

BILLERICAY TOWN COUNCIL

In April 2016 Billericay Town Council acquired the Day Centre from Basildon Borough Council on a 99 year lease. A recent feasibility study found the current building to be at end of life and an initial design for a new building on the site has been prepared and submitted for pre-application planning advice.

The Council is now ready to begin the second stage of this project and invites tenders for the post planning design services for the proposed new community building "The Chantry Centre, Chantry Way, Billericay, Essex CM11 2BB"

Tenders are to assume a £1m project and are to include the following:

- Full Plans Planning Application
- Building Regulations application
- tender
- on to construction drawings including site supervision
- on to completion in relation to the above works

1. Architectural Services

Further to recent Pre-Application proceed to next stage of Full Application including preparation of Planning, Design and Access Statement, amending drawings in accordance with requirements and make and monitor application.

Building Regulations

- Design team coordination
- Proceed with next stage of Building Regulations Applications, including preparation of Building Regulations Submission, Specification and Workmanship/Quality Clauses, dimensioned construction quality drawings showing compliance

Tender Stage

- Design team coordination

Following Planning and Building Regulations Approval, prepare sufficient construction information for approved drawings and specification to tendering contractors (4 x tenderers recommended by the Town Council and/or contracted architects), including appointment and liaison with Structural Engineer, and issue of a Tender Report (via the Quantity Surveyor).

Post Tender Stage

Design team coordination and site supervision, on site Contract Administrator duties post tender to construction and then completion, including meetings (monthly, assuming a 12-month contract period). To include: snagging, raising monthly certificates and site inspections.

2. Building Surveying Services

Preparation of appropriate tender documentation, including a Prelims section, Schedule of Works, Invitation to Tender Letters and Specification.

3. Quantity Surveying Services

Pre-Contract QS Services

1. Reporting on tendering returns.
2. Preparing Contract Documents (JCT Intermediate Contract) and arranging for execution by both parties
3. Attendance at pre-start meeting.

Post Contract QS Services

1. Attendance at monthly site progress meetings.
2. Assessing the value of works completed on site, and making recommendations for monthly interim payments to the Main Contractor (CA to certify).
3. Preparation of periodic assessments of final account.
4. Evaluation of variations covered by formal Contract Instructions (CA to determine liability and issue instructions).
5. Negotiating and agreeing the final account with the Main Contractor upon completion of the project.

4. M&E Services

Mechanical

Drawings, equipment schedules and specification for hot and cold water services, heating, cooling, ventilation, gas services and utilities.

Electrical

Drawings, equipment schedules and specification for lighting systems, small power, IT/Data, fire alarm, security, main electrical distribution and utilities

Site survey

Quote to include for post design assistance and liaison with the utilities providers. IW standard terms and conditions to apply and a daily rate for any additional site visits.

5. Structural & Civil Services

To be based on the assumption that any specialist timber design will be by the manufacturer/supplier.

Steelwork connections will be designed by the steelwork contractor to specified

design loads.

To provide a geotechnical site investigation report for foundation design.

To include 4 site visits - 1 each month for the first half of the construction programme then rate for further visits as and when required.

Exclusions and Assumptions

1. Statutory fees, such as Building Control/Planning and specialised surveys (e.g. asbestos) to be excluded, although estimated costs to be provided as an indication.
2. Fees for Structural Engineering services to be excluded, although estimated costs to be given as a guide.
3. Fees for CDM Co-ordination, party wall agreements and legal costs to be excluded.
4. Documents to be issued digitally.

APPLICANTS PLEASE NOTE THE FOLLOWING:

Contract Start Date is anticipated for 1st December 2017, this date may be subject to amendment, and the project is expected to take 12 months.

All tenders to be sent via post to the Council's offices and are to be marked as follows:

**PRIVATE & CONFIDENTIAL
for the attention of the Town Clerk**