

SCOPE – ACTON HUB PROJECT

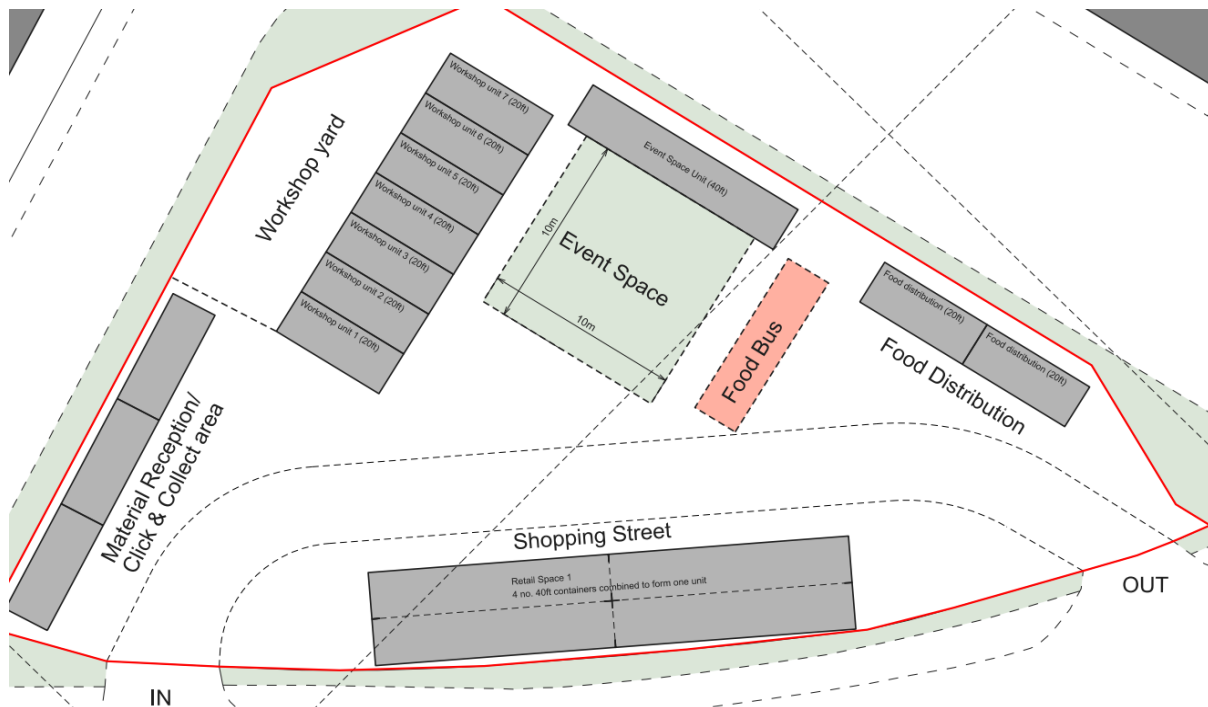
1. DESCRIPTION OF THE WORKS

- Design and build multiple temporary units or structures of varying size on the *site*
- All structures should be built to last a minimum of 5 years
- Delivery of the project should occur in phases as set out more fully in section 4 of the Scope below
- Ability to design and deliver the project with the knowledge that the specification is dynamic and could/will change throughout the life of the project
- Design and deliver structures made from reused materials or material(s) destined for waste while employing circular economy building practices
- Transport the units to *site*
- Solution is weatherproof, secure, and durable (made to withstand the movement of heavy and bulky items in and around the structures)
- Provision of design elements such as art, planters, green spaces and other beautification measures
- All structures must be fully removable without the use of heavy or specialist equipment
- Work collaboratively with the *Client's* project team to determine the exact specification of units in subsequent discussions (e.g. number of units, revised floorplan etc.)
- Manage the project from contract commencement to completion, including securing and managing subcontractors and associated legal documentation/accreditation
- Deliver project in keeping with agreed timescales
- Provide architectural drawings and support with planning applications
- Deliver welfare facilities as part of the project- toilets

