

Invitation to Tender

Appointment of an Architect to Develop Concepts and a Final Proposal for the Renovation and Expansion of The Bowl, Town Gardens, Swindon

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1. Introduction

Central Swindon South Parish Council seeks to renovate and expand The Bowl, Town Gardens, Swindon. The Bowl is a 1936 Art Deco style theatre bowl with a stage and backstage designed by Alfred Ridout located in a natural amphitheatre and is one of only a handful of its kind in the country. Although itself not listed, the park and other features such as the Victorian bandstand and kiosk are Grade II listed. The Bowl is being used for music and theatre performances but needs repair and renovation to preserve its unique heritage and facility expansion to meet the developing needs of community and commercial use for residents and businesses.

2. Background

The Bowl is operational and was used for seventeen events and performances in 2022.

The building does not currently benefit from mains water and sewage connections. The building's current three-phase electricity supply on single phase fuses is due to be upgraded by Christmas 2022.

Town Gardens are located at postcode SN1 4EN.

For directions and opening times please visit the Council's website at <https://southswindon-pc.gov.uk/town-gardens/>

Front, rear and internal aspects are shown below.

Front aspect



Front aspect — amphitheatre from the stage



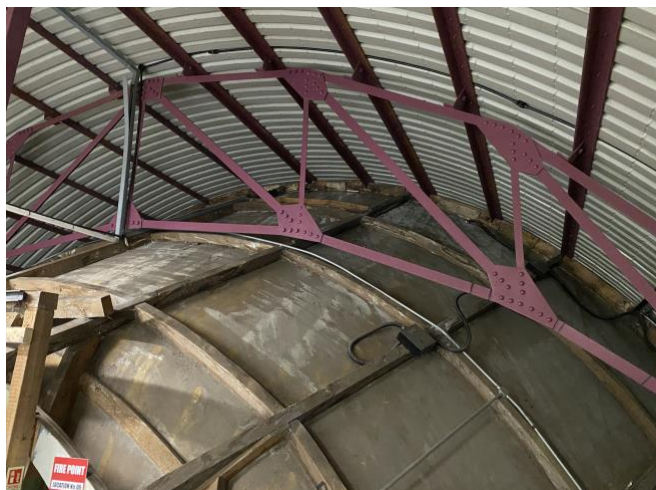
Rear aspect



Internal bowl



Internal bowl roof structure



Internal dressing area behind bowl structure



Phase 1

Central Swindon South Parish Council seeks to appoint an architect experienced in performance spaces, historic buildings and landscaping to develop concept options and drawings governing the renovation of and improvements to The Bowl, Town Gardens, Swindon.

In addition to making the building structurally sound, the Council would like to insulate the building, improve the access to the rear, upgrade mechanical and electrical services, add backstage changing rooms, add disability access, as well as storage space and facilities, improve drainage in the auditorium area and install toilets for performers and the audience. The Council would also like to explore opportunities for sustainable and off-grid solutions, e.g. air-source heat, geothermal, wind turbine and/or solar photovoltaic installations.

Phase 2

In a potential future second phase, the Council may commission the development of concept options and drawings for additional facility space(s) within the grassed auditorium area/amphitheatre. The Council's wider ambitions and aspirations for the site include the installation of audience shelter for the auditorium area and additional facilities for refreshments/catering along the perimeter of the amphitheatre.

3. Tender Process

Item	Date
Publication date of the contract notice and publication of tender documents	26 October 2022 (following decision by full Council 25 October 2022)
Deadline for submission of tenders	Friday, 18 November 2022 at 13:00
Evaluation of tenders (including any clarification questions to tenders)	Week commencing 21 November 2022
Notification to shortlisted applicants and invitation to presentation	Week commencing 28 November 2022
Presentations by shortlisted tenderers	Week commencing 5 December 2022
Evaluation Panel's Recommendation to Council	Week commencing 12 December 2022
Date of the full Council meeting	13 December 2022
Notification to applicants & contract award	14 December 2022
Contract commencing	As soon as possible following contract award

Prospective applicants must ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them before submitting a tender. Before submitting a tender, any prospective applicant is advised, at his/her own discretion, to visit the site to satisfy themselves as to the full extent of the contract specification. No claims arising from failure to do so will be accepted at a later date. Please note that site visits will require prior appointments with the Chief Executive Officer.

Any queries regarding the interpretation of any part of the contract documents should be addressed to the Chief Executive Officer within the timescales indicated above.

The tender shall be submitted only on the tender submission form. If, having examined the tender documents, prospective applicants wish to submit a tender they should fully complete and return the tender form by the specified deadline by Friday 18 November 13:00

post - **Central Swindon South Parish Council** or email - **clerk@southswindon-pc.gov.uk**
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Hard copy tender documents should be submitted in a sealed marked envelope. Emailed and postal tender documents will remain unopened until the evaluation date as specified above.

Tenders received late will not be considered.

Prospective applicants should note that the Council is not bound to accept any tender. The Council's decision is final and no correspondence will be entered into on the reasons which a tender has been rejected.

The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the contract documents.

Notes to Tenderers

a) The prices to be included in the tender form are to be the full inclusive value of the work described, including all disbursements which should be separately identified and all general risks, liabilities and obligations, but excluding VAT (if applicable). No application from the successful applicant to adjust the contract price during the contract period for the works priced as part of this document will be considered.

b) No alteration to the text of the tender form is to be made by the applicant. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed schedule will be adhered to.

c) The works have to be completed within a fixed term which prospective applicants are required to propose on the tender form.

d) Regular contact will be required between the successful applicant and the Council throughout the period of the contract to ensure the work is completed in accordance with the specification of works.

e) Invoices presented for payment must include detail of the works completed including the dates of the work.

f) Applicants are asked to contact the Chief Executive Officer if any clarification is required.

g) The Council reserves the right to make such enquiries as it sees fit regarding the suitability and experience of any tenderer.

