

# West Berkshire Council Feasibility Study

## Additional Information to Assist the Tender Selection Process

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<b>Client</b>	West Berkshire Council Market Street, Newbury, RG14 5LD		
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# 1 SSL Project Specific Services

The following provides further explanation of the processes/timescales involved in some aspects of this programme;

## Site visit and inspection of all 3no. sites with visual review and preliminary survey works – lead time 1 weeks

Approximate lead time of 1 week to visit and assess each site. The works will entail preliminary survey works of each site to cover:

- Online downloaded information of soil structure of each site determining classification / recording of ground strata and soil classification data
- Trial pits for site specific topsoil depths and understating of sub strata
- CBR (California Bearing Ratio) values.
- Infiltration tests within the excavated trial pits / bore holes.

## Undertake an electrical capacity assessment of 3no. Sites – lead time 3 weeks

2no. sites have existing infrastructure and an inspection of the current mains supply points and infrastructure with reporting of whether existing capacity will serve the new proposals on each site or whether an upgrade is needed with understanding of issues and costs on connecting routes to serve any lighting or utility.

1no. site is an open field and would only incur commentary of connection from local potential supply sources with indicative costs.

For this reason we would also recommend receiving statutory utility and services records to ascertain where supplies could come from if needed and how efficient and cost affective connections would be. Without this information then the difference in cost from connecting 200m rather than only being 20m away is considerable with the time, permissions and processes in order to do it being a major factor on the chosen site. This work is added as an extra over and described further below. The other benefit to this is obviously highlighting whether gas, water or electrical mains run under the footprint so they can be avoided through the design or to discuss the potential costs and issues to build over or divert any that might be onsite.

## Design Works

- Preliminary design in respect of levels, re-profiling, layout, drainage, lighting, etc.
- The physical size requirements (in metres squared) to be able to meet step 6 capacity requirement
- The physical size requirements (in metres squared) to be able to meet step 6 capacity requirement – lead time 2 weeks from site visit and relevant survey works

The production of plans for each site to include the pitch development and any car parking, access routes and infrastructure in a feasibility format with understanding of drainage plans. With regards to the re-profiling and levelling then this would only be possible through the production of a topographical survey over each site. This has not been raised within the initial scope of works and we have placed this within the additional items and described further below.

## Planning appraisal (inclusive of pre-app opinion with comments and recommendations) / Comments on headline risks and issues – included within reporting

Discussion on the potential planning affects and issues that may arise on each site with commentary and recommendation of how best to tackle each.

## Preliminary FRA to assess the 3no. Sites and raise restrictions, effects and limitations of each – lead time 2 weeks

Receive relevant information from the environment agency for each site to govern the potential restrictions and issues and drainage costs.

## Detailed site plan (OS plans to appropriate scale) of proposed development including site boundary, site access points and position of pitch on each site. – included within reporting

Download each sites Ordnance Survey in CAD format.

## Building and Infrastructure Works

- Recommendations on demolition/site clearance/upgrade of any current buildings on each site to meet step 6 minimum requirements (HSSP Architects sub contracted to undertake inspections of each site and recommend potential upgrades or new development requirements). – lead time 2 weeks
- Ability of construction process to be carbon neutral (the council has declared a climate emergency and would wish the process to minimise impact on the environment).

SSL would look to appoint and instruct HSSP Architects to visit the sites to photograph condition and key elements of each building and prepare feasibility information on capability to achieve Step 6 criteria and measures necessary with quantity surveyor break down and cost estimates.

The scope does not currently involve building survey works or asbestos surveys but will offer visual commentary on any potential issues or concerns and raise necessity for further works for each site as required.

## Feasibility Report and Costings

- Total development cost (programme management, construction and associated planning)
- Clear recommendation required (the council would wish to see a clear set of conclusions on which site would be considered the most sustainable both economically and environmentally).

