



# Bridgwater Town Council

## Projects Department

### **THDR01 – Bridgwater Town Hall Dressing Room Refurbishment & Upgrades Invitation to Tender (ITT) Information**

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**Section 1 - Project Information**

Project Name	Bridgwater Town Hall Dressing Room Refurbishment & Upgrades 2024
Scope of Work	To refurbish and modernise the dressing rooms spaces for the Theatre, including upgrades
Employer	Bridgwater Town Council
Site Address	34 High Street, Bridgwater, Somerset TA6 3AS
Project Lead(s)	Geoff Sawyer / Connolly Wellingham Architects
Programme (Construction)	20 weeks
Current Forecast Cost	£150-£250k
Site Visits	Monday 4 <sup>th</sup> – Friday 8 <sup>th</sup> March 2024
Clarification Requests	By Friday 8 <sup>th</sup> March (1700hrs) 2024
Clarification Responses	By Friday 15 <sup>th</sup> March (1700hrs) 2024
Tender Return	By Thursday 28 <sup>th</sup> March (12 noon) 2024
Tender Opening	Thursday 28 <sup>th</sup> March (PM) 2024
Tender Bid Review & Evaluation	Tuesday 2 <sup>nd</sup> – Friday 5 <sup>th</sup> April 2024
Contractor Award & Appointment	Friday 5 <sup>th</sup> April 2024
Start on Site	Monday 22 <sup>nd</sup> April 2024
Completion	Thursday 5 <sup>th</sup> September 2024
Handover	Friday 6 <sup>th</sup> September 2024

**Section 2 - Professional Team**

The Council's Consultant Team comprises:

- Project Officer – Geoff Sawyer
- Architect – Connolly Wellingham Architects (CWA)
- Structural Engineer – FOLD
- MEP Services Engineer – QODA
- Quantity Surveyor – Ridge
- Principal Designer - Cwa
- Project Administration – CWA

- Fire Consultant – Jenson Hughes
- Building Control – Clarke Banks

### **Section 3 – Project Detail**

Bridgwater Town Council is pleased to invite tenders for the refurbishment and upgrades of the Town Hall Theatre dressing rooms as laid out in the invitation to tender, and more fully within the specification documents. The changing rooms are located within the east side of the Town Hall island site and within a Grade II listed building.

The tender documents comprise of the invitation to tender and the ITT documents. This procurement is being conducted under the Crown Commercial Services Contracts Finder procedure and advertised on Bridgwater Town Council's website.

This ITT sets out the information which is required in order to assess the suitability of applicants in terms of their relevant experience, past performance, technical skills, resources, management skills, and methodology to meet the requirements of Bridgwater Town Council for the project.

The successful applicant will be required to deliver services in accordance with all documents & specifications, and the JCT Minor Works Building Contract (with contractor's design) to be placed with the successful applicant.

The successful applicant will be responsible for acting in the best interests of Bridgwater Town Council, and their design team, and collaborating with them in the delivery of this project.

A list of requirements is stipulated within the invitation to Tender and will be required as part of the submission of the Tender; failure to submit will invalidate your Tender. You must submit your fixed price on the THDR06 form and all requested documents by noon on **28<sup>th</sup> March 2024**. Late or incomplete Tenders will not be considered. There must not be any markings showing your company name on the envelope and the envelope must be marked 'Town Hall Flat Conversion Tender.'

Each bidder will have the opportunity of making an escorted site visit w/c **4<sup>th</sup> March 2024**. Please contact Geoff Sawyer, Bridgwater Town Council Project Officer to arrange a convenient time for your visit.

Queries should be submitted in writing by no later than **8<sup>th</sup> March 2024** through the tender email address and responses will be circulated the following week.

If it is necessary to amend the ITT documents prior to the submission of tender proposals, or to extend the tender period, all applicants will be notified by email.

Bridgwater Town Council may either waive or insist on strict compliance with any requirement set out within this ITT.

Bridgwater Town Council reserves the right not to contract or contract only in part with any applicant.

Applicants:

- Shall either destroy or return all documentation related to the tender process if Bridgwater Town Council so directs.
- Shall ensure that tenders are both technically and arithmetically correct. Should Bridgwater Town Council discover any arithmetical errors in the Applicant's tender prices then these shall be pointed out to the Applicant who shall immediately correct the errors, or they shall be asked to withdraw its tender or hold the prices submitted, at the discretion of Bridgwater Town Council.
- Shall not alter the ITT documents. Tender proposals will be deemed to comply entirely with the terms stated therein unless the Applicant states otherwise in writing. If any alteration is made or if these instructions are not fully complied with, the tender proposal may be rejected.

- Will be deemed to have satisfied themselves as to the sufficiency of their tender proposal and to have included in it all costs which may be incurred in the delivery of the services. They shall also be responsible for satisfying themselves as to the accuracy of all information associated with the contract and that all eventualities have been included.

The contract will be entered into on the basis of the total tender package (inclusive of VAT).

This will be a JCT Minor Works Building Contract with contractor's design in line with the specification document 051-CWa-02A-XX-SP-A-9500 included in the supporting documents.

