



CHIGWELL PARISH COUNCIL

MAIN TENDER DOCUMENT

FOR THE DESIGN AND BUILD OF COMMUNITY HUB AND VICTORY HALL IMPROVEMENTS

Design and Build Contract

Available budget: Up to £100,000 excluding VAT, inclusive of design, construction, preliminaries, commissioning, and handover requirements. Tenderers should submit their best value proposal within the available funding envelope.

Grant Agreement dated: 11 November 2025

Contract Reference: MPL/214/1/3669

Drawings finalised: 20 June 2026

Agreed by Full Council: 25 June 2026

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Chigwell Parish Council

**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**

Tender Period

This tender is open from 2 July 2026 and will close on 14 August 2026.

The Council intends to advertise this opportunity via GOV.UK Contracts Finder in accordance with public procurement best practice. Any updates, clarifications, or appendices issued by the Council during the tender period will be formally published through the procurement process and, where appropriate, communicated to all tenderers to ensure transparency, consistency, and fairness.

PART A: INVITATION TO TENDER

1. Introduction

Chigwell Parish Council (“the Council”) invites tenders from suitably qualified and experienced contractors for the delivery of a design and build contract to undertake improvement works at the Community Hub and Victory Hall, Chigwell, Essex (“the Sites”).

The project is funded through a combination of UK Shared Prosperity Fund (UKSPF) grant funding and Parish Council funding. The Council is seeking a contractor capable of delivering best value, robust cost management, and a fully auditable scheme in accordance with public sector procurement and grant compliance requirements.

The successful contractor will assume full responsibility for design development to the extent required for delivery, undertaking necessary due diligence, coordinating trades and specialist design inputs, delivering construction works, and completing commissioning, certification, and formal handover.

2. Background and Context

Chigwell is an historic parish with a strong and active community. The Community Hub and Victory Hall are central to local life, providing facilities for meetings, events, community groups, and support services, including food and community pantry provision.

The Council is undertaking targeted investment in both facilities to modernise infrastructure, improve accessibility and inclusion, enhance operational resilience, and ensure that both sites remain fit for purpose for current and future community use.

PART B: INSTRUCTIONS TO TENDERERS

3. Tender Return and Communication

Tenderers are required to submit a complete tender return by 14 August 2026. All communications, including clarification questions and submissions, must be directed to the Parish Clerk via email at:

clerk@chigwellparishcouncil.gov.uk

This opportunity will be advertised via GOV.UK Contracts Finder. Tenderers are responsible for monitoring the listing for updates, clarifications, or addenda issued during the tender period. The Council will ensure that any clarification responses of wider relevance are shared fairly with all tenderers on an anonymised basis.

Site visits are expected and must be arranged by appointment. Tenderers must ensure that all assumptions relating to access, working hours, welfare provision, storage, sequencing, and service isolations are clearly articulated within their submissions.

The Council reserves the right to amend the timetable, with any changes communicated formally through the tender process.

4. Indicative Tender Timetable

Stage	Date / Requirement
Tender published and tender pack issued	2 July 2026
Site visits	By Appointment
Deadline for tenderers clarification deadline	7 August 2026
Clarification responses issued (where required)	No later than 5 working days before tender close, where practicable
Tender return deadline	14 August 2026
Evaluation and moderation	Following tender close
Intended award and mobilisation	To be confirmed

5. Contract and Procurement Approach

The Council intends to appoint a single contractor under a design and build arrangement, anticipated to be based on a JCT Design and Build Contract or equivalent form, subject to amendments reflecting Council governance, grant compliance, and audit requirements.

Tenderers are required to include within their tender sum all costs associated with the delivery of a complete and operational scheme. This includes preliminaries, labour, materials, surveys, validation, temporary works, protection measures, commissioning, certification, and full handover documentation.

6. Tender Stage Design Information

At tender stage, the Council does not require fully developed construction drawings. Instead, tenderers must submit a practical and deliverable proposal supported by outline drawings, sketches, or layouts sufficient to demonstrate compliance, buildability, and overall design intent.

The successful contractor will be responsible for developing detailed design information post-award to enable construction and delivery.

7. Operational Constraints

Victory Hall will remain operational throughout the contract period, subject only to agreed short-term closures where necessary. The contractor must present a clear and robust phasing strategy that ensures continuous safe access and egress, including fully compliant fire escape arrangements.

The management of noise, dust, vibration, and general disruption must be carefully controlled, with appropriate protective measures in place. Temporary works, including hoarding and segregation, must ensure the safety of all building users and the integrity of retained areas.

