

PHILLIMORE REC IMPROVEMENTS PROJECT – PHASE 1 – INSTALLATION OF CAFÉ



**REQUEST FOR BIDS FOR PROJECT MANAGER TO OVERSEE THE INTERNAL DESIGN (RIBA STAGE 4)
AND CONSTRUCTION OF CAFÉ AND OUTSIDE TERRACE –
PHILLIMORE RECREATION GROUND, OFF GILLS HILL, RADLETT, HERTS.**

INVITATION TO QUOTE

1. **Introduction**

Phillimore Recreation Ground has been in the ownership of Aldenham Parish Council (APC) for over 125 years. It consists of a main field which is mainly grass, a wildflower meadow (recently planted) and two single goal posts. There is also a MUGA which has tennis court in it, as well as a football/basketball court. On one side is a large children's play area, with equipment for a variety of ages, a small copse called Fir Spring Wood and an allotment site which has approximately 100 plots.

The Council have a four stage plan to improve Phillimore Rec which includes

- Phase 1 – Provision of a café to serve the area.
- Phase 2 – Improvements to the car park, entrance signage, installation of pathways to reduce conflicts between pedestrians and motorised vehicle users, and to make a more welcoming entranceway.
- Phase 3 – Making the Children's Play area more accessible in terms of equipment and access.
- Phase 4 – A pathway around the main field making it usable all the year round.

2. **Phase 1 – Café**

APC has obtained planning permission for provision of the café and outside terrace (see plan in appendix 2). This is a considerable capital expense, so before APC commits to this it wishes to enter into a lease agreement with a competent and solvent operator. Once appointed the café operator will become part of the 'design team' involved in designing the fitting out, and in particular the kitchen area. APC are currently carrying out a scoping exercise on this element of the project.

This project is primarily to be funded through receipts from Community Infrastructure Levy allocated to APC, thus reducing any burden on the public purse.

All information and plans for the café are available on Hertsmere Borough Council website with the following link.

<https://www6.hertsmere.gov.uk/online-applications/applicationDetails.do?keyVal=RJBQGXIFN0500&activeTab=summary>

3. **Project Manager role**

The consultant will work alongside APC to deliver this project. APC will shape the project approach and deliverables based on the tender responses it receives and with the advice of the appointed consultant. The tender must include delivery of the criteria below

- To review the agreed designs for which APC have planning permission for and devise a financial budget for the scheme including stage payments which will be reviewed by APC.
- To review the cost consultants budget following the granting of planning permission and compare this to a realistic budget for the project bearing in mind the point above regarding the funding of this project.
- To then draw up a briefing document that will include the necessary consultants for this relatively small project for design stage 4, and timeline which will be discussed with APC.

- Once agreed, all consultant appointments will need to be tendered, the project manager will then scrutinize all tenders for consistency and these will then be considered by APC and they will appoint the members of the team.
- The project manager will then hold regular meetings of the design team (which will include APC representatives) within the agreed timescale, and produce minutes for APC, this will include weekly updates against this plan.
- The project manager will receive all invoices from consultants, will scrutinize these for any discrepancies and then pass them to the APC Council Manager for payment.
- Once the design has been approved, the project manager will draw up the tender document for the construction phase of the project, for approval by APC.
- If approved the project manager will circulate the tender document to suitable contractors. APC will put this on 'Government 'Contracts Finder' website.
- The project manager will receive the tenders, and with APC scrutinize these for consistency and meeting the requirements of the brief. An executive summary will be produced for consideration by APC who will then appoint the contractor(s) for the build.
- Construction will follow the 'RIBA Concise Building Contract 2018' format with pre-construction meetings and weekly on-site meetings with the project manager, appointed contractor and representatives of APC. This will include reviews of the timetable and reasons why there may be overrun which will need to be agreed by APC.
- The project manager will receive all invoices from the contractor(s), will scrutinize these for any discrepancies and then pass them to the APC Council Manager for payment.
- The project manager will arrange a 'handover' meeting when the contractor is ready to hand the building over to APC, this will include any snagging and when this will be completed as well an agreed period when any problems are covered by the contractor only at no expense to APC or the café operator.

Skills required to meet criteria

- Previous experience of delivering this type of project and working with the public sector.
- Experience of using research techniques relevant to the project.
- Good communication skills – verbal, written, presentation skills.
- Well-developed analytical and report writing skills
- Well-developed time management skills.

Selection process

Proposals will be evaluated in relation to:

- Relevant skills, knowledge and experience

- Appropriateness of methodology
- Value for money
- Appropriateness of timeframe
- Other factors

What we require from those interested

- A demonstration in your tender document that you have a sound understanding of the project and respect for the work being considered by Aldenham Parish Council.
- A tender response of no more than 10 sides of A4, in font size Arial 12.
- A methodology for the project.
- Details of previous experience on similar projects.
- A proposed timeframe for the project (RIBA stage 4 and construction separately).
- CV's of the named individuals who will work on the project
- References of at least two people APC can contact.

Budget

Any budget submissions deemed excessive will not be considered.

How to submit

Any questions on this tender should be addressed to peter.evans@aldenham-pc.gov.uk by 4.30pm on 14 June 2023 and will be responded within 3 working days. Where appropriate questions and answers may be circulated to all interested tenderers.

An electronic copy of the tender should be emailed to manager@aldenham-pc.gov.uk by the deadline of noon on 21 June 2023. Any responses after this time will not be considered.

A signed copy of the tender document should be sent to: -

TENDER DOCUMENTS – PHILLIMORE REC IMPROVEMENT PROJECT – PHASE 1 CAFÉ – PROJECT MANAGER

c/o Mr P Evans

Aldenham Parish Council

First Floor, The Radlett Centre

1 Aldenham Avenue

RADLETT

WD7 8HL

The hard copies of your tender document should be received by noon Friday 23 June 2023

Timetable

Issue of invitation to Tender	6 May 2023
Questions submitted	14 June 2023
Completion and return of electronic tenders	12.00 noon -- 21 June 2023
Completion and return of hard copy tenders	12.00 noon -- 23 June 2023
Initial review of tenders	23 June 2023
Interviews for short listed consultants	7 July 2023
Assessment of Tenders completed	14 July 2023
Notify organisations of outcome	25 July 2023
Contract commences	4 August 2023
Project set-up meeting	