **Ecology/protected species.** An Emergence/Re-entry Bat Survey Report was completed in July 2021 by Chris Crow Ecology. (A copy of the resulting report will be made available to the Contractor prior to commencement). There was no evidence of bats within the aisle roofs. All works must stop immediately if evidence of bats and/or roosts is discovered during the construction phase and both the Employer and Project Manager must be alerted without delay.
- 3.1.5 **Public highway.** The property is bounded by Boulevard and Selby Road. The Contractor must take all necessary precautions to ensure the safety of all road users and to minimise disturbance/nuisance to neighbouring owners.
- 3.1.6 **Removed materials and items.** The Employer is to be credited for all materials and other items with re-sale value not retained on site. Materials of potential interest and/or use (e.g. removed stones or timbers) shall be retained and shown to the Employer for agreement regarding retention or disposal.
- 3.1.7 **Site boards.** Contractor name and trade board(s) may only be erected with the prior approval of the Employer.
- 3.1.8 **Hot works.** Any welding of lead-work is done off site where possible to prevent potential ignition of roof timbers and fabric. Where works need to be undertaken in-situ, a hot working permit will be required.
- 3.1.9 **Dimensions.** Any dimensions given in this specification and/or associated drawings are to be taken as approximate and to be confirmed by the Contractor.

4. GENERAL WORKS

3.1 SETTING UP AND SITE COMMUNICATIONS

- 3.1.1 **Site induction.** Ensure familiarisation of operatives with St Matthew's Church, boundaries, neighbouring properties, access/egress arrangements, site hazards and site personnel.
- 3.1.2 **Security system and keys.** Liaise with Employer to allow for access and the specific access requirements (i.e. loan of Employer's key, availability of duplicate key).
- 3.1.3 **Access/egress to site.** Make introductions to neighbouring property owners to confirm nature and extent of Works and to identify access requirements. Agree timing of vehicle deliveries to minimise nuisance (e.g. school runs, regular deliveries, emergency services).
- 3.1.4 **Vehicle parking.** There is no onsite parking. There is on street parking outside the property and on the adjacent streets. The surrounding streets are covered by a Stadium Parking Zone, which restricts parking when matches are held, which applies after 6pm, on Bank Holidays, and at weekends . Parking space can be limited so vehicles must be parked carefully and with due consideration to others.
- 3.1.5 **Compounds and stores.** Provide and maintain compounds and stores in a clean and orderly state for duration of works. The Employer will allow the Contractor to use ground to the north of the building, behind the boundary wall, for compounds and stores if required. Any damage caused to the boundary wall shall be made good by the Contractor at no cost to the Employer.
- 3.1.6 **Sanitary and messing facilities.** Sanitary and messing facilities are provided within the church. These should be kept clean and orderly state for duration of works.
- 3.1.7 **Barriers and fencing.** Supply, erect and maintain barrier fencing (e.g. Heras fencing) to prevent unauthorised access to the Works where necessary.
- 3.1.8 **Scaffolding.** Erect suitable independent scaffolding or other form(s) of safe working access required to undertake Works. Fixings into masonry walling for scaffolding or other form(s) of access will not be accepted and ballast may be required. Details of scaffolding and protection must be agreed in advance with Project Manager. Excavation for scaffolding or other form(s) of safe working access, other than minimal ground-surface disturbance, will not be permitted. Any incidental excavations must be agreed in advance with the Project Manager. Damage to ground surfaces (e.g. footpath, hard surfaces) shall be rectified as part of contract works.
- 3.1.9 **Security (physical).** Erect and maintain rigid security hoarding (i.e. min. 18mm exterior grade plywood sheeting or steel sheeting; not oriented strand board) to fully enclose scaffolding and other means of working access to min. 4.0m height to prevent unauthorised access on to scaffolding and building. All ladders to lower level to be removed from site or made inaccessible at end of every working day. Liaise with Employer to confirm requirements of insurer are fully satisfied and scaffold checklist has been completed and submitted to insurer prior to commencement of Works.

