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| report  CONGLETON TOWN COUNCIL  TOWN HALL DECARBONISATION  Employer's Requirements  PROJECT NAME  PEARSON SURVEYORS LTD | | February 2025 |
| Prepared By Chris Pearson  Director  chris@pearsonsurveyors.co.uk  0800 302 9995 |  |  |

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Authorisation

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|  |  |
| This report has been prepared and authorised for issue by: | Signature…………………………………………………...  Chris Pearson - Director  A signature on a white background  Description automatically generated |
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# Introduction

## Project Details

* + 1. Project Description

The proposed works comprise of the installation of Air Source Heat Pump with associated works, Solar PV and some fabric upgrades. This is funded by SALIX as part of the Public Sector Decarbonisation Scheme.

The site is located at the Town Hall, High Street, Congleton CW12 1BN

The Building Contract is being Tendered under a Single Stage arrangement. The scope of services, and proposed construction work required from the Main Contractor is further defined within other sections of the Tender document, in particular the Main Contract Preliminaries, Contract Sum Analysis and supporting appendices.

Congleton Town Council will be named as the Employer in accordance with the Building Contract.

The site is part of a fully occupied town hall and shopfront, operating seven days a week during the day and night and that the uninterrupted trading function of the tenants and access/parking within the park must be maintained throughout the currency of the works.

* + 1. Programme

The proposed Contract duration is expected to be confirmed by the contractor weeks, excluding any lead-in period. We expect the Contractor to review and produce an Outline Programme with their submission.

The key milestones in the project from this point forward to completion are:

Tender Period 24th February to 14th March 2025

Return of Tender 14th March 2025

Client Instructions TBC

Mobilisation/Lead in TBC

Start on site TBC

Practical Completion TBC

The final dates for commencement and completion of the proposed building contract will be agreed with the Main Contractor prior to entering into a Contract.

The Main Contractor is required to consider and develop the overall development and construction programme as part of the Tender submission.

* + 1. Proposed COntract

The Building Contract will be the JCT Design & Build Contract 2016. The scope of proposed construction work and services required from the Main Contractor is further defined within other sections of the Employers Requirement document.

For the avoidance of doubt the contractor will be deemed to have satisfied themselves regarding the existing site. As such all information supplied in these Employer’s Requirements or separately by the Employer’s team is offered without any guarantee or warranty, and the contractor will be responsible for checking the accuracy/validity of the same and for taking full responsibility for the same.

The eventual Building Contract will incorporate a set of “Employer’s Requirements” comprising Main Contract Preliminaries and any other applicable documents included within the Tender documents. The Contractor will prepare a full set of Contactors Proposals to complete the Employers Requirement’s.

* + 1. Design Team and Consultants

The Employer has engaged in professional services with a full Design Team, including Pearson Surveyors (Architect and Services Engineer), details of which are provided within section A10 of the Main Contract Preliminaries.

There will be no novation of consultants. Pearson Surveyors Ltd will be retained by the employer in a consultancy role.

For the avoidance of doubt the contractor will take full responsibility for the full design of the scheme (including the Employer’s Requirements) both pre and post contract. The contractor will not be permitted to derogate from its duties/liabilities by reference to any third-party advice whether negligent or otherwise.

The Employer has also engaged in professional services with Pearson Surveyors Ltd who will provide Quantity Surveying Services. Pearson Surveyors Ltd will be named as the “Employers Agent” within the Building Contract to administrate accordingly.

* + 1. Consents & Approvals

Planning is due to be issued to the Local Planning Authority. The anticipated decision date for planning is 5th & 6th March

The Contractor will take this design and develop and execute it in accordance with the conditions of contract, albeit for the avoidance of doubt the contractor will be deemed to have satisfied themselves on the design completed to date and will take full responsibility for any errors, omissions or mistakes therein. It will be the responsibility of the main contractor to discharge the planning conditions.

The Contractor must obtain approval of the Building Regulations authority for this project, including Building Regulations Completion certificates as part of the Practical Completion package.

It is the contractor’s responsibility to ensure that the tendered sum is for a scheme which complies with all statutory regulations.

* + 1. DAMAGES SCHEDULE

**Damages for Delay Period up to Practical Completion:**

Damages per week or part thereof (inclusive of client fees) – £1000.00 per week

* + 1. Current Site COnditions

The Site is a town hall and visitors centre, operating seven days a week during the day and night. The uninterrupted trading function of the tenants and access/parking within the site must be maintained throughout the currency of the works. The Contractor must take this into account with their management of the site and their working area.

The Contractor must take account that any works that may restrict access and egress to the site for the Tenants/Public vehicles will have to be undertaken out of hours.

Close communication with the Employer’s site management team will be essential to ensure the Councils business activities are unhindered.

## TENDERING PROCEDURE

* + 1. TENDERING PROCEDURE

**Tendering Generally**

The Building Contract is being Tendered under a Single Stage competitive arrangement in accordance with JCT Tendering Practice Note 2017. The Employer will not be responsible for any costs associated with preparation of the Tender.

