Professional Service

Short Contract

A contract between

Bristol City Council

and

DHD Structures

for

Stoke Park – Concrete Assessment of Gun Battery

Contract Forms

Contract Data

The *Consultant's* Offer and the *Client's* Acceptance

Price List

Scope

Notes about the contract are printed in boxes like this one. They are not part of the contract.

Contract Data

The *Client's* Contract Data

The *Client* is

Name	Bristol City Council
Address for communications	City Hall, College Green, Bristol BS1 5TR
Address for electronic communications	April.coombes@bristol.gov.uk

The *service* is	Consultancy (technical assessment)	
The *starting date* is	26/09/2025	
The *completion date* is	31/01/2026 (dependent on speed of Scheduled Ancient Monument Consent)	
The *delay damages* are	N/A	per day
The *law of the contract* is	UK Law. Procurement Act 2023.	
The *period for reply* is	1	weeks
The *defects date* is	N/A	weeks after Completion
The *assessment day* is the	N/A	of each month

The United Kingdom Housing Grants, Construction and Regeneration Act (1996) **does not** apply
(delete as applicable)

The *Adjudicator* is

Name	N/A
Address for communications	N/A
Address for electronic communications	N/A

Contract Data

The *Client's* Contract Data

The interest rate on late payment is None % per complete week of delay.

Insert a rate only if a rate less than 0.5% per week of delay has been agreed.

The *Client* provides this insurance: None.

Only enter details here if the *Client* is to provide insurance.

The *Consultant* provides the following insurance cover

INSURANCE AGAINST	MINIMUM AMOUNT OF COVER	PERIOD FOLLOWING COMPLETION OR EARLIER TERMINATION
Liability of the *Consultant* for claims made against it arising out of the *Consultant's* failure to use the skill and care normally used by professionals providing services similar to the *service*.	£500.00 in respect of each claim, without limit to the number of claims	6 Years
Loss of or damage to property and liability for bodily injury to or death of a person (not an employee of the *Consultant*) arising from or in connection with the *Consultant* Providing the Service.	£5,000,000 in respect of each event, without limit to the number of events	6 Years
Liability for death of or bodily injury to employees of the *Consultant* arising out of and in the course of their employment in connection with the contract	£10,000,000 in respect of each event, without limit to the number of events	6 Years

The *Consultant's* total liability to the *Client* which arises under or in connection with the contract is limited to: £500,000 no liability is accepted for claims related to: Pollution/Contamination, Asbestos, or Fire Safety Claim

The *Adjudicator nominating body* is: A member of the Chartered Institute of Arbitrators

The *tribunal* is: Arbitration

If the *tribunal* is arbitration, the arbitration procedure is: Option W1

Contract Data

The *Client's* Contract Data

The *conditions of contract* are the NEC4 Professional Service Short Contract June 2017 (with amendments January 2023) and the following additional conditions

Only enter details here if additional conditions are required.

None.

Contract Data

The *Consultant's* Contract Data

The *Consultant* is

Name	Duncan Hill (DHD Structures)
Address for communications	The Hive, 6 Beaufighter Road, Weston-super-Mare, N Somerset BS24 8EE
Address for electronic communications	Duncan@dhdstructures.co.uk
The *fee percentage* is	N/A %

The *people rates* are

category of person	unit	rate
N/A.		

If the work is to be carried out on a time charge basis the *Consultant* includes *people rates* for its own people and people provided by a subcontractor

The *key persons* are

Name (1)	N/A.
Job	
Responsibilities	
Qualifications	
Experience	
Name (2)	
Job	
Responsibilities	
Qualifications	
Experience	

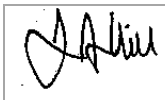
The *Consultant's* Offer and *Client's* Acceptance

The *Consultant* offers to Provide the Service in accordance with these *conditions of contract* for an amount to be determined in accordance with these *conditions of contract*.

