

FOUR COURT SPORTS HALL

CONSULTANT FEASIBILITY STUDY BRIEF 2006



KCC Sports Development Unit
KCC Property Group



property
group

www.kent.gov.uk/property

CHIEF EXECUTIVE'S DEPARTMENT



Please read the following advice:

You are strongly advised to make contact with and consult Kent Sports Development Unit when considering a new sports facility project. The Unit can assist in refining the requirements for your facility. The information used to compile this document is subject to change and therefore the Unit will be able to advise on this.

How can Kent Sports Development Unit support your project?

Kent Sports Development Unit's existing work in facility development includes:

- Advising on the planning, design, funding and management of sports facilities.
- Encouraging increased sports use of education sites by the community.
- Seeking to attract facilities of strategic significance to Kent, including ensuring the development of County centres of excellence and centres of performance.
- Prompting and supporting key project applications to funding organisations (including advising on National Lottery applications).
- The Unit works with a wide range of organisations in order to achieve the above.

Kent Sports Development Unit's Advice Regarding the National Lottery includes:

- Helping organisations in Kent, including those in the public, private, voluntary or education sector, to ensure the aims and objectives of their projects are matched to the criteria laid down by the Lottery Sports Board, Big Lottery Fund and other funding organisations.
- Helping to identify other areas of funding to contribute towards the partnership funds required.
- Advise on the additional relevant information, which will help to show that the project is both feasible and viable, through supplying guidance documents on the production of feasibility studies and development plans etc.
- Provide documents, which will guide the applicant to show that the project envisaged is of sufficient quality.
- Provide information on strategic and technical issues, which will help the Lottery Sports Board come to a decision about the project.
- Help the applicant organisation to complete the application form, ensuring that all the questions asked are answered in a manner that will reduce the need for the Lottery Sports Board to seek further information.
- Advice on the design of the project (if it is construction of a new building or alterations/adaptations of an existing building).

For facility development advice contact:

Chris Metherell, Kent Sports Facilities Development Manager

On 01622 605004 or, chris.metherell@kent.gov.uk

Or

Edward Fane, PE and Sport Portfolio Manager

On 01622 605341 or, edward.fane@kent.gov.uk

Sports Hall – Consultant Feasibility Study Brief

The following brief outlines the client requirements for the feasibility study for a new sports hall. The brief outlines everything the client requires as part of the feasibility report as agreed as part of the commission to carry out these works.

The information should be compiled in report form for every individual project and be presented in a bound hard copy with appropriate contents, appendices, pictures and plans as necessary. The information should also be made available electronically for client consideration.

Introduction

Sports halls on school sites are an essential facility in delivering the national curriculum for PE. A sports hall could also provide for extensive community use and also for elite sport. It will generally be required to host a variety of sports and activities.

The aim is to improve provision of school and community sports facilities by establishing a venue that is practical for the standard of the purposes to which it is to be put, able to cope with intensive use, dual use arrangements, conducive to community use and practical for sport.

This facility will assist in supporting a community need particularly concentrating on areas of increasing population and to close the gap between the outcomes for the most disadvantaged in terms of access to facilities. This will form an integral part of the Building Schools for the Future programme and provide sports facilities that match that title. These facilities will in turn impact on health, sport, crime reduction, employment, community cohesion and school club links.

The size and scope of the facility will depend on local need, existence of similar facilities nearby, the single and multi sports deficiencies in the County and the level of deprivation within that community.

The following provides details of the information and layout to be provided within the feasibility report for a sports hall.

A FEASIBILITY STUDY

1.0 Scope of Feasibility Study

1.1 This should include a brief site analysis, the identification and illustration of appropriate site locations for the proposed building. Alternatively, if existing accommodation is being offered, consideration should be given to its refurbishment and extension if necessary to meet the specification. Preliminary budget costings should also be provided. **Completed feasibility reports need to be with (Name) by (Date) at the latest.**

2.0 Site visit

2.1 Headteacher or Centre Manager details to be supplied.

2.2 Existing school/building summary description to include:

- Current roll.
- Description of locality, demographics.
- Details of existing sports provision on the school site including existing external play areas to include both hard and soft.
- Details of adjacent sports facilities to school site.
- Details of similar facilities within XX drive time of this facility.
- Description of how building will be operated.

2.3 An accompanied visit must be undertaken where possible with the site owner. In addition it is advisable to include the end user, premises manager and sport specific advisors from the District/Borough Council, Kent Sports Development Unit and/or specific Governing Bodies of Sport.

3.0 Accommodation

3.1 The following are enclosed to outline the accommodation requirements:

- Sports Hall Design Brief, including schedule of accommodation.
- Sport England and Sport Scotland Design Guidance Notes (List).
- Governing Body of Sports Facility Guidance (List).
- Any relevant DfES/KCC requirements (List).
- Acreage Requirements – e.g. For wet or dry areas, plant rooms, car parking, internal and external areas, activity areas and supporting ancillary facilities.
- Consider any future needs for facility expansion.
- Facilities on Site - Need to consider activity areas, and also ancillary facilities such as toilets, changing rooms, showers, washbasins, social areas, storage, delivery areas, exit doors, health and safety requirements.
- List using number and gross floor area required eg. x number of toilets and total floor area.

