**Project Location** The Prince of Wales Hospice, Halfpenny Lane, Pontefract, WF8 4BG

**Project Title** Patient Garden Refurbishment Invitation to Quote (ITQ)

**Project Manager** Amanda Darley

1. **Introduction**

The Prince of Wales Hospice is regulated by the Care Quality Commission that is an independent regulator of care providers in England. The Hospice must undergo unannounced inspections from the CQC, the last inspection was on the 4 October 2016 at which time the provision was rated as Good**.**

The Prince of Wales Hospice cares for and supports patients with life limiting illness and their families. Caring for local people within the “Five Towns” community offering around the clock care, helping approximately 900 local people each year. The Hospice does not only treat patients with cancer diagnosis, but also cares for people with a wide range of life limiting illnesses, many of whom return home after their symptoms have been managed.

The Prince of Wales Hospice is running this procurement exercise to appoint a contractor with experience of the required activities to design and construct a patient garden area in line with the brief and project budget of up to £80,000.

**2.0 Background to the project**

The Hospice is fortunate to have extensive garden and grounds which can be enjoyed by patients, visitors and staff, offering a safe haven in which to spend time in outside space.   Whilst we have been commended on the outside environment on many occasions it is recognised that much of the development of the gardens and grounds over the years has been done on shoestring budgets with little in the way of professional designs and planning.

This is the second of a two phase project with the first phase having been successfully implemented in October 2023. Phase 1 involved significant improvements to the outside garden space for 8 of our patient rooms by providing semi-private patio areas which now enables patients (in wheelchairs or beds) to use and enjoy the external spaces with their families and friends. It also included a large, shared hybrid pergoda area which can be accessed via a central covered walk way with raised beds either side providing stimulating views to the gardens from each of the patient rooms.

Phase 2 is the next stage of this project and therefore an extension of it, which will now incorporate the areas outside of a further 4 bedrooms in addition to the area outside of our wellbeing outpatient facility. Whilst it should be seen as a project within it’s own right it is equally important that the suggested designs compliment phase 1 of the project.

**3.0 Services Required**

We are looking to appoint a contractor that will have the skills and abilities to create a design and construct a garden that fulfils our objectives. The contractor we are looking to appoint must be able to demonstrate.

* References from customers where they have completed similar works.
* Details of relevant insurance cover for this type of project.
* Health and Safety documentation that include sample risk and method statements, H&S policy, competency qualifications/accreditations etc.

The attached images and dimensions supplied within this ITQ are for reference only and the designs and photos are merely indicative of a concept rather than an actual design. It is essential that contractors visit site and be responsible for their own measurements of the area before submitting a quote and proposed designs. The Hospice will invite all interested parties to the site on the morning of 17 July 2024. No alternate site visits are planned or allowed within this procurement exercise.

The key objectives of this project are.

* The view to the gardens from the patient rooms and the wellbeing Haven should be stimulating in both colour of planting and floral aroma that is viable within each season.
* Features added to the garden that encourage wildlife and insects.
* Create a peaceful environment.
* Create spaces that allow the patients (in wheelchairs or beds) to use external spaces with their families and friends for quiet enjoyment giving consideration to providing adequate privacy from neighbouring rooms and the outpatient facility.
* Create an undercover collective area for outside activities for outpatients along with an area which could accommodate an outside summerhouse at a later date.
* Provide viable protection from the sun or rain through fixed or furniture provision.
* Provide lighting features to subtly illuminate the garden during the hours of darkness.
* Currently approximately 55% of the site is unusable due to levels – in order to make the best use of the entire site it is anticipated that this will need to be reduced down to the existing walkway height to have a level site (removal of an estimated 400 tonne will be required.

It is essential that the following services and provisions are maintained and adhered to.

* Join seamlessly with the adjacent garden area (outside bedrooms 5-12)
* Maintaining level access from each bedroom through the existing patio windows
* Proposed paths and walkways must be suitable to allow hospital beds to be pushed and manoeuvred.
* The existing central housing for the air conditioning equipment that is shielded by wooden fencing currently impedes on the available outside patio space of 2 patient bedrooms and therefore some minor relocation (or stacking) in conjunction with the use of some form of acoustic fencing (https://noistop.rockwool.com/) is likely to be required – the cost of this needs to be factored in.

**4.0 Milestones and activities of this procurement exercise**

The table below identifies the key dates of activities for this procurement exercise. Please note that the contract period has not been identified and we would ask that within your quote you provide project plan for the construction of the garden that takes into account the availability of materials.

|  |  |
| --- | --- |
| ITQ issued to selected providers and Contract Finder portal | 05 July 2024 |
| Site visit of interested parties | 17 July 2024 |
| Final date for clarifications | 22 July 2024 |
| Clarifications issued | 24 July 2024 |
| Quote return date | 29 July 2024 |
| Appointment | 6 August 2024 |
| Project start date | September 2024 |

**5.0 Supplementary information**

There are a number of supporting documents that can be obtained from the governments contract Finder portal for this project.

Within each quote, you may submit a variation that you believe would benefit the Hospice and improve on the services identified. You must clearly identify such items under a heading of “Alternative Options”.

**6.0 Clause:**

As a charity we are supported by Construction industry Relief, Assistance and Support for the Homeless and Hospices' (CRASH). CRASH may sponsor and or provide materials at substantially discounted costs to charity funded projects. In your submission we ask that you provide a schedule of materials, quantities required and cost of each item.

We ask that wherever possible, you incorporate any such substituted components and materials. You are advised to price the material elements of your submission accordingly, any savings achieved by CRASH will be for the benefit of the Hospice.

By submitting a tender, you agree to accept CRASH's construction materials support and, as such, will provide material requests using the template specified by CRASH, as and when required.

The successful tenderer will be asked to furnish a list of materials (including electrical and mechanical services items) required for the project priced at the rates which will be used to form the omissions as envisaged above. The rates shall equate to the actual prices paid by the contractor (or subcontractor as appropriate) for the materials delivered to site.

A condition of this tender is that you confirm acceptance to these conditions and in the event that you are successful in this ITQ, sign the document before commencement of your services.

The Hospice is committed to paying invoices within 28 days.

**7.0 Quote submission information**

Quotes will be accepted in either hard copy or by email in PDF format. Receipt of quotes will be provided within three working days of the submission date.

The Return date for this procurement exercise is 12:00 noon on 29 July 2024 to the contact and address below:

**Hard copy**

A Darley

The Prince of Wales Hospice

Halfpenny Lane

Pontefract

WF8 4BG

**Electronic copy**

[adarley@pwh.org](mailto:A.darley@pwh.org).uk

Note. The return date is 12;00 noon on 29 July 2024.

Proof of sending will not be taken as proof of receipt.

Please mark the envelope or emails **“Phase 2 Garden Refurbishments”.**

Please note quotes received after this time will **NOT** be considered within this procurement exercise.