



KEMPSEY PARISH COUNCIL

Detailed Procurement Information

Kempsey IT & Youth Hub

Small building

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Appendix 1: Context

This Invitation To Tender (ITT) is to design and build a permanent building for use as an Information Technology Hub and as a Youth Hub at Plovers Rise Playing Fields, Kempsey, Worcester WR5 3SA. The location of the site is shown in **Appendix 3 (Site Location)** of this document. The Playing Fields site and the majority of the facilities on the site, including the Youth Centre, are owned by the Authority.

The 'Hub' will be an addition to the facilities already located and used the Playing Fields which include football pitches, a cricket square and outfield, tennis courts, a children's play area, a sports pavilion and a 30m x 9m single story building, currently know as the 'Youth Centre' but which is in effect a multi-functional meeting and activity space for a wide range of community activities. The Youth Centre was built in 1993.

The proposed location for the Hub is shown in **Appendix 4 (Site Plan)** of this document being to the east of the Youth Centre. This space is currently occupied by freight containers being used by various activity clubs. These will be relocated as part of the preparatory works to clear the site ahead of the start of construction works for the Hub.

The site has two access points; the main entrance is from the Plovers Rise road and is approximately 3.5 m wide. The entrance is closed with a steel barrier from 10 pm at night to 8 am every morning. A secondary entrance exists from Napleton Lane and is normally closed off for vehicle access with a filed gate. There are no barriers to pedestrian access to the site at any time. The site benefits from a large car park.

CCTV camera coverage includes the Youth Centre and the main entrance.

The Works to be carried out for this project fall within the Authority's permitted development rights. No planning permission from the local planning authority (Malvern Hills District Council) will be required provided that the overall height of the Hub and the capacity of the Hub are within the limits set out in **Section 3.1 of Appendix 4 (Specification and Design Brief)**.

These Works are being funded by a grant of funds from the District Council together with Authority funds and those from other sources. The requirements of the funding applying to these Works include that: (a) preparatory works should commence before 31 March 2026 (b) completion and handover of a functional Hub should occur before 31 March 2027.

There is an overall budgetary provision for this project to include:

- site preparation works
- groundworks and construction of the Hub building
- plumbing works
- electrical works
- internet connection

Detailed design proposals are required for consideration and assessment as part of the Tender submission.