All of the gathered information shall be presented into a full feasibility study and report with costings and recommendations for the preferred site to take on the appropriate works.

## Business Case and Development Plan – lead time 3 weeks

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- Outline external funding opportunities for the Council as developer
- Outline external funding opportunities for a registered football club as developer
- Outline business case for operating the site with a third party e.g. annual income projections for ground rental on a tenant/landlord basis for a step 6 club having exclusive use with full repairing lease over 20 years (intention is to estimate payback period for money invested).
- Outline business case for operating the site on a pitch hire basis e.g. day rate/hourly rate/ R&M costs/summary demand analysis through Playing Pitch Strategy for example, (intention is to estimate payback period for money invested).

SSL shall appoint and instruct QRD Consultants to undertake the full relevant works to assess potential funded and business development case for the site with the scope of works being determined as:

File	West Berkshire Council - Community Ground and 3G Pitch Feasibility
Date	21/01/19
<b>Activity</b>	
1.1	Project Inception Meeting
1.2	Background Information and Strategic Review
1.3	Stakeholder Consultation
1.4	Preliminary Cost Analysis
1.5	Preliminary Funding Options Appraisal
1.6	Preliminary Income and Expenditure Forecast
1.7	Evaluation Exercise
1.8	Income and Expenditure Forecasts
1.9	Funding Package Identification
1.10	Report Preparation and Presentation

## **Recommended Additional Works and Items:**

### **Organise Statutory Utilities and Services Search – lead time 3 weeks**

To identify whether any existing utilities and services encroach the proposed development or would be affected by either 3G pitch development, we can arrange a sweep of combined services and plant operated by major providers, including:

- Gas
- Communications and media
- Water
- Electricity

This work is not required if the University already possesses current surveys. Please note that privately owned services are not normally identified from a sweep, so plans of the school's own utilities and services are equally important to check.

Inspect proposed site and engage communication and seek advice from the planning authority and officers.

Discuss and produce design options to be approved by client in order to proceed with the planning documentation and application.

### **Topographical Survey – lead time 2 weeks**

Full topographical survey of the 3no. sites to ascertain practical and physical restrictions and allow a full detailed design of the options for each site to enable more accurate costs and understanding of the works. The topographical survey will also be critical for any site that is within a flood zone as it is likely restrictions of building above existing levels will be prohibited and this will have a significant effect on the design and cost for the works.

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## 2 Company Introduction

Surfacing Standards Ltd are independent sports pitch consultants and specialise in the design and project management of all outdoor sports surfacing facilities throughout the UK.

The company was established in 2004 and over the past 14 years we have developed a professional reputation within our industry.

Name	Surfacing Standards Limited
Address	Surfacing Standards Ltd Office 2, Empingham House, Ayston Road, Uppingham, Rutland LE15 9NY
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Email	<a href="mailto:info@surfacingstandards.co.uk">info@surfacingstandards.co.uk</a>
Personnel	Steve Wilcockson Managing Director  Wesley Bugg Director  John Bennett Design Consultant  Nick McLaren Design Consultant
Registered in England	No. 05154061
VAT registration	No. GB 678834179
ISO 9001 Certificate	No. GB18982

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## 3 Staff Competency

### SSL Team

The SSL team consists of the following permanent employees:

- Steve Wilcockson, Managing Director (CV attached)
- Wesley Bugg, Design Director (CV attached)
- John Bennett, Design Consultant (CV attached)
- Nick McLaren, Design Consultant

The SSL team combines an impressive 60 years of experience working within the niche synthetic turf pitch industry, with each team member having spent more than a decade in the industry.

SSL is a relatively small enterprise, with four permanently employed staff. However, the team boast a unique blend of industry specific knowledge, with team members having previously worked for synthetic pitch contractors and synthetic turf manufacturers. We feel that this knowledge base provides genuine benefits to ensure specific project objectives are identified, outcomes are agreed and all project expectations are satisfied or exceeded.

