



Parish Council

Scope of Works (SoW)

Low Carbon Heating System Upgrade and BEMS Installation

Client:

Central Swindon North Parish Council (CSNPC)

Project Title:

Heat Decarbonisation Programme – Community Buildings

Sites:

- Even Swindon Community Centre, Jennings St, SN2 2BG
- Des Moffatt Western Community Centre, Somerset Rd, SN2 1NF
- Gorse Hill Community Centre, Chapel Street, SN2 8DA
- John Moulton Hall Community Centre, Penhill Drive, SN2 5DU

1. Project Overview

Central Swindon North Parish Council is undertaking a heat decarbonisation programme funded through the Public Sector Decarbonisation Scheme (PSDS).

The primary objective is the removal of existing fossil fuel heating systems and replacement with low carbon Air Source Heat Pump (ASHP) systems, supported by modern controls and metering to improve energy performance and carbon reduction.

The Contractor shall provide a design, supply, installation, commissioning, and handover service for the complete heating solution at each site.

The works must be delivered in a manner that:

- Ensures compliance with PSDS requirements
- Minimises operational disruption
- Provides a robust, maintainable system
- Supports future energy monitoring

2. Procurement and Delivery Model

The project is being procured via an open competitive tender.

The Contractor will operate under a design and build responsibility based on the provided RIBA Stage 3 information and supporting appendices.

Tender submissions must clearly state all assumptions.

3. General Requirements

The Contractor shall:

- Comply with all relevant UK legislation, Building Regulations, CDM 2015, and industry standards.
- Coordinate with the Client's appointed Project Manager.
- Maintain safe operation of community facilities throughout the works.
- Provide competent, appropriately certified personnel (F-Gas, NICEIC, CSCS etc.).
- Dispose of all waste in accordance with environmental regulations.
- Protect existing building fabric and services.

4. Scope of Works

4.1 Decommissioning and Removal

The Contractor shall:

- Safely isolate and remove all fossil fuel heating plant including boilers, flues, pumps, expansion vessels, controls, and associated infrastructure.
- Remove redundant pipework where no longer required.
- Decommission fuel supplies in accordance with statutory requirements.
- Dispose or recycle plant responsibly.

4.2 Design Responsibility

The Contractor shall develop the design from RIBA Stage 3 to Stage 4, including:

- Heat loss calculations
- Equipment selection
- Hydraulic schematics
- Electrical load confirmation
- Controls architecture
- Plant locations
- Noise and vibration mitigation

Full design submissions must be approved prior to installation.

4.3 Installation of ASHP Systems

Provide fully operational heating systems including:

- External ASHP units
- Buffer vessels (if required)
- Circulation pumps
- Primary pipework
- Insulation
- Valves and ancillaries(where necessary)

Systems must be sized appropriately for building demand while prioritising efficiency.

4.4 Heat Emitters and Distribution

Where existing emitters are unsuitable for low-flow temperatures:

- Remove incompatible emitters.
- Install high efficiency emitters sized for ASHP operation.
- Upgrade distribution pipework as required.
- Balance systems during commissioning.

4.5 Electrical Infrastructure and DNO Liaison

The Contractor shall:

- Undertake electrical capacity assessments at each site.
- Confirm load requirements.
- Liaise with the Distribution Network Operator (DNO)

Where upgrades may be required:

- Provide these as clearly defined options or provisional sums, including assumptions.
- Propose a two stage approach where appropriate (design confirmation followed by fixed pricing).

4.6 Building Energy Management System (BEMS)

Provide a BEMS at each site capable of:

- Heating system control
- Time scheduling
- Temperature setpoints
- Alarm generation

- Remote access
- Trend logging
- Exportable performance data

Minimum Requirements:

- Integration with ASHP controls
- Metering sufficient to support PSDS reporting
- User friendly interface suitable for non technical staff
- Scalable architecture

A draft points list must be provided during design.

4.7 Domestic Hot Water (DHW) – Scope Clarification

The primary scope of this project is space heating decarbonisation.

Domestic hot water works are needed where explicitly identified.

If bidders consider DHW modifications necessary, they must:

- Clearly justify the requirement
- Price DHW separately as an optional item per site
- Identify programme and carbon impacts

Failure to separate DHW costs may result in exclusion.

4.8 Builders Works and Making Good

The Contractor shall include:

- Equipment plinths
- Penetrations
- Fire stopping
- Weatherproofing
- Minor making good directly associated with installation

Unless explicitly priced as an option, the following are excluded:

- Full redecorations
- Floor replacements
- Major ceiling works
- Structural alterations beyond plant support

All assumptions must be declared.

4.9 Planning and Statutory Consents

CSNPC will remain the planning applicant.

The Contractor shall provide:

- Technical drawings
- Specifications
- Noise data
- Supporting statements

Any planning support must be included within the tender.

Planning fees should be identified separately.

4.10 Fabric Improvements

Fabric upgrades should only be proposed where essential to enable efficient heat pump performance.

Any such proposals must be:

- Fully justified
- Separately priced
- Clearly optional

5. Commissioning and Handover

The Contractor shall provide:

- Full system commissioning
- Seasonal commissioning
- System balancing
- Demonstration to Client
- Staff training

Handover Documentation:

- Commissioning certificates
- As-built drawings
- O&M manuals
- Warranties
- Test results

6. PSDS Evidence Requirements

The Contractor must support the Client in meeting Salix requirements by providing:

- Equipment schedules
- Installation evidence
- Metering data
- Commissioning documentation
- Invoice descriptions aligned to work completed
- Delivery records

Support for vesting certificates must be provided.

7. Programme Requirements

Due to PSDS funding constraints, the programme is **time critical**.

The Contractor must demonstrate ability to:

- Mobilise quickly
- Place orders prior to financial year end if required
- Deliver early-stage works to support funding claims

Tenderers shall provide a detailed programme.

8. Deliverables

- Fully operational ASHP systems
- Compatible emitters and pipework
- Integrated BEMS
- Commissioned installations
- Training completed
- Documentation issued

9. Pricing Requirements

Tenderers must provide:

Core Price:

- Space heating system
- Electrical works
- Controls/BEMS
- Installation

Separately Priced Items:

- DHW works
- Electrical upgrades
- Fabric improvements
- Planning fees
- Any provisional sums

Hidden contingencies are not permitted.

All assumptions must be listed.

10. Appendices

Refer to Appendix 3:

- Heat Decarbonisation Plans
- RIBA Stage 3 Drawings
- Electrical reports
- Calculation packs

Clarifications and Access to Tender Documents

All clarification questions relating to this tender must be submitted via email to:

Procurement@centralswindonnorth-pc.gov.uk

The deadline for submission of clarification questions will be stated within the tender timetable. Responses will be issued to all bidders to ensure a fair and transparent process.

Due to file size limitations on the tender portal, some supporting documents may not be available for direct download. Bidders are therefore requested to contact the above email address to obtain full copies of any documents that are not accessible via the portal.

It is the responsibility of the bidder to ensure they have reviewed all tender documentation prior to submission.