

Nocton Parish Council

Parish Clerk – Mr Stephen Altridge
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Date: 1st March, 2016

To Whom it May Concern

I write on behalf of my Parish Council to invite you to tender for the build of a New Village Hall for Nocton, to include design, design leadership throughout, Project and Contract Management, and construction. The submitted tenders should include indicative outline designs to show your vision for the project.

The attached brief and its accompanying Annexes contain information on the background and rationale for the project, my Council's aspirations and objectives for the development, draft internal fittings specification, and outline site details. The finished building will be a single storey of approximately 412 sq m.

The former tennis court shown in Annex B to the brief will be available to rent for materials storage and site office etc. throughout the project, by arrangement with the landowner via the Parish Council.

Your tender should show the price (Ex VAT) for each stage of the project: (For example)

- Preliminary design work and consultation
- Planning Permissions
- Building Regulations Compliance
- Demolition and site clearance
- Design Leadership and Management of the Construction
- Construction (showing each phase, and where stage payments would be required)
- Finishing works

Please include, with your tender, details of any other similar projects completed by your company.

It is envisaged that the build would take place in the spring of 2017 with construction taking no more than 26 weeks.

I will be the initial point of contact for any questions or requests and will arrange initial site visits. Please give a preliminary response if you intend to proceed, by phone, email

or letter as above. Finished tenders should be submitted by Monday 28th March 2016. Requests to extend this deadline will be considered. Tenders must be in a sealed envelope clearly marked "Tender, Nocton Village Hall".

The developer will be responsible for arranging comprehensive insurance cover, including indemnity/liability cover for my Parish Council and yourselves during the demolition and construction phase.

Once all tenders have been received, the Parish Council will decide the outcome of the competition.

I look forward to receiving your tender.

Steve Altridge
Clerk to Nocton Parish Council