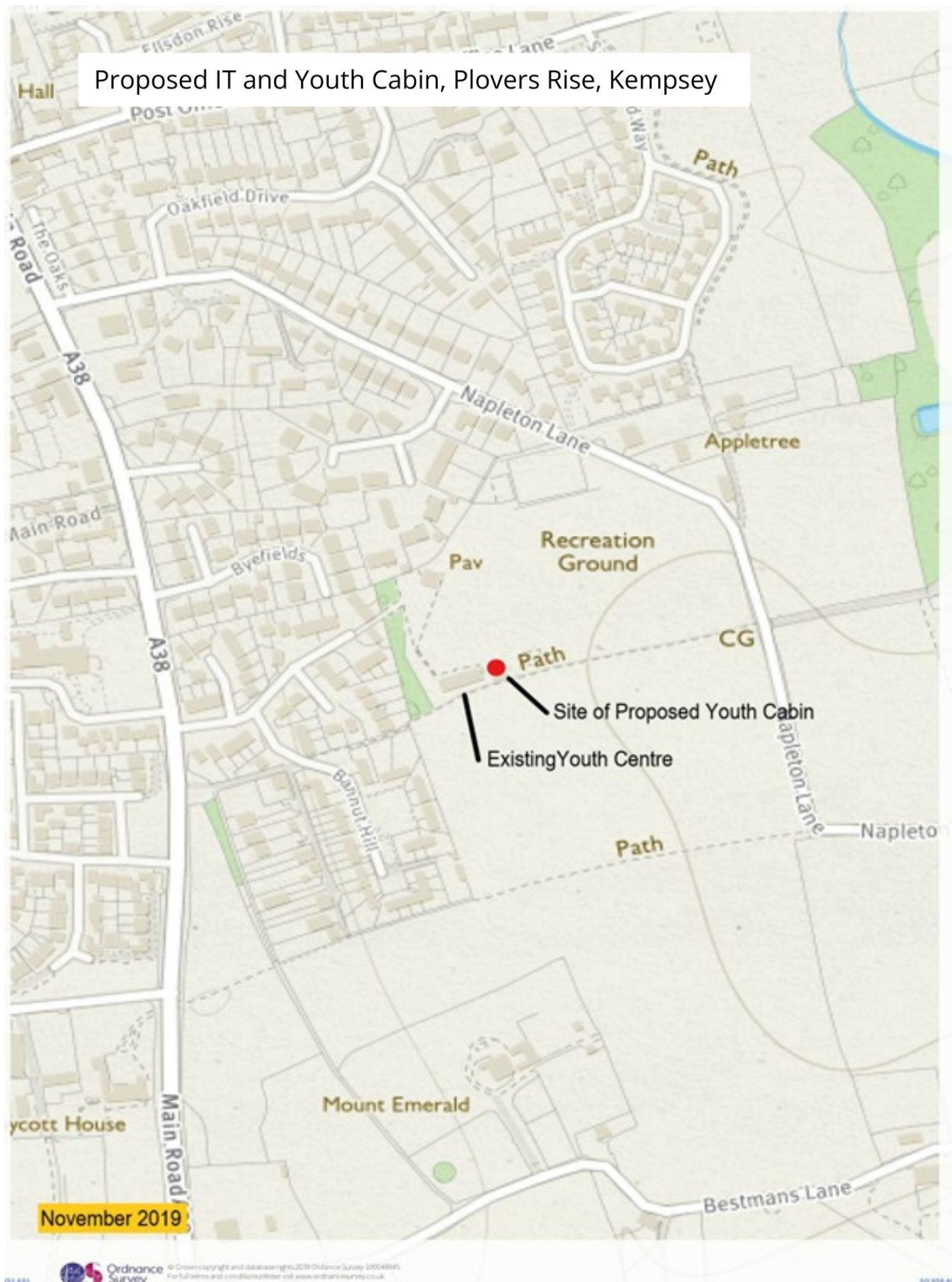
Appendix 2: Procurement Timetable

1.1 The timetable below sets out the key dates in the Procurement Process.

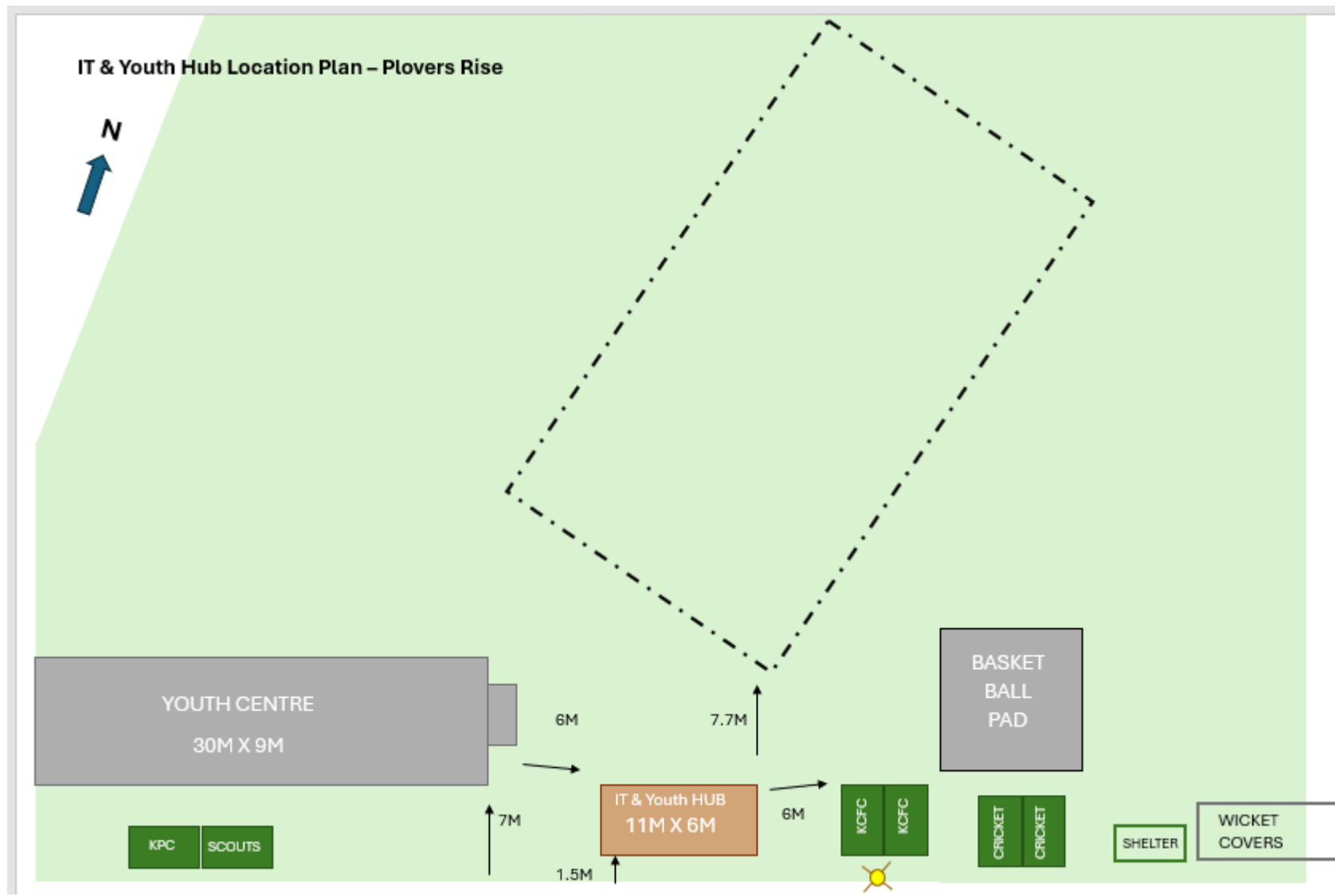
Date	Action
13 January 2026	Procurement Documents made available online.
14 January 2026	Site visits with Authorised Representative available by appointment until 25 February
25 February 2026	Deadline for clarification questions
12 noon on 2 March 2026	Deadline for return of Bids
9 March 2026	Evaluation of bids
9 March 2026	Grant funding approval by Malvern Hills District Council and appointment of the successful Bidder and award of the contract
10 March 26	Preparatory Works commence on site - ground clearance and re-siting of existing freight containers
4 May 2026	Contract start for the cabin construction (date agreed by negotiation)
13 July 2026	All works completed (date agreed by negotiation)

1.2 The Authority reserves the right to amend this timetable as the Procurement Process progresses.

Appendix 3: Site Location



Appendix 4: Site Plan



Appendix 4: Specification and Design Brief

1. General considerations

1.1 The Hub will be used to provide a dual-purpose facility to support Digital Inclusion and Awareness enhancement to the community in general and Youth Engagement through structured and mentored relationship and resilience-building activities employing group internet gaming and board game playing. Whilst Youth Engagement sessions are likely to take place from 5 pm onwards, during daytime hours, the Hub will provide space to support wider community needs such as digital skills training, employability coaching and internet fraud awareness.

1.2 The project proposes a new, professionally constructed, fully accessible building with a maximum occupancy of 26 persons. Internally provision should be made for:

- a small kitchen with limited storage for preparing hot and cold drinks and light refreshments.
- a unisex fully accessible toilet for unaccompanied use by both youth and adult users.
- a secure storage area to accommodate internet game playing equipment, board gaming sets and, optionally, a fold-up table tennis set and a football table. The storage area is also likely to house an internet router and the electrical supply consumer unit.

1.3 The Hub should be well insulated, well-lit, and constructed internally with acoustic-friendly materials to accommodate those with sensory sensitivities, including neurodivergent users.

1.4 The internal walls should be sufficiently robust to support wall mounted electronic screens.

1.5 It is envisaged that the electrical supply to the Hub will be drawn for the Youth Centre. In a separate project, a c. 50 solar panel system is under development for the Youth Centre including battery storage. Sufficient electrical sockets and USB connection points should be provided internally. No electrical power supply to the external walls is required.