8. Asbestos, Due Diligence and Risk

Asbestos reports are included within the tender documentation. Tenderers must assume that asbestos-containing materials are present and must not be disturbed unless explicitly permitted within safe systems of work.

Proposed solutions must take account of these constraints, including the use of containment or “room within a room” approaches where appropriate. Tenderers are required to undertake due diligence and include a project risk register addressing key risks, including asbestos, phasing, service isolations, structural feasibility, flooring levels, and drainage considerations.

9. Experience Requirements

Tenderers must demonstrate relevant experience in delivering comparable refurbishment or conversion projects involving multiple trades and building services. While experience in

occupied buildings is desirable, tenderers without such experience must provide a clear and credible methodology for safely delivering works within an operational environment.

PART C: EMPLOYER'S REQUIREMENTS

10. General Requirements

All works are to be completed to a high standard of workmanship and fully comply with all applicable statutory requirements, Building Regulations, and relevant British Standards.

All areas affected by the works must be fully made good and decorated unless otherwise specified. This includes reinstatement of walls, ceilings, joinery, services, and finishes.

Hot water must be provided to all sinks and hand-washing facilities. The Council requires an upgrade to LED lighting throughout both sites where practicable, with tenderers expected to assess existing installations and propose a consistent and energy-efficient solution.

A Disability Discrimination Act (DDA) / accessibility report is included within the appendices and must inform the contractor's proposals. Where recommendations cannot be implemented, clear justification must be provided, along with alternative reasonable adjustments where appropriate.

Flooring across both sites must provide a safe, level, and low-slip surface, with appropriate transitions and thresholds to improve accessibility and reduce trip hazards.

10.1 Stakeholder Engagement and Design Development

The Council will establish a Member Working Group comprising Parish Councillors to work alongside the successful Contractor during the design development stage. The purpose of the Working Group will be to provide community-focused input into the detailed design, including the selection of colour schemes, finishes, fixtures, fittings, furnishings, and operational layouts.

As elected representatives of the local community, Members may also seek feedback from regular users of the facilities, community groups, hirers, volunteers, and other stakeholders to ensure that the completed scheme meets current and future community needs.

Tenderers should allow for reasonable consultation, design review meetings, and presentation of design options during the development of the Contractor's Proposals. The Council reserves the right to provide comments and preferences on non-structural design elements, provided such requirements remain within the agreed contract scope and budget.

PART D: SITE-SPECIFIC REQUIREMENTS

11. Community Hub

Project Vision

The Community Hub is the principal focus of this project and the primary beneficiary of the proposed UK Shared Prosperity Fund investment. The Council's vision is to create a modern, accessible, secure, and flexible community facility that serves as the central hub for community activity, support services, volunteering, learning, wellbeing initiatives, and resident engagement within the Chigwell area.

The building currently accommodates a range of valuable community services delivered by local volunteers and community organisations, including the Community Pantry, warm space provision, advice and support services, social activities, and community events. However, the existing layout, accessibility limitations, and lack of suitable facilities constrain the building's current and future potential.

The Council seeks design solutions that will maximise the building's capacity to support community resilience, social inclusion, volunteering, service delivery, and long-term sustainability. Consideration should be given to creating flexible accommodation capable of adapting to changing community needs whilst also generating income to support the building's ongoing operation.

Scope of Works

Works shall include, but not be limited to:

Accessibility Improvements

- Provision of level and accessible access to both the front and rear entrances.
- Alteration or replacement of entrance doors and associated ironmongery to improve accessibility and ease of use.
- Improvements to internal circulation routes where required.
- Provision of compliant and accessible toilet facilities, including a disabled persons' WC and associated sanitary accommodation.

Community Kitchen

- Installation of a fully accessible community kitchen designed to support:
 - Community groups and activities.

- Warm space initiatives.
- Food-related programmes and training.
- Community events.
- Volunteer operations.
- General building users.
- The kitchen shall be designed in accordance with inclusive design principles and be suitable for use by people of all abilities.

Community Pantry and Volunteer Facilities

- Enhancement of security arrangements associated with the Community Pantry and other sensitive areas.
- Creation of secure storage facilities for stock, equipment, and records.
- Provision of suitable workspace and facilities for volunteers and community support workers.
- Consideration of operational requirements to ensure efficient delivery of community support services.

