



Design Brief

for

Replacement Machine Store

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1.0 Introduction

This project involves the safe deconstruction and removal of an existing single-apex 6m x 15m Marley Building, ensuring full compliance with health and safety regulations. Additionally, the contractor is invited to submit a detailed design and proposal for a new agricultural machine store, compliant with BS5502 Class II (EN 1090) and UKCA marking requirements.

The key objectives are:

Minimise costs by identifying a recipient for the deconstructed materials.

Design and construct a replacement store meeting specified dimensions and structural standards.

Ensure all works comply with UK health and safety regulations.

The project will proceed in two stages:

Tender process – Contractors submit designs, quotations, and a deconstruction plan.

Execution – Once approved, the contractor will:

Safely dismantle and remove the existing structure.

Construct and erect the new machine store.

1.1 Project Information

<u>NAME OF PROJECT</u>	New Machine Store
<u>PROJECT BUDGET</u>	Around £40,000 (excluding VAT)
<u>LOCATION OF PARK</u>	Mundy Playing Fields, Kington Lane, Thornbury, BS35 1NA
<u>NAME/ADDRESS OF MANAGERS OF LOCATION</u>	Thornbury Town Council, Town Hall, 35 High Street, Thornbury, Bristol, BS35 2AR
<u>GRID REFERENCE</u> <u>WHAT3WORDS</u>	ST 63398 89827 arts.daffodils.champions
<u>PROJECT MANAGER</u>	Alan Stealey – Facilities Officer

2.0 Preliminaries

2.1 The Design Brief

- a) The Contractor should visit the site at their own expense to satisfy themselves as to any conditions on site that may affect in any manner whatsoever the execution of the works detailed hereafter.

2.2 Health and Safety

- a) The Contractor shall take all precautions as are necessary to protect the Health and Safety of all persons employed by them and shall comply with all the requirements of any acts, regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Council and all other persons.
- b) The Contractor shall take due note of the Council's Health & Safety Policy statement. The Contractor's own statement and safe working practices shall be to no less of a standard than that of the Council. The Project Manager reserves the right to instruct the Contractor to revise their submission in such areas as it may be considered to fall short of the Council's existing standards.
- c) The Contractor shall allow the Project Manager or their representatives and the Council's own Safety Officer such access as may be required to buildings, locations, vehicles or operations used in relation to this contract.
- d) The Contractor shall notify the Project Manager of any accident to any of his employees or member of the public happening during the duration of this contract and which causes the injured person to be absent from work for more than three working days.
- e) The Contractor shall advise the Project Manager immediately of any notifiable occurrences as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (1985).
- f) A method statement of works and a risk assessment must be submitted and agreed with the Project Manager or their nominated representative prior to work commencing on site.

2.3 Working Times

- Standard working hours: Monday–Thursday, 8:00 AM–5:00 PM
Friday 8am to 4:30
- Weekend/out-of-hours work requires prior approval.

2.4 Statutory Services & Groundworks

- The contractor must identify and protect all underground services.
- Any damage to utilities must be reported and rectified at the contractor's expense.

2.5 Subcontractors

The Contractor must ensure that the Project Manager and/or their nominated representative are made aware of any sub-contracting that take place on the project and the work they are to carry out.

2.6 Manner of Performance

The Contractor will at all times during the Contract period employ sufficient persons of sufficient abilities and skills that have the required training for the proper performance of the works detailed hereafter.

In addition to their statutory obligation, the Contractor shall be expected to be aware of the accepted practices and methods used in undertaking good construction, installation and refurbishment work. Where there is any doubt in the interpretation of any method or practice this should be clarified with the Project Manager in advance of work commencing.

2.7 Statutory Undertakings, Drains and Services

It is the Contractor's own responsibility to establish the presence and precise location of, and ramifications of, the presence of all services and statutory undertakings on site when carrying out works in accordance with the Contract. The Contractor will be responsible for informing those bodies responsible for services, etc, where damage is caused and will bear the subsequent cost of making good such damage.

The Contractor will also be responsible for informing such bodies where works may involve the encroachment, disconnection or hazard to those services, etc. Where appropriate the Contractor will take adequate measures for the protection of all pipes, ducts, sewers, service mains, overhead cables and the like during the execution of the works.

The Contractor must not interfere with the operation of existing services such as Gas, Water, Electricity, Telephones, buried cables or sewers, drains and roadside ditches without the permission of the Project Manager, statutory authority or private owner as appropriate. In all instances of damage/interference, the Project Manager must be notified.

2.8 Light and Power

The Contractor is to ascertain the suitability of supplies and provide any artificial lighting and electrical power required for the use on the works, including providing all temporary connections, distributing leads, fittings etc. and to clear away on completion. The Contractor will pay all fees for electrical supply.