1.6 There is no natural gas supply to the Youth Centre and heating for the Hub will be via electric heaters. The size and location of these heaters should be included in the proposed design of the Hub.

1.7 The mains water meter for the site is located on the eastern boundary from where the supply is piped underground to the Youth Centre. It is anticipated that it passes close and possibly beneath the proposed site of the Hub.

1.8 Foul waste from the Youth Centre passes into the main drain via a manhole chamber adjacent to the west wall of the Youth Centre building. It is envisaged that pipework to connect the toilet and kitchen waste to this manhole chamber will cross the open ground to south of the Youth Centre.

1.9 The design should make provision for a soak away of sufficient size to accommodate surface water from the roof of the Hub. Downpipes for rainwater should feed into water butts in the first instance,

1.10 The rear of the building will face south but will be screened from direct sunlight for much of the day by a tall 3m or higher hedgerow approximately 2m from the rear wall.

1.11 The design of the Hub should take account of best-practice guidance from Disability Rights UK and the NYA (National Youth Agency), including Youth Investment Fund (YIF) space planning principles.

1.12 The following building types will be in-scope for the Hub:

- timber buildings and timber framed buildings
- modular steel systems
- converted freight container systems

- structural insulated panel systems
- hybrid eco-cabins
- high performance garden-room style buildings
- outdoor classroom style structures
- any equivalent building system meeting Building Regulations and with year – round functionality

‘Eco’ buildings are strongly encouraged where they offer lower embodied carbon and better thermal performance. A building design that offers improved visual integration with the natural environment and which demonstrates an interesting and welcoming design is also encouraged.

2. Detailed design considerations

2.1 The following building characteristics **must** be incorporated in the building design:

- suitable for year-round use
- U-values meeting or exceeding current Building Regulations
- durable external materials with a minimum 25-year design life,
- weather resistant
- secure against forcible entry by persons on foot.
- accessibility & inclusion to comply with the Equality Act 2010 and Part M of Building Regulations.

2.2. The following building characteristics are desirable:

- airtightness appropriate for low-energy operation
- low-maintenance finishes especially externally
- use of FSC-certified timber (where applicable)
- low-embodied-carbon and materials
- high insulation performance
- solar PV integration
- long-term energy efficiency

2.3. The building should be visually appealing, with windows for natural light on the north facing side of the building. Roof lights may be considered. If permitted within the design constraints, overhangs for weather protection should be considered.

2.4 Designs requiring minimal groundworks would be welcome.

2.5 Internal design requirements

- Flooring: Commercial-grade vinyl or sustainable alternatives. Anti-slip flooring should be used in the in toilet and kitchen areas.
- Walls and ceilings: Painted plasterboard, timber lining, or equivalent. Consider acoustic treatment to ensure a comfortable learning environment.
- Lighting: LED lighting throughout. Emergency lighting to be provided. Time switching or absence detectors to be considered. Outside lighting to be provided in the entrance area, motion sensor linked.
- Heating & Cooling: Energy-efficient electrical heating programmable remotely. Cooling via mechanical, not passive, ventilation with heat recovery (MVHR) if possible.
- Ventilation: Adequate ventilation in all rooms bearing in mind the IT equipment to be used and stored.
- Kitchen: small bank of units with work top and refrigerated and cupboard storage, to include a single bowl sink and power outlets.
- Toilet: Accessible unisex rimless WC, Part M compliant, with handwashing and drying facilities. Alarm kit, timed mechanical air extraction, grab rails, mirror, coat hook and other standard accessories. Connection to waste services.
- Power, Data & Electrical: electrical sockets appropriate for multiple low power consumption computer / IT units in the main room with standard sockets and switching in the kitchen area. All electrical installation works to be BS 7671 18th Edition compliant and EIC certified.
- Alarms: Fire alarm and intruder alarm systems.

- Plumbing: Hot and cold-water services to the WC and kitchen areas with hot water supplied by instant water heaters or equivalent. Waste connections to suit the kitchen and WC layout with a foul water pumping station if required. All pipework to be appropriately insulated. All plumbing to be WRAS compliant.

