

# GROUNDWORK

## Cragside Park (Phase 1 Improvements)

### Landscape Design, Project Management and Scheme Delivery

#### Background

Groundwork is a 'not-for-profit' environmental regeneration charity; we work in partnership with local people, local authorities and businesses to bring about economic and social regeneration. From small community projects to major national programs, we use the environment as a means of engaging people in their local area and building their confidence. We focus our activity on disadvantaged communities, where we can make most difference. We work towards a vision of a society of sustainable communities which are vibrant, healthy and safe, which respect the local and global environment and where individuals and enterprise prosper.

The Hawksworth, Abbeydales and Vespers Association (HAVA) and LCC Parks & Countryside have approached Groundwork to potentially provide a professional service in supporting HAVA. The Association is keen to fund a range of improvements to Cragside Park, with the Phase 1 Improvements including the provision of a skate Park / wheeled sports facility, seat, litter bins and a crushed stone footpath.

HAVA is the promoting body for the improvements at Cragside Park, but does not own or otherwise control the land. Leeds City Council is the landowner and Cragside Park is controlled and managed by the Council's Parks & Countryside service.

The aim of HAVA of making a capital investment into Cragside Park is supported by the Kirkstall Ward Councillors and has an in principle agreement from Parks & Countryside, subject to their approval of a detailed design and specification and a satisfactory plan for the method of resourcing the additional maintenance requirements.

Following initial discussions between HAVA and P&C, and some key project development, there is now a desire to deliver the Phase 1 Improvements. HAVA has Big Local funding which is intended to fund the delivery costs of the scheme, not just the Identified Construction costs, but also the Contingency and the design development and project management fees that are a necessary element of the scheme delivery.

The agreed budget cost estimate for the Phase 1 Improvements (on a whole-scheme basis and assuming the Works are procured by Groundwork Leeds), is £197,802 exclusive of VAT. All the VAT on the scheme is reclaimable by LCC, by virtue of the existing facility that Groundwork Leeds has with LCC, and through the agreed injection of Net funding by LCC into the Phase 1 Improvements scheme.

Groundwork  
Environment & Business Centre,  
Merlyn-Rees Avenue, Morley,  
Leeds, LS27 9SL

Telephone 0113 238 0188  
[www.groundwork.org.uk](http://www.groundwork.org.uk)

9<sup>th</sup> October 2017 JAC & AM

**Landscape  
Institute**  
Registered practice



Groundwork will provide project management and professional landscape architect services, severally in terms of design, contract administration, project management and ensuring that all work is carried out under Construction (Design and Management) Regulations 2015. We would work in partnership with HAVA and Parks & Countryside to ensure that the design, specification and any schedules of works meet the aspirations of HAVA and conform to any corporate requirements of Parks & Countryside.

## **CONTRACTUAL UNDERTAKINGS**

Groundwork Leeds undertakes to deliver the Phase 1 Improvements scheme for HAVA and LCC Parks & Countryside, using the agreed BIG Local funding, by fulfilling the role and activities set out below:

### **Stage One – Community Consultation & Engagement**

1. This stage was virtually complete at 09/10/17, with the exception of Item 3 as defined below.

### **Stage Two – Design Refinement**

2. Prepare a refined design layout for the Skate Park and footpath to scale on a CAD plan drawing, by Friday 13<sup>th</sup> October 2017, based on the results of the consultation to date. NB. This assumes that HAVA has carried out primary consultation with an identified User Group.
3. Attend one consultation event on one evening between 17<sup>th</sup> and 25<sup>th</sup> October, at Hawksworth Wood to ensure that the firm design is meeting the aspirations expressed by the identified User Group and to consider any suggested additions or other revisions to the layout.
4. Allow for one minor amendment to the layout plan, if required.
5. Distribute to HAVA Board members and to Parks & Countryside, by Friday 27<sup>th</sup> October, for approval by the HAVA Board at its meeting on Monday 30<sup>th</sup> October. Approval by the HAVA Board and P&C to be confirmed by both by Wednesday 1<sup>st</sup> November.
6. HAVA to display the proposed design layout at a public venue from early November 2017 onwards.

### **Stage Three – Full Planning Application submission and Process**

7. Work up detailed drawings to be submitted as part of a Full Planning application, comprising Red Line Location Plan, Layout Plan and up to 1 set of cross sectional drawings.
8. Prepare a Design and Access Statement to be submitted as part of the Full Planning Application
9. Submit by 15<sup>th</sup> November a Full Planning Application to LCC Planning Services via the Planning Portal and pay the requisite application fee. **NB: with a submission date of 15<sup>th</sup> November 2017, Full Planning Approval would not be expected to be received until 24<sup>th</sup> January 2018.**
10. Liaise with LCC Planning Services, including up to one meeting on site with the Planning Officer.
11. On 20<sup>th</sup> November, Groundwork Leeds invoices Cardigan Centre for Stages 1, 2 & 3 (£5,400.00).