- Quality - Type of finishes. Standards of specification.
- Sketch Drawings - Should include a plan, front/back and end elevations, and cross-sectional drawings for any buildings where the height is an important factor. Plans should note orientation of building in relation to due north.
- When preparing drawings, imagine yourself both as the manager, staff, cleaners and as a customer of the facility. Look closely at features such as the user circulation routes around the building, any public 'pressure points', potential energy efficiency, emergency routes, and the relationship between the activity, social and changing areas.
- Procurement - How is a facility to be provided, e.g. options include using a 'design and build' company, or an architect to design the facility and then to sub-contract the construction process.
- Tendering or selection of architect and/or construction company and/or sub-contractors.
- Specification -Will a standard specification be issued, consider Local Authority building regulations.
- Phased development? -Which parts of project first, and why?
- Perhaps consider the shell to be constructed initially, with internal fittings and fixtures to be added at a later date, possibly by client organisation using 'in-house' labour.

4.0 Construction Methods

- 4.1 The main proposed construction elements (i.e. walls/roof etc) should be outlined.
- 4.2 Construction - How is a facility to be constructed.

5.0 Sustainability

- 5.1 Consideration should be given towards sustainability in terms of the following:
- Orientation
 - Materials
 - Heating and lighting systems

6.0 Timescale for delivery

- 6.1 A proposed programme of works should include:
- Sign off from client
 - Planning application (if applicable)
 - Building regulations approval (if applicable)
 - Tender period
 - Construction period

7.0 Points for consideration

- 7.1 These can include the following but the list is not exhaustive and may not always be applicable:
- Disability Discrimination Act (DDA)
 - Construction, Design, Management (CDM) (applicable or not).
 - Dual use arrangements
 - Site security
 - Access routes

- Lighting
- Contractor set up area
- Contractors access
- Existing site levels
- Ecological/Environmental issues
- Landscaping screening
- Land use adjacent to the site and any restriction it may impose
- Site Identification -Pros and cons. Land ownership leases/licences required?)
- Potential for future expansion/development on site?
- Location Benefits - How well known is the site? Central for town? Is site visible and easily found?
- Access - Proximity to and quality of transport routes. Consider access on foot, by car and by public transport
- Accessibility - To site and within site
- Disabled parking requirements
- Planning issues - consider County Structure Plan and Local Plan Policies
- Operating Times - Number of weeks per annum and hours per week.
- Estimated usage numbers school, community, staff
- External and internal sign posting
- Equipment requirements
- Set priorities for future refurbishment and renewals. Need to account for depreciation.
- Site Security

8.0 Maintenance

8.1 Assessment of any existing maintenance issues i.e. flat roof, asbestos etc of the new building or those directly affected by its construction.

9.0 Exclusions

9.1 Any exclusions from the report and costing (i.e. site/soil surveys, archaeological).

10.0 Services

10.1 Connection to existing services will be required. Position of services on site need to be confirmed.

10.2 Confirmation of current peak time loading and spare capacity.

11.0 End User Wish List

11.1 Any requirements or views of the end user should be recorded.

12.0 Options

12.1 These should be provided to meet the specification with appropriate drawings.

12.2 A minimum of xx proposals must be put forward based on different design.

12.3 A minimum of xx proposals must be put forward based on different location.

12.4 A minimum of xx proposals must be put forward based on different costs, with phasing options as required.

12.2 Any suggestions on a procurement method.

13.0 Estimate of budget cost

13.1 This should be laid out as per the proforma attached. Consideration should be given to the works commencing in either (date) or (date) with appropriate % uplift applied.

Sports Hall Proforma

ESTIMATE OF BUDGET COST

- Capital Cost – Cost estimates should include all fixtures, fittings and equipment.
- Provide project costs of similar facilities.
- Obtain quotations from construction companies.
- Include architects and other professional fees as appropriate.
- Provide total cost per square metre analysis x gross floor space.
- Include provisional 10% -15% for contingencies

Site Location	
Date	
Project drawing Ref	

Building Cost				£
Sports hall, excluding external works & drainage				
External Works (if applicable)				
Allowance for minimal planting (if necessary)	Prov sum			
CURRENT ESTIMATED BUILDING COST			£	

Fees	£	
Design & Management fees @		
Statutory Fees		
GROSS BUDGET COST:		
Contingency at 15% (or agreed amount)		

Cost Forecast

The above costs should be based on current levels. However should approval to proceed not be obtained until (date) then a % uplift needs to be applied. Should the start be extended to (date) then a further % needs to be applied

Proposed start (Date)				
% uplift				
FORECAST ESTIMATED BUILDING COST			£	
Proposed start (Date)				
% uplift				
FORECAST ESTIMATED BUILDING COST			£	

Fees	£	
Design & Management fees @		
Statutory Fees		
GROSS BUDGET COST:		
Contingency at 15% (or agreed amount)		

Exclusions to be listed:

E.g. Ecological tests

Signatures:

Client

Name: _____

Position: _____

Date: _____

We _____ (Company) agree to provide the information outlined within the feasibility report brief to the clients specification within the agreed commission fee and timescale. Any variations to the above agreement require an amendment and agreement to the brief to be signed by client and consultant.

Consultant project Manager

Name: _____

Position: _____

Date: _____

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Without Prejudice

Kent Sports Development Unit (KSDU) is not a bona fide body in its own right, but is part of Kent County Council, Communities Directorate. I should state, without prejudice, that the views expressed within this document are not necessarily the views of KCC as a strategic planning authority. However, the KSDU does provide comment, input and advice into facility Development throughout the County and the KSDU has an overall strategic perspective on sports facility requirements.

October 2006
Kent County Council, Sports Development Unit
Kent County Council, Property Group