Flexible Community Space

- Reconfiguration of existing accommodation to create adaptable, multi-purpose community space.
- Creation of areas suitable for:
 - Meetings.
 - Training and learning opportunities.
 - Community events and activities.
 - Advice and support services.
 - Volunteer-led projects.
 - General room hire.

Snooker Room and Future Development Opportunities

- Review opportunities for redesign and enhanced use of the existing snooker room and associated accommodation.
- Consideration should be given to the creation of:
 - Additional hireable community space.
 - Multi-purpose activity or studio space.
 - Community meeting rooms.
 - Flexible office accommodation for local organisations.
 - Small-scale lettable workspace capable of generating sustainable income.
- Proposals should maximise community benefit whilst remaining affordable, practical, and sustainable.

Building Infrastructure

- Improvements to lighting, ventilation, heating, power, and data infrastructure as required.
- Upgrades should assist future service delivery, digital connectivity, operational efficiency, and adaptability.

Expected Outcomes

The completed project should:

- Establish the Community Hub as the primary community focal point serving the Limes Farm area.
- Increase community participation and engagement.
- Improve accessibility and inclusivity for all users.
- Strengthen the delivery of community support services.
- Enhance facilities for volunteers and community organisations.
- Create flexible accommodation capable of responding to future needs.
- Generate opportunities for sustainable income and long-term resilience.
- Provide a safe, welcoming, and modern community facility at the heart of the local community.

12. Victory Hall

Project Vision

Victory Hall is an established and valued community venue used for performances, community events, meetings, celebrations, private functions, and Council activities. Whilst the hall continues to attract a range of users, the absence of a functional kitchen has significantly reduced its flexibility and attractiveness as a hireable venue.

The Council's objective is to improve the accessibility, functionality, and long-term viability of Victory Hall by creating modern facilities that support a broader range of community uses whilst enhancing the experience of hirers and visitors.

Emphasis shall be placed on ensuring that the building remains accessible and welcoming to all users, including older people, disabled people, families, community groups, performers, and event organisers.

Scope of Works

Works shall include, but not be limited to:

Community Kitchen Provision

- Installation of a new fully accessible community kitchen within the existing bar area.
- Provision of facilities suitable for community events, private hires, performances, celebrations, and Council activities.
- Incorporation of inclusive design principles, including:
 - Accessible work surfaces where appropriate.
 - Suitable circulation space.
 - Accessible appliances and controls.
 - Appropriate storage provision.
 - Ventilation and extraction systems.
 - Durable and easy-to-maintain finishes.

Storage and Ancillary Accommodation

- Conversion of the former kitchen area into secure storage and cloakroom facilities.
- Design solutions should avoid disturbance of known asbestos-containing materials wherever reasonably practicable.
- Creation of secure storage facilities for community users and organisations.
- Review of existing ancillary accommodation and storage arrangements to maximise operational efficiency.

Safety and Accessibility Improvements

- Provision of a compliant external means of escape.
- Installation of an accessible fire escape route incorporating suitable gradients, surfacing, drainage, handrails, lighting, and other associated works.
- Identification of additional accessibility improvements where achievable within the available budget.

Expected Outcomes

The completed project should:

- Restore full functionality to the hall as a community and events venue.
- Increase the attractiveness and competitiveness of the facility for hire.
- Improve accessibility and inclusion.
- Support a wider range of community activities and events.
- Increase utilisation and long-term financial sustainability of the venue.
- Enhance the visitor and hirer experience for all users.

PART E: TENDER SUBMISSION REQUIREMENTS

Tenderers are required to submit a comprehensive proposal outlining how the project requirements will be delivered. This must include a clear description of the proposed solution, supported by outline drawings and layouts.

The submission must include a fixed price (excluding VAT) with an elemental cost breakdown, a detailed programme including phasing arrangements, and a method statement addressing construction in an occupied environment.

A project risk register must be included, along with relevant experience, references, details of key personnel, and a commissioning and handover strategy, including certification and as-built documentation.

PART F: FORM OF TENDER

Tenderers must complete and submit the following:

- Company name, registration number, and VAT number
- Total tender sum (excluding VAT)
- Proposed start and completion dates
- Tender validity period

Tenderers must confirm acceptance of design and build responsibility, including coordination of specialist design elements, and confirm that LED lighting upgrades are included where practicable.

All exclusions and assumptions must be clearly stated. Submissions must be signed by an authorised representative of the organisation.

PART G: CONTRACT CONDITIONS AND LEGAL PROVISIONS

1. Form of Contract

The Council intends to enter a formal contract with the successful tenderer based on the JCT Design and Build Contract (2016 Edition, or most recent equivalent), subject to amendments required to reflect the Council's governance framework, funding conditions, and reporting obligations.