Payment terms will be 30 days or as otherwise agreed with Bridgwater Town Council.

The information supplied within this ITT and accompanying documents reflects Bridgwater Town Council's current view of the services required. Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. This ITT is issued on the basis that:

- Bridgwater Town Council does not accept any liability, responsibility, or duty of care to any tenderer for the adequacy, accuracy, or completeness of this ITT or for anything said or done in relation to the procurement to which this ITT relates.
- Bridgwater Town Council does not make any (express or implied) representation or warranty either about the information contained in this ITT or on which it is based, or about any written or oral information that may be made available to any applicant.
- Nothing contained in this ITT constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract.
- Neither this ITT nor any information supplied by Bridgwater Town Council should be relied on as a promise or representation as to its future requirements.
- This ITT is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions.

Applicants should complete and return:

1. **THDR04** – Application for Bridgwater Town Council Approved Contractor.
2. **THDR05** - Tenderer Declaration Form.
3. **THDR06** – Form of Tender.
4. **THDR07** – Pricing Schedule.
5. **THDR08** – Supplier Technical Questions & Answer Sheet.
6. Any supplementary documentation requested within the covering letter.

#### **Section 4 - Scope of Procurement**

Bridgwater Town Council wishes to appoint a principal contractor for the refurbishment and upgrades of the theatre dressing rooms including some remodelling. We are looking for a complete and costed solution for this work.

Bridgwater Town Council are looking for a high-quality solution for the specified refurbishment from high quality bidders that deliver a service that is demonstrably focused on the needs of Bridgwater Town Council. Tenderers are requested to study the specification document in detail and ensure that the specified requirements can be met that are stated within the document and thus your understanding of our requirements is reflected in your pricing schedule return.

The contract for the refurbishment work is expected to commence **22<sup>nd</sup> April 2024**, with the exact dates to be agreed depending on the agreement between the successful provider and BTC.

Bridgwater Town Council wish to secure efficiencies and economies of scale by means of a procurement exercise for meeting the requirements detailed within this documentation, achieved through the **Most Economical Advantageous Tender** submitted.

The principal benefits anticipated by Bridgwater Town Council in this procurement include:

- Ability to maximise opportunities for best value and efficient services.
- To allow bidders to explore efficiencies, this may be possible by suggesting innovative and cost-effective solutions.
- Presentation of cost savings to Bridgwater Town Council in order to maximise economical operational efficiency and value for money.

The basis of the contract will include the refurbishment and upgrades to the Town Hall theatre dressing rooms.

The successful bidder will be expected to ensure the integrity of the building. Alongside any necessary modernisations, retaining the integrity and character of the building is necessary.

The successful bidder, subject to financial limitations and the integrity of the building, will aim to improve energy efficiency. Sustainability should also be an important consideration when purchasing materials, furnishings, and fittings; with priority given to the re-use and up-cycling of existing resources along with using local supply chains where possible.

Bridgwater Town Council is a public sector body, and we have to observe various restrictions and decision-making processes. We therefore expect the successful bidder to understand the challenges of refurbishing a Grade II public sector building in order to deliver a modern resource to the project.

Any materials removed from the dormant offices to progress the works remain the property of Bridgwater Town Council. The appointed contractor must get prior authorisation from Bridgwater Town Council before their disposal/removal from site.

This is the second phase of a wider site development scheme. The design team are in the process of the design of the further phases which will be tendered for separately. The estimated cost of the entire capital project over all phases is circa £4m.

Bridgwater Town Council expect serious observation of energy efficiency and energy use.

The appointed contractor must ensure all works meet Fire and Building Regulations and are DDA compliant where possible. Guidance will be given on these requirements the design team and appointed consultants.

Fire alarm works are to be excluded from the bid and the appointment of a specialist fire alarm contractor will be made separately from this tender.

Under CDM 2015 Regulations the appointed contractor will function as the principal contractor for the project. As Principal Contractor you will be expected to oversee any other appointed contractors by BTC who may integrate into this project such as the appointed Fire Alarm contractor.

The Principal Contractor will be expected to formulate a project programme in line with the indicative timeline (THDR03).

The successful bidder will be required to enter into a JCT Minor Works (with contractor design) 2016 Contract for the project.

Planning and listed building consent applications have been approved on the project.

The successful bidder will be required to consult with the client, the design team, any relevant authorities, and other stakeholders throughout the course of the project.

THDR02 – Supporting Documents (listed in table A below) includes the documents which outline the scope and specification for this work, copies of these are available on the Bridgwater Town Council website and through the links on Contracts Finder/Find a Tender.