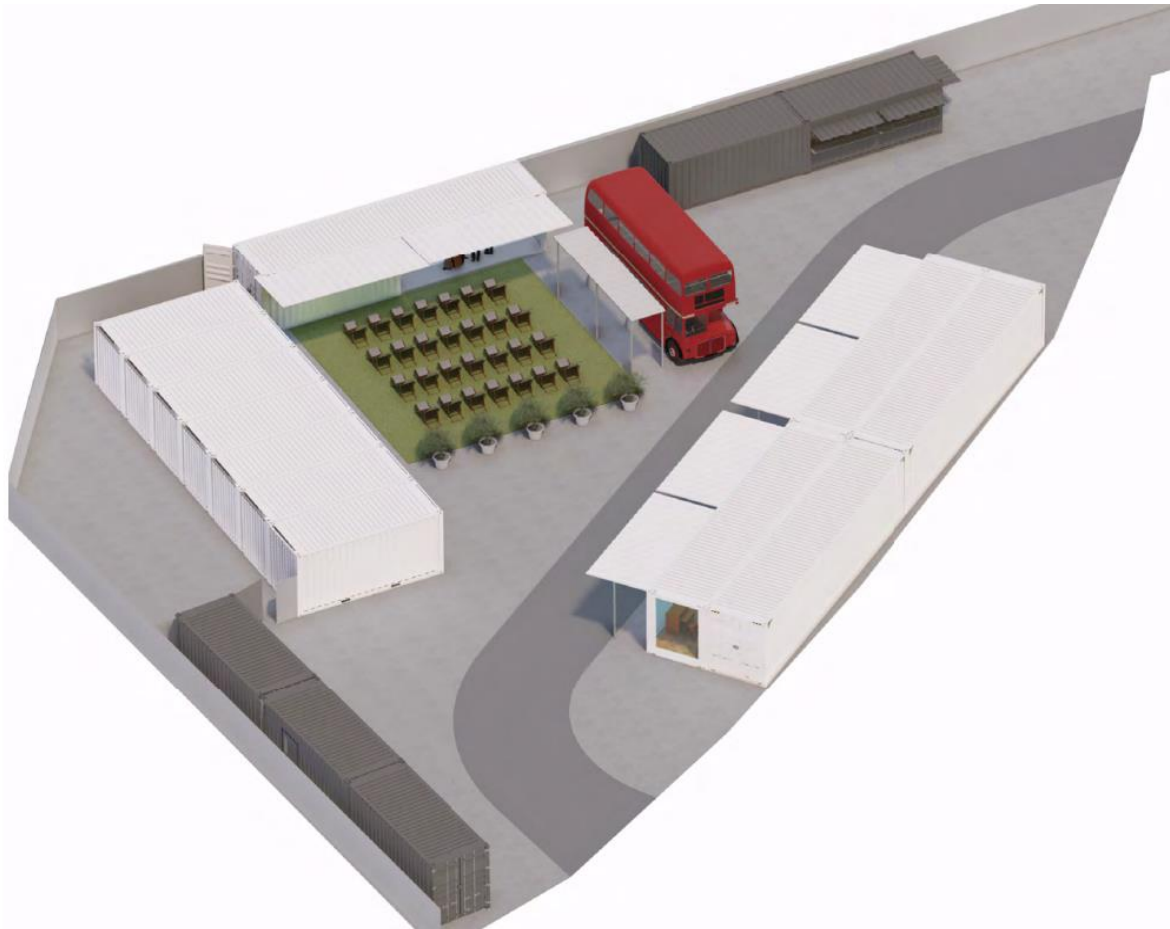
2. DRAWINGS AND DIAGRAMS

The following drawings are early draft sketches for information only:

