

INVITATION TO TENDER

STARLINGS SITE REDEVELOPMENT
&
MILTON ROAD CAR PARK DEMOLITION
DESIGN & PROCUREMENT BRIEF

CONTRACT REFERENCE: D000076-2

March 2020

1.0 Introduction

Tendring District Council is working to grow the District's economy and its associated business base by investing in a range of business support schemes in order to encourage and foster economic growth through: supported; enhanced; invigorated; and focussed business activity.

As part of its approach the Council has ambitious plans to establish an improved Public Realm and Car Park at the Starlings site on the Dovercourt High Street, together with the demolition of the existing Milton Road Multi Storey Car Park in Dovercourt Town Centre. The venture has recently been the subject of detailed technical investigation to RIBA Stage 2 Concept Design in order to establish the investment costs necessary to deliver such facilities in the Town Centre. Outline estimates indicate a capital investment of approximately £1.595m in total including land acquisition. This is for the construction of a new 59 space Car Park at the Starlings site and the demolition of the existing two storey Car Park at Milton Road. See A.1 Appendix A (Concept Drawings by Ash Sakula). The approximate estimated cost for the works are £600k for the Starlings Car Park and £100k for Milton Rd demolition excluding design costs and contingencies.

Tendring District Council is now seeking to appoint a co-ordinated Professional Team headed by a single firm who will work with the Council's Project Team to design and specify the works, procure contractors and manage the contract administration of the works to completion on its behalf.

2.0 Background

At its meeting in July 2019 Cabinet approved The Dovercourt Town Centre Masterplan (Dovercourt Masterplan Revisited), which articulates a vision for the regeneration and transformation of the town. The Masterplan is a prospectus for change and promotes a targeted range of public realm improvements to support the regeneration, transformation and renaissance required. The Dovercourt Town Centre Masterplan seeks to improve the economic performance and vitality of the town by creating a more appealing environment through targeted interventions focussed on vacant, derelict and rundown sites, and by securing improvements in the quality of the public realm.

At its meeting in September 2019, Cabinet approved the redevelopment of the Starlings site and the Milton Road Car Park.

The Starlings site is located on Dovercourt High Street and has been derelict for some years. Despite being hoarded the site blights the town centre. The Milton Road Car Park is a two storey steel and concrete structure located adjacent to the Starlings site. The Car Park (which incorporates public toilets), is in the Council's ownership, and is now in need of significant improvement works if the facility is to retain any long term operational use. The Dovercourt Masterplan advocates that the Starlings site be redeveloped to provide new animated public space, public toilets, and a surface car park with the capacity to accommodate 59 car parking spaces (six of which being designated for disabled use). The Masterplan also advocates the demolition of the Milton Road Car Park, and for the vacant site to be redeveloped for housing in the form of nine, three storey town houses above a shared under-croft car park). The redevelopment of the site would incorporate provision for an additional fifteen public car parking spaces on Bagshaw Road.

There exist a range of scenarios through which the Milton Road site might be brought forward for development, the detail of which will be the subject of a future report to Cabinet. The redevelopment of the Starlings site and the Milton Road Car Park, in line with the concept designs provided in the Dovercourt Town Centre Masterplan, would provide a net gain in public car parking provision of six additional spaces (from 68 spaces to 74 spaces). The acquisition and redevelopment of the Starlings site and the demolition and subsequent redevelopment of the Milton Road Car Park are identified as being critical components in the Masterplan to securing a successful transformation and vibrant future for Dovercourt Town Centre.

The projects deliver the aims and objectives of the Council's Corporate Plan, linking directly with the Council's Community Leadership role and commitment to supporting vibrant town centres through targeted 'place shaping' investment. It is thought that the projects will have a positive regeneration impact on Dovercourt Town Centre and the social, economic and environmental wellbeing of the area by:

- a) Bringing back into productive use a vacant and derelict site, which currently blights the town and has a negative impact on Dovercourt High Street;
- b) Supporting wider 'place shaping' objectives through the delivery of new housing;
- c) Creating a more accessible public car park, and improving footfall in the town;
- d) Creating new public realm and amenity space, providing the opportunity for greater animation thereby creating a more vibrant town centre;
- e) Providing the potential for a multi-use 'event space' in the town centre, through the creative use of the proposed new surface car park;
- f) Reducing the opportunities for crime and disorder through improved urban design;
- g) Creating confidence in the development market, and encouraging private sector investment;
- h) Giving the town's existing traders the confidence to invest in their businesses and in their property; and
- i) Providing a high quality meeting place in the town centre and improving the opportunities for positive social engagement, helping to build civic pride and community cohesion.