Table A – Supporting ITT Documents

ID	REF	DOCUMENT
1	CWa	051_ PH2a_ Drawing Issue Sheet
2	CWa	051_CWa-02A-XX-DR-A-0500
3	CWa	051_CWa-02A-XX-DR-A-0501
4	CWa	051_CWa-02A-XX-DR-A-0540
5	CWa	051_CWa-02A-XX-DR-A-0541
6	CWa	051_CWa-02A-XX-DR-A-0542
7	CWa	051_CWa-02A-XX-DR-A-0543
8	CWa	051_CWa-02A-XX-DR-A-0544
9	CWa	051_CWa-02A-XX-DR-A-0545
10	CWa	051_CWa-02A-XX-DR-A-0546
11	CWa	051_CWa-02A-XX-DR-A-0547
12	CWa	051_CWa-02A-XX-DR-A-0548
13	CWa	051_CWa-02A-XX-DR-A-0549
14	CWa	051_CWa-02A-XX-DR-A-0550
15	CWa	051_CWa-02A-XX-DR-A-1500
16	CWa	051_CWa-02A-XX-DR-A-1501
17	CWa	051_CWa-02A-XX-DR-A-1520
18	CWa	051_CWa-02A-XX-DR-A-1521
19	CWa	051_CWa-02A-XX-DR-A-1522
20	CWa	051_CWa-02A-XX-DR-A-1523
21	CWa	051_CWa-02A-XX-DR-A-1524
22	CWa	051_CWa-02A-XX-DR-A-1525
23	CWa	051_CWa-02A-XX-DR-A-1526
24	CWa	051_CWa-02A-XX-DR-A-1527
25	CWa	051_CWa-02A-XX-DR-A-1528
26	CWa	051_CWa-02A-XX-DR-A-3520
27	CWa	051_CWa-02A-XX-DR-A-3540
28	CWa	051_CWa-02A-XX-DR-A-3541
29	CWa	051_CWa-02A-XX-DR-A-3542
30	CWa	051_CWa-02A-XX-DR-A-4500
31	CWa	051_CWa-02A-XX-DR-A-4501
32	CWa	051_CWa-02A-XX-DR-A-4502
33	CWa	051_CWa-02A-XX-DR-A-5500
34	CWa	051_CWa-02A-XX-DR-A-5510
35	CWa	051_CWa-02A-XX-DR-A-7501
36	CWa	051_CWa-02A-XX-DR-A-8530
37	CWa	051_CWa-02A-XX-DR-A-8531
38	CWa	051_CWa-02A-XX-DR-A-8540
39	CWa	051_CWa-02A-XX-DR-A-8541
40	CWa	051_CWa-02A-XX-DR-A-8550
41	CWa	051_CWa-02A-XX-DR-A-8551
42	CWa	051_CWa-02A-XX-SP-A-9500
43	CWa	051_CWa-02A-XX-SP-A-9501
44	FOLD	0258 220 (1)
45	FOLD	0258 221 (2)
46	FOLD	0258 222 (2)

47	FOLD	0258 420 (0)
48	FOLD	0258 DIR 240205
49	FOLD	0258 SPN Phase 2A Structural Specification (0)
50	GE Consulting	2054-EcIA-SC Bridgwater Town Hall - Ecological Impact Assessment (Bats)_30.11.23
51	AC Asbestos Consultants	Management Survey Report AC-21292 Bridgwater Town Hall Feb 2022
52	Roberts Environmental	2024-70-10 - Bridgwater Town Hall - Asbestos Refurbishment Survey Report
53	Roberts Environmental	20245-70-01 (Rev 1) - Bridgwater Town Council, Town Hall - Asbestos Refurbishment Survey Report
54	Cannon & Clarke	28476 - Bridgwater Town Hall, Bridgwater, Somerset - Structural Waterproofing & Damp Proofing Report - Amended 1-9-23
55	Western Power	25564597-WPD-Southwest
56	Wales & West Utilities	25564597_WWU
57	Wessex Water	Wessex Water Map - TA6 3AS
58	Somerset Council	Planning Approval – Not Required
59	Somerset Council	LBC Approval 08_23_00326
60	GE Consulting	2054-EcIA-SC Bridgwater Town Hall - Ecological Impact Assessment (Bats)_30.11.23
61	AC Asbestos Consulting	Management Survey Report AC-21292 Bridgwater Town Hall Feb 2022
62	Roberts Environmental	2024-70-10 - Bridgwater Town Hall - Asbestos Refurbishment Survey Report
63	Roberts Environmental	20245-70-01 (Rev 1) - Bridgwater Town Council, Town Hall - Asbestos Refurbishment Survey Report
64	QODA	3423-QODA-2A-00-DR-E-0201
65	QODA	3423-QODA-2A-00-DR-E-0301
66	QODA	3423-QODA-2A-00-DR-E-0401
67	QODA	3423-QODA-2A-00-DR-E-0501
68	QODA	3423-QODA-2A-B1-DR-E-0201
69	QODA	3423-QODA-2A-B1-DR-E-0301
70	QODA	3423-QODA-2A-B1-DR-E-0401
71	QODA	3423-QODA-2A-B1-DR-E-0501
72	QODA	3423-QODA-2A-XX-SH-E-DB-0001 - LV Distribution Board Schedule DB2-DB3 - Phase 2A - Rev T
73	QODA	3423-QODA-2A-XX-SH-E-ES-0001 - Material & Equipment Schedule Phase 2A - Rev T
74	QODA	3423-QODA-2A-XX-SP-E-TD-0001 - Electrical Services Tender Return Document Phase 2A - Rev T
75	QODA	3423-QODA-2A-ZZ-DR-E-1001.pdf
76	QODA	3423-QODA-XX-XX-DR-E-0001.pdf
77	QODA	QODA Drawing and Document Issue Sheet - Electrical 05.02.24
78	QODA	3423-01-3423-QODA-00-XX-SP-M-001-Mechanical Services Technical Specification - T
79	QODA	3423-2A-SCH-M.0201 - HWC
80	QODA	3423-2A-SCH-M.0301 – RAD
81	QODA	3423-2A-SCH-M.0501 - MVHR
82	QODA	3423-2A-SCH-M.0502 - GRL

