



Sileby Parish Council

Reconfiguration, Alteration & Refurbishment

of

Sileby Memorial Park Sports Pavilion

Introduction

Sileby Parish Council invite contractors to tender for the refurbishment and extension of a Sports Pavilion located at Sileby Sports Memorial Park, Seagrave Road, Sileby Loughborough Leicestershire LE12 7TP.

Scope

The works are for the reconfiguration, alterations, and refurbishment of the Sileby Memorial Park Sports Pavilion.

External Works

The external scope of work includes the partial reconfiguration of the roof and gable walls, alterations to existing door and window openings, and the installation of new doors and windows equipped with integrated security roller shutters and accessible control systems. Additional works comprise adjustments to the external drainage system and selected landscaping improvements.

Internal Works

Internally, the project will involve the partial demolition of existing internal walls and the repositioning of the firebreak wall. New stud partition walls will be constructed to create two function rooms, two officials' changing rooms with integrated first aid and showering facilities, a fully equipped kitchen with an adjoining storage area, male and female WCs, and an accessible toilet. The works will also include the installation of a new roller shutter serving hatch, replacement of joinery including a new kitchen, door sets, architraves, and skirtings, new flooring finishes, and drainage adjustments throughout the refurbished zones.

Building Services:

The services requirements involve modifications to the existing space heating system, electrical installations, hot & cold water supply, and ventilation systems. The scope also calls for upgrading of the existing rainwater harvesting system and fire alarm. All services design and installations will be carried out by the principal contractor's appointed design consultants and installers who can be either in-house or sub contract as required in accordance with the Contract Design Portion obligations requirements.



Main Elements of the Required Works:

Secure and make safe a temporary site compound and welfare arrangements/facilities within the pavilion car park, as allocated to the contract. Refer to the Pre-Construction Information Pack for further details including temporary WC and wash hand facilities for the Sileby Juniors football club.

The principal contractor will take sole possession of the building site for the duration of the works; however, the memorial park entrance, localised footpaths within the grounds closest to the pavilion, and main car parking facilities are to remain open throughout the contract period.

The principal contractor is to take all reasonable precautions to safeguard the health and safety of the general public, protect the existing car parking surfaces and access road surfaces, the existing drains, external grounds and the services installations. This includes all of the pavilion's retained external services and fixtures/fittings wheresoever fixed.

Complete the refurbishment and alterations to the existing building, as indicated in the tender drawings supplied and as described in the Preliminaries, Schedule of Works and Mechanical and Electrical Performance brief. Your design consultants are to assess the existing services provision and thereafter redesign these to specifically suit the proposed new layout as part of their remit under the contractor's design portion (CDP) element of the work.

Additional works relating to services alterations and retention are also required in Changing Rooms 3 & 4. The existing services and drain runs must be retained and maintained in these areas. The external storage part of the pavilion is not included within the refurbishment scope.

The tendering contractor will be responsible for the full delivery of the project, including the Contractor's Design Portion elements as detailed within the tender documentation.

The main contractor will be responsible for appointing and funding suitable services design consultants for the design, supply, and installation all mechanical, electrical, and heating/ventilation systems under the contract. Third-party subcontractor warranties are to be provided to the Council upon completion.

The main contractor shall also be responsible for appointing a qualified and reputable structural engineer to carry out all structural design work, including the provision of detailed drawings, specifications, and calculations necessary to complete the refurbishment. This includes structural calculations for any temporary works, new support beams, roller shutter lintels, wind posts, and any additional structural supports required as a result of the proposed works.

The appointed principal contractor will be invited to a pre-arranged, pre-tender site meeting to confirm all technical details and organisational requirements prior to commencement of the works.

Building Contract:

The contract will be executed under the JCT 2016 Minor Works Building Contract with Contractor's Design Portion (CDP).

Please ensure that you provide a set of fully priced Preliminaries and Schedule of Works along with any supporting documents with your submission as requested in the Invitation to Tender



letter dated 14 July 2025. Incomplete tender submissions will be rejected. Sileby Parish Council is not bound to accept the lowest, or any, tender received.

Tenders must be submitted no later than 12:00 noon on Friday, 08 August 2025, as instructed in the Invitation to Tender document via the designated portal. Submission must also include the completed Tender Qualification Questionnaire.

Comprehensive information regarding this tender is provided in the tender documents, as detailed below:

- CS_284_Invitation to Tender
- CS_284_Form of Tender and Certificate as to Collusive Tender
- CS_284_Tender Qualification Questionnaire (TQQ)
- Drawing and document information register – issue no.1

General arrangements drawings:

Existing Floor Plan & Elevations. 001_T1

Proposed Floor Plan. 002_T1

Proposed Floor Plan (Internal Wall Removals). 002A_T1

Floor Finishes. 002B_T1

Mechanical & Electrical Layout (Indicative Information). 002C_P1
(see performance brief)

Proposed Elevations. 003_T1

Site and Location Plans. 004_T1

Site Entrance/Set Up & Car Park Plan. 005_T1

- Part A - Contract Preliminaries.
- Part B - Schedule of the Works/Specification.
- Final Cost Summary Sheet
- Part C - Mechanical & Electrical Performance Brief.
- Part D - Pre-construction Information Pack.

- Additional Project Information:

Appendix A – L