

Chigwell Parish Council

Tender Pack

UK Shared Prosperity Fund (UKSPF) and Parish Council Funded Works

Community Hub and Victory Hall Improvements

Design and Build Contract

Budget £100,000 (ex VAT)

Tender period

This tender is open from 15 April 2025 and closes on 30 May 2025.

The Council intends to advertise this opportunity on GOV.UK Contracts Finder. Any updates, clarifications, or addenda issued by the Council will be released via the tender process and, where appropriate, communicated to all tenderers to ensure fairness.

Part A: Invitation to Tender

Introduction

Chigwell Parish Council (“the Council”) invites tenders from suitably experienced contractors for a design and build contract to deliver improvement works to the Community Hub and Victory Hall in Chigwell, Essex (“the Sites”). The project is funded through a combination of UK Shared Prosperity Fund (UKSPF) grant funding and Parish Council funding. Tenderers must provide clear value for money, robust cost control, and documentation suitable for audit.

The Council seeks a single contractor to take responsibility for design development (to the level required to deliver the works), due diligence, coordination of specialist trades, construction delivery, commissioning and certification, and full handover.

Background and context

Chigwell is an historic Essex parish with a strong community identity and a long tradition of local facilities supporting residents, clubs and community groups. Victory Hall and the Community Hub are central to community life, providing space for meetings, events, activities and community support services, including community pantry-related provision.

The Council is investing in targeted upgrades to modernise facilities, improve accessibility and inclusion, increase operational resilience, and ensure the Sites can continue to serve the community over the long term.

Part B: Instructions to Tenderers

Tender return and communications

Tenderers must submit a complete tender return by 30 May 2025

All tender communications, clarification requests, and submissions are to be sent to the Parish Clerk at: clerk@chigwellparishcouncil.gov.uk

The Council intends to publish this opportunity on GOV.UK Contracts Finder. Tenderers should monitor the tender listing for notices and updates during the tender period. Where clarifications are issued, the Council will ensure responses are shared fairly with all tenderers where appropriate.

Tenderers are expected to visit the Sites. Any assumptions on access, working hours, storage, welfare, isolations or phasing must be clearly stated within the tender return.

All dates are UK time. The Council reserves the right to amend the timetable; any changes will be notified via the tender process and, where appropriate, through GOV.UK Contracts Finder.

| Stage | Date |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tender published and tender pack issued | 15 April 2025 |
| Site visits | By appointment during the tender period (request via clerk@chigwellparishcouncil.gov.uk) |
| Deadline for tenderers' clarification questions | 23 May 2025 |
| Clarification responses issued (where required) | No later than 5 working days before tender close, where practicable |
| Tender return deadline | 30 May 2025 (time as stated in the Contracts Finder listing) |
| Evaluation and moderation | Following tender close |

| | |
|---------------------------------|----------------------|
| Intended award and mobilisation | Date to be confirmed |
|---------------------------------|----------------------|

Clarification questions will be handled fairly and consistently. Where a clarification response is relevant to more than one tenderer, the question will be anonymised and the response shared with all tenderers.

Contract and procurement approach

The Council intends to appoint a contractor on a design and build basis (anticipated JCT Design and Build or equivalent, with Council amendments as required to reflect grant reporting, handover, and audit requirements).

Tenderers shall include within their tender sum all preliminaries, labour, materials, surveys and validation required to deliver a complete solution, protection and segregation measures, temporary works, making good, decorations, testing, commissioning, certification, and handover documentation.

Tender stage design information

The Council is not requesting final working drawings at tender stage. Tenderers must provide a practical and deliverable proposal supported by approximate sketches and outline layout proposals sufficient to demonstrate compliance, pricing confidence, buildability, and safe phasing. Following award, the successful contractor will develop the detailed design and any working drawings needed for construction and installation.

Operational constraints and working requirements

Victory Hall will remain operational and in use during the contract period, subject to any agreed short-duration closures required for specific activities.

Tenderers must propose an approach that maintains safe access and egress at all times, including compliant fire escape routes, emergency access arrangements and clear wayfinding. Proposals must address dust, noise, vibration and odour control, secure temporary partitions/hoarding where required, safeguarding of users and protection of retained areas and finishes.

Where service isolations, flooring works, toilet changeovers, or other activities may require temporary closure of specific rooms/areas, the tenderer must identify these within the programme and propose sequencing to minimise downtime.

Asbestos, due diligence and risk

Asbestos reports will be issued with the tender pack. Tenderers must not assume asbestos-containing materials can be disturbed. Proposed solutions must reflect safe systems of work, including enclosure methods where required (for example “room within a room” solutions).

Tenderers must allow for due diligence to validate dimensions, service routes/capacity, existing floor build-ups and levels, fire safety interfaces, and the feasibility of proposed alterations. A project risk register is to be included with the tender submission and must cover, as a minimum, asbestos risk, operational/phasing risk, service isolation risk, flooring/level risk, external route/drainage risk, and the structural feasibility item described in the scope.