83	QODA	3423-QODA-2A-00-DR-M-0201
84	QODA	3423-QODA-2A-00-DR-M-0301
85	QODA	3423-QODA-2A-00-DR-M-0501
86	QODA	3423-QODA-2A-00-DR-M-0601
87	QODA	3423-QODA-2A-B1-DR-M-0201
88	QODA	3423-QODA-2A-B1-DR-M-0301
89	QODA	3423-QODA-2A-B1-DR-M-0501
90	QODA	3423-QODA-2A-B1-DR-M-0601
91	QODA	QODA Drawing and Document Issue Sheet - Mechanical
92	QODA	3191-QODA-2A-SCH-M.0503-LOU
93	QODA	3423-QODA-2A-00-DR-M-0501
94	QODA	3423-QODA-2A-B1-DR-M-0501
95	QODA	240205 QODA Drawing and Document Issue Sheet

## **Section 5 - Procurement Process**

This is a procurement exercise conducted in accordance with an open Procedure commonly used in public sector procurement exercises.

This procurement will take place via an Invitation to Tender for the contract. As part of the tender process, we may wish to conduct site visits to your references' sites identified in order to moderate the score given in Section 6. Bridgwater Town Council will advise Tenderers of such requests during the tender process.

## **Section 6 - Award Criteria**

### **6.1 How bids will be evaluated**

The award will be based on the highest scoring Bids on the basis of the following weighting: Price 40% and Quality 60%.

The three highest scoring Bids will then be assessed and evaluated in more detail with references obtained from the submitted referees which will be assessed for relevance on a pass or fail basis. Where either the responses from referees or relevance give rise to concerns about the bidders, ability to undertake the contract, then at the discretion of the Council, the bid may be considered a failure.

#### **6.1.1 Price**

Price will be assessed as follows:

The lowest cost will be awarded the maximum 40% of the total evaluation marks. All other Bidder scores will be evaluated by dividing the lowest cost by the Bidder comparison cost and multiplying that proportion by 40% to provide each Bidder with their percentage of the total evaluation marks available. The following is a worked example:

- Bid A lowest cost (£1): Score 40
- Bid B comparison cost (£2): Score 20

(The lowest cost divided by the comparison cost multiplied by 40 equals their percentage of the total evaluation marks available.

$1/2 \times 40 = 20$ )



### 6.1.2 Quality

Quality therefore accounts for 60% of the score with the breakdown. 60% will be awarded based on responses to the questions in THDR08 in the Invitation to Tender and with the evaluation of answers as per the Table B in section 6.2 of this document. These scores might be revised based on any written clarifications and your responses to questions during an interview stage should Bridgwater Town Council invite you to attend this stage. We anticipate that the three bidders with the highest scores will be invited to meet with the council for a final round of clarification questions to determine the overall winning bid.

Bidders responses to the questions will be scored out of a possible maximum of (5) marks. The following table explains how the Council will evaluate and score answers:

### 6.2 Evaluation Process

Each Offer Schedule will be scored in accordance with the evaluation process stated above.

Table B – Evaluation of Answers

Evaluation of answer	Marks
Proposal meets the required standard in all material respects	5
Proposal meets the required standard in most material respects, but is lacking or inconsistent in others	4
Proposal falls short of achieving expected standard in a number of identifiable respects	3
Proposal significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other proposals	2
Completely fails to meet required standard or does not provide a proposal	1
Nil response (no answer provided)	0

Clarifications maybe sought in writing, or by interview/presentation from the suppliers and scores adjusted accordingly. Visits to reference sites may also allow for adjustments to scores.

Full or partial proposals that in the opinion of Bridgwater Town Council are unrealistically low or not reasonably sustainable (in terms of Quality or Price) may be rejected.

The weighted scores within each sub-criteria will be added together to arrive at the total score.

## **7. Pricing Schedule**

Tenderers are required to provide a pricing schedule as set out in THDR07.

## **8. Terms for Submission**

### **8.1 Closing Date & Submission**

The closing date and time for the receipt of submissions and all requested documentation relating to this tender is **12:00 hours (midday)** on **Thursday 28<sup>th</sup> March 2024**. Late submissions will not be accepted.

Submissions will only be accepted if they are returned:

Via post to:

Bridgwater Town Council, High Street, Bridgwater, Somerset, TA6 3AS

Marked for the attention of: Geoff Sawyer, Projects Officer.