2.9 Meetings

The Contractor shall be required to attend such meetings as the Project Manager or their nominated representative may require for the administration and successful completion of this Contract.

2.10 Site Cleanliness

The Contractor will be responsible for ensuring that all hard surfaces are kept free of litter, debris, mud and glass, etc, whilst undertaking works associated with this Contract. All arisings shall be picked up and removed from the site, approach roads and entrance ways and disposed of at the end of each working day and upon completion as directed. Sweeping shall be carried out by hand or by approved mechanical sweeper or sucker. Damage to grassed areas should be minimised and repaired.

3.0 Specification

This project seeks to provide Thornbury Town Council operational staff with a purpose built machine store that provides adequate space for current and future machinery together with space in which to work and carry out inspections and basic maintenance in a suitably light, naturally ventilated and insulated environment

3.1 Location and Environmental Considerations

The new facility should aim to minimise waste by repurposing/recycling materials where feasible and utilise an energy-efficient design that meets building regulations suitable for its purpose.

The area can be accessed from Kington Lane, through to the Mundy Playing Fields car park. There is a gate from the car park onto a narrow road leading to the Pavilion building next to which the intended development is located. This road would need to be reasonably accessible to staff vehicles throughout the works and these works cannot therefore block this road. Once through the car park gate and onto the road, there is direct access onto the area to be used for the development with no barriers in between. The width of the lanes would need to be checked by the contractor to ensure they are suitable for their vehicles, although it is known that very large vehicles do use the lanes leading to the site.

3.2 Overall Requirements for the development

3.3.1 Deconstruction of Existing Marley Building

- Safe dismantling and removal of the **6m x 15m single-apex Marley Building**.
- Materials should be **reused or recycled where possible** to minimise disposal costs.
- Full compliance with **hazardous materials handling** (if applicable).

3.3.2 New Machine Store Requirements

- Dimensions:
 - 7.0m wide (single apex)
 - 20.0m long (four bays)
 - Eaves height: 2.5m
- Structural Compliance:
 - Galvanised steel frame (BS5502 Class II, EN 1090)
 - UKCA marked components
- Cladding & Roofing:
 - Insulated composite panels
 - Translucent roof lights (10% coverage)
 - Deep-flow guttering
- Openings:
 - 1 x Roller shutter door (3.5m W x 2.5m H)
 - 1 x Personnel door (1.0m W x 2.1m H)
- Foundations & Groundworks:
 - New concrete slab (extending over additional space)
 - Make good existing floor surface

3.3 Installation

The contractor shall supply and secure the work site, in accordance with H&S guidelines, for the duration of the work with Heras fencing.

All rubbish and excess spoil is to be removed from site by the contractor at the end of the construction works, to include reinstatement as agreed with the Project Manager, to grass areas and existing surfaces.

All works arising from a post installation inspection carried out by, or on behalf of the Project Manager, must be rectified by the Contractor within budget before the site is handed over.

3.4 Maintenance and Aftercare

A full schedule of maintenance requirements is to be provided once the Machine Store is completed. This should include a breakdown of items, specifications, and maintenance requirements to assist with future site management and maintenance.

Copies of all relevant warranties and guarantees should be provided with the application.

The works will be subject to an independent Post Installation Inspection (PII) before the project is signed off. The contractor shall undertake any remedial issues identified as part of the PII report and as part of the existing project cost.

3.5 Budget/Quotation

The Council is inviting quotations for designs that meet the brief and is not providing a set budget figure for this project. Any quotation provided should include:

- All design costs and associated fees
- Supply of materials
- Purchase of all equipment
- Delivery costs
- Storage of materials during contract period
- Temporary safety fencing, site security and any other security measures as required during completion of the project
- All installation costs including any necessary ground works
- Any remedial work identified as part of the PII report or as part of a reasonable request from the Project Manager.

The Machine Store specification must be available for the cost quoted for a minimum of 120 days from the date that the application is received by Thornbury Town Council.

3.6 Payment

Payment will be made upon completion of the project, (although staged payments will be considered).

3.7 Timescale

Invitation to Tender issued 08 August 2025

All tenders should be submitted by 12.00 noon on 3rd September 2025

Tenders will be opened at 2pm on 3rd September 2025

Contract will be awarded week commencing 15th September 2025

Work will then commence once planning permission is granted (expected Mid October). Once obtained, installation will begin. The Council's aim would be for the installation to be complete by

Spring 2026, subject to there being no unforeseen issues with obtaining planning permission.

4.0 Additional Requirements

- Warranties & Guarantees: Minimum 10-year structural warranty.
- Post-Construction Inspection: Any defects must be rectified before handover.

Images

Ariel view of the Mundy Playing Fields, with the Marley Building (to be removed and replaced with the slightly larger agricultural Building i.e. Machine Store) depicted as a red rectangle