Drawing 1



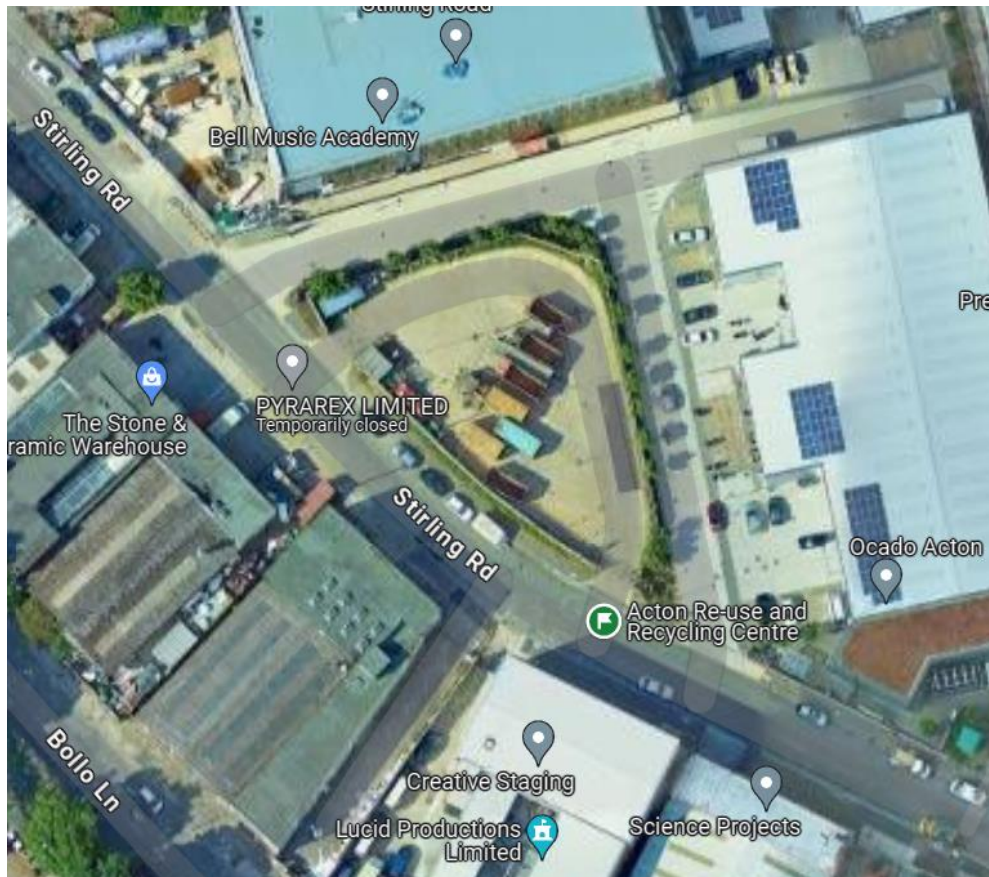
Drawing 2



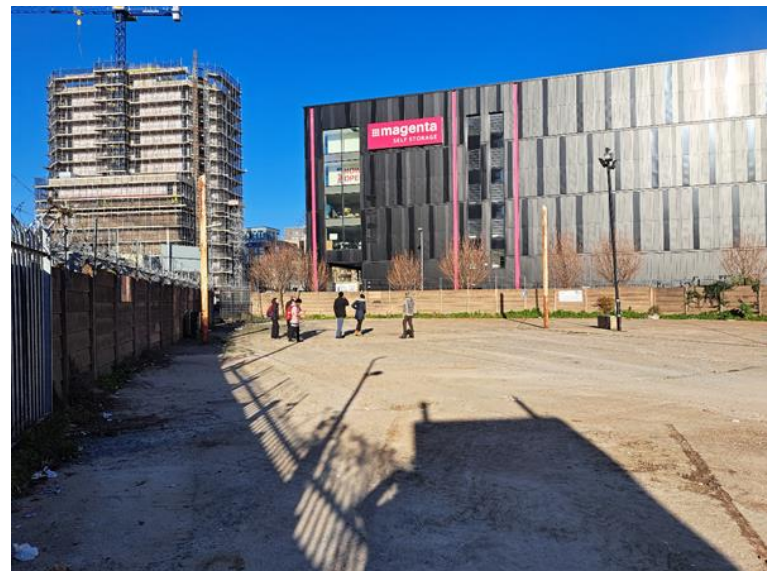
Site Plan



Google Maps



Pictures of the Site- Taken from South Eastern Corner



3. BACKGROUND

The purpose is to secure a supplier to install removable structures that will facilitate the development of a circular economy hub.