Tender Documents can be found at Bridgwater Town Council's website:

[Bridgwater Town Council - Working with the community for the Community \(bridgwater-tc.gov.uk\)](http://bridgwater-tc.gov.uk)

## 8.2 Proposed Schedule of Events

The proposed schedule for the procurement process is as follows. However, the dates indicated, except for the return date should be regarded as indicative at this stage as Bridgwater Town Council reserves the right to extend and / or amend the timetable, as necessary. Any major changes will be discussed with potential tenderers.

Activity	Start Date	Finish Date
Invitation to Tender (ITT)	19 <sup>th</sup> February 2024	28 <sup>th</sup> March 2024
Tenderers to submit any requests for a site visit	19 <sup>th</sup> February 2024	1 <sup>st</sup> March 2024
Tenderers to submit any clarification questions	19 <sup>th</sup> February 2024	8 <sup>th</sup> March 2024
Tenderers site visits	4 <sup>th</sup> March 2024	8 <sup>th</sup> March 2024
Bridgwater Town Council responds to questions and comments via email	11 <sup>th</sup> March 2024	15 <sup>th</sup> March 2024
Submission Deadline	28 <sup>th</sup> March 2024 (12 noon)	
Tender evaluations	28 <sup>th</sup> March 2024	5 <sup>th</sup> April 2024
Interviews (where required)	2 <sup>nd</sup> April 2024	5 <sup>th</sup> April 2024
Award of contract notification	5 <sup>th</sup> April 2024	
Standstill period	8 <sup>th</sup> April 2024	12 <sup>th</sup> April 2024
Contract signing	15 <sup>th</sup> April 2024	
Contract to start	22 <sup>nd</sup> April 2024	

## 8.3 Confidentiality and Disclaimer

This ITT is not an offer capable of acceptance but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements. Neither the issue of the ITT to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by Bridgwater Town Council commits Bridgwater Town Council to award a contract to you or any other bidder, even if all requirements stated in the ITT are met. Bridgwater Town Council is not responsible directly or indirectly for any costs incurred by your firm in responding to this ITT and participating in Bridgwater Town Council's procurement process.

All firms shall keep strictly confidential any and all information contained in this ITT, and other information or documents made available to it by or on behalf of Bridgwater Town Council in connection with this ITT.

The firms shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this ITT will confirm your agreement to observe these confidentiality requirements.

Contact by the firms with Bridgwater Town Council during the bidding process should only be with the individuals named in the covering letter in Section 1 sent from Bridgwater Town Council as the Bridgwater Town Council tender contacts. Respondents shall not offer or give any consideration of any kind to any employee or representative of Bridgwater Town Council as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with Bridgwater Town Council.

#### **8.4 Response/Return of Invitation to Tender**

Please provide a response to this ITT by completing the documents listed below and providing any additional or supporting information, which you consider appropriate. In completing the ITT, please adhere to the structure contained in this document and include "Not applicable" where appropriate.

Tenderers are advised that it is **compulsory** to complete and return all of the following documents. Failure to do so will mean that your tender is not considered.

- 1. Completion of Application for Bridgwater Town Council Approved Contractor (THDR04)**
- 2. Completion of Tenderer Declaration Form (THDR05)**
- 3. Completion of Form of Tender (THDR06)**
- 4. Completion of Pricing Schedule (THDR07)**
- 5. Completion of Supplier Technical Question & Answer sheet (THDR08)**

#### **8.5 Questions**

If you have any specific questions concerning this document or the process for submission of your proposal, then please email: [procurement@bridgwater-tc.gov.uk](mailto:procurement@bridgwater-tc.gov.uk). Only questions submitted to this email will be answered. It would be most helpful if queries could be submitted in one email rather than piecemeal within the deadline stated in 8.2 of this document.

All responses to received and any communication from tenderers will be treated in strict confidence.

#### **8.6 Material Misrepresentation**

Bridgwater Town Council shall reply on the information provided by the bidder in relation to its offer. In providing the services as specified in the Invitation to Tender documents the successful bidder/tenderer shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

#### **8.7 Collusive Bidding**

Collusive bidding is unacceptable by Bridgwater Town Council. Any tenderer that is discovered by Bridgwater Town Council to be circumventing rules or the law during this tender process will automatically be disqualified from the tender process.

This applies to any bidder who:

- a).** Fixes or adjusts the amount of this bid by or in accordance with any agreement or arrangement with any other person, or
- b).** Communicates to any person other than Bridgwater Town Council the amount or approximate amount of his proposal (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender for instance), or
- c).** Enters into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted, or

**d).** Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any Offer or proposed Offer for the Works/Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to Bridgwater Town Council and without prejudice to any criminal liability which such conduct by a bidder may attract).

### **8.8 Bribery**

Bribery means any offence under the Bribery Act 2010 or related Laws creating offences in relation to offering, promising, or giving a bribe or requesting, agreeing to receive, or receiving a bribe.

The Contractor agrees with the Client that this Contract will operate on the basis of zero tolerance being shown towards any Fraud and/or Bribery. The Contractor shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud and Bribery by Staff and the Contractor (including its shareholders, members, directors) in connection with the receipt of monies from the Client and with the operation of this Contract.

