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**LEIGHTON-LINSLADE TOWN COUNCIL**

**Architectural Lighting - INVITATION TO TENDER**

You are invited to offer a fully detailed visualisation proposal and financial tender for the design and installation with stated maintenance requirements of an **Architectural Lighting** Scheme in Leighton-Linslade Town Centre.

Please submit your tender by **17:00 hrs of Friday 25 August 2017.**

**To:**

**Ms Vivien Cannon, Head of Cultural and Economic Services**

Leighton-Linslade Town Council,

The White House,

Hockliffe Street,

Leighton Buzzard,

Bedfordshire. LU7 1HD

**BUDGET**

The budget of this scheme is in the region of £70,000

**TENDER SUBMISSIONS**

No tender will be received except in a plain sealed envelope which shall bear the word “Tender” followed by the subject to which it relates, but shall not bear any name or mark indicating the sender.

**INTRODUCTION**

Leighton Buzzard is an old market town hosting weekly Tuesday and Saturday markets amongst a mix of independent and larger brand name shops within the setting of a traditional High Street. The High Street mixes conservation status buildings with mews areas and shopping alleyways. It plays host to events, and cultural activities. It is the ambition of the Council to create visual spectacles around the centre of town that add a further layer of interest.

We seek to celebrate the uniqueness of the High Street’s historical architecture to establish local distinctiveness and enhance the visitor experience, extending visitor time to include early evening and night time periods. The scheme will use the full length of the High Street to encourage footfall movement to the benefit of all businesses.

**SPECIFICATION / QUOTE REQUIREMENTS**

The proposal must create interest points that encourage visitor movement around the town centre area. Proposals must be sensitive to the conservation area location and listed building status as appropriate, safe and as economical as possible on running costs, while focusing on highlighting architecture and areas of significance and interest.

Your quote should include the following key elements:

1. Portfolio of previous work undertaken in historical / conservation area.
2. Provide a short summary of your impressions of Leighton Buzzard town centre and what you think of the town and what opportunities there are for this scheme.
3. Be design-led with an emphasis on, flexible and sustainable materials to maximise the budget
4. Take advantage of the existing sites, culture, buildings and be in line with Leighton-Linslade Town Council goals and aspirations.
5. Be able to withstand heavy use and be durable and robust, requiring minimum maintenance.
6. Increase the visibility and ethos of the Town spaces, promoting safety.
7. Create visual spectacles and interest, supporting evening culture, events and alfresco dinning.
8. Explanation as to how you intend to meet the expectations of the Town Council and deliver the work in the allotted timeframe. If you are unable to fulfil this timescale, you should not submit a quote.
9. Knowledge and experience of securing planning permissions and consents specifically related to conservation properties and the timescales involved in securing correct permissions.
10. Health and safety plan including risk assessments and method statements.
11. Details of “All Risks” (including Public Liability) policy cover of £10,000,000, Professional Liability Insurance and Employer Liability Insurance.
12. Work force qualifications; Statement as to whether the workforce is directly employed or sub-contracted.
13. Details of membership, affiliations and accreditations to appropriate professional organisations.
14. Suppliers must clearly outline their responsibility and that of the Councils and include any assumptions that have been made in relation to the provision of the Scheme. This must include responsibilities before, during and after installation

Quotes should include costs for all the elements below:

Design:

1. Design work – including costs, comparable images and detailed locations to include electricity supply locations.
2. Detailed information of equipment to be used in proposed scheme.
3. Estimates for power consumption costs.
4. Installation details of all equipment – timetable for proposed works & methodology of how the works will be carried out, (N.B. use of non-invasive tying techniques for tree associated works).
5. Workforce qualifications covering all aspects of quote and works.
6. Company “all risks” insurance certificates.

Pre-installation activity:

1. Project management resources including sub-contractors.
2. Costs of submitting all relevant planning applications.
3. Installation method statement.
4. Installation risk assessment.
5. Supply of all scheme equipment.

Installation:

1. Cost of installation work.
2. Methodology of installation including safe work practices and relevant health and safety protocols.
3. Waste clearance and removal of debris.
4. Timescale of installation.

Post installation:

1. Warrantees and work guarantees for design and equipment including associated infrastructure as needed.
2. Maintenance instructions and requirements.

Note:

Quote Evaluation – the detail you provide and quality of proposal will be scored highly as will the competencies of the organisation and its staff specifically allocated to this project.

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Town Centre Map (Church Squ, High Street)

Conservation area map