

**HARLINGTON CONDITION SURVEY**

**TENDER**

**SCHEDULE 1 - SPECIFICATION**

1. HISTORY AND BACKGROUND

The Harlington, adjacent to, but separate from the Fleet Library building opened as a civic complex in 1972 comprising a main hall (Chernoke Hall), two function rooms, offices, general public areas and accommodation for council and voluntary functions. The main hall was variously used as a badminton hall, dance hall, a theatre, conference room, an exhibition space, a gym and a general space for public hire.

A major fire in 1991 destroyed part of the main hall which was rebuilt with some improved facilities. Single storey extensions were added to the north and west elevations of the main building and the alleyway between the Harlington and the Library was infilled and bridged over and the buildings grafted together to form the current foyer/coffee shop area.

Various modifications have occurred since with the addition of a DDA compliant lift and toilet facilities in 2005, the development of the old bin storage area on the east side of the building into a gymnasium and treatment rooms and subsequently into the offices for Fleet Town Council.

The operation and management of the building transferred to Fleet Town Council in 2010. However, the building had deteriorated through a lack of capital investment. The Town Council gave a commitment to return The Harlington to the social and entertainment focus of the community. The Town Council employed a professional theatre manager to bring professional entertainment back to The Harlington and regenerate its social functions.

A survey of users carried out in 2014 generally supported the development of the facility, but highlighted the poor quality of the theatre, the cramped and uncomfortable seating, the very poor quality of the toilet facilities and the general demeanour of the building. Suggested improvements included better quality tiered seating, better lighting and sound systems. The management and technical team made best use of the facilities available but highlighted the constraints that inhibited further development of the entertainment programme.

In 2014 the Town Council presented options to the public for refurbishing The Harlington. The “essential refurbishment” would bring the building into the 21st century, insulate the building, add double glazing, replace the leaking roof, completely refurbish the heating and electrical systems, replace the toilet facilities and give the building an internal and external “facelift”. It did not, however, improve the theatre.

The second refurbishment option included a complete makeover of the theatre to provide quality tiered seating and improved lighting and sound systems, but there was a general perception the existing structure could not accommodate a theatre of the quality envisioned for the town.

The third option was a new-build development on Gurkha Square, on land owned by Hart District Council, that would allow the current operation to continue while the new development took place.

At the Annual Residents Meeting in 2015 the Town Council gave an undertaking to develop the outline of the three options and present them to the local tax payers. A public consultation presented the costs, the benefits and the constraints of developing each option and left the final decision to the effective funders of the project.

It was clarified to the public that any option would require an increase in the precept (the local council tax). The precept to fund this development was raised in April 2016.

2. RECENT DEVELOPMENTS

Fleet Town Council briefed theatre designers, Charcoalblue, to ensure that the new theatre facility would be designed to the highest standard and delivered a quality experience appropriate to the size and character of Fleet. Charcoalblue undertook a Feasibility Study of the refurbished and/or new build facility and gave the Town Council confidence that the existing building could accommodate a theatre that met the aspirations of the Council but identified constraints to the overall design that could only be accommodated in a new building.

The Town Council, following a public consultation, progressed to Outline Planning for a new Harlington building on Gurkha Square, using the services of Burrell Foley and Fischer. The planning application was withdrawn in December 2018 following a further public consultation that rejected the proposal to build on Gurkha Square.

The Town Council is now reviewing its options and wishes to understand, in more detail, the exact scope of work to bring the current facility up to current building standards and to ascertain the integrity of the existing building structure to maintain a major refurbishment for another 40 years.

A cursory inspection of the building and its services was conducted as part of the preparation for the public consultation in 2017. A selection of illustrative defects is attached as Appendix 1. The general consensus of the professionals who conducted the inspection was that all the main services needed updating, rationalising and therefore replacing. This formed the basis of a cost estimate using unit rates per square metre to establish both the cost of repair and refurbishment. The advice of the engineers and architects was that phasing of the works to allow some continued access and use of the facility by the public would add, in the order of 20% to the cost and extend the contract period. Because of the configuration of the building it was deemed there would be very limited access for the public and the most convenient and economic solution would be to close the building and complete the work as expeditiously as possible.

