

East Bridgford Park Renewal Scheme Rev B 6th January 2010			Milestone	Programme	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-11
Stage	Appointment	End June 2009										
<b>A</b>	<b>Define Brief for Playspace</b>											
(i)	Site familiarisation											
(ii)	Data collection											
(iii)	Consolidation of previous work	June / July										
<b>B</b>	<b>Sketch Design / Finalisation of Consultation</b>											
(i)	Facilitate up to 2 workshops, 1 public event / workshop on site and 1 with schools and other youth community groups determining initial scheme proposals	Aug / Nov 2009										
(ii)	Sketch playspace masterplan production	Aug / Nov										
(iii)	Consult with Stakeholders / Local Community and Steering Group on sketch designs	Aug / Nov 2009										
(iv)	Produce preliminary cost estimate formulation in collaboration with East Bridgford Park Renewal Group (EBPRG)	Aug / Dec 2009										
(v)	Approval by client of sketch scheme	Jan-10										
<b>C</b>	<b>Detailed Design / Production Information</b>											
(i)	Client Team Meeting to discuss output / compare programme	Jan-10										
(ii)	Setting out plan	Jan-10										
(iii)	Demolition and removals plan	Jan-10										
(iv)	Materials / surface finishes plan for play facilities	Jan-10										
(v)	Construction details	Jan-10										
(vi)	Planting plan and schedules if required	Jan-10										
(vii)	Finalise cost estimate formulation in collaboration with East Bridgford Park Renewal Group (EBPRG) producing schedule of rates to include within tender documents	Jan-10										
(viii)	Periodic progress reports to client	Jan-10										
(ix)	Obtain statutory and other approvals information	Jan-10										
(x)	Engagement on detailed design by client and community esp. young people	Jan-10										
(xi)	Approval by client and Stakeholders of detailed design / tender package	Jan / Feb 2010										
<b>D</b>	<b>Tender Process</b>											
(i)	Production of tender documents	Feb-10										
(ii)	Tender period (15 days)	Feb-10										
(iii)	Tender evaluation and recommendation to client	Feb-10										
(iv)	Tender accepted / contract drawn up	Feb-10										
(v)	Prepare Pre-tender Health and Safety Plan, notifying the Health and Safety Executive of the project and assembling Health and Safety File	Feb-10										
(vi)	Co-ordination with other disciplines / Partners / Stakeholders, and ongoing community involvement	Feb / March 2010										
(vii)	Liaise with community groups to nominate teenage help with construction	Mar-10										
(viii)	Appoint teenage trainees to assist with building play facility	Mar-10										
(ix)	Appoint Contractor	Mar-10										
<b>F</b>	<b>Implementation on Site</b>											
(i)	Construction period East Bridgford Park Renewal	Apr / June										
(ii)	Co-ordinate / oversee teenage input into construction	Apr / June										
(iii)	Consult with Client / Stakeholders and Community during construction	Apr / June 2010										
(iv)	Organise alongside EBPRG, Stakeholders and Community opening of park and playspace	Apr / June 2010										
(v)	Defects Liability and maintenance	June 2010 / June 2011										
(vi)	Hand over to maintenance contractors	Jun-11										
<b>AA</b>	<b>Other Services</b>											
(i)	Assistance with applications for and conduct negotiations for additional grants	Sept / Dec 2009										

Note:  Client Input