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SPECIFICATION

Winthrop Gardens Café Development

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1. Introduction

1.1 Winthrop Gardens

Winthrop Gardens is a one-acre community gardens and café in Wickersley, South Yorkshire owned by Wickersley Parish Council.

Wickersley Parish Council bought Winthrop Gardens from its previous owners, a charity, in 2016 to save it from permanent closure. The purchase was made in the full knowledge that most of the buildings were reaching the end of their 'useful' life and in need of replacement.

The Parish Council started to develop plans for replacement brick-built buildings, but this process was interrupted by Covid and, on return, building costs had increased significantly such that we are now seeking a more affordable modular construction.

Winthrop - the gardens and café - is a volunteer-led model with one paid part-time Organiser; it is a community café and gardens run 'by the community for the community'.

Winthrop is open to the public on Tuesdays, Wednesdays and Thursdays between 10.30am until 3pm in winter and 4pm in summer. A range of regular Winthrop-led activities take place on and off site between Tuesdays and Thursdays including a weekly Tuesday Craft Class, a weekly Wednesday Walking Group, a monthly Carers Support Group, a monthly Men's Social Group, etc. Our volunteer gardeners work on most days but particularly on Mondays when Winthrop is closed to the public. Winthrop is also closed to the public on Fridays when a twice monthly Memory Café takes place – supporting those living with dementia and their carers. Winthrop is generally closed to both public and volunteers on Saturdays and Sundays.

We would hope to work with the successful supplier to keep the existing café and gardens areas of the site, which are away from the new development area, open for business as usual.

1.2 Planning Application

Our Design and Access Statement (Appendix 1) and Plans (Appendix 2) were submitted to Rotherham MBC on 22/09/23 – planning reference RB2023/1318.

Rotherham MBC granted planning permission with a number of conditions on 14/11/23 – see Appendix 3.

On 31/01/24 we applied for a non-material amendment to 3 of the conditions of the planning permission – specifically to ask for a period of time between opening of the new building and demolition of existing buildings to avoid service closure/disruption and completion of the groundworks. Planning reference RB2024/0171.

1.3 Community Ownership Fund

We made a successful bid to the Government's Community Ownership Fund and have been awarded a grant of £264k towards the cost. The terms of the grant require us to complete the project by no later than 21st December 2024.

1.4 Wickersley Parish Council Approval

Wickersley Parish Council (WPC) approved the Winthrop Development Business Case on 22nd January 2024.

The Tender Evaluation sub-committee will meet in the second week of April 2024.

The Tender Evaluation sub-committee recommendation will go to the WPC meeting for approval on 15th April 2024.

We expect to advise the successful supplier on Tuesday 16th April 2024.

2. Role of the Supplier

The successful supplier will:

- Design and install a modular built replacement community café at Winthrop Gardens to the plans attached, with completion by/before 21st December 2024.
- Undertake or coordinate the delivery of all aspects of the development, either as a single contractor, or as the Principal Contractor with the appointment of suitably qualified and competent subcontractors. Where subcontractors are appointed, it will be the responsibility of the Principal Contractor to ensure that these are suitably qualified and competent to carry out the work for which they are employed, and are to be appropriately managed and supervised by the Principal Contractor throughout the project.

- Ideally, and if safe to do so, organise and manage the site layout and vehicle movements, etc. in such a way to enable the existing café and gardens to remain open for business during construction/installation of the new café building.
- Comply with all relevant Health & Safety and other legislation, including but not limited to the Construction (Design & Management) Regulations 2015. The successful bidder will act as the Principal Contractor (or Contractor), and if appropriate as the Principal Designer on the project.
- Identify a Project Manager who will liaise and work closely with the Client, being the main point of contact.
- Ensure a minimum of fortnightly meetings are held between the Project Manager and the Client to monitor progress.
- Ensure full adherence to the Plans and Design & Access Statement and the conditions attached to our Planning Approval (see Appendix 2).
- Liaise with RMBC Building Control on the Client's behalf.
- Ensure that the completed building and associated works are in compliance with all applicable regulatory frameworks, e.g. building and fire regulations.
- Hold the relevant public and employer liability insurances.
- Employ suitably trained, experienced and competent personnel to carry out the work.