1. PURPOSE OF THIS BRIEF

The main purpose of this brief is to undertake detailed investigations and surveys of the existing building structure and services, prepare outline designs, drawings and cost estimates to bring the building up to current building standards. The outcome of this exercise is a better understanding of the cost and operational implications of making the building more serviceable and complying with current building regulations, but without significant alteration to the current layout of the existing facilities.

The second purpose of the exercise is to understand the integrity of the structure of the building which is in part almost 50 years old and answer the following questions.

Can the reinforced concrete structure safely be used for another 50 years?

Can the single storey elements of the structure be safely extended to two stories?

What works will be required for the basic structure to have a projected design life of another 50 years?

1. SCOPE OF THE WORK

The primary tasks shall include:

1. the detailed investigation of the condition of the existing building services and the building structure.
2. The tracing and mapping of all existing services within the building.
3. Identification of all structural and building fabric defects
4. All identified works to be classified as:
   1. Essential – would otherwise pose a Health and Safety risk or compromise the operation of the building in the short term
   2. Necessary – to bring the facility up to current Building Regulations
   3. Desirable - would for a limited cost provide significant benefits to the operation of the facility
5. Necessary designs for the replacement and rationalisation of the services. (This will require a level of design generally in accordance with RIBA Stage 3 (RIBA Plan of Works 2013)
6. Necessary designs to bring the building structure up to current building regulation standards with particular regard to making the building weatherproof and adequately insulated.
   1. Maintaining serviceable temperature levels in the building across the seasons at a minimum cost is a key driver for this work. A cost/benefit analysis shall be presented to demonstrate the optimum capital investment in insulation against medium term operating cost.
7. Definition of the scope of work and the implications of undertaking the work on the current operation of the facility; can the work be phased to either distribute the cost or maintain some public access?
8. Preparation of associated cost estimates.
   1. This exercise can be reported on a room by room basis or on a utility by utility basis whichever appears most logical following the outcome of the survey.
   2. The cost estimates are to be supported with a work programme setting out the most practical sequence for undertaking the identified works.
9. Identification of any critical/essential works needing immediate attention.
   1. These should be highlighted with details of the defects and the immediate consequences including cost implications.
10. An assessment of the life expectancy of the building structure.
    1. all available drawings will be made available, but these are known to be limited.
    2. The contractor shall undertake all necessary steps including detailed inspections and non-destructive testing to ascertain the integrity of the structure.
    3. If inadequate information exists to estimate the bearing capacity of the foundations of the various elements of the building, exploratory trial holes will be permitted with adequate notice and full information of the extent of the work.
11. Preparation of a Final Report logically bringing together all the relevant information.

The exploratory and investigative work will be conducted with the Harlington building continuing in operation. Areas of the building are occupied, at different times, by young and vulnerable children. Access to public areas will need to be coordinated with the Harlington Manager to minimise disruption and avoid any safety issues.

Sunday work and/or work outside normal operating hours may need to be considered to minimise disruption to operations.

A schedule of the occupation of the various public areas will be made available, to allow forward planning of the works.

All relevant documents, drawings and reports will be made available to the Contractor.

1. EVALUATION

This tender will be evaluated on the basis of the most economically advantageous offer to the Council in accordance with the following criteria:

**Price 60%**

**Technical 40%**

The Technical element will be broken down equally as follows:

• Quality/experience of key staff – 10%

• Method statement and programme – 10%

• Relevant Experience of company – 10%

• Appreciation of the need and outcomes of the contract – 10%

The evaluation process may include giving a presentation to the Council together with other interested parties.

