



PROJECT BRIEF AND SPECIFICATION

Issue Date: 2 July 2024

1. PROJECT DETAILS

Commissioner

Falmouth Town Council

Project Name

Low carbon heat solution installation

Project Address

Princess Pavilion, Melvill Road, Falmouth TR11 4AR

Project Manager Name

Chas Palmer-Williams, 07485366100 mpalmerwilliams@falmouthtowncouncil.com

Project Scope

Falmouth Town Council is seeking a supplier for the design, supply, install, test and commission a complete sustainable heating and cooling system for the theatre and artist changing rooms at

Princess Pavilion, Melvill Road, Falmouth TR11 4AR

The current system is powered by gas with very old radiators. The theatre is a large space with very high ceilings which is used infrequently as a performance and event space.

The purpose of the contract is to reduce carbon emissions and provide a sustainable and cost-effective heating system.

The appointed supplier will be responsible for support on the following

- Advice on the best/optimal product to heat and cool the large theatre area and the sizing of the system
- Siting of the system within the constraints of the theatre and its plant room
- Advice on fixing and retro fix to existing structures to a standard to satisfy insurance and building regulations. It should be noted that there are a number of different types of roofing materials across the different elevations of the building's roofs
- Supplying information on the likely thermal performance of the proposed installation once in situ

If you wish to arrange a site visit, please contact Chas Palmer-Williams.

Supplier responsibilities

In undertaking the works, the supplier will be responsible for the supply and installation of:

- Air to air heat pump(s)
- All associated pipes and connections
- Removal and disposal of old radiators
- Installation of new radiators

- To advise on insulation specifications that would maximise the functionality of the installation

Noting the installation is in Falmouth, Cornwall the client would be looking to supplier to ensure you are able to install within the locality and provide any necessary and timely support post installation.

Works must be completed by 31 March 2025, although an earlier completion date will be viewed positively.

Design requirements

The system should be designed for an anticipated 15 years life with a 10 year product warranty

The design should look to provide optimum performance given the scale and nature of use of the space

The specification for the system should include the country of manufacture

As part of the design the Supplier will be responsible for ensuring that the structural integrity of the buildings is not compromised by the installation, and this is supported by necessary structural calculations.

Attachments

Theatre Plan

Gas usage for the theatre area

Standards/Specification

Design of systems to be in line with the following standards:

Microgeneration product standard: MCS007 [Microgeneration Installation Standard \(mcs-certified.com\)](http://mcs-certified.com)

Supplier would be required to be an accredited installer with a recognised industry trade association, or demonstrate relevant industry experience required to undertake the work e.g. HIES [HIES Consumer Code: Renewable Energy Installation Protection \(hiescheme.org.uk\)](http://hiescheme.org.uk)

The system will also need to be capable of extracting the built-up moisture from within the venue to keep condensation to a minimum

Budget

The Council was successful in attaining a grant from the Community Ownership Fund to undertake a series of improvement to the building of which this renewable heat solution is just one. Solar panels, insulation and new lighting will be installed during the same period.

The budget allocated for this element is £35,000 (excluding VAT)

2. INSURANCE REQUIREMENTS

Public Liability £5million

Employer liability £5million

Professional Indemnity £2million

Product Liability Level £1million

3. PROCUREMENT ROUTE

Below Threshold Tender

4. PROCUREMENT TIMETABLE

Request to quote issued 2 July

Deadline for Questions 19 July

Proposal return 26 July

5. Procurement Information

Price to be held open for 60 days

Fixed price for the whole duration of the contract

Quality evaluation split 80:20

Assessment criteria

- Start date for installation
- Performance information for product
- Guarantees for the product and installation
- Location of head office
- Location of manufacture of products
- Proven track record for other installations in rural/coastal areas
- Ability to provide support and maintenance to installations
- Ability to deliver on time (completion date must be no later than 31 March 2025)
- Price (20%)

Supplier must apply Living wage to all employees

Payment Terms 30 days

Please provide information on product warranty

Responses should be sent to ruththomas@falmouthtowncouncil.com

6. HEALTH & SAFETY

Construction Health & Safety Accreditation to be provided