### **8.9 Relationship with Members of the Council**

If a candidate for any tender is to his knowledge related to any Member of the Council, the holder of any office under the Council, or any association with the Council, he, and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for consideration.

Canvassing of Members of the Council or any committee, directly or indirectly, for any tender under the Council shall disqualify the candidate.

A Member of the Council or of any committee, shall not solicit for any person any appointment under the Council or recommend any person for such appointment but any such Member may give written testimonial of a candidate's ability, experience, or character for submission to the Council with an application for appointment.

## **9. Risk Register**

A Risk Register is currently being updated, however some of the key risks are noted below:

- Working in a historic building
- Working in a partly occupied building
- Working in a complex urban location with constrained site access

## **10. History of the site**

Address: Bridgwater Town Hall, High Street, Bridgwater, Somerset, TA6 3AS.

Bridgwater Town Hall consists of a Town Hall of 1823 by Richard Carver, with a rear extension of 1865 by C Knowles, built on the site of a former assize hall. Three stories high, it is in the Georgian style with a stucco frontage and stands on the site of the old assizes court. The 1950's extension is not of special interest.

It is Grade II Listed – Entry 1280140 first listed on 24<sup>th</sup> March 1950

Listing National Grid Reference ST2968137012

Legacy System No: 373930

Legacy System: LBS

Statutory Address 1 – Town Hall and Municipal Buildings and attached railings, Clare Street

Statutory Address 2 – Town Hall and Municipal Buildings and attached railings, High Street

Address: 34 High Street, Bridgwater, Somerset, TA6 3BL.

A shop with offices above and to the rear, of C18 date, refronted in 1824 by Richard Carver, and with an attached cruck range to the south-west and a cottage to the north-west. The other attached buildings are not of special interest.

It is Grade II Listed – Entry 1197389 first listed on 31<sup>st</sup> January 1994

Listing National Grid Reference ST2971137019

Legacy System No: 373921

Legacy System: LBS

## 10.1. Historic England Listing – Bridgwater Town Hall & Municipal Buildings

### 10.1.1 Reasons for Designation:

Bridgwater Town Hall is designated at Grade II for the following principal reasons:

Architectural interest: the buildings have well-realised designs by noted architects.

Historical interest: the buildings have a strong link with the civic history of Bridgwater as an administrative centre, clearly dating back to the pre-Victorian era with a Hanoverian Coat of Arms in the Charter Hall; the basements were part of the former Assize Hall of 1720.

Interior: the buildings contain high quality fittings including plasterwork, staircases, and a theatre interior in the 1865 range.

### 10.1.2 History:

Bridgwater is an historic market town that has grown around a medieval street pattern formed by burgage plots running off the main thoroughfares. A guildhall was recorded in Fore Street in 1354. The town prospered and grew, although it was heavily damaged during the Civil War. In 1720 a new Assize Hall was built on the north portion of the current town hall site, abutting Clare Street (formerly variously known as Penel Orlieu, Horlocke Street and Back Lane).

The Bridgwater Corporation moved to the grand jury room at the Assize Hall in 1822, and the guildhall in Fore Street was demolished soon afterwards. A new building, to accommodate a judge's lodgings, and witness and jury rooms, was built adjoining the Assize Hall, along High Street, in 1823 to the designs of Richard Carver, who also designed attached houses to the east, all in the Regency style. This heralded a period of rebuilding in the town, and several elegant squares and residential streets were constructed in Bridgwater.

In 1823 the Corporation moved into the Carver building, and the complex is shown on a rudimentary town plan of 1835. The Corporation later extended its use of the building when the assizes ceased to be held in the town. In 1865 the former Assize Hall was replaced by a new town hall range designed by Charles Knowles, which became used as a concert hall and theatre by the end of the C19. The 1823 and 1865 town hall buildings, and the outbuildings to the rear of No. 34 High Street, encroached on the burgage plot of the neighbouring buildings (formerly Nos. 38 and 40 High Street), which were rebuilt by Carver in 1824. No. 34 was also refronted at this time in a similar style and established a common building line on High Street. In the 1880s parts of the town hall was used as a police court and a free library and is shown on the First Edition Ordnance Survey Map of 1887. In the C20 there were various upgrades to the facilities in the Town Hall, and a Moderne extension was built on the former site of Nos. 38 and 40 High Street.

### 10.1.3 Materials:

The 1823 building is constructed of brick with stone dressings to a stucco façade. The 1865 range is constructed of brick, with lower courses of red Wembdon stone to the rear. Both ranges have slate roofs with brick ridge stacks. The cellars are constructed of brick, red Wembdon sandstone and Lias limestone.

### 10.1.4 Plan:

The 1823 building is rectangular on the Historic Building Listing plan, with the 1865 range an irregular rectangle built behind at an angle, creating a double depth.