The offered total of the Prices is	£28,200

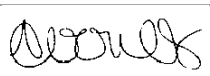
Enter the total of the Prices from the Price List. If all work is to be carried out on a time charge basis, enter 'Not Applicable'

Signed on behalf of the *Consultant*

Name	Duncan Hill
Position	Director
Signature	
Date	26/09/2025

The *Client* accepts the *Consultant's* Offer to Provide the Service

Signed on behalf of the *Client*

Name	April Coombes
Position	Heritage and Estates Officer
Signature	
Date	26/09/2025

Price List

The contract does not provide for the *Consultant* to be paid on a mixture of time charge and Prices and one or the other must be selected.

If the work is to be paid on a time charge basis, only expenses should be included. No other entries should be made in the Price List.

If the *Consultant* is to be paid on a priced basis the entries in the first four columns are made either by the Client or the tenderer.

For each row:

- **If the Consultant is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tenderer enters the amount in the Price column only.**
- **If the Consultant is to be paid an amount for the item of work and which is the rate for the work multiplied by the quantity completed, the tenderer enters the rate which is then multiplied by the expected quantity to produce the Price, which is also entered.**

Costs incurred by the *Consultant* other than the listed expenses are included in the Rates and Prices and the People Rates. If expenses are paid at cost, then 'at cost' should be entered into the Rate column.

Delete or strike through unused rows.

ITEM NUMBER	DESCRIPTION	UNIT	EXPECTED QUANTITY	RATE	PRICE
1	Review of drawings, other archive material and survey data	1	1	£2500	£2500
2	Initial condition assessment and scope of intrusive investigations	1	1	£6500	£6500
3	Intrusive investigations	1	1	£12200	£12200
4	Reporting on intrusive investigations	1	1	£2500	£2500
5	RIBA Stage 3 design for repairs and submission of SAMC application	1	1	£4500	£4500

The total of the Prices £28200

EXPENSES

None

The method and rules used to compile the Price List are

The method and rules and included in the specification within the tender pack and subsequent clarifications.

Scope

The Scope should be a complete and precise statement of the *Client's* requirements. If it is incomplete or imprecise, there is a risk that the *Consultant* will interpret it differently from the *Client's* intention. Information provided by the *Consultant* should be listed in the Scope only if the *Client* is satisfied that it is required, is part of a complete statement of the *Client's* requirements and is consistent with other parts of the Scope.

1 Purpose of the *service*

Provide a brief summary of why the *service* is being commissioned and what it will be used for.

This service is being commissioned undertake a concrete assessment of the Anti-Aircraft Battery on Purdown (Schedule Monument) to build up designs to RIBA stage 3 as required to progress BCCs plans for the site and to help secure funding.

2 Description of the *service*

Give a complete and precise description of what the Consultant is required to do.

The successful contractor is expected to:

1. **Review of drawings and other archive material** to identify
    a. Any structurally sensitive areas that may merit further full structural appraisal
    b. Areas where there is a risk of condensation or high humidity
    c. Areas where deterioration might reduce the strength of the main structure, e.g. joints in pre-cast units or corrosion to supporting metal supports.
    d. Pre-cast elements where high alumina cement (HAC) or calcium chloride might have been used to accelerate strength gain, prior to the ban in the 1970s.
    e. Any previous remedial works, including any specifications for materials or methods.
    f. Review of archive military engineering records that detail the approved structures that were often used to create the battery sites.

2. **Undertake an initial condition assessment.** A specially selected multi-disciplinary consultant and contractor team (including structural engineer, specialist concrete testing consultant, cost consultant), led by the consultant will inspect and survey the buildings, recording findings using photographs and written reports to identify and establish the following
    a. Type of construction and identify priority areas where the establishment of reinforcement patterns is important
    b. Vulnerable features
    c. Indications of the quality of construction together with obvious defects
    d. Identification of how water is shed from the structure and whether details have been integrated to assist with this, e.g. the presence of drips or throats
    e. Areas of water staining on exposed or internal concrete
    f. Areas of growth of lichens, mosses or algae
    g. Location of any ponding water
    h. Cracking and surface crazing. Any cracks over 0.3mm will be recorded and causes both structural and non-structural will be suggested. Cracking will be recorded in photographs

i. ahead of more detailed structural testing and appraisal
j. Spalls, exposed corroding reinforcement and associated cracks.
k. Assessment of concrete using a light hammer to identify any hollow areas that may indicate spalls or delamination of concrete.
l. Previous treatment and repairs, if any, their condition and location
m. Structural spalling on load bearing surfaces at joints

