



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICE, BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM. MK18 1JP

Telephone: (01280) 816 426

Email: Townclerk@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Mr. P. Hodson



Fee proposals are sought for:

The provision of design, development and project management for the provision of a new cemetery and allotments.

At:

New Cemetery and Allotment site at end of Tingewick Road - MK18 4AA (nearest postcode)

Grid Ref: SP 68023 33367

On behalf of (Client):

Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
Bucks
MK18 1JP

Preliminaries:

Site: New Cemetery and Allotment site, Tingewick Road.

Project summary:

Buckingham Town Council are seeking fee proposals to provide Design, Development and Project delivery services to provide a new Cemetery and allotments. To achieve this the proposal will need to include providing site investigations, the design of cemetery, allotments and a 250m² building, meeting of all planning conditions and project delivery services. The Fee proposal must also include the consultation with both the Town Council's Environment Committee and a public consultation required to obtain funding of a Public Works Loan for the development. The summary of requirements is listed below.

Authorized Officer: Paul Hodson – Town Clerk. 01280 816426

townclerk@buckingham-tc.gov.uk

On the award of the contract the successful applicant will have been deemed to have undertaken any additional investigations they consider necessary. No claims will be accepted for lack of information or inaccuracies in this respect.

Return Tender to:

Paul Hodson – Town Clerk - townclerk@buckingham-tc.gov.uk
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THE BUCKINGHAM CENTRE,
VERNEY CLOSE,
BUCKINGHAM.
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Closing Date for Fee Proposal:

1pm Tuesday 8th June 2021.

To meet Buckingham Town Council's Financial Regulations this is a 'Sealed Tender' bid and must be provided in a specially marked, sealed envelope (provided) and will be opened by the Town Clerk and in the presence of a Member of the Council.

Health and Safety Considerations:

The contractor shall comply with all Health, Safety and Welfare Acts, regulations and requirements in force at the time of the works in such a way as to protect not only the employees on site, but also other workers on or near the site, the occupiers and the general public.

For notifiable projects, the CDM Co-ordinator will be appointed by the Contractor.

A copy of the applicant's health and safety documents will need to be provided to include risk assessment procedure and a Construction Phase Plan to include start finish date, when any services will be connected/disconnected, build stages, location of services and any access restrictions.

Information Required in Tender package:

1. Contact details of person in charge of project.
2. Breakdown of Costs for specifications into the following sections:
As per the Summary of Requirements.
3. Copies of Insurance documents.
4. Copy of Health and Safety Policy.
5. Warranty Details

Warranty:

Warranty and Guarantee details are required for all workmanship carried out.

Agreements:

Agreement for the design and project management proposal will be in the form of the JCT's Consultancy Agreement (Public Sector).

Payment:

Payment will be made in accordance with the agreement and is possibly subject to a rectification period of 12 months following practical completion.

Insurance:

Please provide up to date copies of your insurance cover for:

Public liability

Employers Liability

Professional Indemnity

Further Information:

Meeting the planning permission conditions will have to be considered, further planning permission details can be found at:

<https://publicaccess.aylesburyvaldc.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

Planning application number: 15/01242/AOP

(Planning permission approval letter attached)

RIBA Stages	Summary of Requirements:
Stages 1 & 2	Preparation of the brief and concept designs for public consultation and initial survey's required.
	Provide initial conceptual designs of new cemetery, allotments and building; to include site layout, amount and types of burial provision, car park, building of 250m2 to include storage of machinery equipment, welfare areas, toilets and the provision of an access road to site meeting Highways specifications.
	Public consultation; to assist in the planning of and attending the public consultation and to assist in the answering of questions. With the aim to obtain 'evidence of public support' required by the Public Works Loan board.
	Attend a council meeting to present initial concept design to the Council for consideration and feedback.
	Creation of Project strategy for the creation of the new cemetery in terms of sustainability, types and numbers burial provision and access for all.
	Provide out-line budget requirements for the provision the project with a cost plan to allow funding to be sought.
	Buckingham Town Council has created the 'Climate Emergency Plan' and commits to encouraging Buckingham to become carbon neutral. To help enable this a sustainable design approach is to be taken in all aspects of the new cemetery. In particular to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat. As well as recycling materials and ongoing resources e.g. water.
	Ensure all Planning permission conditions, reserved matters and Environment Agency conditions are met. In terms of Ecology/Archaeology/Ground water protection.
	Appoint and oversee site Investigations required including, topography, ground water flow including monitoring wells if required, Ecological report, Geotechnical investigations. Analyse these results and recommend any actions required for consideration in the design
	Carry out a STAT's survey (statutory requirements for getting utilities to the site) to include electricity, water, sewerage etc. and to carry out basic site investigations for engineering requirements for roads and building construction to assist in the costings.

Stages 3 & 4	Developed and Technical Design
	Detailed Designs including all General Design/Burial provision/Landscape Design/Structural/Civil and Drainage Design work required.
	Incorporate sustainable design in all aspects of the cemetery consulting with the town council when required.
	Ensure compliance with the Construction (Design and Management) Regulations 2015 at all stages of the design and construction of the project.
	Detailed designs for the construction of a 250m2 energy efficient building to include equipment storage facilities, toilet facilities, outside work areas including storage, wash off area and compost area.
	Technical design/specification for services including Ground/surface/foul water management. Detailing SUD's and providing a whole life drainage management plan including supply of harvested water for allotments.
	Prepare and submit all documents required to meet Building Regulations
	Provide Provision of Access road to site meeting Highways specifications with all section 278 requirements being met.
	Produce Tender documents and oversee tender process/tender selection/contractor appointment and production of suitable contacts.
	Design and obtain all supply and connections to Utilities and services including electricity, water supply and telecoms including routing in the detailed plans
Stages 5 & 6	Construction and Project Management
	Contract administration including approving interim payments to the contractor, advise when variations are required and cost implications.
	Manage the project on Buckingham Town Councils behalf to include providing progress update reports.
	Construction monitoring including regular site visits for inspections agreeing any test certificates required.
	To assist the Town Council with the budget management for the project.
	Project Handover; Provision of O/M, H&S files, provide as built plans and ensure warranties in place.

