



# Tavistock Town Council

*Working for the local community*



## Guildhall Public Realm Design Services Brief May 2019

## a) Summary

Tavistock Town Council invites tenders from RIBA chartered practices with the relevant skills and capability in heritage and conservation projects to oversee the design, procurement and contract administration of public realm enhancements to the Guildhall Car Park, Tavistock Devon, PL19 0AE.

The Guildhall Car Park is owned by Tavistock Town Council.

The works are scheduled for completion by May 2020.

**Please Note: This completion date is a fixed deadline due to NLHF conditions and site works are scheduled at the same time as planned capital works to the Guildhall complex.**

The successfully appointed practice will be required to submit:

- A lump sum tender for the production of a detailed design proposal for public realm enhancement to the Guildhall Car Park, in accordance with the terms of the scheme, to enable Tavistock Town Council to tender the project; assisting in an advisory capacity with the appraisal of tenders and any negotiations with tenderers as authorised by Tavistock Town Council; and obtaining all statutory approvals (up to and including RIBA Stage 4).
- A lump sum tender for providing full contract administration duties on behalf of Tavistock Town Council for the duration of the site works (RIBA Stages 5 & 6). To include all site inspections, valuation and contractor/team meetings/administration support and required JCT documentation/valuations.

The total budget for the public realm enhancements is in the region of £200,000.

This contract is valued at £10,000 to £15,000.

The deadline for submission of tenders is **12 noon Monday 17 June 2019.**

## b) The vision

Tavistock Townscape Heritage Partnership has secured funding from the National Lottery Heritage Fund (NLHF) and Tavistock Town Council to undertake urgent repairs to a number of important buildings and enhance the public realm in the heart of Tavistock, which is a conservation area and UNESCO World Heritage Site. The area has suffered from a lack of investment in the heritage infrastructure and declining confidence amongst the business community. The town depends to a considerable extent on its retail businesses and tourism, which have both been declining in recent years. Local income levels and productivity have remained low while house prices remain high compared to local wage levels. The overall aim of the Townscape Heritage Initiative (THI) is to inspire confidence in the town, reverse the impact of the economic downturn and enhance the public realm. This will, in turn, improve employment prospects and regenerate the historic core of the town.

The THI scheme has already funded work on a number of buildings, including the 'critical' Butchers' Hall and Pannier Market, which were restored in 2017 and 2018 respectively.

In addition the Town Council has secured funding from the NLHF to re-develop the Guildhall and work commences August 2019 (due for completion May 2020).

### c) Project description

LDA Design completed a Public Realm Strategy for Tavistock in January 2014. The purpose of the strategy is to guide the design, implementation, management and maintenance of a high quality public realm in Tavistock. It also provides outline proposals for the treatment of priority projects within the THI area, including Guildhall Car Park.

The strategy reviewed the town-wide role of the Guildhall Car Park and how intervention in the appearance and the use of the car park could ensure that the area best serves the needs of the town while complementing the outstanding buildings which surround it i.e. Guildhall, Subscription Library, Court Gate.

The following issues and opportunities were identified during consultation events:

- Parking has a major negative impact on the setting of buildings, the war memorial and Duke of Bedford statue
- Poor character and quality of materials in the space which are mainly orientated to vehicles rather than pedestrians detract from the quality of the surrounding buildings
- Pedestrian routes are insufficient and obstructed by vehicle movement and parking which is considered to be unsafe
- The number of parking spaces and their arrangement compromises the space available for pedestrians.
- Car parking provides a useful resource which is important in supporting the vitality of the Pannier Market; in particular for disabled people.
- There is insufficient space for safe entry to the Guildhall building
- There is an opportunity to review the character and role of planting in the area
- The location of the space at the gateway to the town and beside the river along with the enclosure provided by surrounding buildings provides an opportunity for a remarkable public space which is capable on influencing peoples initial impressions of Tavistock
- Continuous building elevations, the statue and war memorial provide the opportunity for feature lighting
- The role of the space is difficult to ascertain with an uncertain end-use of the currently vacant Guildhall buildings (revised May 2019 to say that the Guildhall Gateway Centre will be completed May 2020).
- There are few opportunities to stop and sit within the area and current seating un-attractive and inappropriately sited facing the road.
- There is a poor setting to the war memorial, offering little opportunity for public gathering and events.
- The existing conifer trees provide a visual screen to the historic architecture and their character is incongruous with Tavistock generally.
- Currently provides 34 parking spaces although a number of these are not compliant with current best practice for safe manoeuvring of vehicles.

In response to the above LDA Design came up with a number of options, the Town Council's preferred option is 1C; however, tenderers are invited to re-visit options 1C and 1B of the LDA Design Strategy and suggest suitable alternatives. Please refer to LDA Design Strategy, 2014.

Tenderers are encouraged to investigate the recent public realm enhancement works to the Pannier Market surround to assess design aspects relating to use/interaction of granite, resin-bonded finishes, lighting improvements, drainage improvements and signage.

#### **d) Indicative budget cost based on initial survey work and is subject to revision:**

##### **Schedule of works:**

	<b>LDA costs</b>	<b>Total Costs</b>
	<b>Sub Total</b>	
Site preparation works	45,000	
Surfacing works	64,500	
Miscellaneous Works	13,000	
Main contractor's Costs	23,000	<b><u>145,500</u></b>
Contingencies @ 10%		
Allowance for furniture (includes benches, bins, etc.)	15,000	
Allowance for signage	5,000	
Allowance for lighting to furniture	5,000	
Allowance for soft landscaping	5,000	<b><u>30,000</u></b>

Please refer to LDA Design Indicative Costings.