WLWA is inviting bids from suppliers of temporary building structures who can offer design and project management, and from architectural firms who would subcontract the infrastructure works whilst providing consultancy on the design and project manage the delivery. We are looking for a complete solution from the supplier who is awarded the contract, whether that's a temporary building provider or architectural firm. That means the Contractor will be expected to manage the design and delivery of the project from start to finish. If subcontractors are used to deliver the solution it is the responsibility of the Contractor to secure and manage these organisations.

The circular economy hub will increase residents' access to reuse, repair, and sustainable consumption options. This will be achieved by providing physical infrastructure to several circular economy organisations in a public-facing location in Acton. Material will be diverted from local HRRC's (the local tip) to the Hub for repair, restoration, and resale.

The organisations working within the Hub are Delivery Partners. They are third party organisations from the private, charity and non-profit sectors who each specialise in different aspects to a circular economy.

The development of the Hub is utilising a co-design process with Delivery Partners and local community stakeholders. The co-design process will determine the specification of the Hub (relating to this tender) and to the operational model employed within the Hub.

The *site* is owned by Ealing Council and has been signed off for a minimum of three years for the use as a circular economy Hub.

4. SPECIFICATION

Below is our current best forecast of the spaces and areas that we expect the *Contractor* to design and deliver. The exact specification of each area will be provided with sufficient time to ensure timely delivery by the *Contractor* (see section 5.2. for further details). The detailed specifications will be provided by the *Client* in accordance with the process outlined in paragraph 6.2. The sections below are intended as minimum requirements that the project must deliver and are included to give context to the project.

The structures must include the use of reuse materials and/ or material that was previously destined for waste. The structures must be temporary, meaning they can be removed without specialist or heavy equipment.

Windows and bi-folding doors should be orientated to give sight into the units from the outside and across the site from the inside, giving an interconnected and joined up feel to the separate operations taking place within the Hub.

4.1 Timescales and Phasing

The *works* shall be carried out in the following Phases:

Phase 1: Workshop and Training Space (as described in paragraph 4.2 below); Food Distribution Area (as described in paragraph 4.3 below); and Welfare Facilities

Phase 2: Delivery Partner Units (as described in paragraph 4.4 below); Sorting and Click and Collect Area (as described in paragraph 4.5 below); Storage Area (as described in paragraph 4.6 below)

Phase 3: Reuse Shop (as described in paragraph 4.7 below)

4.2. Workshop and Training Space

The workshop and training space will be central to the Hub. It will have a central location within the Hub and must be developed in the Phase 1 (alongside the food distribution area).

This area must be large enough to facilitate groups of up to twenty participants at a time. It must be accessible for all visitors and allow for the movement of large and heavy items. The workshop and training space should have a vista/perspective to the rest of the *site* and should have a covered outdoor area. As well as training and workshops, the space should also allow for other types of events e.g. artistic performances, exhibitions and live demonstrations or presentations.

Specific requirements are as follows:

- A minimum of 60 m² of internal floor space
- Structures are painted in a uniform manner and endeavours are taken for the structures to be attractive and clean
- Robust flooring or floor covering to accommodate the movement of heavy goods (i.e. white goods, large furniture)
- Low carbon lighting and heating
- Electrical outlets (number to be determined through co-design)
- Fully secure and lockable
- Watertight and weatherproof
- Wheelchair accessibility
- Windows and bi-folding glass doors installed into the structures: minimum of 2 Windows and 1 bi-folding door per 15 sqm
- Outdoor covered workshop area such as a retractable awning installed onto side of structures or covered carport-style area
- To meet all national regulatory fire and safety standards
- The *Contractor* shall design the space so that operating as a workshop and training space, subject to normal maintenance and repairs, it has a functional working life of no less than five years from the completion date of the *works*.