3. Using the data and information collected in Item 1 and 2, the **objectives, scope and budget** for further detailed investigation, testing and trial repairs will be discussed and agreed. To ensure the most cost-effective approach to testing is adopted, the contractor will determine the following
    a. Are defects or deterioration developing?
    b. Are remedial works required now, if not, when will they become necessary?
    c. Can action be taken to slow future deterioration?
    d. What practical problems in the safe use of the structure could arise now and in the future?
    e. What are the available approaches to the conservation and future management of the structures?

The responses to these questions together with wider consideration of the options available in the conservation of these structures will be presented within a written report and accompanied by budget costs based on the findings and recommendations

4. **Undertake sampling and testing** to maximise understanding on the condition, construction, and causes of deterioration.
    a. Any sampling and testing should minimise damage to the appearance of structures wherever possible. Sampling and testing is therefore best targeted at those areas where deterioration and spalling has already occurred. Where there is a necessity for sampling and testing to undamaged areas these should be targeted at areas that are less conspicuous although it is accepted that when specific information on constructional detailing is required then this may not always be possible.
    b. A testing and sampling specification will be developed that identifies
        i. testing and sampling locations
        ii. the procedures and methods for testing
        iii. objectives of testing and sampling

Testing and sampling will allow the depth and extent of developing deterioration to be better determined so that predictions can be made on future deterioration. As a result this will allow specific remedial repair options to be considered along with extent and cost of ongoing maintenance.

Testing and sampling may be required to establish the following

- location and depth of reinforcement
- depth of carbonation
- presence of chlorides
- moisture levels
- electrical resistivity
- location of corrosion to reinforcement
- corrosion potential
- strength of concrete
- petrography

As part of any testing and sampling work we will liaise with Historic England and obtain all necessary scheduled monument consents required to undertake the testing and sampling. All consents must be obtained prior to any testing and sampling work taking place.

5. Having completed surveys and testing together with analysis of any sampling, further consideration will be given to the various strategies available in treating and repairing the structures and importantly how best to manage the future conservation of these important assets. A report will be prepared that will develop the findings generated in Item 3 and together with more accurate costings provided by the delivery team cost consultant, will aim to define and home in on the most suited strategies for repair and management.

6. Once agreement has been reached on the most suited strategy of repair and management, the delivery team will develop work specifications. As part of these specifications, any further trials should be included which form a crucial part in the overall planning of repairs.

7. The contractor, once repairs specifications have been produced will coordinate, prepare and obtain the necessary scheduled monument consent, noting that engagement with Historic England will have been continued during the entire design development process.

Outputs

The following outputs will be required:

- The services as detailed in the section above
- Final designs worked up to RIBA stage 3 including a detailed cost plan and scheme of work
- A detailed condition survey of the gun battery
- Details of any further testing required
- Scheduled monument consent

Expectations:

- Regular meetings both onsite and online between the client and contractor
- Reports submitted at key milestones as agreed between client and contractor
- The main consultant should hold Conservation Accreditation (please discuss if different)

Notwithstanding the tender brief included above the Consultant has included the following scope:

We are proposing a phased visual and intrusive investigation strategy to provide a reliable and economic method of defining the condition of the structural elements. Our proposed actions are as follows:

1.Desk study of available information provided by Bristol CC (historic records, measured surveys and digital terrain model topographical data). We have not allowed for a separate archive search. Our quotation excludes new survey work however, we can collaborate with BCC to define appropriate survey requirements and obtain competitive quotes if needed.

2.Define numbering scheme for identifying structural elements.

3.Define red, amber and green condition requisites

4.Provide site inspection risk assessments.