For the avoidance of doubt:

- This document shall form the basis of the Employer's Requirements (ERs)
- The successful tender submission shall form the Contractor's Proposals (CPs)
- In the event of conflict, the Employer's Requirements shall take precedence unless otherwise agreed in writing

The Contractor shall be responsible for both the design and construction of the works and shall ensure that the completed works meet all statutory, regulatory, and performance requirements.

2. Contract Sum and Cost Control

The contract shall be awarded on a fixed price lump sum basis, excluding VAT, subject only to properly instructed variations in accordance with the contract.

The Contractor shall:

- Provide a fully costed and itemised breakdown of the tender sum
- Clearly identify any provisional sums
- Ensure cost certainty to the maximum extent practicable

No adjustment to the Contract Sum will be permitted except where a formal instruction or variation is issued by the Council in accordance with the contract provisions.

3. Payment Terms

Payment will be made in staged interim valuations, subject to satisfactory delivery and certification.

3.1 Interim Payments

- Payments shall be made monthly in arrears based on work completed
- Applications for payment must include:

- Detailed valuation of works completed
- Supporting evidence (photos, progress records)
- Breakdown aligned to contract sum

3.2 Payment Period

- The Council will make payment within 30 days of receipt and approval of a valid invoice

3.3 Retention

- A 5% retention shall be applied to each interim payment
- 2.5% released upon practical completion
- Remaining 2.5% released at end of defects liability period (subject to satisfactory completion of all defects)

4. Programme and Key Milestones

The Contractor shall provide a detailed programme upon award and maintain it throughout the contract period.

Indicative Milestones

Milestone	Requirement
Contract award	Formal appointment and mobilisation
Design development	Completion of detailed design and working drawings
Site mobilisation	Establishment of site and welfare
Phase 1 completion	Completion of priority works
Phase 2 completion	Completion of internal works
Practical completion	Full completion and handover
Defects period	6-12 months following completion

5. Performance and Delivery Requirements

The Contractor shall be required to demonstrate:

- Delivery of the works in accordance with the agreed programme
- Maintenance of safe site operations at all times
- Effective coordination of trades and subcontractors
- Compliance with all statutory, health and safety, and fire requirements
- Full cooperation with Council officers and stakeholders

Failure to meet agreed milestones may result in formal contract management action.

6. Liquidated and Ascertained Damages

The Council reserves the right to apply liquidated damages in the event of delay to completion.

A daily or weekly rate may be agreed at contract award to reflect:

- Programme delay
- Impact on community operations
- Grant funding risk

7. Variations

No variations to the works shall be undertaken without prior written instruction issued by the Council.

All variations will:

- Be agreed in writing before commencement where practicable
- Include cost and programme implications
- Be valued in accordance with contract rates or agreed fair valuation

8. Risk and Responsibility

The Contractor shall assume full responsibility for:

- Design adequacy and compliance
- Construction quality and workmanship
- Coordination of subcontractors
- Health and safety compliance under CDM Regulations

The Contractor shall maintain a live risk register throughout the project and provide updates upon request.

9. Insurance Requirements

The Contractor shall maintain the following minimum insurance cover:

- Public Liability Insurance: minimum £10 million
- Employer's Liability Insurance: minimum £10 million
- Professional Indemnity Insurance: minimum £1 million

Evidence of insurance must be provided prior to commencement and maintained throughout the contract.

10. Defects Liability Period

A defects liability period of 6 or 12 months (to be agreed) shall apply from the date of practical completion.

During this period:

- The Contractor shall rectify any defects at no cost to the Council
- Final retention payment will be withheld until defects are resolved

11. Handover Requirements

At completion, the Contractor must provide:

- Electrical and mechanical certification
- Test and commissioning records
- As-built drawings
- Operation and maintenance manuals
- Warranty documentation

Practical completion will not be certified until all required documentation has been submitted and approved.

12. Termination

The Council reserves the right to terminate the contract in accordance with JCT provisions where:

- There is a material breach of contract
- Failure to proceed regularly and diligently
- Insolvency or inability to perform

PART H: APPENDICES

The following documents are available on request:

Appendix 1: Existing Elevations

Appendix 2: Existing Floor Plans

Appendix 3: Proposed Layouts

Appendix 4: Asbestos Reports

Appendix 5: Accessibility Recommendations

For appendices and more information please contact:

clerk@chigwellparishcouncil.gov.uk

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