**Please Note: A recent pre-tender estimate (2018) based on a combination of option 1C and Pannier Market surround design (i.e. more use of paved granite) indicates that the capital budget for Guildhall Car Park enhancement is more in the region of £200,000.**

#### **e) Project timeline**

It is anticipated that work will start in January 2020 and be completed by end May 2020.

#### **f) Competition format, eligibility, selection and budget**

The deadline for receipt of tenders is 12 noon Monday 17 June 2019. The selection panel will be meeting to assess submitted tenders on 18 June 2019. Architects may be asked to attend an interview and make a presentation to the Selection Panel. It is anticipated that interviews will be held in Tavistock on Monday 24 June 2019 and tenderers should ensure that key members of the proposed design team will be available to attend.

#### **g) Submission requirements**

Applicants should note that submission should be made by **post** and must be received no later than the stated deadline. It is the tenderers responsibility to ensure that their tenders arrive at the office address and by this date and time. Tavistock Town Council does not undertake to consider late tenders.

Tenderers to provide a detailed design proposal for the public realm enhancement to the Guildhall Car Park, in accordance with the terms of the scheme, to enable Tavistock Town Council to tender the project; assisting in an

advisory capacity with the appraisal of tenders and any negotiations with tenderers as authorised by Tavistock Town Council; and obtaining all statutory approvals (up to and including RIBA Stage 4).

A separate price for providing full contract administration duties on behalf of Tavistock Town Council for the duration of the site works (RIBA Stages 5 & 6). To include all site inspections, valuation and contractor/team meetings/administration support and required JCT documentation/valuations).

Please submit the following:

- a) Detailed design proposals to include:
  - Calculation and design for the formation of necessary revised ground levels to the identified Guildhall carpark area
  - Laying of new bound gravel covering to all tarmacked areas (all existing perimeter historic granite hard pavement landscaping is to remain with levels/positions unchanged)
  - Laying of granite/tactile hard landscaping sets at strategic points to identify highlighted pedestrian routes and vehicle/bicycle parking
  - Replacement of all ground manholes, ducts, hydrants, grilles, etc with new recessed infill service covers.
  - Incorporation of new slot drains for surface water dispersal
  - Identification of new signage including new design, locations and numbers
  - Identification of new street/building lighting including new design, locations and numbers.
  - Identification of new planting areas (but not specification of species)
- b) Pricing for the relevant statutory, local authority and Secretary of State for Digital, Culture, Media and Sport Scheduled Monument Consent (SMC) approvals for the scheme.
- c) A schedule of stage payments (if required).
- d) Mobilisation period and project delivery schedule
- e) Consultation plan, to include two half day workshops for stakeholder engagement and necessary engagement with client/stakeholders to present design proposals
- f) Evidence (e.g. portfolio) of ability to design and deliver projects on budget and to programme (a minimum of three representative examples)
- g) CVs of the key personnel responsible for the delivery of the project
- h) A list of proposed subcontractors e.g. structural engineer
- i) Evidence of insurance cover
- j) Details of quality assurance (e.g. Chartered Member of RIBA)
- k) Full Design in line with the Construction (Design & Maintenance) Regulations 2015
- l) Watching brief over archaeological elements of the project

Please include separately:

- m) Cost for providing full contract administration duties on behalf of Tavistock Town Council for the duration of the site works (RIBA Stages 5 & 6). To include all site inspections, valuation and contractor/team meetings/administration support and required JCT documentation/valuations).

The tender should be placed in a sealed envelope marked '**DO NOT OPEN – TENDER FOR TAVISTOCK GUILDHALL CAR PARK PUBLIC REALM ENHANCEMENT**' and returned to The Proper Officer, Tavistock Town Council, Town Council Offices, Drake Road, Tavistock, PL19 0AU. The deadline for the submission of tenders **12 noon on Monday 17 June 2019**.

The envelope must not bear any indication of the tenderer's name and/or address. Where a courier service is used the courier should be instructed accordingly.

Tenderers are reminded of the need to submit complete tenders strictly in accordance with the instructions above, without qualifications. Failure to comply may lead to invalidation of such tender offers.

The use of subcontractors requires the approval of Tavistock Town Council prior to their commencing work.

Tenderers must check through all the documents, enclosed with the invitation to tender, for missing or duplicated documents, sections or pages.

Tenderers shall be held to have examined the tender documents carefully and must during the tender period notify the contact listed in the invitation letter of any discrepancies. Tenderers shall be deemed to be satisfied by any resulting corrections and to have covered all obligations, under the Contract, within their tender price.

Before tendering, the tenderer is advised to inspect any documents referred to but not enclosed with the invitation to tender and to visit the site for the proposed works. No claim will be entertained in respect of any want of knowledge, which could have been satisfied by such inspection or visit.

Tenderers who fail to resolve the above or any other points during the tender period and submit qualified tenders or separate letters containing qualifications are advised that such tenders may be rejected without consultation.

## **n) Enquires**

For matters relating to this tender and the works involved please contact Wayne Southall, General Manager on 01822 616134 / 07714 222341 or via email at [wayne.southall@tavistock.gov.uk](mailto:wayne.southall@tavistock.gov.uk)