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EMPLOYERS REQUIREMENTS – v3

PROPOSALS FOR SUPPLY & INSTALLATION OF MODULAR OFFICE & WELFARE UNIT AND ASSOCIATED WORKS AT CREASEY PARK FOOTBALL CLUB, CREASEY PARK DRIVE, DUNSTABLE, LU6 1BB FOR DUNSTABLE TOWN COUNCIL

Project No: 06446

April 2026 – v3 (TENDER)

March 2026 – v2 (TENDER)

January 2026 – v1 (DRAFT)

1.0 INTRODUCTION

- 1.1 This document sets out the Employer's Requirements for the design (where applicable), manufacture, supply, delivery, installation and commissioning of a prefabricated welfare building at Dunstable Town Council's Landscape and maintenance depot at Creasy Park Football Club, Dunstable.
- 1.2 The tender is being issued to suppliers who are experienced in delivering complete modular buildings, including crange, foundations, services connections and associated external works.

2.0 THE CLIENT

- 2.1 Dunstable Town Council - Grounds Operations / Landscape and Maintenance Team
- 2.2 The Client requires a robust, durable and low-maintenance welfare facility suitable for daily operational use by site staff.

3.0 THE PROJECT

- 3.1 The project comprises of the supply and installation of a new prefabricated single-storey welfare building, together with all associated enabling works, foundations, drainage, crange and external access works. In addition to this the existing portacabin welfare unit is to be removed from site.
- 3.2 The new building will provide improved welfare, office and training facilities for staff operating from Creasey Park.
Creasey Park Football Club
Creasey Park Drive
Dunstable
LU6 1BB
- 3.3 The proposed building is located behind the existing landscape/maintenance building within the football club grounds. - Refer to the Location Plan and Proposed Site Plan for context .

4.0 EXISTING SITE CONDITIONS AND CONSTRAINTS

- 4.1 The site is an operational football and grounds maintenance facility
- 4.2 Existing buildings and fencing remain in use throughout the works.
- 4.3 The existing welfare portacabin/modular structure is to be removed and fully disposed of towards the end of the contract (it can be used as site office & welfare until that point).
- 4.4 Proximity to existing trees means that final positioning may be subject to tree constraints and Root Protection Areas (RPA).
- 4.5 Tenderers shall be deemed to have satisfied themselves as to site conditions, access, crange feasibility and temporary works requirements.

5.0 SUMMARY OF THE WORKS

The scope of works includes, but is not limited to:

- Design finalisation (where required) of a prefabricated welfare building
- Manufacture of the prefabricated building off-site
- Delivery and crane installation onto prepared foundations
- Design and construction of foundations
- Connection to existing foul and surface drainage and services
- Internal fit-out and commissioning
- Removal and disposal of existing portacabin
- External access works, paving and making good
- Handover, certification and defects rectification

6.0 PROPOSED BUILDING – GENERAL DESCRIPTION

6.1 Size and Form

- Approximate overall size: 12m x 6m
- Approximate internal floor area: circa 72m² (absolute minimum 65m²)
- Single-storey, standalone prefabricated building
- Maximum overall height to suit crane and planning constraints

6.2 Internal Accommodation

The building shall accommodate the following spaces, generally in accordance with the Proposed Floor Plan :

- Office
- Welfare / kitchenette / training space
- Changing space with lockers
- Shower and WC facilities
- Circulation

The layout shown on the drawings is indicative; however, any proposed amendments must maintain equivalent functionality and area provision.

7.0 BUILDING PERFORMANCE AND SPECIFICATION (MINIMUM REQUIREMENTS)

7.1 Structure and Fabric

- Factory-manufactured modular system suitable for permanent installation
- Durable external finishes suitable for landscape and maintenance environment
- Roof construction designed for longevity and minimal maintenance
- Adequate thermal performance to meet or exceed current Building Regulations

7.2 Internal Fit-Out

- Robust wall and floor finishes suitable for wet and high-traffic areas
- Robust internal doorsteps, with commercial grade ironmongery (vision panels to office and Welfare/ kitchen spaces)
- Commercial-grade kitchenette units and worktops
- Sanitaryware suitable for staff welfare use
- Mechanical ventilation to WCs and shower areas

- Heating system suitable for year-round use

7.3 Services

- Electrical installation including lighting, small power and external lighting as required
- Fire alarm system, telephone/broadband and security systems to be extended from existing building
- Water supply and foul drainage connections
- Connection points coordinated with existing services on site (within existing maintenance building)
- Testing, commissioning and certification included

8.0 ASSOCIATED EXTERNAL WORKS

8.1 The Contractor's scope shall include all external works required to complete the project, including:

- Foundations suitable for the prefabricated unit
- Temporary works and crane operations
- New pedestrian access and hardstanding/paving to the building
- Foul drainage connection to existing below-ground drainage (route indicative only)
- Making good of disturbed ground
- Adjustments to fencing and gates where shown, supply and installation of new pedestrian gate within existing fence
- Reinstatement and boundary treatments to the front of the site following removal of the existing portacabin including concrete hardstanding

8.2 Refer to the **Proposed Site Plan** and **Plans and Elevations** for indicative arrangements .

9.0 REMOVAL OF EXISTING PORTACABIN

9.1 The works shall include:

- Disconnection of services
- Safe dismantling and removal of the existing portacabin
- Full disposal off site (no storage or resale on site)
- Making good of ground and surfaces following removal
- *CLIENT TO CONFIRM ANY ASBESTOS WITHIN EXISTING PORTACABIN (R&D SURVEY)*

10.0 CONTRACTORS SCOPE OF RESPONSIBILITY

10.1 The appointed Contractor shall be responsible for:

- Full design coordination of the prefabricated building
- Submission of fully detailed fabrication drawings for Client approval proper to fabrication/refurbishment
- Structural Design of foundations including Ground Investigation
- Surface water disposal design including percolation tests to BRE 365 for a soakaway
- Compliance with all statutory requirements
- Temporary works design
- Service connections
- Crane strategy and lift plans (if required)
- Health and safety management
- Principal Contractor role CDM and BR

- Quality control and workmanship
- Programme management
- Coordination with the Client and Consultant Team
- Practical completion and defects rectification

11.0 STATUTORY APPROVALS AND COMPLIANCE

11.1 The Contractor shall ensure full compliance with, but not limited to:

- Building Regulations (current edition)
- Approved Documents including Parts A, B, F, G, L and M
Part-M compliance will be limited since all members of staff are groundworkers / groundkeepers who need to be physically fit, so full accessibility will not be required and dispensation will be sought on this basis.
- CDM Regulations 2015
- Equality Act 2010 (where applicable)
- Local authority and statutory undertaker requirements
- Any planning conditions applicable to the development

11.2 All approvals, inspections and certification shall be included within the tendered sum.

12.0 HEALTH & SAFETY

12.1 The project is subject to the **Construction (Design and Management) Regulations 2015**.

12.2 A Construction Phase Plan shall be provided prior to commencement.

12.3 Safe systems of work shall be maintained at all times, particularly due to crane operations within an operational site.

13.0 PROGRAMME

13.1 Tenderers shall provide:

- An indicative programme showing design, manufacture, delivery and installation
- Duration of crane operations
- Lead-in times from order to completion

14.0 INFORMATION PROVIDED BY THE EMPLOYER

14.1 The following drawings are issued for reference and tender purposes :

- 06446-300A - Location & Site Plan
- 06446-301A - Plans & Elevations
- 06446-302A - Contractor's Constraints Plan

14.2 These drawings are indicative and form part of the Employer's Requirements.