- 3.1.10 **Roof protection.** Allow for supply, erection and maintenance of waterproof/windproof protection over exposed aisle roof structures to prevent wetting by rain (unless protected by enclosed scaffolding).
- 3.1.11 **Electricity supply.** Mains electricity will be available for use on site by the Contractor based on prior agreement with the Employer regarding charges and/or provision of a sub-meter. A designated socket(s) may be identified, and only this socket(s) shall be used for the Works. Any damage to the socket(s) or supply will be required to be made good by the Contractor at no cost to the Employer.
- 3.1.12 **Water supply.** There is currently a single water supply within the building. Should a large supply of water be required the Contractor should allow for providing water necessary for carrying out the Works (e.g. bowser, cube).
- 3.1.13 **Hazard signage.** Supply and erect hazard-warning signs to scaffolding and/or fencing suitable for nature and extent of works.
- 3.1.14 **CDM Regulations.** Undertake all works in accordance with relevant requirements of Construction (Design and Management) Regulations 2015.
- 3.1.15 **Site inspection.** Once all scaffolding or other form(s) of access, protection, and signs have been erected, allow for close inspection and discussion of working methods with Project Manager.
- 3.1.16 **Method statement(s).** Submit method statement(s) and/or safe methods of working to Project Manager for discussion and approval prior to commencement.
- 3.1.17 **Programme.** Submit proposed programme of work to Project Manager for discussion and approval prior to commencement.
- 3.1.18 **Communications.** Distribute site telephone number(s) to project team prior to commencement of works.

3.2 SAMPLES OF MATERIALS AND WORKMANSHIP

- 3.2.1 **Replacement Slates.** Allow for preparation of replacement slates in agreed location for inspection, discussion and approval by Project Manager and if necessary, Planning Authority.

3.3 SITE CLEARANCE

- 3.3.1 **Site cleanliness.** Collect and remove debris and unused materials at regular intervals during contract period (i.e. daily, weekly) to maintain site in clean, safe and tidy order.
- 3.3.2 **Clearance.** At practical completion, collect and remove all debris, waste, protection and unused materials to leave site clean and tidy.

3.4 INSURANCE

- 3.4.1 Confirm insurance provision and provide copy of relevant insurance document(s) prior to commencement.

5. SCHEDULE OF WORKS

5.1 NORTH AND SOUTH AISLE ROOF COVERING

- 5.1.1 The contractor is to strip all the roof covering to the north and south aisle of the church, securely set aside all good slates for reinstallation, and include here for the removal of all slate battens and felt and their subsequent disposal. The approx. area requiring work is 292m². The north aisle roof measures approx. 28.3m by 5.1m (at a 27-30 degree pitch), whilst the south aisle is 29m by 5.1m at the same pitch.
- 5.1.2 The sorting of the slates will identify the amount of existing slate which is reusable. The slates appear in good condition, and so it is expected that there will be sufficient to re-cover the roof with some patching-in of replacements. The addition of rooflights means a smaller area of the roofs need reslating. Lower rates of recovery will necessitate the consolidation of the surviving slates on the north aisle, with new slate required to re-cover the south aisle
- 5.1.3 The contractor is to strip all lead work.
- 5.1.4 The contractor is to allow for treating any retained timbers within the roof with an approved insurance backed warranty from an approved timber treatment contractor should there be evidence that treatment is required once they are exposed.
- 5.1.5 It is not possible to insulate underneath the boarding because it forms the exposed aisle ceiling. In such cases the TLX Gold boarded roof solution is suggested (see tlxinsulation.co.uk/insulating-a-boarded-roof). The contractor is to allow for the implementation of that method or propose an alternative method that meets the requirements in terms of thermal performance and listed building consents.
- 5.1.6 The contractor is to provide information on how the best thermal performance of the aisle roofs can be feasibly achieved without prejudicing the character of the building or increasing the risk of long-term deterioration. This could either be through the installation of TLX Gold alone, or if feasible, through the installation of 25mm PIR board above the ceiling planks. This would necessitate the slight raising of the aisle roofs.
- 5.1.7 The contractor is to supply and install new 50 x 50mm counter battens (if using TLX Gold method) and 25 x 50mm slate battens to the roof set out to gauge with the slates.
- 5.1.8 The contractor is to supply and install a new breathable felt to the entire roof.
- 5.1.9 The contractor is to reinstall all reusable existing slates. As long as the slates are sound, with no cracks or delamination through their entire length, they will be suitable for reuse. The contractor should visit the site prior to submitting the tender to assess the condition of the slates and determine an estimate for how many replacement slates may be required.

- 5.1.10 The contractor is to supply and install new lead flashings all in accordance with the lead development association guidelines. These are to be chased into the walls, stepped where necessary fixed with lead wedges and the chases pointed up with lime mortar.
- 5.1.11 The contractor is to supply and install new lead flashing to form the new valleys to the building all in accordance with the Lead Development Association requirements.

5.2 NORTH AND SOUTH AISLE RAINWATER GOODS

- 5.2.1 The contractor is to allow for overhauling the existing rainwater goods to the aisles realigning cleaning down resealing and preparing for decoration.

5.3 NORTH AND SOUTH AISLE ROOFLIGHTS

- 5.3.1 The contractor is to allow for the supply and installation of 20no. conservation style roof lights of dimensions 780mm by 1080mm (10 on each aisle) as per the roof plan drawing.