Subject to the Council's ability to secure control over the Starlings site, the two projects (which are inextricably linked and mutually dependent), would be phased to accommodate the Starlings site development first, thereby ensuring the availability of public car parking space at the time works to demolish the Milton Road Car Park are initiated. Delivery will be led by the Council's Regeneration Team with appropriate technical specialists being appointed as required.

3.0 Requirements of the Brief

The Council is now seeking to appoint a Coordinated Professional Team, headed by a single firm, in a phased commission (i.e. with an express approval or instruction being required to proceed with each module) to work with the Council's Project Team to refine and develop the outline design proposals for the works in full, secure the relevant consents and approvals, procure a construction contractor(s) and then to oversee the delivery of the required works. Project work to be undertaken and managed in accordance with the principles of the Prince 2 Project Management methodology or a suitably comparable approach.

Tenderers should be able to evidence sufficient capacity within the following disciplines: Project Management, Architecture, Design/Space Planning, Building Surveying and Works Supervision, Civil Engineering and Mechanical/Electrical Engineering, Structural Engineering, Procurement, CDM, and Quantity Surveying.

The key modules for this commission are outlined below. Whilst, at this stage, the Council fully expects to undertake all stages identified, tendering firms should note that if concerns emerge over funding and/or commercial viability at any time, the Council reserve the right to terminate the commission on the satisfactory completion of any one of the sequential modules

The modules of work are outlined below:

Module One – Consultation & Engagement

Provide carry out and attend public consultation and engagement on scheme designs for the Starlings site and demolition methodology for the Milton Road Car Park during the design period as required, and provide a report detailing the commentary provided by consultees. A minimum of one week exhibition with scheme information and plans attended by support staff at a venue in Dovercourt. Include for all staff attendance, scheme information, drawings and display material, sufficient to satisfy the requirements of the Council's planning process.

Module Two Starlings Site – Detailed Design and Statutory Consents

In consultation with the Council's Project Team, the appointed Professional Team will be required to develop the Council's outline scheme proposals for the Starlings site (prepared by Ash Sakula see [A.1 Appendix A](#)), into detailed proposals including the preparation of all necessary drawings, specifications, schedules, bills of quantity and cost plan(s). In so doing the Professional Team will be required to secure all of the statutory approvals and consents required to allow the project to proceed including (not exhaustively):

- Planning Permission;
- Party wall etc Act Agreements;
- Building Regulation consent;
- all necessary highways approvals, environmental and utility consents;
- Waste management and recycling plan, for the removal (and recycling) of all waste materials in line with statutory requirements, and;
- Acting as the Client's agent and as principal designer under the Construction Design and Management Regulations. (CDM)

The design of the works shall comply with the Essex Design Guide (except that spaces may be 2.5m x 5.0m) and in particular the provisions for Parking, the Developers Construction Manual and Highways Specification. Generally the design shall comply with current British Standard Codes of Practice and Regulations. It is currently expected that the works will be procured through a traditional form of Contract NEC4 Engineering Construction Contract Short Form. Consideration will need to take into account of the Council's procurement guidelines and using the Council's digital Tender Boxes.

In consultation with the Council's Project Team, the appointed Professional Team will be required to develop a pre tender cost model for the project. The detailed design will be signed off following completion of a cost check to ensure that the final scheme value is in line with the original cost estimates and do not breach the financial envelope set by Cabinet.

In addition to the design work required within this module, the Professional Team will be required to review, consider and recommend to the Council an appropriate

procurement route for the selection and appointment of a leading construction contractor to complete the works.

This module will be concluded by the gaining of approval from the Council to the initiation of the procurement exercise.

Module Three Starlings Site – Procurement and Appointment of a Lead Contractor

Having received approval from the Council to proceed, the Professional Team will be required to lead the production of tender documentation necessary to procure the contractor to carry out the works. Tendering firms should note that the actual procurement process (issuing of tender documents and receipt of submissions, etc.) will need to be conducted through the Council's electronic (Tender Box) procurement system.

The Professional Team will be required to manage and service the procurement exercise in full, including (not exhaustively):

- Hosting site visits;
- Responding to questions from tendering contractors;
- Undertaking any negotiation required to reach agreement over a contract sum;
- Making a recommendation to the Council on the contractor to be appointed and the value of the contract;
- Acting as the Client's Agent and as Principal Designer under the Construction Design and Management Regulations.