Experience requirement

Tenderers must demonstrate experience delivering similar-size conversion/refurbishment projects involving multiple trades and building services interfaces. Experience does not need to be specifically in public buildings or occupied sites; however, tenderers must still provide a credible plan and controls to safely deliver works while Victory Hall remains in use.

Evaluation

The Council expects to evaluate tenders on best value, considering the tender sum, quality and deliverability of proposals, programme and phasing approach (including maintaining Victory Hall operations), risk management including asbestos and relevant experience.

Part C: Employer's Requirements

General requirements applying to all works

All areas affected by the works are to be made good to a high standard and decorated unless explicitly stated otherwise. This includes walls, ceilings, joinery, trims, boxing, service penetrations and disturbed finishes.

Hot water is to be connected to all sinks and hand-washing sinks, including all plumbing, isolations, testing and certification.

The Council requires LED lighting throughout the Community Hub and Victory Hall, with existing fittings replaced with suitable LED equivalents where practicable. Tenderers are to survey existing lighting and propose a consistent, energy-efficient LED solution that maintains or improves illumination levels appropriate to each space (kitchens, toilets, circulation, offices and halls), including sensible switching/control. Where replacement is not practicable due to constraints (including asbestos-related limitations), tenderers must identify locations and propose an alternative that improves lighting quality as far as reasonably possible.

A DDA/accessibility report will be included within the tender appendices. Tenderers must take this report into account when developing their Contractor's Proposals. Recommendations should be incorporated where practical and feasible, having regard to the existing building constraints (including asbestos), safety, buildability and the available budget.

Where a recommendation is not proposed for implementation, tenderers must briefly explain why (for example physical constraints, disproportionate cost, conflict with safety/fire strategy, asbestos limitations, or incompatibility with the agreed scope). Tenderers are encouraged to propose reasonable alternative measures that achieve the intent of accessibility improvements where direct implementation is not feasible.

Victory Hall will remain in use. The contractor must propose safe phasing, segregation, protection, dust/noise control, safeguarding measures and a programme that maintains safe access/egress at all times.

Flooring and level access (both Sites)

The Council requires level, safe flooring throughout the Community Hub and Victory Hall, including areas currently finished in timber within Victory Hall. Tenderers must propose an approach that achieves a level surface and safe transitions, detailing how thresholds and changes in level will be managed to avoid trip hazards and improve accessibility. Floor finishes are to be low-slip and easy-clean, such as Karndean (or an equivalent product of similar quality and performance).

External disabled-accessible fire exit route (Victory Hall)

Provide a level, safe, disabled-accessible external route from the existing Victory Hall fire exit door to the car park. The solution must provide a robust, non-slip surface, manage falls/levels and drainage appropriately, and maintain compliant means of escape. Include thresholds/landings, ramps if required, and handrails/edge protection where needed, with full making good to adjacent surfaces.

Part D: Site-specific requirements

Victory Hall

Former kitchen to chair storage/cloakroom (asbestos constraint)

Convert the previous kitchen space into chair storage and cloakroom provision. A “room within a room” approach is required due to asbestos presence, avoiding disturbance of asbestos-containing materials and delivering a robust, secure cleanable storage environment.

New kitchen at current bar location, including bar area (accessible and inclusive)

Provide a new kitchen where the bar area currently is, incorporating inclusive access and considerations for sight-impaired users through appropriate contrast of finishes/colours. Provide two heights of work surface to facilitate disabled access. Provide two sinks plus a dedicated hand-washing sink, under-counter integrated fridge, under-counter integrated freezer, low-level integrated electric double oven plus minimum four ring induction hob, low-level integrated microwave, integrated dishwasher, open shelving for pots, pans and crockery, adequate extraction/ventilation, adequate sockets and limited low-level cupboards due to vermin issues. The arrangement is to include a bar area with undercounted drinks fridge, electric sockets/space for counter mounted ice machine (excluded) and glass storage integrated within the scheme. Provide low-slip, easy-clean flooring as specified.

LFCG storage and staff kitchen; bar split and separation

Create a secure storage area for LFCG within the existing beer store room. Create a small kitchen area within part of the bar area (see below) and reconfigure to separate staff/back-of-house functions from the public area, with secure delineation and controlled access.

Office kitchenette/break out provision (Victory Hall office)

Provide an under-counter small fridge, microwave, sink, storage for crockery and tea/coffee items, adequate sockets and ventilation/extraction and a work surface suitable for a coffee machine and water filter/heater within dedicated office area.

Community pantry conversion with separate secure access

Provide secure separate access to the existing chair room and convert it for use as a community pantry. Provide level access from outside plus a porch extension (subject to planning application). Provide and/or assist with drawings, planning statement, DAS and other submission papers as required for planning). Provide adequate lighting and sockets for fridge/freezers and till/reception area. Provide a fire access door in line with regulations and construct internal walling so the pantry can operate independently. Provide a fire access door from Victory Hall if/as required to maintain compliant escape and appropriate compartmentation.