4. Description of the Provision

Following the Council's approval, the successful applicant will be required to undertake the following works –

1. An architectural concept masterplan of phases 1 and 2 for the renovation and expansion of The Bowl in Town Gardens for the Council's approval (the Council may commission the development of stage 2 options and drawings for additional facility space(s) within the grassed auditorium in the future);
2. Following Council approval, the development of a final architectural proposal and drawings including technical design for phase 1 from which a main construction contractor will be procured and then able to undertake the construction phase;
3. Project engagement during construction stage to work with the construction contractor and project manager.

The final design must be fully compliant with the requirements of the Equalities Act 2010, in particular in relation to building accessibility.

Any options which are being developed for the Council's approval for the renovation of The Bowl will need to be in keeping with the art deco stage design, heritage and the green surrounding of the existing Garden. The final design will also need to respond sympathetically to the listing and incorporate any restrictions resulting from the same (see section 6 below).

Once appointed, applicants will be required to liaise with the Conservation Officer and any other such heritage bodies required (although this is not a formal requirement as the building itself is not listed as described in Section 6. Planning and Listing Considerations below).

The Council expects the successful contractor to follow the Royal Institute of British Architects (RIBA) Seven Stage Plan of Work process.

The Council may choose to retain the successful architect for project engagement during the construction stage to completion.

List of supporting documents attached to this tender:

- a) Location plan with perimeter boundary defining the exact geographical area
- b) Topographical survey
- c) Ground/site services plan
- d) Asbestos survey
- e) Tree surveys and supporting letter

The Council has not commissioned a noise survey to date. The distance to the nearest residential properties is 70m to the rear of The Bowl and 140m to the front.

5. Budget

The anticipated value for the delivery of the services described in Section 3 is £25,000-40,000.

Tenderers are also required to separately identify the fee for project engagement during the construction stage to completion on the tender submission form.

6. Planning and Listing Considerations

The Bowl is not a listed building. However, Town Gardens are Grade II listed under Historic England [List Entry Number 1001477](#). The final design will need to respond sympathetically to the listing and incorporate any restrictions resulting from the same.

Town Gardens also forms part of the [Town Gardens Conservation Area](#).

There are no existing planning consents, conditions or constraints. However, any constraints arising from a named structure being situated within a listed park and conservation area may exist.

7. Contract Period

The contract period is anticipated to commence in December 2022 and works under the appointment to be completed within six months.

8. Contract Conditions

The works will be subject to a Royal Institute of British Architects (RIBA) Standard Professional Services Contract – Architectural Services which will detail all final contractual provisions.

9. Evaluation Criteria

The following section defines Central Swindon South Parish Council's method of evaluating the received tenders. Tenders will be evaluated in accordance with the Council's Financial Regulations using the criteria and weighting below.

A tender evaluation panel will evaluate tenders based solely on the information provided in the tender form and its members will evaluate tenders in accordance with the process described below with the aim of establishing a preferred supplier for the Council's requirements and, if appropriate, submitting a recommendation to the Council to award a contract to the preferred supplier.

Confidential information relating to the evaluation will not be divulged to anyone outside the tender evaluation panel as to do so may undermine the integrity of the contract award process.

Decision-Making Process

All tenders will be checked for completeness and to ensure they are fully compliant. All complete and compliant tenders will then be evaluated in accordance with the evaluation criteria in terms of their ability to meet the technical requirements specified.

Following the completion of all stages of the evaluation process, the panel will present its recommendation to the full Council. Only following approval from the Council will the bidders be notified of the decision, and confidentiality restrictions lifted from the contract details.

Evaluation Criteria

Tenders will be evaluated on the basis of the most economically advantageous proposal in accordance with Regulation 67 of The Public Contracts Regulations 2015, using the following criteria. Each criterion has been assigned a weighting to reflect the relative importance of such criterion to the Council.

Stage 1

Criterion	Definition and Required Evidence	Weighting
Compliance	Evidence of the contractor's compliance with the following (documentary evidence to be submitted): <ol style="list-style-type: none">1. Health & Safety policy2. Business liability insurance3. Employment law and regulations; and4. Safeguarding policy	Pass/Fail

Stage 2

Criterion	Definition and Required Evidence	Weighting
Price	The full and final cost over the full term of the contract, taking into account affordability and the commercial stability of a reasonable return for the supplier. Please submit evidence of <ul style="list-style-type: none">• your ability to carry out the contract to the proposed design and specification and within the stipulated budget• your financial and/or operational capacity to deliver the contract,	40%

Quality	<p>The supplier's ability to perform the contract to the highest standards. Please submit</p> <ul style="list-style-type: none"> • evidence of your knowledge in and experience of carrying out similar heritage contracts within the locality or region or other relevant evidence during the last five years, • two references from recent customers from within the region of similar works, • information on how your proposal might measurably improve the economic, social and environmental well-being of the area and add social value, • evidence on how your designs result in environmentally sustainable buildings and installations. 	45%
Timeframe	<p>The supplier is required to complete all works within a fixed term, a proposal for which should be made by the applicant on the tender form.</p>	10%
Environmental Issues	<ul style="list-style-type: none"> • Evidence of the contractor's approach to environmental concerns and sustainability 	5%