The Professional Team, in conjunction with the Council's Project Team will be required to prepare and agree appropriate contract documents for execution by the Council.

This module will be concluded on the successful appointment of a suitably qualified lead contractor.

Module Four Starlings Site – Management of the Works to Completion

The Professional Team will be required to manage the construction contract on the Council's behalf throughout the duration of the works and in pre and post completion stages. This will include inter alia:

- Monitoring progress and cost;
- Issuing instructions and providing guidance to the contractor;
- Checking and certifying payments to be made;
- Overseeing management of quality;
- Seeking the Council's approval as may be required; and
- acting as the Client's Agent and as Principal Designer under the Construction Design and Management Regulations.

The Professional Team will be required to keep the Council fully informed of progress and highlight any risks and issues which may arise.

The Professional Team will be required to process all certificates for payment throughout the contract and, on completion, oversee the inspection of the completed work, resolve any snagging issues and agree the final account for submission to the Council.

The Professional Team will be required to ensure that all required testing, commissioning certification and servicing is completed prior to handover to the Council and that the completed Health and Safety file, a full set of as built drawings, management and maintenance instructions, and any manufacturer or materials guarantees are provided prior to occupation of the site.

Once work is completed, the Professional Team will be required to ensure that any defects noted at the time of completion or during the defects liability period, are resolved by the lead contractor and that any making good of defects certificates are issued and notification given to the Council for payment of retained sums as required.

Throughout the above tasks, the Professional Team will be required to provide a project management service including the identification of a single project manager to provide day to day contact with the Council. This module will be concluded once all of the above tasks have been undertaken to the Council's satisfaction.

Module Five Milton Road Car Park – Detailed Design Demolition and Statutory Consents

The appointed Professional Team will be required to develop the Council's outline scheme proposals for the Milton Road Car Park demolition into detailed proposals including the preparation of all necessary drawings, bills of quantity and cost plans. In so doing the Professional Team will be required to secure all of the statutory approvals and consents required to allow the project to proceed including (not exhaustively):

- Planning Permission;
- Party Wall Act agreements;
- Building Regulation Consent;
- all necessary Highways Approvals, Environmental and Utility Consents;
- Waste Management and Recycling Plan, for the removal (and recycling) of all waste materials in line with statutory requirements, and;
- Acting as the Client's agent and as principal designer under the Construction Design and Management Regulations.(CDM)

Generally the demolition shall comply with current British Standard Codes of Practice and Regulations. It is currently expected that the works will be procured through a traditional form of Contract NEC4 Engineering Construction Contract Short Form. Consideration will need to take into account the Council's procurement guidelines.

In consultation with the Council's Project Team, the appointed Professional Team will be required to develop a pre tender cost model for the project. The detailed design will be signed off following completion of a cost check to ensure that the final scheme

value is in line with the original cost estimates and do not breach the financial envelope set by Cabinet.

In addition to the design work required within this module, the Professional Team will be required to review, consider and recommend to the Council an appropriate procurement route for the selection and appointment of a leading demolition contractor to complete the works.

This module will be concluded by the gaining of approval from the Council to the initiation of the procurement exercise.

Module Six Milton Road Site – Procurement and Appointment of a Lead Contractor

Having received approval from the Council to proceed, the Professional Team will be required to lead the production of tender documentation necessary to procure the contractor to carry out the works. Tendering firms should note that the actual procurement process (issuing of tender documents and receipt of submissions, etc.) will need to be conducted through the Council's electronic (Tender Box) procurement system.

The Professional Team will be required to manage and service the procurement exercise in full, including (not exhaustively):

- Hosting site visits;
- Responding to questions from tendering contractors;
- Undertaking any negotiation required to reach agreement over a contract sum;
- Making a recommendation to the Council on the contractor to be appointed and the value of the contract;
- Acting as the Client's Agent and as Principal Designer under CDM the Construction Design and Management Regulations.

The Professional Team in conjunction with the Council's Project Team will be required to prepare and agree appropriate contract documents for execution by the Council.

This module will be concluded on the successful appointment of a suitably qualified lead contractor.