3. Outline of the Project

The project will involve:

Stage 1

- Demolition and removal of existing metal cabin ('Curiosity Corner')
- Site clearance
- Groundworks – excavation as required to reduce levels to assure access to the new café is on the same level as the adjacent brick building known as The Atrium
- Groundworks – excavation for foundations
- Groundworks – drainage
- Groundworks – external services (water and electricity)
- Construction of retaining wall
- Removal of all waste in compliance with current regulatory requirements

Stage 2

- Installation of a modular building to the dimensions as outlined in the attached plans including external canopy to provide covered seating area.
- Café, kitchen and WC's to be fitted out as specified in this document and appendices including electricity, drainage and water supplies.

- Supply and fitting of wall or ceiling air conditioning/heating units with individual controls.
- Supply and fitting of solar panels to roof with battery storage.
- Removal of all waste in compliance with current regulatory requirements.

Stage 3

- Construction of canopy to provide covered access between the existing 'Atrium' building (rear fire door) and side (staff/volunteer) entrance to the kitchen in the new café building.
- External work to create paved area under large canopied external seating area adjoining new café building.
- External work – hard landscape, roads, pathways, car parking delineation, planting area.
- Removal of all waste in compliance with current regulatory requirements.

Stage 4 (the timing of this stage will depend on the outcome of our application for a non-material amendment to 3 of the conditions applied to our planning permission)

- Demolition of existing café, conservatory and food store.
- External work – final work to complete the hard landscaping.
- Removal of all waste in compliance with current regulatory requirements.

4. Timeline

The project must be completed by/before 21st December 2024 to enable us to comply with the terms of the Government Grant.

Prospective suppliers should:

- Indicate how long they would take to complete the project.
- Provide a start and completion date assuming the successful supplier is notified on Tuesday 16th April 2024.
- Provide a timeline for the delivery of each of the 4 stages of the development.
- Indicate how they would plan and work to enable our business/services to continue to operate as much as possible during the construction phase, albeit that we would expect some closure days/periods.

We appreciate that, notwithstanding the best laid plans, unforeseen circumstances can occur and cause delays. We would ask the prospective supplier to consider this in providing their timeline and we would expect to be advised of any unexpected delays at the earliest possible point in order to allow discussion to reach a mutually acceptable outcome.

5. Costs and Payment

Applicants must provide a Schedule of Costs (ex VAT) which will form part of the evaluation process.

We would expect to make staged payments, with the final payment (5% of total cost ex VAT) on full completion of the work to our satisfaction and specification.

Applicants must provide their proposed payments schedule.

6. The Detail of Our Requirements

Please refer to the planning conditions and the Design & Access Statement in addressing the detail of our requirements. We have identified here some specific and particular requirements but would welcome suggestions and design ideas in the proposal which would result in a new café building which both meets our specified requirements and provides a pleasurable customer experience.

6.1 The Building as a Whole

- To be dementia friendly by design
- Solar panels with battery storage
- Please advise on hot water heating system in an 'all electric building' – we have included hot water boilers for drink making and in food prep areas but need hot water to 2 sinks in kitchen, hand wash basin in kitchen and sinks in 3 toilets
- Level access into the building – wheelchair friendly – no ramps or steps to main entrance
- External finish – red brick effect
- Windows – double glazed UPVC
- Internal floor covering – please quote for supply & fit of Amtico Spacia 36+ LVT throughout (café, kitchen, toilets & store room) with site form cove to all areas excluding café area. To sit on an acoustic board or underlay.
- Internal walls inc. finishings – consult with Client on finishes and colours available
- Internal doors and frames inc. finishings – colour to differentiate doors clearly from walls (dementia friendly by design). Consult with Client on finishes and colours available
- Wall or ceiling mounted air conditioning/heating units with individual controls
- Lighting which should be energy efficient and to lux, lumen and kelvin standard to be agreed. Consultation with Client on lighting design/type, location, brightness, switch placement, etc.
- Construction of an overhang/canopy to provide a covered walkway the existing 'Atrium' building (rear fire door) and side (staff/volunteer) entrance to the kitchen in the new café building

- Arrangements for rainwater harvesting for use in gardens
- Fire detection and alarm system including emergency lighting in compliance with the relevant building and fire regulations.