Further information regarding each of the SSL team can be found on the CV's in Appendix A.

### Continual Development

SSL continually work to enhance our skill set and experiences in order to provide the very best consultancy service to all of our clients. Our service principals are:

- Ensure customer satisfaction of our services via continual monitoring, review and enhancement.
- Ensure correct health and safety protocols are applied to each project.
- Carry out each area of consultancy and service with due diligence, care and skill.
- Develop new innovative services to enable state-of-the art facilities.
- Ensure environmental considerations are applied to all service areas.
- Carry out all business in accordance with our ISO quality management system.
- Organise Continual Professional Development for every staff member.

Each member of the SSL team has defined roles within our organisation and SSL are committed to expanding our competency, awareness and experience to these areas on a consistent basis.

This gradual development can be realised by research (problem solving), meetings with professional and industry suppliers, attendance at exhibitions, seminars and industry events and special events such as review meetings and factory tours.

A significant degree of learning is carried out on a project specific basis. In this sense, we may treat the remedy of a problem as an opportunity to learn by research, resulting in formulating positive solutions; which may be considered as rational model design.

This follows a considered path in accordance with our services for sport where we work to optimise a solution with known objectives by following a plan driven process including sequential stages of work.

Field work is also critical to the intricate understanding artificial sports surfaces. On a weekly basis, we conduct site visits before, during and after installation to affirm our appreciation of the physical challenges associated with design and construction processes.

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## 4 References

### 3G Pitch Expertise

It's of particular relevance to the proposed developments through West Berkshire Council to make note that SSL have been appointed as part of the framework of managing consultants for 40 Nr RFU funded projects, each of which involve full size 3G synthetic pitches constructed to World Rugby requirements.

In the last 3 year period alone, the SSL team has overseen the successful installation of over fifty similar 3G artificial sports facility project installations at various locations across the UK, including:

- Cardiff University
- Colwyn Bay Leisure Centre
- Whitebank Stadium (home of Oldham RLFC)
- Grasshoppers RUFC
- Ruskin Drive, St Helens
- Sussex County FA
- Gloucestershire County FA
- Solihull School
- CMK Sports Facility
- Dame Alice Owen School
- Pensby High School
- Chelmsford Hockey Club
- The Manchester Grammar School
- Bexhill College
- Queen Ethelburga's College

Other projects that employed SSL for our professional services include;

- |   |                                       |
|---|---------------------------------------|
| Rawlins Community College                     | Discovery Centre - Great Notley FC    |
| Hinchingsbrooke School - Levitt Partnership   | City of Wolverhampton College         |
| St Cleres School – Essex                      | Bedfordshire County FA HQ             |
| St Benedict's School                          | Bideford Blues & Appledore Junior FC  |
| Hitchin Town FC                               | Southfields Community College         |
| Tresham College                               | Warsash Wasps SFC                     |
| Tooting & Mitcham FC                          | Paignton Community and Sports College |
| Hayesbrook School                             | Wareham Middle School                 |
| Prince Edward Playing Field                   | Cromwell College                      |
| Brockington College                           | Southlands Leisure Centre             |
| Witchford Village College                     | Boldmere Falcons FC                   |
| Manor School and Sports College               | Heckmondwike Grammar School           |
| Guthlaxton College                            | Lealands High School – Luton          |
| Sandwich Technical College                    | St Ivo Leisure Centre                 |
| The Meridian School                           | Matthew Arnold School                 |
| Harborough Town FC                            | Queen's Park, Chesterfield BC         |
| Brentwood Leisure Centre                      | Rutherford AFC                        |
| Newcastle University                          | Guthlaxton College                    |
| Borough Council of King's Lynn & West Norfolk | St Andrews                            |
| St. Mary's University College                 | Overton Road                          |
| Cossington St                                 | Aylestone Playing Fields              |
| Cardiff University                            | Victoria Park                         |
| Rawlins Community College                     | Thurmaston Parish Council             |
| King Edward VII School                        | Hillingdon Athletics Centre           |
| St. Benedict School                           | Manor School & Sports College         |
| St. Clere's School                            | St. Perse School                      |
| Hillcrest School                              | Uppingham School                      |
| Jugdemeadow Community School                  |                                       |
| William Edward School                         |                                       |