#### 10.1.5 Exterior:

The 1823 town hall is in the late-Regency style, and three storeys tall with a symmetrical nine-window range. The five central bays are stepped forward and articulated by pilasters with recessed panels. The two pilasters flanking the centre appear above the cornice and have square panels. The second floor has flat arches to 3/6-pane sash windows; the first floor has moulded archivolt, a continuous impost band and a continuous cill band to semi-circular arched 6/6-pane sashes; the ground floor has flat arches to 6/6-pane sashes, two to the outsides; three to the centre. The ground floor openings are flanked by Tuscan-style porches with elliptical arches inset to the front, and panelled blocks to the centres of the blocking courses and plaques below (the Town Seal to the left, and the Coat of Arms of the former Borough Council of Bridgwater to the right). The cornices to the porches continue as a moulded stringcourse above the ground floor. The doors are double panelled in elliptical recesses, and those to left have octagonal panels to the centre and an overlight above. Those to the right are similar with a leaded overlight with the words TOWN HALL incorporated; the lower sash of the window to the right has coloured leaded glass. A box cornice and plat band are returned to each side. Centrally, below the cornice is painted Bridgwater Town Hall.

The rear extension of 1865 is Venetian Gothic in style and has a limestone plinth, rusticated quoins, and moulded kneelers; there is coursed red sandstone rubble to the ground floor below wide banding. There is Flemish-bond brick and bracketed eaves to the first floor. Seven recesses have gauged brick semi-circular arches with keystones over moulded stone archivolt, which have a continuous moulded impost band. The central five bays have four-pane semi-circular-arched fixed windows and a wide continuous cill band. There are single-storey entrances to each side, the returns of which have steps up to double doors with semi-circular over lights.

#### 10.1.6 Interiors:

The entrance to the right of the 1823 building is panelled below a high dado rail with a foliate frieze. Six-panelled double inner doors have long, glazed panels to the tops, with diagonal glazing bars with hexagonal panes to the centres of the large overlight and side panels, below a coved top to the architrave.

The Charter Hall to the right is panelled, with names of former mayors and other local dignitaries. To the centre is an elliptical arch on moulded pilasters. To the left is a framed Hanoverian Royal Arms, of early-C19 date. In the main hall, ornate double doors lead into the Concert Hall (1865 extension), and have a moulded architrave, panelled reveals, and acanthus leaves to the scrolls of two consoles flanking a foliate panel below the dentilled cornice.

The open-well, open-string staircase to the left of these doors has oak barley-sugar-twist balusters, fretted ends, panelled below, a wreathed handrail and curtain step and cast-iron newel. The stair leads to the former Council Chamber on the first floor. At the top of the stair, a panelled timber partition has decorative leaded glazing to the upper section. The outer vestibule of the Council Chamber has a numbered umbrella rack fixed to the rear of the partition, and coat hooks for councillors fixed to the walls. The Council Chamber retains a moulded cornice to a very high ceiling, two large foliate plaster ceiling roses and three 6-panel doors in moulded frames. A back stairs of 1823 date has stick balusters, slender wreathed handrails and turned newels, very similar to that in No.34 High Street (qv.). The stairwell has a sash window with coloured leaded glass. Some rooms on the second floor have early-C19 fireplaces. There is a substantial king post roof to this range.

#### 10.1.7 The Concert Hall:

The Concert Hall, to the rear, has a balcony to three sides, in the same style as that in the Wesleyan Chapel, King Street (no longer a chapel and has been converted into flats). It has bulging trellis of

raspberry canes, fruit and leaves supported by cast-iron columns with acanthus leaf tops. The south-west end of the balcony has been shortened.

The ground floor has pine panelling up to a high dado height, two marble fireplaces on the left-hand wall bearing the town crest and pierced cast-iron skirting panels for the heating system. Above the balcony are five pairs of fluted pilasters to each side and the back, a coved and coffered ceiling with lunettes to the right, and blank semi-circular panels to the left. The stage and proscenium arch are of mid-C20 date. Over the Concert Hall there is a king-post truss roof, with a glazed lantern above. Basements below the 1823 and 1865 ranges are extensive and stand on differing levels with a number of rooms and corridors, and some flagstone flooring. They presumably are in part the remnants of earlier buildings on the site and extend southwards under High Street.

#### 10.1.8 Subsidiary Features:

Tall square-section railings with arrow heads enclose the area between the 1823 porches, and to the right. Below the railings, there are basement windows and access to cellars beneath the High Street.

### 10.2 Historic England Listing – 34 High Street

#### 10.2.1 Reasons for Designation:

No. 34 High Street, Bridgwater is designated at Grade II for the following principal reasons:

Architectural interest: the building has fine façade of 1824;

Date: the building is substantially pre-1840 in date and survives well.

Rarity: surviving cruck frames are rare, even when much-altered as in this case.

Interior fittings: some interior fittings of note, principally the rear stairs of 1824, remain.

#### 10.2.2 History:

Bridgwater is an historic market town that has grown around a medieval street pattern formed by burgage plots running off the main thoroughfares. The town prospered and grew, although it was heavily damaged during the Civil War. From an early date, shops with dwellings above were established on High Street, formerly called Great Street, which is located close to the former market square and the parish church.