Module Seven Milton Road Site – Management of the Demolition Works to Completion

The Professional Team will be required to manage the construction contract on the Council's behalf throughout the duration of the works and in pre and post completion stages. This will include inter alia:

- Monitoring progress and cost;
- Issuing instructions and providing guidance to the contractor;
- Checking and certifying payments to be made;

- Overseeing management of quality;
- Seeking the Council's approval as may be required;and
- Acting as the Client's Agent and as Principal Designer under the Construction Design and Management Regulations (CDM).

The Professional Team will be required to keep the Council fully informed of progress and highlight any risks and issues which may arise.

The Professional Team will be required to process all certificates for payment to throughout the contract and, on completion, oversee the inspection of the completed work, resolve any snagging issues and agree the final account for submission to the Council.

Once work is completed, the Professional Team will be required to ensure that any defects noted at the time of completion or during the defects liability period, are resolved by the lead contractor. and that any making good of defects certificates are issued and notification given to the Council for payment of retained sums as required.

Throughout the above tasks, the Professional Team will be required to provide a project management service including the identification of a single project manager to provide day to day contact with the Council. This module will be concluded once all of the above tasks have been undertaken to the Council's satisfaction.

4.0 Work Programme & Timescales

- Design & Procurement for the Starlings Site Modules 2 & 3 shall be completed within 12 weeks & Module 1 shall be completed concurrently with Modules 2 & 3.
- Contract Management to Completion Starlings Site Module 4 shall be completed within 14 Weeks.
- Design & Procurement for the Milton Road Car Park Modules 5 & 6 shall be completed within 8 weeks.
- Contract Management to Completion Milton Road site shall be completed in 10 weeks.
- Generally the Design and Construction of the Starlings site will be completed first to enable the continued use of the Milton Road Multi-storey Car Park whilst this work is undertaken as shown in the Indicative Programme See A 1 Appendix B. Followed by the separate demolition of the Milton Road Car Park which will only be permitted to be undertaken in conjunction with a Housing Development Scheme by others to enable the sequential development of the site.

N.B. Tenders are invited to provide commentary on the proposed programme for design, procurement and construction, and to suggest alternative programme arrangements as part of their tender submission where this is considered necessary.

5.0 Selection Process

Tender Submission

Prospective tenderers should prepare a submission which evidences their suitability and commitment to meeting the requirements of this Brief. As a minimum the submission should cover the following areas:

- **Technical**
The technical elements will be subject to an absolute pass/fail assessment. Failure to satisfactorily respond to any of these criteria will result in the submission being discounted from further consideration:
 - i) A current Credit Rating – Tenderers are requested to provide an up to date Dunn & Bradstreet (or equivalent) report together with details of their Bank Relationship Manager and/or a current and relevant bank reference; and
 - ii) Audited Annual Report and Accounts for the past three years.

- **Qualitative**
The qualitative elements will provide the vast majority of the information that will be subject to formal assessment against the Evaluation Criteria set out in the table below. Information to be provided within tender submissions includes:
 - i) Details of the knowledge, skills, and experience of the key members of the tenderer's team and their proposed involvement in the design and contract administration; and
 - ii) Evidence of similar work recently completed.

Risks/Constraints

Tenderers should identify any anticipated risks and/or constraints in delivering the outputs required and outline their proposed solution(s) to mitigate these factors. Any further general measures identified that may assist in achieving the objectives of this work should be identified separately.

6.0 General Information

- Issue Tender **12th March 2020**
- Clarification questions or queries to be submitted via procurement@tendingdc.gov.uk before the deadline for questions **12.00 noon on Mon 30th March 2020**
- Closing date for receipt of tenders: **12:00 noon on Tues 14th April 2020**
- Review of tenders commencing: **14th April 2020**
- Interviews for top bidders: provisional date **16th April 2020 at 14.00 hours at Town Hall, Clacton on Sea CO15 1SE**
- Date of Award **Friday 24th April 2020**

Project Management

The Council's Project Team will be led by Tom Gardiner, Head of Regeneration. Tenderers should identify their nominated Project Director and Project Manager as part of their tender submission. Project Management shall be undertaken in accordance with Prince 2 Methodology or via a similar approved system.

Performance and Quality

The Council expects all work it commissions to be of the highest quality in terms of intellectual content and accuracy as well as presentation. Tenderers should include in their submission a Quality Plan or Statement demonstrating how they will achieve high quality outputs and who will be accountable for the review of outputs prior to their submission to the Council.