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## 5 Case Studies

Refer to the enclosed case study brochure and case study sheets for;

- Cardiff University
- Gloucestershire County FA
- Sussex County FA
- Alton FC
- Bury Grammar School

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## 6 Key Accreditations



Following an assessment by an independent body, Surfacing Standards Ltd has been awarded ISO 9001 certification. This accreditation has only been achieved by around 5% of UK businesses and this prestigious award is supported by the Government and recognised world-wide.

SSL have always been proud of the service we offer our clients and the way we conduct our business. With the award of ISO 9001 certification, this has been confirmed by outside experts who judge standards on a daily basis in a wide variety of trades and industries.

At the time of the award, John Flynn, Assessor for QMS International plc, paid particular tribute to *'the investment in people and training that enables Surfacing Standards Ltd to provide an efficient service to their customers.'*



SSL are a member of the Professional Services Group of the Sport and Play Construction Association (SAPCA) and are actively involved in raising standards of for sports pitch construction.

SSL acknowledge that quality design, specification and implementation are fundamental requisites to successful projects and encourage clients to develop and procure from SAPCA members.



All Surfacing Standards Ltd staff members hold current CSCS cards and all have successfully passed the CSCS Operative health and safety test.

The scheme is being increasingly demanded on construction sites as proof of health and safety awareness and occupational competence and CSCS was established to reduce accidents and raise quality standards within the construction industry.

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## 8. Equality and Diversity

SSL recruits from the local and national communities in which we operate and provide services. Access to the most talented candidates for our business prompts us to consider and recruit applicants from all sectors of the community. We do however recognise the need for all employees to possess the levels of skill and knowledge appropriate to the roles they perform and the levels of service which our clients require of us.

SSL are equality and diversity employers. The company policy is to ensure that all job applicants and employees are treated equally, regardless of gender, disability, race, colour, ethnic or national origin; sexual orientation, religion, marital status or age, and those they are not disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Equality and Diversity Policy Statement is as follows;

### Equality and Diversity Policy

In accordance with its statement of intent, the company commits itself to the following:

1. Surfacing Standards LTD recognises that for it to be successful both now and in the future it needs to develop the potential and ability of all its employees to the full. In order for this to occur, all employees will be given equality of opportunity and encouragement to progress within the organisation.
2. All employees are asked to take responsibility for their personal involvement in the practical application of this policy.

To facilitate this:

- i. Copies of this policy document will be made available to employees throughout the organisation.
- ii. Management development programmes will raise awareness of the company's equality and diversity policy as well as providing support to managers in promoting equality and diversity in the workforce.
- iii. All legal obligations under the Race Relations Act, Sex Discrimination Act, the Disability Discrimination Act and those other codes/directives detailed on page 10 will be recognised.
- iv. This policy will be reviewed annually.
- v. Grievance procedures are provided for any employee who believes they have been treated unfairly or subjected to discrimination, harassment, bullying or victimisation.
- vi. The disciplinary procedures in the employee contract may be used where employees fail to observe their own responsibilities for this policy.
- vii. Surfacing Standards LTD director will assume the main responsibility for the implementation and revision of this policy.

### Equality and diversity in recruitment, selection, development and training

The intention of the company is to recruit the most suitable person for any position in a fair and non-discriminatory manner. It is essential that recruitment and selection procedures are based on objective criteria related to the needs of the job, and that such criteria are applied equally at all stages during the process to all applicants at all levels within the organisation. Recruitment procedures:

- i. All advertisements should conform to the company standard. Recruitment and publicity literature will state that the company is an equality and diversity opportunities employer

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## 9. Health and Safety

SSL fully comprehend and support the intention of the HSE in their review of CDM Regulations which concluded that health and safety must be integrated into the design stages of all construction projects much earlier than it has been in the past. In accordance with the CDM Regulations 2015 that came into force following this review, SSL will act as Principal Designer for this contract.