3. Constraints

3.1 The height of the Hub **must not** exceed 4000 mm at its highest point and the capacity of the Hub measured as the **external** length x the depth x the height **must not** exceed 200 cubic metres.

3.2 Access to the Hub will be via the path in front of the Youth Centre. This path will be required to be extended in Asphalt, to provide all weather access the entrance door to the hub. The amount of extra pathway will clearly depend on the location of the entrance door to the hub.

3.3 The electrical supply from the Youth Centre and the foul waste manhole chamber lie to the south of the area proposed for the Hub. Furthermore, CCTV at the Youth Centre will observe the south and north walls of the building as well as the roof. These practical considerations indicate that the kitchen, WC and storage area are best located on the south side of the Hub.

3.4 Adequate space should be left between the Hub and the Youth Centre to comply with Building Regulations and for access to the rear of the Youth Centre.

3.5 Adequate space should be left between the hub access path and the nearby football pitch as shown on the site plan.

3.6 Consideration should be given to building design measures to mitigate impact damage from footballs and cricket balls, specifically protection of the windows.

3. Period of Works

3.1 The Authority will manage the overall project and will be responsible for co-ordinating the works to be carried out by different contractors for site preparatory works, plumbing, electrical supply, internet access and the construction of the building.

3.2 The Authority will arrange for the site preparatory works, including the clearance of all sports equipment, redundant fencing and obstructing vegetation together with the re-siting of the freight containers prior the 31 March 2026.

3.3 The Authority will arrange for the initial plumbing works to be carried out following site clearance to align with the floor plan of the selected Hub design and according to a Programme of Works to be agreed with the successful bidder prior to contract signature.

3.4 The Programme of Works will further indicate the timings for the completion of all other stages of the Works, including building regulation sign off, up to and including handover of the completed and functional Hub.

3.5 The Authority must be informed of any deviation from the programme of works at the earliest opportunity and a revised programme agreed.


3.6 Any concerns raised by the Authority by telephone or email must be responded to within two working days.

4. Works Requirements


4.1 **The successful Bidder will be required to provide all labour, materials, plant equipment, and disposal for the construction of the Hub including the foundations or supports for the Hub, construction of the path and the provision of a surface water drainage system.**

- 4.2 Bidders should **not include** in their bids the cost of (a) site clearance and freight container relocation (b) plumbing and foul water drainage materials and works internally or externally (c) electrical materials and works internally and externally (d) internet connection arrangements. Provision of these components will be the subject of separate Invitations to Quote to be organised by the Authority.
- 4.3 Details of the Invitations to Quote (ITQs) for (b) plumbing and foul water drainage materials and works internally or externally (c) electrical materials and works internally and externally are available on request from the Clerk at kempseyparishcouncil@gmail.com. Should you wish to bid for a turn-key contract opportunity encompassing these elements, this would be considered by the Authority.
- 4.4 The completion of the Project must all be in accordance with a Minor Works Contract to be agreed prior to contract signature. The Bidder will be responsible for raising any concerns with the Authority if there are any issues with the tender documents which could hinder the satisfactory completion of the Project.
- 4.5 The successful Bidders will be required to provide 5 year Warranty and Aftercare undertaking for the Hub (excluding electrical, internet connection and plumbing materials and works) from the date of final completion of the Hub on all materials and construction works together with a 25 year Structural Warranty on the Hub and to resolve all outstanding matters to the satisfaction of the Authority and at the cost of the Bidder.
5. **Handover**
- 5.1 The following to be supplied to the Authority following completion of the works:
- As built drawings
 - O&M manuals
 - Safety Certificate
 - Building Regulations Sign Off
- These documents to be supplied in pdf file format.
6. **Site visits**
- 6.1 The site is open to pedestrian access at any time and to vehicle access daily between the hours of 8 am and 10 pm. Bidders wishing to carry out a site visit with an Authorised Representative prior to submitting their ITT should contact the Parish Office using the contacts given in ITT – General Conditions and Processes, Section 1.4 Communications / Contact


Appendix 5: Pre Construction Information

Pre-Construction Information Construction (Design and Management) Regulation 2015			
Date: 13 January 2026		Title: Kempsey IT & Youth Hub, Plovers Rise Playing Fields, Kempsey.	