4.3. Food Distribution Area

The food distribution area should be delivered alongside the workshop and training space in the first phase. This area will support the work of a Delivery Partner to divert, store and redistribute food to people in need. The area should consist of three sub areas to consist of a (a) dry food storage (b) a refrigerator unit, and (c) an area for service users to collect food from.

This area should be located next to the onsite café to allow for food to move between the two units (as both will be operated by the same Delivery Partner). It should be located next to one of the gates to allow ease of access for visitors and vehicles.

Specific requirements are as follows:

- Minimum 15 m² of floor space for dry food storage
- Minimum 15 m² of food collection area (co-design will determine if this is a physical structure or covered outdoor area)
- Low carbon lighting
- Watertight and weatherproof

- Fully secure and lockable
- Wheelchair accessibility
- Low carbon heating
- Electrical outlets (number to be determined through co-design)
- Robust flooring
- To meet all national regulatory fire and safety standards
- The *Contractor* shall design the space so that operating as a food distribution area, subject to normal maintenance and repairs, it has a functional working life of no less than five years from the completion date of the *works*.

4.4. Delivery Partner Units

The Delivery Partner units are the engine room of the Hub. This is where items diverted from the waste stream will be repaired and restored in preparation for reuse. The units will be occupied by external charity or third sector organisations. Exact requirements for these units will be determined by the intended occupants as the project develops.

The units must be designed to be robust and dynamic, support the movement of heavy and large items over the floor and have sufficient ramps to allow for easy movement and access. Work within the units should also be open and visible to *site* users.

The co-design process with Delivery Partners will determine the spatial requirements of the workshops. It could be individual smaller units, or larger combined units that encompass more than one delivery partner within. These will be delivered in Phase 2 to allow for the co-design process to take place.

Specific requirements are as follows:

- Up to five separate workshops units (Delivery Partner requirements may require joining units together) – exact number of workshop units to be confirmed by the *Client*.
- Minimum of 15 m² of floorspace for each workshop
- Robust flooring to accommodate the movement of heavy goods
- Large doorway to move large and heavy goods through
- Low carbon lighting and heating
- Electrical outlets (number to be determined through co-design)
- Fully secure and lockable
- Watertight and weatherproof
- Wheelchair accessibility
- Must meet all national regulatory fire and safety standards
- The *Contractor* shall design the space so that operating as delivery partner workshops, subject to normal maintenance and repairs, it has a functional working life of no less than five years from the completion date of the *works*.

4.5. Sorting and Click and Collect area

The sorting area will be where goods from external sites will arrive to the Hub via vehicles no larger than a Luton van. It must be open plan to allow the movement of vehicles unloading large and heavy goods, and for operational staff to operate. The area must be covered to allow no risk of items becoming damaged by weather.

It must be located by one of the two gates to the *site*, and adjacent to the Delivery Partner Workshops and Reuse Shop. It is an operational area and does not need to be beautified. Instead it must be demarcated as an operational area and only accessible to visitors within the Click and Collect area at specific times. To be delivered in Phase 2.

Specific requirements are as follows:

- Space for vehicles up to the size of a Luton van to drop off large and heavy items
- Fully weatherproof
- Electrical outlets (number to be determined through co-design)
- Covered area to protect items from weather 30- 60 sqm (variant size depending on spec and cost- to be determined between phase 1 and 2)
- Floor markings to demarcate the area
- The *Contractor* shall design the space so that operating as a sorting and click and collect area, subject to normal maintenance and repairs, it has a functional working life of no less than five years from the completion date of the *works*.