Snooker room suspended ceiling (already present) and finishes

An existing suspended ceiling is already in place within the snooker room and is to be made good throughout, including replacement of missing panels (noted as a small number) and ensuring a neat, complete finish. The ceiling forms part of the asbestos management approach as indicated in tender information and must not be disturbed other than as necessary to make good safely. Provide making good and decoration to match adjacent finishes. Provide level flooring as required by the project-wide flooring requirement.

Snooker room cupboard opened up from dance floor area for Parish office storage (feasibility to be confirmed)

The cupboard currently associated with the snooker room is intended to form part of Parish office storage and is to be opened up from the dance floor area (rather than accessed only from within

the snooker room), subject to confirmation of structural feasibility. Tenderers are to allow for due diligence and investigation to confirm feasibility and identify any strengthening/lintel works, fire performance requirements, or services constraints. Where feasibility cannot be confirmed without opening up, tenderers must state assumptions and propose a practical investigation approach within the contract.

Community Hub

Community Hub kitchen fit-out (accessible and inclusive)

Provide a kitchen in existing bar area to include a sink plus a dedicated hand-washing sink; under-counter integrated fridge; under-counter integrated freezer; low-level electric double oven plus hob; low-level microwave; dishwasher; and open shelving for pots, pans and crockery, adequate ventilation and adequate sockets. Work surfaces must be provide at two heights to facilitate disabled access, with contrast finishes suitable for disability and sight-impaired use. Provide low-slip, easy-clean flooring as specified.

Toilets (Community Hub)

Provide a disabled toilet plus separate men's and women's toilets. The Council's intent is to use the existing small office for the disabled toilet due to asbestos constraints elsewhere; tenderers must review tender asbestos information and propose a compliant layout and safe approach to include adequate ventilation.

Community Office Space

Ensure ample power sockets and phone/data cabling and level access within existing table seating area

Parish office creation and fit-out; access control from Hub

Create a Parish office from the existing dance floor and pantry area and form separate work and break out spaces. Provide an entry door and buzzer-controlled access from the Hub area and the rear patio area into the office area. Provide ample power sockets, ventilation and phone/data cabling, suitable LED lighting (including task-appropriate lighting), and a room divider solution to create separate work zones. Provide office storage provision incorporating the cupboard arrangement described above, subject to feasibility.

Part E: Tender submission content (what to return)

Tenderers must submit:

A concise Contractor's Proposal describing the solution and how requirements will be met, including approach to accessibility, level flooring, fire exit route, kitchens, toilets, office creation, asbestos constraints and operational phasing.

Approximate sketches / outline layout drawings showing proposed arrangements and key dimensions sufficient for the Council to understand the proposals. Final working drawings are not required at tender stage.

A fixed price (ex VAT) and an elemental breakdown across key areas (Victory Hall kitchen and bar area works; chair storage/cloakroom; pantry access works; snooker room works; Hub kitchen; Hub toilets; Hub office works; flooring throughout; external fire exit route; M&E including LED lighting; preliminaries). Any provisional sums must be clearly identified and justified.

A programme including design development post-award, procurement lead times, construction sequencing and commissioning with clear phasing to maintain Victory Hall operation.

An outline method statement addressing segregation in occupied areas, protection, dust/noise control, safeguarding, maintaining access/egress, service isolations, and working around asbestos constraints (the successful contractor will be expected to maintain detailed RAMS).

A project risk register, including asbestos risk, flooring/level risks, external route/drainage risks, and the cupboard opening/structural feasibility item.

Relevant experience examples and references for similar-size conversion/refurbishment works.

Proposed key personnel, specialist subcontractors and insurances (public liability, employer's liability and professional indemnity suitable for design responsibility).

Commissioning and handover plan including test certificates, electrical certification, plumbing commissioning, appliance documentation, warranties, O&M information and as-built information proportionate to the project.

Part F: Form of Tender

Project: UKSPF and Parish Council Funded – Community Hub and Victory Hall Improvements,
Chigwell Parish Council

Tenderer:

Company Name:

Company Registration no:

Company VAT number:

Total Tender Sum (ex VAT): £

Proposed start date:

Proposed completion date:

Tender validity period:

Acceptance of design and build responsibility (including coordination of specialist designs): Yes /
No

Confirmation that tender includes LED lighting upgrades throughout where practicable: Yes / No

Key exclusions/assumptions (minimal and clearly stated):

Experience examples and reference contacts (minimum of two):

Signed for and on behalf of Tenderer:

Name / Position / Date:

Part G: Appendices

Appendix 1:

Elevations - Existing

Appendix 2:

Floor Plan - Existing

Appendix 3:

Floor Plan - Proposed

Appendix 4:

Grant Agreement

Appendix 5:

Asbestos reports

Appendix 6:

DDA report