Each of the Quality sections within this submission will be scored based on the method detailed below:

|  |  |
| --- | --- |
| Exceptional demonstration of the relevant ability, understanding & skills required to provide the service with evidence to support the response, where appropriate. Demonstrates added value. | 5 – Excellent |
| Good demonstration of the relevant ability, understanding & skills required to provide the service with evidence to support the response, where appropriate. | 4 – Good |
| Satisfactory demonstration of the relevant ability, understanding, skills, facilities & quality measures required to provide the services with evidence to support the response, where appropriate. | 3 – Satisfactory |
| Contains minor shortcomings in the demonstration of the relevant ability, understanding & skills required to provide the services with evidence to support the response, where appropriate and/or is inconsistent or in conflict with other proposals with little or no evidence to support the response. | 2 – Minor Reservations |
| Satisfies the requirement but with considerable reservations of relevant ability, understanding & skills required to provide the services, with little or no evidence to support the response. | 1 – Serious Reservations  Submissions which receive a ‘1 – serious reservations’ will not be considered further |
| No response provided. | 0 – no score – Fail  Submissions that ‘Fail’ will not be considered further |

1. AWARD PROCESS

• The Council expects to decide the award of the Contract within 90 days of the closing date for submission of tenders. Bids shall remain open for acceptance for a minimum of 90 days.

• The Council may, if necessary, extend the 90-day period for completing the award process.

• Tenderers will be notified simultaneously and as soon as possible of any decision made by the Council during the tender process, including award. When the Council has evaluated the tenders, it will notify all tenderers about the intended award.

• Acceptance of the tender by the Council shall be in writing and shall be communicated to the Tenderer. Upon such acceptance the Contract shall thereby be constituted and become binding on both parties and, notwithstanding that, the Contractor shall upon request o Council execute a formal contract in the form contained in the Contract Documents.

**SCHEDULE 2 - PRICING SCHEDULE (Bill of Quantities)**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **QUANTITY** | **DAY RATE**  **(exc VAT)** | **TOTAL (ex VAT)** |
| Project Manager | days |  |  |
| Lead Architect | days |  |  |
| Assistant architects | days |  |  |
|  |  |  |  |
| Lead Structural Engineer | days |  |  |
| Assistant Structural Engineers | days |  |  |
| Lead Services Engineer | days |  |  |
| Assistant Services Engineers | days |  |  |
| Lead Cost Engineer | days |  |  |
| Assistant Cost Engineers | days |  |  |
|  |  |  |  |
| Other Specialists (to be nominated) | days |  |  |
|  |  |  |  |
| Survey and test equipment | SUM |  |  |
|  |  |  |  |
| Final Report – Hard Copy | 6 No. |  |  |
|  |  |  |  |
| Non-destructive testing | SUM |  |  |
|  |  |  |  |
| Excavate trial pits PROVISIONAL SUM | SUM |  | £5,000 |
|  |  |  |  |
| TOTAL – LUMP SUM |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SCHEDULE 3 METHOD STATEMENTS**

3.1 Tenderers shall provide in addition to their fee proposal the following information:

3.2 A preliminary Method Statement incorporating the following supporting information which shall describe how the brief will be undertaken. The material presented should follow the format below for ease of evaluation.

1) Staffing Details – the experience and qualifications of all principal members of the survey, testing and design team making particular note of relevant experience in:

* refurbishment works for theatres/performing arts buildings and community buildings
* new build theatres/performing arts buildings and community buildings
* preparing material for public consultation exercises and exhibitions

2) Details of the proposed team structure and tasks they will be carrying out

3) Particulars of proposed sub-consultants with supporting CVs and hourly rates.

4) Methodology and approach to the brief

5) A response to the brief highlighting opportunities and risks

6) Relevant reference details from previous projects, maximum 6 projects.

7) A supporting resource schedule.

3.3 A schedule of survey and testing equipment to be employed

3.4 Preliminary programme of work with method statement.

3.5 Brief Health and Safety statement with particular reference as to how risk assessments will be carried out.

**SCHEDULE 4 SUPPORTING DOCUMENTS**

The Tenderer shall submit copies of the following supporting documents:

* 1. Public Liability Insurance Policy/current renewal notice
  2. Employers Liability Insurance Policy/current renewal notice
  3. Professional Indemnity Insurance Policy/ current renewal notice
  4. Health and Safety Policy – front cover and index only
  5. Equality Policy