4.6. Storage area

The storage units will be accessible by the Delivery Partners, Reuse Shop staff, and operational staff on *site*. It could consist of several separate units that are fully secure and weatherproof. The units must be designed to have heavy and large items moving in and around the units. To be delivered in Phase 2.

Specific requirements are as follows:

- Secure and lockage storage units
- For every workshop there must be a minimum of 15 m² of floorspace
- Ramps to allow easy movement of heavy items
- Low energy lighting
- The *Contractor* shall design the space so that operating as a storage area, subject to normal maintenance and repairs, it has a functional working life of no less than five years from the completion date of the *works*.

4.7. Reuse Shop

The shop will be the last space that is delivered to *site* in Phase 3. It will act as a physical space for people to purchase reuse goods on-site. The shop area is expected to reflect the items and materials that have been worked on by the organisations (Delivery Partners) occupying the individual units. For example, bicycles or furniture. All sales will be processed through a central point-of-sale system within the shop.

Goods will move between the sorting area and workshops to the shop and back. The reuse shop will primarily house items that are ready for sale.

The aim is for the shop to attract users who want to access low-price high-quality goods. Thus, the shop should be an attractive and easily accessible area with a concentration of all necessary beautification elements.

The shop shall have a perspective/ vista across the rest of the *site*.

Specific requirements are as follows:

- Minimum of 120 m² of floorspace
- Clear vista across the *site* from within the shop area
- Slick and clean finish inside the shop to give an attractive look
- Robust flooring to accommodate the movement of heavy goods
- Low carbon lighting and heating
- Electrical outlets (number to be determined through co-design)
- Fully secure and lockable
- Watertight and weatherproof
- Access door for goods (including household furniture)

- Entrance door for customers
- Wheelchair accessible
- Must meet all national regulatory fire and safety standards
- The *Contractor* shall design the shop so that operating as a shop, subject to normal maintenance and repairs, it has a functional working life of no less than five years from the completion date of the *works*.

4.8. Additional Requirements:

- Planters, art and green spaces installed around the *site*
- Engagement with local artists creating art for the *site* (2D and 3D)
- Water bottle re-fill point
- Provision of welfare facilities
 - A minimum of two toilet cubicles
 - Designated toilet either within a structure described previously or in its own toilet block
 - Sink/ wash basin within the area
 - Connected to water mains and waste-out where necessary
- Make use of the material left onsite from the disassembly and filling-in of the weighbridge that was previously on site- steel plates and RSJs
- Provision of drawings and specifications for planning permission
- Each area, and the activity within, to be visible to visitors, giving an open and transparent feel

5. CONSTRAINTS ON HOW THE *CONTRACTOR* PROVIDES THE *WORKS*

- The *Contractor* must design and construct the *works* in a way that ensures no heavy or specialist equipment is required to remove the structures at the end of the project. I.e. disassembling structures using minimal-to-no machinery and lifting the structures from the ground and placing on flatbed truck to transport
- Work must not disrupt the daily operations of the Hub. This will be ensured by giving the Project team a minimum of two weeks' notice before delivery and works onsite take place, alongside liaising with Project Team throughout delivery
- The *Contractor* to make the Project Team aware of the planned works (upon receipt of specification and design agreed in accordance with the process outlined in paragraph 6.2), taking all reasonable precaution to cause minimal disruption to daily operations of the *site*
- The *Contractor* must follow local highways and bye-laws and takes on all associated risk of delivering the solution to the *site*
- The *Contractor* must plan and advise where structure fabrication will take place.
- A minimum of two weeks' notice must be given if work has to be conducted on *site*.
- The *Contractor* adheres to all health and safety requirements, owning all associated risks and taking all reasonable measures to ensure all workers, stakeholders and individuals accessing and working on *site* are safe.

6. REQUIREMENTS FOR THE PROGRAMME

The *works* will be used to create a circular economy Hub. This is a waste site of the future; a place where residents can purchase and rent reuse goods, repair their items, learn skills to avoid waste, and where food destined for waste will be distributed.