Project Information	Project Description :	<p>To provide an IT and Youth Hub permanent small building located at the Plovers Rise Playing Fields, Kempsey. The Hub will provide IT skills training during the day and evening provision of a centre for social engagement between young people through recreational activities especially internet gaming.</p> <p>A summary of the project requirements is as follows:</p> <ul style="list-style-type: none"> • Site preparation • Groundworks and initial plumbing and drainage works • Construction and fitting out of the Hub building • Completion of plumbing and drainage works • Connection to the electrical supply in an adjacent building (the Youth Centre) • Connection to provide internet access • Extension of an existing all weather path for access to the Hub • Post-installation inspection of all works and the Hub building 						
	Site Address:	Kempsey Community & Sports Centre, Old Road South, Kempsey WR5 3NH, Worcester						
	Key Dates:	Start: 30/03/26	Completion: 31/03/2027	Duration: 28 weeks inc lead-in period.	Min. time appoint. and commence: 2 weeks			
	Team and Resources :	Authority: Kempsey Parish Council	Principal Designer: The Contractor - to be appointed	Project Manager: Kempsey Parish Council				
		Structural Eng: The Contractor - to be appointed	Mechanical Eng: The Contractor - to be appointed	Electrical Eng: The Contractor- to be appointed	Principal Contractor: The Contractor – to be appointed			
	Existing Records:	H&S File		Plans -		Services -		
		Y	N ✓	Y ✓	N	Gas: x	Water: yes	Electricity : yes
	Surveys Undertaken :	Services search only.						

Pre-Construction Information Construction (Design and Management) Regulation 2015			
Date: 13 January 2026		Title: Kempsey IT & Youth Hub , Plovers Rise Playing Fields, Kempsey	

Authority Considerations and Management Requirements	Security of site:	It is the Principal Contractor's responsibility to ensure that the site is secure at all times.
	Welfare Provision:	These must be in accordance with Managing Health and Safety in Construction, Construction (Design and Management) Regulations 2015, and Schedule 2. The Principal Contractor is to provide all necessary welfare facilities for the whole duration of the works.
	Occupied Buildings:	Unrestricted public access to the larger site will continue for the duration of the works. Works must be planned accordingly.
	Other works occurring:	Other construction works may occur on Youth Centre at the same time as the Hub construction plan
	Public Open Space and Recreational Use:	The Playing Fields are designated as a Public Open Space and are in regular use by members of the public, including dog walkers and young people engaging in recreational and sporting activities. The Bidder must ensure that all works are planned and managed to maintain the safety of the public at all times.
	Specific Site Rules:	No works to be carried out outside the following site working hours: 8am – 6pm, Monday to Friday. Operatives are to wear appropriate PPE at all times – the minimum requirement is safety boots, hard hat and hi-visibility vest.
	Site Hoarding Requirements:	Work areas to be secure. The Principal Contractor shall propose what he deems to be appropriate to be discussed with and agreed with the Authority.
	Site Transport Arrangements:	To be discussed with the Authority and details included in the Construction Phase Health and Safety Plan.
	Vehicle Moving Restrictions	To be discussed with the Authority and details included in the Construction Phase Health and Safety Plan.
	Parking Restrictions:	Parking in the car park or elsewhere on site to be agreed with the Authority. The Principal Contractor shall propose what he deems to be the appropriate to be discussed and agreed with the Authority.
	Emergency / Fire Procedures:	The contractor's emergency / fire procedures are to be included in the Construction Phase Health and Safety Plan.
	Emergency Access	Access for emergency services must be maintained at all times throughout the duration of the works.