### **Staged Fees**

<b>Stage 1</b> Community Consultation & Engagement	<b>£ 0.00</b>
<b>Stage 2</b> Design Refinement	<b>£ 2,200.00</b>
<b>Stage 3</b> Full Planning application Submission and Process	<b>£ 3,200.00</b>
<b>Total injection of funds required from HAVA for these Stages</b>	<b>£ 5,400.00</b>

## Stage Four – Production Information

12. Discharge Planning Conditions (assuming only one composite submission, that there are only standard Conditions and that no further investigatory work and reports are required).
13. Confirm fixed price Construction Value with the HAVA Board and Parks & Countryside.
14. Revise detailed drawings, if required from Planning Approval.
15. Prepare and finalise detailed written design brief and specification document, based on the National Building Specification (NBS) software. The Design Brief shall expressly state the anticipated start date for the Works
16. Prepare and finalise the Form of Tender and the Summary of Schedule Headers, which tenderers will fill in as well as submitting their own detailed Bills Of Quantities for the individual Works Items.

## Stage Five – Tender Process

17. Collate documents to form a design build single stage selective tender pack.
18. Agree select list of up to six specialist skate park providers to be invited to tender as contractor for the Works with Groundwork Leeds.
19. Invite contractors to tender and email out the tender documents by 7<sup>th</sup> February 2018. HAVA Board representative to be blind copied in to the emails at the point of issue.  
NB. This milestone is still subject to Item 11 being simple and uncomplicated, as stated above.
20. Provide the HAVA Board and Parks & Countryside with a simple list of the skate park providers who have been invited to tender as contractor for the Works to Groundwork Leeds.
21. Respond to contractors' queries during the tender period.
22. Receipt of tender documents by Chartered Landscape Architect (CMLI) on 7<sup>th</sup> March 2018.
23. Carry out an arithmetical check of each set of Bills Of Quantities, Summary of Schedule Headers and Form of Tender received.
24. Attend meeting on 13<sup>th</sup> March with representatives from the project partners to undertake the technical assessment of the returned tenders in terms of design quality and adherence to the design brief.
25. Attend meeting on the evening of 14<sup>th</sup> March for presentation of submitted skate park designs by tenderers to members of HAVA and the identified user group to vote on and for other interested parties to observe.
26. Make minor amendments to the Works to fit the available funding package, if required.
27. Prepare report on tenders, including the Technical Assessment and the Preference Vote by 16<sup>th</sup> March 2018 and issue to the HAVA Board and Parks & Countryside.
28. HAVA Board agree the preferred skate park provider on 20<sup>th</sup> March 2018.
29. Issue letters to contractors advising of the outcome of the tender process on 23<sup>rd</sup> March 2018.
30. On 26<sup>th</sup> March 2018, Groundwork Leeds invoices Cardigan Centre for Stages 4 & 5 (£5,400.00).

## Staged Fees

<b>Stage 4</b>	Production Information	<b>£ 3,200.00</b>
<b>Stage 5</b>	Tender Process	<b>£ 2,200.00</b>
<b>Total injection of funds required from HAVA for these Stages</b>		<b>£ 5,400.00</b>

## Stage Six – Contract Administration and Project Management

31. Appoint the chosen skate park provider as the Contractor for the implementation of the works, noting that the contractor will also be the Designer for the implemented works.
32. Chair Pre-start Contract Meeting on Tuesday 27<sup>th</sup> March 2018 and prepare minutes. Assume two reps each from Groundwork Leeds, the HAVA Board, Parks & Countryside and the Contractor.
33. Ensure that the appropriate Risk Assessment, Method Statement and Construction Phase Health & Safety Plan are prepared by the Contractor and advise LCC Parks & Countryside of any requirements under the CDM regulations 2015.
34. Contractor starts on site on Monday 16<sup>th</sup> April 2018.
35. Groundwork Leeds invoices Cardigan Centre on 17<sup>th</sup> April for 25% of the remaining HAVA project funding including Contingencies (ie. 25% of £187,002.00 = £46,750.00).
36. Prepare any instructions and/or variations required during the course of the works, including for the direct use of Contingencies on necessary items. NB. Use of Contingencies on any choice-based items will be subject to HAVA Board approval under delegation.
37. Undertake site inspections on a weekly basis to ensure works are progressing as specified and to programme, and ensure that Parks & Countryside and the HAVA Board representatives are notified when these will be taking place, in case they wish to be present.
38. Prepare detailed valuation schedules and valuation certificates on a fortnightly basis to monitor spend against budget.
39. Attend the monthly HAVA Board or Green Group meetings as and when required.
40. Groundwork Leeds invoices Cardigan Centre on 1<sup>st</sup> May 2018 for 50% of the remaining HAVA project funding (ie. 50% of £140,252.00 = £70,126.00), or the sum of the Valuation Payments to date (whichever is the higher).
41. Groundwork Leeds invoices Cardigan Centre on 15<sup>th</sup> May 2018 for the remaining HAVA project funding that needs to be drawn down and paid out by 31<sup>st</sup> May (ie. up to a maximum of not more than £70,126.00), including the Contractor Retention of 2.5% which will be held by Groundwork Leeds for 12 months.
42. Review Post Installation Inspection report received from an RPII qualified inspector.
43. Agree Practical Completion date and site inspection, ostensibly 8 weeks after the start date, which therefore should around 12<sup>th</sup> June 2018. Assume two reps each from Groundwork Leeds, the HAVA Board, Parks & Countryside and the Contractor.
44. Identify and agree with Parks & Countryside any snagging items, prepare Certificate of Practical Completion and administrate the handover of the site back to Parks & Countryside.
45. Prepare Final Certificate following the 12 months Rectification Period.