The *site* is owned by Ealing Council and has been signed off to create a Circular Economy Hub for a minimum of three years by Ealing Council.

6.1. Project Management and Mobilisation

- The *Contractor* must provide a programme of works within two weeks of receiving the specification for each Phase in accordance with the process outlined in paragraph 6.2, including:
 - Delivery timetables
 - Expected delivery of materials when *site* access is required with two weeks' notice
 - Details of all sub-contractors expected to work on the project with all relevant health and safety accreditations
 - Necessary provisions the *site* should make to accommodate works e.g. spatial requirements relating to the work i.e. area has to demarcated / cornered off, left overnight, etc
 - The *starting date*
 - The *completion date*
 - Forecast dates for achievement of the Conditions stated for Key Dates
 - The *Contractor's* planned Completion
 - Dates for the *Client* to provide anything the *Client* needs to provide
 - Access dates
- The *Contractor* shall be responsible for the design and delivery of the project.
- The *Contractor* to liaise with the project team regularly, providing updates and listening to the dynamic needs and specification of the project upon receipt of the specification in accordance with the process outlined in paragraph 6.2
- The *Contractor* shall secure and manage subcontractors, in accordance with the subcontracting arrangements outlined in the *Contractor's* Tender

6.2. Provision of detailed specifications by the *Client*

Detailed specifications will be received by the *Contractor* from time to time. These specifications will detail the specific specification of each phase. These will be passed over to the *Contractor* following consultations the Project Team has with Delivery Partners and key stakeholders through the co-design process.

The *Contractor* is able to ask the Project Team clarification questions following the receipt of the specifications.

6.3. Design Process

The design of the project is intertwined with the co-design process. The co-design process is outside the remit of this contract and thus the below details the requirements on the *Contractor* in supplying designs and how they are agreed with the Project Team.

- *Contractor* has three weeks to submit first draft of designs upon receipt of the specification in accordance with the process outlined in paragraph 6.2
- *Contractor* has two weeks to ask questions of the specification, where meetings can be requested of the Project Team and other parties (e.g. Delivery Partners) if required
- *Client* has one week to submit feedback, comment, and make amends to the design
- *Contractor* has one week to make amends to design and submit second draft
- Process is repeated up to three times, with Project Team and *Contractor* having a week to make comments and amends respectively
- *Contractor* must complete five weeks from date of designs being approved Project Team

Example timeframe for phase 2:

<i>Contractor</i> receives specification	1 st April 2024
<i>Contractor</i> submits first draft design	19 th April

Project Team submits comments and feedback	26 th April
<i>Contractor</i> submits second draft	3 rd May
Project Team approves designs	8 th May
Phase 2 work complete	12 th June 2024

7. SERVICES AND OTHER THINGS PROVIDED BY THE *CLIENT*

The *Client* shall provide the following:

- Provision of welfare facilities whilst work is taking place (until welfare facilities re installed by *Contractor* as part of project)
- Utilities on *site* (water and electricity)
- A Health and Safety executive that can be consulted throughout the *works*
- Material from local HRRC waste sites if the *Client* is given three weeks' notice of the *Contractor's* intention to use material e.g. wooden pallets

8. SOCIAL VALUE

The below points are examples of social value and can be used as a guideline and inspiration for the type of initiatives and schemes we are looking for bidders to make us aware of. The below is not an exhaustive list of potential social value initiatives. Please provide details of all work relating to social value.

Employment

- Support schemes for graduates, young people, and NEETs
- Apprenticeship and traineeship programs
- Employment programs to support people from disadvantaged backgrounds
- Work with ex-offenders and young people
- Staff retention

Supporting the Local Economy

- Company registered to West London Region
- SME Organisation, Not-Profit enterprise
- Supporting local community events, organisations, and clubs
- Supply chain spend within the local area
- Existing relationships with key stakeholders in Acton

Environmental

- Use of reused materials where possible
- Use of low-carbon vehicle fleet
- Provision of information/ data on the carbon impact of development