



Dodington Parish Council
Dodington Parish Hall, Finch Road,
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COUNCIL CHAMBERS & PARISH OFFICE **DESIGN BRIEF**

LOCATION :- Finch Road, Chipping Sodbury, BS37 6JZ (on site of Raysfield School).

August 2023



1. BACKGROUND

Dodington Parish Council, the Client, wishes to extend their Council Chambers and Offices to update them and make them fit for purpose. The existing chambers / office were developed over 25 years ago – and have been outgrown and become outdated.

The works are to involve internal alterations only – so planning permission is not required.

Plans have been drawn up by a local architect (as you will see in attached documents) – and these have been approved by members and funding has been secured by way of a Public Works Loan.

2. TENDER OPPORTUNITY

The works will be funded entirely by Dodington Parish Council
Dodington Parish Council would like the work to commence early in 2024 – and will need to be phased to allow continued use of hall / meeting room for council officers, members and all other regular users (uniformed brigades, toddler groups, exercise groups and U3A).

Along with the 5 attachments included on Contract Finder (in particular Draft of Works) details below outline the various elements that need to be considered when tendering.

- **Adaptability & Added Value**

Dodington Parish Council welcome tenders that add value to the project. It is important that suppliers / contractors can adapt and add additional ideas. Ideas outside the scope outlined should be costed and presented separately.

- **Long-Term Maintenance**

The chambers and office are maintained by Dodington Parish Council. The contractor's proposals should indicate the maintenance requirements, including inspection requirements, guarantees and availability of spare parts.

- **Accessibility**

The contractor's proposals should include elements that are accessible to all.

- **Site Access**

Vehicle access is via Finch Road (off Heron Way). Note Dodington Parish Hall is on site of a Primary School – so access will be limited at school drop off / collect.

Contractor's parking / access to be agreed with the Parish Council prior to commencement of the contract.

- **Insurance Requirements**

Contractors are required to hold current Public Liability, Professional Indemnity, Employers Liability and Contract works insurances with the appropriate levels of cover for this tender opportunity.

- **Site Safety**

Contractors are required to provide a method statement to demonstrate proposals for site safety during construction, including any provision for temporary fencing and safety of the public whilst working on site.

- **Site Accommodation**

Location of site compound and welfare facilities to be agreed with the Parish Council. (There is a toilet available on site – it may be that welfare units are required).

- **Existing Services**

NRSWA search information will be available upon request. However, it is the contractors own responsibility to establish the presence and precise location of, and ramifications of the presence of all services and statutory undertakings on site when carrying out works in accordance with the contract.

The Contractor will be responsible for informing those bodies responsible for services etc. where damage is caused and will bear the subsequent cost of making good such damage.

“The Contractor will be responsible for informing such bodies where works may involve the encroachment, disconnection, or hazard to those services etc. Where appropriate the Contractor will take adequate measures for the protection of all pipes, ducts, sewers, service mains, overhead cable and the like during the execution of the works.” The Contractor must not interfere with the operation of existing services such as Gas, Water, Electricity, Telephones, buried cables or sewers, drains or ditches without the permission of the Project Manager (Clerk), Statutory Authority or private owner as appropriate. In all instance of damage / interference, the Project Manager (Clerk) must be notified.

- **Site Management**

The contractor should maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Any damage caused by site traffic or otherwise during the works to be made good to the satisfaction of the Council.

- **Handover**

At completion, the contractor must provide a manual for the maintenance and operation of the equipment, must instruct council staff on same and use of the equipment. Documentation required: - general product information, inspection and maintenance information, information on spare parts, supply of any tools for operation, maintenance and cleaning purposes.

- **Programme**

Prior to commencement of the contract, the contractor to provide a programme for the works, including any subcontractors works.

- **Contract**

The successful tender will be required to enter a JCT Design and Build form of contract with the client: Dodington Parish Council. An elemental breakdown of tender will be required for the valuations / variation or should DPC wish to omit an item or work element of the tender.

3. CONTRACTOR'S SUBMISSION

Tenderers are invited to submit a scheme to incorporate themes outlined.

Tenderers are also required to submit the following information:-

- a. Drawings, plans, illustrations
- b. Detailed specification of works
- c. Written description
- d. A priced and timed schedule of works items, listing individual elements with potential time frames
- e. Allowance for any inspections required (to be paid for by the contractor)
- f. Provide a method statement, prior to beginning work on site, to describe how the work will be managed on site, including safety provisions and protection of public
- g. A minimum of 3 references, from projects of similar scale / financial value
- h. Financial checks may be undertaken on selected contractors, post tender and prior to appointment, depending on contract value
- i. On completion, provide the client with a maintenance manual, user instructions and any guarantees / warranties.

*NB Due diligence documents are sought during tender stage to inform appointment. The tender stage request risk assessments, method statements, and references as well as insurances (additional professional negligence insurance if not part of public liability insurance) including documents from any sub contractors.

4. BUDGET

Funding available for this project is capped at £80,000 (excl VAT). The design should be tailored to suit this budget. The proposals should be presented to easily identify individually priced elements.

5. ASSESSMENT

Submitted proposals will be judged against the following criteria:

- **Design.** Schemes will be assessed in respect to their suitability for the site, including proposed materials, integration with existing site – and how the scheme maximizes the potential of the space.
- **Access & Inclusion.** Designs that maximise potential for a wide range of user groups, including those of varying abilities, neurodiverse characteristics and confidence levels.
- **Cost.** Whilst the budget is set, the contractor's designed portion will need to exhibit value for money. Ongoing and long term replacement costs will be considered.
- **Sustainability.** Including value return on investment, lifecycle of products, choice of materials, consideration for environmental improvements, processes and procedures that minimize adverse effect on the environment. (taking into consideration Climate Emergency aim of DPC – to be carbon neutral by 2030).

6. LOCATION OF SITE

Googlemaps link to location :- [Dodington Parish Hall](#)

7. CLIENT DETAILS

Dodington Parish Council
Dodington Parish Hall
Finch Road
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BS37 6JZ

FAO Mrs Hannah Saunders
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8. CONTRACT ADMINISTRATOR

Dodington Parish Council
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