Information Provided

The Council has initiated preliminary work for the project and will provide the successful Professional Team with survey plans and Concept Engineering Drawings in AutoCAD format for both sites to assist with the forward development of detailed design. The digital surveys of the sites will be made available together with Site Ground Investigation, utilities information, UXO Study & Plan, The Preliminary Engineering Assessment Report based on the initial survey information together with concept designs for the site and budget cost estimates are included in PDF format in A.1 Appendix C.

Conditions of Contract

The successful Consultant will be obliged to adhere to the Council's terms and Conditions of Contract. The Council's Standard Draft Form of Contract For Services is attached for information at A.1 Appendix D.

Deliverables

The Consultant shall supply the Council with:

- Two paper/film copies of all documents, appraisals and design drawings, Bills of Quantity/Work Schedules, Contract Documents, Consultation and investigation studies
- Two electronic copies of all of the foregoing with all drawings in AutoCAD format, all documents in Word format and a further pdf version of all material.

The Council will reserve all intellectual property rights on this material for the future.

Fixed Price

The Professional Team shall submit a fixed fee quotation for all of the work as above including supply tender rates in £/per hr for staff for any additional time charge work not specified and/or referenced. Where and to the extent that such works are required the amounts will be omitted or added pro rata to the payment to the Project Team.

Further Information

The Starlings Site may be viewed from the upper deck of the Milton Road Multi Storey Car Park in Milton Road, Dovercourt.

Any further information about this commission please direct any enquiries by Email to procurement@tendringdc.gov.uk by the closing date for questions of **12.00 noon** on **Monday 30th March 2020**. All questions will be collated and published on the Council's website. (Doing Business with the Council – Current Opportunities) as soon as possible after that date.

7.0 Priced Tender Summary

	£ ' s
Module One Consultation & Engagement	
Module Two Design Starlings	
Module Three Procurement & Contractor Starlings	
Module Four Contract & Admin Starlings	
Module Five Design Milton Rd Demolition	
Module Six Procurement & Contractor Milton Rd	
Module Seven Contract & Admin Demolition Milton Rd	
Tender Fee Total	£

Tendered rates for unspecified time charge work :

	£ per hour
Project Director	
Project Manager	
Project Engineer	
Technician	
Assistant	

8.0 Evaluation

Evaluation and award will be made on the basis of evidence of experience, price and tendered rates. The Council will not be bound to accept the lowest tender or any tender or to make any award.

EVALUATION CRITERIA	POINTS
A clear evidenced understanding and interpretation of the tasks and responsibilities identified within the brief.	10
Evidence of a successful track record in managing similar works elsewhere.	10
Evidenced robustness and suitability of the proposed approach to the project management and design and procurement of the works.	10
Knowledge, skills and experience of Senior Management Team and proposed quality control and project management arrangements.	20
Financial assessment (combined scale of management fees and cost, charges and time charge rates).	50

Information on point scoring for price:

The lowest tendered price will be awarded the full number of points available - if two or more suppliers quote the same overall price, each will be awarded the full 50 points available.

Other suppliers will be awarded points on a pro-rata basis of their bid compared to the lowest i.e. 2 x the lowest price will receive half the maximum number of points available.

Information on point scoring for qualitative elements:

Each tender submission will be assessed by the Council against the criteria set out in the table above and scored from the number of points for each criterion.

The aggregate of the qualitative and financial scores for each tender will be used to inform the appointment decision.

9.0 Return of Submission

Deadline for receipt of your submission is **12.00 noon on Tues 14th April 2020** and must be sent to our locked email address democratictenderbox2@tendringdc.gov.uk Submissions will only be accepted by this method and before the deadline.

- As the above email address will remain locked until after the above deadline please direct any clarification questions or queries to procurement@tendringdc.gov.uk before

the deadline for questions of **12.00 noon on Monday 30th March 2020**. After the deadline all questions will be collated and responses published on our website alongside the original documents (Doing Business with the Council – Current Opportunities) as possible after that time.

- Additional copies **MUST NOT** be submitted in hard copy to any other recipient or member of the Council, or email copied or forwarded to additional email recipients. This is likely to disqualify your submission and could nullify the tender exercise.
- There is a receipt limit of 20 megabytes per email on the Council email system. We do not accept files from download sites. For large files you may like to send zip files up to the 20 megabytes per email. (We have a large file rejection automated notice set up.)
- We also have an automated delivery receipt on our secure email accounts. If you do not receive this response from the Procurement team it is likely that your submission has failed to reach our Server so please resend and failing that, before the deadline, contact procurement@tendringdc.gov.uk.
- You are advised to allow enough time before the deadline for any delays or errors reaching our server or rejection for oversize etc.
- The onus is on you, the responder, to ensure that emails are received by us before the deadline.
- The Council does not bind itself to accept the lowest or any quotation/tender.