Tenders **MUST** be returned by **12.00 noon on 14th March** to the following email address:

[David.McGifford@congleton-tc.gov.uk](mailto:David.McGifford@congleton-tc.gov.uk)

The Contractor is required to submit their Tender in accordance with the “Information to be submitted with Tender” and the Contractor **MUST** submit a **FULLY COMPLIANT TENDER PRICE**. No unauthorised alteration shall be made to the Tender documents.

The Contractor may consider beneficial alternatives to the proposed building works which **MUST** be summarised separately with the Tender, including the financial and programme effects to the compliant Tender.

In addition, contractors **MUST** list any items of work expressed or implied to within the Tender documents not referred to on the drawings or specifications but which they consider will be required for the project.

Contractors shall treat the details of the Tender documents as private and confidential and shall not divulge any of the information contained therein whatsoever to any third party or enable any third party to peruse or reproduce the said information for any use other than the purposes of the Tender.

**Consideration of Tenders**

Consideration of Tenders is on the basis of price including an assessment of supporting written information to establish the overall Tender value. The Tenders **WILL NOT** be weighted, and the Employer reserves the right to appoint a Main Contractor of their choosing.

Tenders are to be fully documented in accordance with the “Information to be submitted with Tender” to allow due consideration and true “like for like” evaluation of their content.

Any arithmetical errors found within the Tender price will be dealt with in accordance with Alternative 2 of the Alternative Provisions of JCT Tendering Practice Note 2017. Tenders are to remain open for acceptance for a period of 90 days.

**Tender Queries**

Any questions or queries arising from these Tender documents should, in the first instance, be addressed to the Quantity Surveyor noted below.

Pearson Surveyors Ltd: Chris Pearson

Tel: 0800 302 9995

Email: [chris@pearsonsurveyors.co.uk](mailto:chris@pearsonsurveyors.co.uk)

The Contractor will be deemed to have visited the site during the Tender period. Site visits may be made by prior appointment with the Site Manager noted below:

Name: Mark Worthington

Tel: 01260 270350

Email: Mark.Worthington@congleton-tc.gov.uk

**INFORMATION TO BE SUBMITTED WITH THE TENDER**

**Generally**

The presentation of the Contractor’s Tender must follow this prescribed format. Sections are to be clearly headed as indicated below and presented in size A4 format.

Submissions must cover the items scheduled below. The Contractor, may at their discretion, submit supplementary information. These must however be presented as a separate section.

The Contractor should submit their Tender in a bound A4 folder.

**Tender Price Submission**

This section should comprise the following and MUST be submitted with the Tender.

* A completed Form of Tender.
* Fully priced Preliminaries.
* Fully priced Contract Sum Analysis.
* Completed Provisional Sum Schedule detailing Contractor’s overhead and profit contribution.
* Completed Daywork Schedule.
* Completed Main Summary.

**Written Submission**

**Programme:** The Contractor shall consider the Employers Indicative Project programme and advise on the following.

* Pre-commencement activities including minimum times required for the contract lead in period.
* Anticipated critical dates for ordering materials, in particular long lead-in items.
* Any proposed phasing, approval and hand over of principle parts of the works.
* Any proposed alternatives to the 16-week contract period which could result in a reduced timescale.

**Method Statements:** Prepare preliminary method statements in explanation of the following activities:

* The manner, method, sequence and execution of the work generally including maintaining means of access and methods of minimising disruption within the surrounding site area.
* The Contractors approach to Traffic Management.
* The Contractors proposals for their compound, site accommodation and adoption of mains services.
* The method of transporting materials into the site area.
* The waste management strategy.
* The siting and details of temporary screens, hoardings, scaffold, cranes and any other temporary works.
* The proposed arrangements for site security and protection of the works to be provided by the main contractor.
* Temporary protection to trees and shrubbery required to be retained on site.
* Any proposed method and procedures for executing the works outside normal working hours if necessary.

**Project Personnel:** Provide a list of proposed project personnel including the names and CV’s with specific reference to the roles identified below.

* Project Manager
* Design Manager
* Construction Manager responsible for management of the site
* Commercial Manager or quantity surveyor
* Health and Safety Manager
* Site Manager
* Director responsible for the building contract
* Any other proposed roles or personal involved

**Insurances:** Provide documentary evidence that all insurances which the Contractor is required to effect under the contract have been effected including, inter alia, any insurances to be provided in respect of personal injury or death, injury or damage to property other than the Works, insurance of the Works, any insurances required by the Employer’s Liability (Compulsory Insurance) Act 1969 and PI Insurance (refer to relevant clause).

**Health & Safety Information:** Provide a statement describing the organisation and resources, which is proposed to provide to safeguard the health and safety of operatives and any person whom the Works may affect in relation to this specific project. In addition, provide evidence of the Contractors competency and resources to satisfy the Construction (Design & Management) Regulations.

**Information to be provided prior to possession of the site:**

* Documentary evidence that the Contractor is entitled to be paid without the statutory deduction being made as required by the Finance (No. 2) Act 1975 - Statutory Tax Deduction Scheme.
* Documentary evidence that all insurances which the Contractor is required to effect under the various requirements have been affected.
* A Health & Safety Plan to meet the requirements of the Construction (Design & Management) Regulations 2015.