6.2 Kitchen

- We are looking to future proof the kitchen design to create the best possible working environment for our older volunteer workforce – e.g. no wall mounted cupboards; under-counter drawers rather than cupboards.
- Kitchen layout which should include:
 - Base units on 3 sides of kitchen - drawer units
 - Central island unit approx. 3 x 1.5m (base units to one 3m side, opening/worktop overhang to other side)
 - Built in electric 1.5 oven
 - Induction hob
 - Extractor fan
 - 2 x 1.5 sink units
 - 1 x food handler wash hand basin
 - 1 x Zip Hydroboil HS025 / 3kw Water Heater
 - Plumbing & wiring for second Zip Hydroboil Water heater to be re-located from existing café
 - Plumbing & wiring for washer, tumble drier, counter-top dishwasher
 - Lockable / keypad lock to door between café and kitchen

Note: final kitchen layout to be confirmed between Client & successful bidder.

- Sockets for free-standing appliances which, other than the above electrical appliances, will be provided outwith this specification. Location of these will be agreed as part of the agreed kitchen layout.
- 2 x USB charging points
- Consultation on colour of and surface finish of walls
- Consultation on colour/design of kitchen units – we are looking for a domestic type kitchen
- Metal kitchen/café serving hatch, to be lockable
- The counter area and counter front between the kitchen and café will be provided by a named supplier identified by the Client with whom we would wish the successful supplier to liaise.

6.3 Kitchen Store

- Base unit (same units as kitchen) with coat rack above for volunteer belongings

- Sockets for free-standing fridges and freezers (appliances will be provided outwith this specification)
- 2 x USB charging points

6.4 Toilet Area

- 1 x unisex cubicle disabled friendly – to current standard with standard fittings e.g. WC, wash basin, electric hand-drier, grab rails, mirror etc. We would like this to also act as a baby change area so a wall mounted/drop down baby changing unit should be included.
- 2 x unisex cubicles – standard fittings e.g. WC, wash basin, electric hand-drier, mirror – as we have an elderly clientele we would also want grab rail(s) included in these standard cubicles.

6.5 Café Area

- As per plans – essentially an open space to be furnished by the Client upon completion. We have a design brief which will be discussed with the successful supplier.
- Bi-fold doors to the external canopy-covered seating area which allow both full and partial opening.
- Design & construction of canopy to the external seating area – tenderers are asked to provide ideas on how this can be made as large and warm/windproof as possible within the constraints of our planning permission.

6.6 Wifi

- There is currently no broadband/WiFi on site but we would wish the supply of this to be included and be of a good quality with a range sufficient to cover all buildings and as much of the site as possible.

7. Site Visits

We consider a site visit from a prospective supplier to be appropriate and would welcome such visits.

Site visits should only take place by prior arrangement and will be on an appointment basis. Site visits may be arranged Monday to Friday between 4th & 15th March 2024 and can be arranged by contacting Amy Naylor, Deputy Parish Clerk on 01709 703270 or clerkadmin@wickersleypc.org.uk

8. Submitting the Tender Documents

Interested parties are required to submit their tender documents/application for consideration in hard copy by post, in an envelope marked 'Tender for Winthrop

Development' and for the attention of the Deputy Clerk, A. Naylor. An address label is included in the tender pack.

It is the applicant's responsibility to ensure the successful delivery of the application by/before the closing date and time of 12 noon on Thursday 28th March 2024.

9. Appendices

Design and Access Statement

Plans including plans in CAD format

Planning Decision Notice 14/11/23, outlining all conditions to which the development must adhere