Pre-Construction Information Construction (Design and Management) Regulation 2015			
Date: 13 January 2026		Title: Kempsey IT & Youth Hub, Plovers Rise Playing Fields, Kempsey	

Environmental Restriction and On-site Risks	Safety Hazards:	Boundaries and Access:	Vehicle access to the site is via Plovers Rise road, a turning off the A38 via to the south of the centre of Kempsey village.
		Adjacent Land:	Residential properties and farmland outside of the site and open green space within the site.
		Deliveries / Waste Collection:	Details to be included in the Construction Phase Health and Safety Plan.
		Location of Existing Services:	It is the Principal Contractors responsibility to determine precise positions of services on site.
		Ground Conditions:	Moderately heavy clay loam with a grass covering.
		Existing Structures:	The adjacent Youth Centre, freight containers and pathway. The Principal Contractor is advised to take due care and notify the Authority if he encounters any structures on site or any materials he considers might be hazardous to safety.
	Health Hazards:	Asbestos:	Should the contractor identify any asbestos containing materials during the course of the works – stop work immediately and notify the Authority. All contractors to have Asbestos Awareness training.
		Contaminated Land:	Unknown
		Existing Storage of Hazardous Substances:	None identified.
		Existing Structures Containing Hazardous materials	Unknown, notwithstanding this, the Principal Contractor is advised to take due care and notify the Authority if he encounters any material(s) he considers might be hazardous to health
		Health Risks from Authorities' Activities:	None identified.
		Other Health Risks:	None identified.

Pre-Construction Information Construction (Design and Management) Regulation 2015			
Date: 13 January 2026		Title: Kempsey IT & Youth Hub, Plovers Rise Playing Fields, Kempsey	

Significant Design and Construction Hazards	Design Assumptions/ Suggested Work Methods/ Control Measures	<p>The larger site will be available for public access during the course of the works. The Principal Contractor will be responsible for programming and implementation of the works to ensure ongoing, safe public access to the parts of the site not being used for the Works. .</p> <p>The Principal Contractor will be responsible for site security.</p> <p>The Principal Contractor should provide clear signage and information about the works, including contact details for queries or concerns, and should liaise with the Authority regarding the programme of works.</p>			
	Significant Risks Identified During Design	<p>Access Route: Due care must be taken to ensure safe vehicle movements through the Plovers Rise residential area and the access to the Playing Fields.</p> <p>Apart from above, the following items are flagged as requiring the Principal Contractor's particular consideration: -</p> <ol style="list-style-type: none"> 1. Use of the Youth Centre for community activities – maintain safe access for users 2. Site Deliveries – avoid busy times; 3. Pedestrian and vehicle movement in the car park 4. Public use of the playing fields and its facilities 5. Noise – residential area; 6. Works areas to be clearly defined and secure; 7. Working at height – excavations; 8. External Works – inclement weather; 9. Overhead /buried services. 10. Site security 			
Health and Safety File	Health and Safety File	Required?		No. Copies	Format
		Y ✓	N	1 + 1	1 Electronic; pdf 1 Paper copy
	Mechanical Manual			No. Copies	Format
		Y	N ✓	n/a	n/a
	Electrical Manual			No. Copies	Format
		Y	N ✓	n/a	n/a
	Maintenance			No. Copies	Format
	Manual	Y ✓	N	1	1 Electronic; pdf 1 Paper copy

Appendix 6: Award Criteria

Table 1: Evaluation Criteria and Weightings

	Criteria	Weighting for Bid Evaluation
A	QUALITY	50%
B	PRICE	50%
TOTAL		100%

Table 2: Detailed Criteria and Weightings

Criteria	Criteria Weighting	Sub-Criteria	Sub-Criteria Weighting
QUALITY	50%	Q.A1 Design	30%
		Q.A2 Compliance with Health and Safety	5%
		Q.A3 Approach and Methodology	5%
		Q.A4 Relevant Experience	5%
		Q.A5 Terms & Conditions and Contract	5%
PRICE	50%		50%
TOTAL			100%

1. Cost (50%) Assessment Methodology

The price is evaluated using a method that compares all bidders' prices to the lowest overall compliant price received.

The bidder with the **lowest overall price** receives the maximum available marks for the cost component (e.g., 50 points).

- 1.1 Other bidders are awarded marks proportionally using a formula:

$$(Lowest\ Tender\ Price / Bidder's\ Price) \times Maximum\ Cost\ Marks$$