# Employer’s Requirements

## Preliminaries

(Refer to separate document)

## Drawings and SpecificationS

* + 1. Architectural TENDER drawings

PEARSON SURVEYORS

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| --- | --- | --- |
| Drawing No | Title | Revision |
|  |  |  |
| 2402-F001 | PROPOSED FABRIC UPGRADE LAYOUT | T2 |
|  |  |  |
| CTHW\_01 | Exist Plans & Front Elevation |  |
| CTHW\_02 | Exist & Prop GF Door Details |  |
| CTHW\_03 | Exist & Prop FF Window Details |  |
| CTHW\_04 | Exist & Prop SF Window Details |  |
| 003-1005 | Lo-A2 Standard Lo | SB |
| 005-1005 | Hu-SL-12 | SB |
| *Documents & Specifications* | ***Documents & Specifications*** | T1 |
|  | CTHW\_Heritage Impact Assessment\_171224 |  |
|  | CTHW Design and Access Statement\_171224 |  |
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* + 1. Services ENGINEER drawings & SPECIFICATIONS

PEARSON SURVEYORS LTD

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| --- | --- | --- | --- |
| Drawing No | Title | Revision | |
| *Drawings* | ***Drawings*** | ***Drawings*** | | |
| 2402-M001 | Existing Plant Room Layout T1 | | T1 | |
| 2402-M002 | Plantroom Strip-Out Layout T1 | | T1 | |
| 2402-M003 | Proposed Plant Room Layout T1 | | T1 | |
| 2402-M004 | Existing & Proposed LTHW Heating Schematic T1 | | T1 | |
| 2402-M005 | Air Source Heat Pump Location Plan & Builders Work T1 | | T1 | |
| 2402-M006 T1 | Existing LTHW Heating Layout T1 | | T1 | |
| 2402-M007 | Existing LTHW Heating Layout – Strip Out Works T1 | | T1 | |
| 2402-M008 | Proposed LTHW Heating Layout | | T1 | |
| 2402-M009 | Existing, Strip Out & Proposed Gas Fired Water Heater | | T1 | |
| 2402-E001 | Proposed LV Distribution Schematic T1 | | T1 | |
|  |  | |  | |
| *Schedules* | ***Schedules*** | | ***Schedules*** | |
| 2402-S001 | ASHP Schedule T1 | | T1 | |
| 2402-S002 | Pump Schedule T1 | | T1 | |
| 2402-S003 | Radiator Schedule T1 | | T1 | |
| 2402-S004 | Fan Convector Schedule T1 | | T1 | |
| 2402-S005 | Gas Fired Water Heater Schedule T1 | | T1 | |
| 2402-S006 | Dosing Pot Schedule T1 | | T1 | |
| 2402-S007 | Destratification Fan Schedule T1 | | T1 | |
| 2402-S008 | Air/Dirt Separator Schedule T1 | | T1 | |
| 2402-S009 | Buffer Vessel Schedule T1 | | T1 | |
| 2402-S010 | Pressurization Unit & Expansion Vessel Schedule T1 | | T1 | |
| *Documents & Specifications* | ***Documents & Specifications*** | | T1 | |
|  | Design Risk Assessment T1 | | T1 | |
|  | M&E Performance Specification T1 | | T1 | |
|  | Electrical Cable Calculations T1 | | T1 | |
|  | M&E Tender Breakdown T1 | | T1 | |
|  |  | |  | |
| *Drawings* | ***Drawings*** | | ***Drawings*** | |
| 2402 | **PSDS – PV Performance Specification** | | T1 | |
| 2402 – E002 | Proposed PV Layout | | T1 | |
| *Documents & Specifications* | ***Documents & Specifications*** | | T1 | |
| 2402 | PV Tender Summary | | T1 | |
|  | Document Issue Sheet | | T1 | |
|  |  | |  | |
| *Drawings* | ***Drawings*** | | ***Drawings*** | |
| 2402 – E004 | Existing Lighting, Strip Out Works | | T1 | |
| 2402 – E005 | Proposed Lighting Layout | | T1 | |
| 2402 – SH011 | Luminaire Schedule | |  | |
| *Documents & Specifications* | ***Documents & Specifications*** | | T1 | |
| 2402 | Document issue sheet | | T1 | |
| 2402 | M&E Performance Specification, LED | | T1 | |
| 2402 | Tender Summary, LED | | T1 | |
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# Contractor’s Proposals

(To be prepared by Main Contractor)

# PRICING DOCUMENT

## CONTRACT SUM ANALYSIS

## PROVISIONAL SUMS

## DAYWORKS

## MAIN SUMMARY

(Refer to separate documents)

|  |
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| Appendix A: PRE-CONSTRUCTION INFORMATION DOCUMENT |

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| Appendix B: JCT Sub Contractor Warranty |

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| Appendix C: ??????????????? |

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| Appendix D: ??????????? |

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| Appendix E: ????????????????? |

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| Appendix F: ??????????????????????? |

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| Appendix G: ???????????????????????? |

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| Appendix H: ?????????????????????? |

Appendix I:  
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