Your bid may not be accepted if you do not complete and return the following documents:-

- Anti-Collusion Certificate
- Competency Questions

A draft copy of our Contract is also attached for information only

FORM OF TENDER AND DECLARATION

Tendring District Council

TITLE, REFERENCE and description

I/We agree to execute and complete the whole of the works described within the specification and schedule of works for the FIXED PRICE SUM OF

£.....

Tender sum in words.....

.....
.....Excluding VAT.

I/We agree that any obvious errors in pricing or errors in arithmetic that may be discovered by the Council in examination of the priced Specification submitted by me/us if called upon so to do before acceptance of this offer shall have no effect on the amount of this offer unless the Council shall otherwise decide.

I/We understand that the lowest or any tender will not necessarily be accepted.

My/our tender shall remain open for acceptance by the Council for twelve weeks following the closing date for receipt of tenders.

I/We DECLARE that I am/We are not a party/parties to any scheme or arrangement under which;

- (a) I/We communicate the amount of my/our tender to any other person or body before the contract is let
- (b) any other person(s) quoting for the works the subject of my/our tender is reimbursed any part of his quoting costs
- (c) my/our tender prices are adjusted by reference directly or indirectly to the prices of any other person(s) quoting for the works.

No provision is made in my/our tender price for any such reimbursement or adjustment.

Signed

(Authorised Signature):.....

Print Name:.....

For and on behalf of:.....

Date

A1 APPENDIX A

MAPS AND PLANS OF STARLINGS & MILTON ROAD SITES

NOTE

Prospective tenderers should note that the scope of the current work is the design and construction of the new Starlings Car Park and the Demolition **only** of the Milton Rd two storey Car Park and excludes the new Housing Construction which is the subject of a separate project.

The two sites are edged in red below:



Outline Proposals for the Starlings Site and the Milton Road Car Park



Outline Site Layout (Starlings Site and Milton Road Car Park)



Outline Proposals for the Starlings Site



Figure 4.3: Sketch of Starlings Block proposals

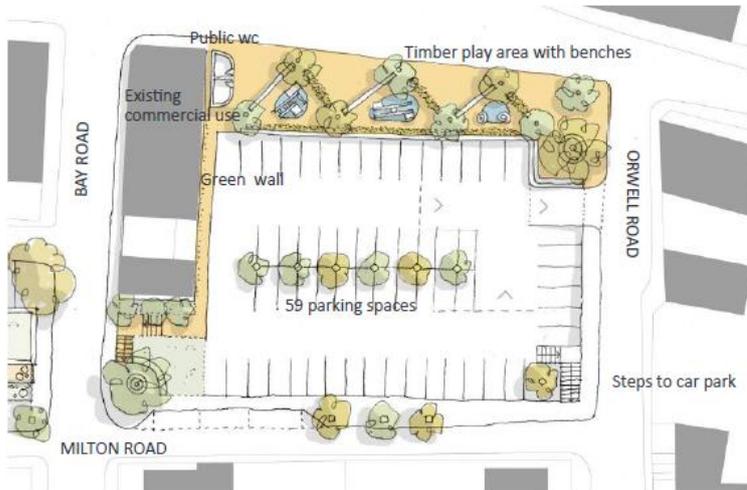


Figure 4.4: Plan of Starlings Block site proposal

HOW IS IT DELIVERED?

Requires land assembly by the council and delivery as a capital project.

REGENERATIVE IMPACT:
VERY HIGH

Outline Proposals for the Milton Road Car Park



A1 APPENDIX B
INDICATIVE PROGRAMME

Indicative Programme							
	2019		2020			2021	
Activity	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Cabinet Approval	*						
Land Negotiation							
Land Purchase							
Project Team App							
Site Investigation							
Site Survey							
Envir Imp Assess							
Starlings Design							
Starlings Constr							
Milton Rd Demolit							

A1 APPENDIX C
PRELIMINARY WORK ASSESSMENT REPORT

A1 APPENDIX D
DRAFT TDC STANDARD FORM OF
CONTRACT FOR SERVICES