## Staged Fees

<b>Stage 6</b> Contract Administration & Project Management (Based on a Total Construction Cost of £179,820.00)	<b>£ 7,182.00</b>
<b>Total injection of funds required from HAVA for this Stage</b>	<b>£ 7,182.00</b>

## Notes

- (A) This Contract assumes that for Stages 3 – 6 the following will be charged in addition to the combined Design, Contract Administration & Project Management Fee:
- Planning Application Fee (assumption that the total fee is £400.00). This fee will be paid by Groundwork Leeds direct to LCC Planning Services and will then be reimbursed by the Cardigan Centre from the Contingencies element of the HAVA project funding.
  - Discharge of all planning conditions (assumption that all are able to be discharged by a single composite submission and that the total fee is £90.00). This fee will be paid by Groundwork Leeds direct to LCC Planning Services and will then be reimbursed by the Cardigan Centre from the Contingencies element of the HAVA project funding.
  - Post installation inspection fee by an RPII qualified inspector (anticipated value does not exceed £380.00) and that this will be paid by the skate park provider direct to their chosen inspector.
- (B) Copies of the following documents will be provided to the HAVA Board in a timely fashion from when they have been either generated or received by Groundwork Leeds:
- ( i ) Planning Decision Letter
  - (ii) Discharge of Condition(s) Letter
  - (iii) Tender Report and Recommendation
  - (iv) The chosen Design-Build Contractor's detailed Bills Of Quantities
  - ( v ) Minutes of the Pre-Start Contract meeting
  - (vi) Landscape Architect's Valuation Certificates
  - (vii) Landscape Architect's Instructions
  - (viii) Inbound Invoices from the Design-Build Contractor
  - (ix) Post Installation Inspection Report
  - (x) Certificate of Practical Completion and List of Snagging Items
- (C) Groundwork Leeds will inform the HAVA Board representatives as soon as possible when Groundwork Leeds realises that any of the Items 1-45 (above) is slipping or has slipped. The reason(s) for the slippage will be explained and a revised timescale for the item will be provided.
- (D) The Skate Park / Wheeled Sports Facility at Cragside Park will be designed and built to British standard BS EN 14974 2006 A1 2010 (Facilities for Users of Roller-Sports Equipment – Safety Requirements and Test Methods). From the date of Practical Completion, the Skate Park will be wholly owned by Leeds City Council and controlled/managed by Parks & Countryside. They will arrange for the regular checks and operational assessments, annual facility Inspections, general maintenance and incidental repairs.
- (E) As the original grant recipient for the BIG Local funding, the responsibility for obtaining a suitable Maintenance Confirmation from Parks & Countryside rests with the HAVA Board. However, in order to implement Stages 4, 5 & 6 (above) and deliver the Phase 1 Improvements scheme, it is just as much in Groundwork Leeds' interests to obtain the Maintenance Confirmation for the HAVA Board. Therefore, Groundwork Leeds will seek to obtain this by late November / early December 2017.
- (F) The requisite Landowners Consent & Maintenance Confirmation letter from Leeds City Council has been obtained and is dated 6<sup>th</sup> December. This has been conveyed to the HAVA Board representatives, including the Chair, on 7<sup>th</sup> December 2017.

(G) Parks & Countryside has separately agreed that the Cardigan Centre pro HAVA will NOT be required to pay any Commuted Sum towards the future maintenance of the Phase 1 Improvements.

Groundwork Leeds will work with Parks & Countryside to enable the required £45,000.00 Commuted Sum to be generated by other means.

(H) Subject to Leeds City Council ensuring that the Skate Park is inspected annually and maintained by suitably qualified personnel, the Design-Build Contractor will be expected to provide a guarantee for the skate park against all structural defects, including any faulty workmanship, materials and parts (excluding damage or vandalism) for the industry standard term of 30 years from the date of Practical Completion.

(I) Items that would be considered defects or manufacturing faults and thus repaired by the Design-Build Contractor at their own cost throughout the applicable guarantee period are:

- Metal coping failure
- Metal edging failure
- Grind rail failure
- Failure of welds
- Structural failure or displacement
- Break away of concrete
- Cracks in concrete over 2mm in width

Signed by  
for and on behalf of  
**HAVA**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by  
for and on behalf of  
**Groundwork Leeds**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_