No. 34 High St, also known as Nos. 34 and 36 High Street, appears to have C15 origins, but has been extensively reordered and extended over a long period, as different commercial uses have been made of the premises. From at least the C17 until c.1800 it served as Noah's Ark Inn, with an associated brewhouse and cider and beer cellars. Ancillary buildings were constructed to the rear, abutting Back Lane. This lane serviced the rear yards of some of High Street's traders. Following the closure of the inn, the buildings were converted to retail use, becoming a saddlery in the mid-C19, by which time there was an attached cottage and stable.

A new Assize Hall had been built in 1720 on Back Lane, formerly Penel Orliou (and Horlocke Street and variants) and now called Clare Street. The Assize Hall was enlarged to the south in 1823, to the designs of Richard Carver, giving it a formal High Street frontage. This expansion was followed, in 1824, by the rebuilding of some neighbouring properties, including No. 34 High Street, also to the designs of Carver. By this time, the rear buildings to No. 34 had encroached across into the burgage plot of No. 40. By 1913, sales particulars for No. 34 note the remains of C15 fabric in the structure, as well as rear buildings including a saddlery, stable and cottage. By 1929 the buildings were in the ownership of Bridgwater Corporation and in 1950 rebuilt Nos. 38 and 40 as new town hall offices. The offices extended into the first floor and second floors of Nos. 34 and 36. In the C21, some of the rear outbuildings are not in use, and in 2011 ownership of the buildings has passed from Sedgemoor District Council to Bridgwater Town Council.

#### 10.2.3 Materials:

The frontage is constructed of pale orange brick in Flemish bond. There is stone coping to a C20 red brick parapet, and a narrow cornice returned to the right. The east elevation to Mansion House Lane



is red brick with staggered and random Flemish and English bond. The cruck trusses are elm. The roofs are clay pantile.

#### 10.2.4 Plan:

The building is double depth on the Historic Building Listing plan, over three storeys across a three-bay range. The cottage is two storeys, two bays deep, and internally has been opened into the shop.

#### 10.2.5 Exterior:

The principal elevation has flat gauged brick arches to 3/6-pane sash windows to the second floor and 6/9-pane sashes to the first floor. Those to the right are tripartite on both upper floors. The ground floor has a C20 shop front to the right and right return, with a shop door between. To the left is a wide, gauged brick, segmental-arched recess with moulded stone imposts and contains a gauged flat arch to a former 6/6-pane sash, now a C20 window. There is a door with a tall, gauged, semi-circular brick arch to the right (left-of-centre), which has a semi-circular overlight above a rectangular one. The stack on the right return has a small window to the centre of the top. A board fixed at first-floor level on the right return covers a painted brick advertisement: 'W. H. Smith. Plowman Trundle. Saddler. travelling and Handbags Purses, Dog Collars and Luggage of all descriptions.

There are brick stacks to the gable ends. Attached to the rear of No. 34, the small cottage is rendered and has two window openings to each floor, with modern frames. The upper storey projects forward slightly. Behind the cottage and No. 34 is an open courtyard. The rear exterior walls facing the courtyard are rubble stone and brick, overpainted.

#### 10.2.6 Interiors:

No. 34 has a shop to the right ground floor, with a stone cellar in its front part, accessed by a trapdoor, and is reported to contain a brick oven. The doorway to the left of the shop leads to a hallway with an office to the left. The office has a decorated frieze above a picture rail. The hallway, with a narrow-moulded cornice, leads to an inner hall with a mid-C20 staircase to the left, a sealed doorway to the adjacent shop to the right, and a flagstone corridor down a single step leading to the rear courtyard. A C20 cloakroom to the left has substantial beams, heavily moulded, and neither chamfered nor stopped.

At the north (courtyard) end, the crossbeam stops short of the brick wall, and is cut square. The C20 stairs winds to a half-landing and a doorway through to a room above the beamed C20 cloakroom. The room is c.5m square, consisting of three evenly spaced crucks across two bays. The elm timbers were heavily restored and strengthened in the early C21. The trusses have trenched purlins, square-cut rafters, and curved collars.

The south wall is timber-framed with wattle-and-daub infill to the collar and rebuilt in brick above. The north wall is c.41cm beyond the cruck, which is square cut on the outside edge, and is in brick except for c.1m at the bottom, which is stone. On the first floor is a near full-width room to the south with a cornice.

To the north, above the rear of the shop, is a former Mayor's Parlour with a plasterwork ceiling of four rectangular medallions with scalloped corners and a cornice. From the first floor landing a closed-string staircase rises in a well with square balusters and a curved and moulded handrail. There is scroll work on the strings and a simple turned newel post with an acorn pendant. The stairs are panelled to both sides to the attic landing. Two attic rooms run the length of the building, divided by wooden partitions. There is a gas mantle in the first. The roof comprises C19 king post trusses. The internal wall at parapet level is red brick in English bond.

#### 10.3 Ownership



The section of High Street Bridgwater from no.34 to no.48 freehold is owned by Bridgwater Town Council which includes Bridgwater Town Hall, 34 High Street, and the 1950's section of the building in between (old Town Council offices). Bridgwater Town Council took over ownership from Sedgemoor District Council in 2011.