5.Undertake visual structural inspection noting cracking, spalling and other defects. Photographic record of defects to be taken. Principal dimensions of elements to be recorded. [Site clearance completed by BCC in advance of our site works to strip vegetation back minimum 2m from the edge of all structures].

6.Record condition of structural elements in Excel Spreadsheet Conditions Survey.

7.Schedule of intrusive structural surveys and concrete testing to be produced.

8.Submit Scheduled Ancient Monument Consent (SAMC) application for intrusive investigations.

9.Provide intrusive investigation risk assessments and method statements.

10.Following SAMC approval intrusive investigations to be undertaken by CRL Surveys. [Site clearance completed by BCC in advance to ensure vegetation has not grown back minimum 2m from the edge of all structures].

11.Analysis of intrusive investigation findings. Structural assessment of critical members such as roof slabs where failure could lead to injury.

12.Production of structural repair options studies.

13.Coordination with Thread Architects & BCC to determine the most appropriate methods of repair considering both structural and conservation requirements.

14.Preparation structural design submission for RIBA Stage 3 proposals

We have based our tender return on providing a survey scope to suit the conservation of the gun battery ruins in a safe state assuming structural maintenance will occur on a 20 year rolling maintenance cycle.

Heritage-led Interpretation of the Site for the Community

We will undertake an interpretation of the history of the site by understanding the way people move through it. Thread will research historic movement patterns, including military plans, to present options for revised routes reflecting past circulation to deepen understanding by allowing visitors to follow these historic paths and grasp the site's strategic layout.

Heritage assessment work will be predominantly graphic to enable its wider use beyond the scope outlined in this project. This work can go on to contribute to providing interpretive materials that communicate the value of the conservation work itself as well as the sites heritage and communal value.

By sharing information about the past, then the proposed and implemented repair methodology, the project will highlight the importance of preserving these heritage assets as a wider project is developed. This approach fosters public appreciation for the site and builds support for its ongoing care.

In doing so, the project meets Bristol Council's broader aims for Stoke Hill Park as outlined in the NLHF submission. It not only safeguards the physical remains, but also:

•Makes the case for why deteriorating concrete matters
•Translates technical assessments into accessible narratives
•Balances repair, preservation, and interpretation

All works will be completed, and are limited to, a reasonable skill, care and diligence standard.

The following social value input is included in the Contract:
1. Investment to local community project or voluntary community or social enterprise organisation via Bristol Impact Fund or equipment/materials donated via Can Do Bristol - £600.
2. Hours of expert support to local voluntary, community or social enterprise organisation, facilitated by the Quartet Community Foundation, or via Can Do Bristol - 2 hours

Scope

3 Existing information

List existing information which is relevant to the *service*. This can include documents which the *Consultant* is to further develop.

The consultant will have access to archival documents and a topographical survey.

4 Specifications and standards

List the specifications and standards that apply to the contract.

The specifications were included in the tender pack for this project and as clarified in subsequent queries.

Scope

5 Constraints on how the *Consultant* Provides the Service

State any constraints on sequence and timing of work and on method and conduct of work including the requirements for any work by the *Client*.

Constraints have been addressed via communication with the supplier in their queries.

Scope

6 Requirements for the programme

State whether a programme is required and, if it is, state what form it is to be in, what information is to be shown on it, when it is to be submitted and when it is to be updated.

The programme will include a site investigation, desktop, engagement and a write up of a piece of work with investigation and evaluation of their results.

Scope

7 Information and other things provided by the *Client*

Describe what information and other things the *Client* is to provide and by when. Information is that which is not currently available, but will become available during the contract. Other things could include access to a person, place (such as office space or a site) or the *Client's* information technology systems.

ITEM	DATE BY WHICH IT WILL BE PROVIDED
Historic records of Stoke Park from BCC Archiver/HER	September 2025
Topographical Survey of Stoke Park	October 2025
Site clearance to allow structural and architectural inspections and intrusive concrete testing. This shall clear vegetation 2m around structures and also ensure the site is cleared of all sharps, needles, broken glass etc.	Throughout the contract
Access to the site generally, no closure of public footpaths is required for the works.	Throughout the contract