



Town Council Offices
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Tavistock
Devon
PL19 0AU

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16 May 2019

Dear Sir or Madam,

Tavistock Guildhall Car Park Public Realm Enhancement

Tavistock Town Council is inviting tenders from RIBA chartered architects to oversee the design, procurement and contract administration of public realm enhancements to the Guildhall Car Park, Tavistock, Devon, PL19 0AE. The contract is valued at £10,000 to £15,000.

I enclose the following documents:

- Tavistock Public Realm Strategy, Jan 2014, LDA Design
- Guildhall Car Park Public Realm Enhancement - THI Indicative Costs Breakdown
- Measured Building Survey, Preston Engineering, Jan 2018

Tenderers are required to submit in writing (email tenders will NOT be accepted):

- a) 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).
- b) 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 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**.

Yours sincerely,

Jacqui Orange
Community & Compliance Officer
cc. Wayne Southall, General Manager