

**EMPLOYER'S
REQUIREMENTS**

For

Proposed Changing Room Extension and Refurbishment of Lemsford Village Hall

Brocket Road, Lemsford, Welwyn Garden City, AL8 7TT.

1.1 Invitation and Tender Procedure

Hatfield Town Council (therein after called 'the Employer') has the pleasure of extending the invitation to tender for the extension and refurbishment of Lemsford Village Hall. The extension is to consist of new separate changing facilities for home/away teams and officials to meet the current FA County League requirements and guidance for Step 7 facilities, replacing the existing. A new bar, kitchenette and toilets will also be provided within a fully inclusive design utilising traditional forms of construction and materials.

The Employer's Requirements set out in the proceeding sections should be read in conjunction with the following drawings and information, which are available via Contracts Finder:

- An Outline Specification
- Room Data Sheets
- Architect's drawings
- Structural Engineers drawings
- A Form of Tender
- A Pre-Construction Information Document.

The Contractor's tender is the sole responsibility of the Contractor and any omission made within the Employer's Requirements does not relieve the Contractor of this responsibility.

Tenders are being sought under a single stage competitive tender. The tender must include the following:

- Fully completed Contract Sum Analysis and Form of Tender.
- Confirmation that the tender is fully compliant with the Employer's Requirements.
- Programme for the works, which is to be accompanied by a phasing plan to demonstrate the works sequence.
- Principal members of the Contractors team shall be advised.

The tender return is to be 2no. hard copies sent to the Employer (at the address stated in section 1.4). Hard copies must be submitted in unmarked envelopes. An electronic copy is to be submitted to the Client at the following email address: carrie.lloyd@hatfield-herts.gov.uk and must include the Contract Sum Analysis in an Excel format.

A fully compliant tender is required. Should the Contractor wish to submit alternatives or substitutions for consideration, these items are to be shown separately with details of the cost and/or time benefit. Any discrepancies identified by the Contractor between the documents within the Employer's Requirements should be raised formally for clarification by the Employer / Employer's Agent.

Where Provisional Sums allowances have been made within this tender, they should be recorded as below:

- Provisional sums are to be expended, wholly or in part, only as directed by the Employer / Employer's Agent and no work is to be carried out in respect of these items without written/formal instruction to do so.

- Defined Provisional Sums shall be deemed to include all attendance and special attendance. The Contractor will be deemed to have allowed elsewhere in the Contract Sum for all costs arising from incorporating into the works the design and construction of work which is subject to such Provisional Sums.

The Employer is not obligated to accept the lowest, or any, tender. The Employer is not responsible for any costs in connection with the Contractor's tender submission or for any costs incurred up to the time of appointment.

1.2 Schedule of Areas and Tolerances

The gross internal area (GIA) is to be measured in accordance with the Code of Measuring Practice published by the Royal Institution of Chartered Surveyors and the Incorporated Society of Valuers and Auctioneers (sixth edition). The GIA achieved is to be in accordance with the Architects drawings and specification. A tolerance of +2% upwards and -1% downwards is acceptable. The Architect is to be notified, prior to works commencing, of any rooms not achieving the areas stated on the Construction drawings.

1.3 Programme

- Tender published date: 28 May 2019
- Tender closing date: 09 July 2019 at 17:30
- Start on site: TBA
- Completion: TBA (15 weeks from start on site)

1.4 General Information

Project Description: Proposed 170sqm extension with refurbishment to create new changing facilities for home/away teams and officials. A new bar, kitchenette and toilets will also be provided within a fully inclusive design utilising traditional forms of construction and materials.

Employer: Hatfield Town Council,
Birchwood Leisure Centre,
Longmead,
Hatfield,
Hertfordshire.
AL10 0AN

Employer's Agent:

Architect: Saunders Partnership Architects,
2nd Floor,
1 Falcon Gate,
Shire Park,
Welwyn Garden City,
Hertfordshire,
AL7 1TW.

Structural Engineer: RCA Structures Ltd,
Second Floor,
Unit 1,
Birchanger Industrial Estate,
Stansted Road,
Bishop's Stortford,
Hertfordshire,
CM23 2TH.

Approved Inspector: TBA

Principal Designer: Saunders Partnership Architects.
(Address as above)

Other such Consultants may be appointed prior to works commencing on site.

1.6 Location, Access and Restrictions

Please refer to PCI Document for additional information. All survey and existing services information is available in the PCI Document.

1.7 Interpretation of Specification

The Contractor must include for all items of work that he/she believes are required for the proper and complete execution of works. The Contractor is to notify the Employer on any matters/details that conflict, are obscure, or in doubt and seek clarification.

The Employer's Requirements, General and Particular Requirements and Outline Building Specification shall take precedence over the drawings and schedules. Where there is conflict, this should be highlighted to the Employer/Employer's Agent for clarification.

1.8 Contractors Responsibility

These Works are to be carried out under a JCT Intermediate Building Contract (IC) 2016. Additional requirements, or supplementary clauses are for the Employer to confirm prior to the commencement of the Contract period.

If the Contractor wishes to alter or change an Employer's Requirement for any reason, this should be raised formally with the Employer / Employer's Agent. The Employer is not bound to accept this change.

If the Contractor identifies a potential cost saving within or without the Employer's Requirements, then this is to be offered to the Employer for consideration along with evidence supporting the cost saving. If accepted, the overall cost saving shall be subject to relevant clauses in the JCT Intermediate Building Contract (IC) 2016.

The Contractor is to be the Principal Contractor under the Construction (Design & Management) (CDM) Regulations.

The Contractor is to be responsible for confirming the final construction complies with the latest British Standard Specifications, British Standard Codes of Practice, European Standard Codes of Practice, the Health and Safety at Work Act, Shops and Railways Premises Act, The Construction (Design and Management) Regulations and all other relevant statutory regulations as of the contract commencement date.