This project will be notifiable to the Health and Safety Executive. Whilst this notification is now the responsibility of the client, SSL will provide guidance as appropriate and, importantly, will ensure that the client is made fully aware of their CDM responsibilities.

SSL have clear procedures in place whereby a 'Health & Safety Checklist' is used to carry out a review of various aspects at different stages as the project develops. A copy of this checklist is attached as part of this tender submission. A brief overview of the items covered in this checklist is as follows;

Contractor Review – Accreditations (SSIP, CHAS etc), insurance certifications

Tender Returns – Draft Construction Phase Plan, draft methodology, draft programme

Pre Construction – SSL gather information & issue to the tendering contractors (e.g. CPSHP, Traffic Management Plan, Fire Plan/Risk Assessment, Welfare provision, RAM's etc)

Pre Start – SSL check that various measures are in place (e.g. F10 notification if applicable, HSE law poster, insurance certificates, welfare facilities sufficient for number of site staff involved, site protection etc)

Construction Period – SSL check that information is on site (e.g. site file containing COSHH assessments, plant assessments etc), first aid provision is in place, PPE is provided/used, site signage is in place etc

Handover – As built drawings, O & M maintenance information, test certificate

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## 10. Other Key Considerations

### Communication

The main communication format will be via face to face meetings, telephone or email to discuss all activities. Should this communication lead to significant actions, the required task and / or instruction will be confirmed in writing (or by email if more convenient) to allow a formal record of the correspondence to be recorded by the relevant parties.

For any necessary works, a simple memorandum can be employed to facilitate action being undertaken correctly and on time, all to ensure expectations are fully satisfied.

SSL will issue a contacts sheet listing all key personnel involved in the project (including phone numbers and email addresses). This is normally issued at, or immediately following, the pre-start meeting.

SSL would also be pleased to provide information that can be used to inform local residents of the forthcoming construction works – anticipated number and timings of lorry movements, duration of works involved etc.

### Adherence to budget

Due to our wide knowledge of the industry, we are aware there are various design solutions available that would meet the required design criteria. SSL, once project budget is known, can work to provide alternatives and advise the University on the pro's and cons of each option in order to arrive at the most appropriate solution.

During the installation works then with the nature of construction issues and changes may occur out of all parties control. SSL have vast knowledge and experience within the industry and can offer many solutions to all and every issue that may occur in a pragmatic way where the client and stakeholders will be made fully aware of the changes to any quality elements along with costs. The variations will be formally reviewed and signed off with accordance to the contractual agreements.

During the construction process will stringently check and verify valuations made by the contractor to ensure the applications are a fair reflection of the completed works.

### Quality of workmanship & materials

SSL are team players, bringing vital skills and expertise to ensure best design, best performance and best value. We acknowledge that advanced design, specification and implementation are fundamental requisites to successful projects. Our technical designs and specifications meet the highest recommendations of NGBs of Sport.

Of particular importance to the project through West Berkshire Council:

- Welsh Football Association (WFA)
- International Rugby Board (IRB)
- Rugby Football Union (RFU)
- Federation Internationale de Football Association (FIFA)

Other NGBs design recommendations that we commonly adhere to include;

- Sport England
- All England Netball Association (AENA)
- England and Wales Cricket Board (ECB)
- England Basketball Association (EBA)
- England Hockey Association (EHA)
- England Volleyball (EV)
- International Association of Athletics Federations (IAAF)
- International Hockey Federation (FIH)
- International Tennis Federation (ITF)
- Lawn Tennis Association (LTA)

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## Appendix A – Curriculum Vitae

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