

# **HENLEY-ON-THAMES TOWN COUNCIL**



## **REQUEST FOR QUOTE**

### **ARCHITECTURE AND OVERSIGHT OF SUB CONTRACT REPORTS**

### **MARCH 2022**

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## **REQUEST FOR QUOTE**

### **REDEVELOPMENT SITE AT 353-357 READING ROAD, HENLEY-ON-THAMES, RG9 4HA**

#### **SECTION 1 - SUMMARY**

##### **1.1 Introduction**

- 1.1.1 You are invited to submit a quote for the design and masterplan coordination of a development site at 353-357 Reading Road, Reading Road, Henley-on-Thames. The site is included in the revised Joint Henley and Harpsden Neighbourhood Plan for the provision of around 30 residential dwellings. It is owned by Henley Town Council and the Council hopes to fund the development of replacement sports club facilities on the adjacent playing fields from the redevelopment of the site. You are invited to submit quotes for the design of housing on the 353-357 Reading Road site, the design of a clubhouse on Jubilee Park and the coordination of the consultants for the necessary reports to support preparation of a Neighbourhood Development Order.

##### **1.2 Background information**

- 1.2.1 The buildings at 353-357 Reading Road provide clubhouse accommodation for Henley Hockey Club and AFC Henley, a junior football team. In addition, 353 Reading Road is leased for use as gym and the Council's Parks Services team has both a yard adjacent to 353 Reading Road and a workshop in 357 Reading Road.
- 1.2.2 The site is identified in the existing Joint Henley and Harpsden Neighbourhood Plan for around 30 dwellings and is currently at Regulation 16 consultation in the revised Joint Henley and Harpsden Neighbourhood Plan for an increased allocation of around 50 dwellings.
- 1.2.3 It is anticipated that the sports clubs will relocate to a new clubhouse to be situated on Jubilee Park, on the southern side of the access road for the Tesco Superstore.
- 1.2.4 Alternative off site accommodation will be found for the Parks Services team.
- 1.2.5 The sale of the site at 353-357 Reading Road with a Neighbourhood Development Order in place will ideally give sufficient return to the Council to build a clubhouse for the sports clubs

on Jubilee Park, install a 3G pitch (with some Football Foundation funding) and provide alternative accommodation for the Parks Services team.

### 1.3 Scope of work

#### 1.3.1 The work will consist of:

- Outline designs for housing on the 353-357 Reading Road site, to be sufficiently detailed to enable submission of a Neighbourhood Development Order to South Oxfordshire District Council, the planning authority. This to include location plan, existing and proposed plans and elevations as well as a planning statement.
- Design for a sports clubhouse on Jubilee Park, to include plans and elevations.
- Ascertaining which supporting reports will be necessary to support the masterplan for the site, appointing and coordinating relevant specialists to produce the reports.
- Assembling the masterplan for inclusion in the preparation for a Neighbourhood Development Order.

### 1.4 Anticipated value

- 1.4.1 The council anticipates receipt of a funding award of £50,000 to cover the costs associated with this work. This is the maximum sum available for the work.

## SECTION 2 – TENDER PROCESS

### 2.1 General requirements

- 2.1.1 Quotations must be submitted in accordance with the following instructions and conditions. Any bidders that do not comply with these instructions or conditions may have their quote rejected.

### 2.2 Timetable

- 2.2.1 The procurement process is intended to follow the timetable below:

1	Request for quotation issued	Thursday 3rd March 2022
2	Clarifications submitted by	Wednesday 9 <sup>th</sup> March 2022
3	Final clarifications circulated	Friday 11 <sup>th</sup> March 2022
4	<b>Deadline for responses</b>	<b>Monday 21<sup>st</sup> March 2022</b>
5	Evaluation	Tuesday 22 <sup>nd</sup> March to Friday 25 <sup>th</sup> March 2022
6	Confirmation of funding award from Locality	Friday 15 <sup>th</sup> April 2022
7	Final award and Initial project meeting	Monday 25 <sup>th</sup> April 2022

- 2.2.2 Please note that the Council reserves the right to amend step 5 onwards of the timetable, and they are provided for indicative purposes only. The Council also reserves the right to not award the contract or amend the specifications and conditions.
- 2.2.3 Following submission of written quotations, bidders may be asked to attend one or more interviews or make a presentation to the evaluation panel. This will help to clarify any points arising from the responses. Actual dates for presentation will be agreed with bidders in due course and will be held either in person or virtually via Zoom.
- 2.2.4 Throughout the evaluation process, the Council reserves the right to seek clarifications from bidders, where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the evaluation panel, in its reasonable judgement, identify a fundamental failing or weakness in a quotation submitted then that quotation may, regardless of its other merits, be excluded from further consideration.

### **2.3 Submission of quotation**

- 2.3.1 **The deadline for receipt of quotations is detailed above.**
- 2.3.2 Submissions of the quotation must be made by email to [cath.adams@henleytowncouncil.gov.uk](mailto:cath.adams@henleytowncouncil.gov.uk) or by post to the following address:  
  
 Private and Confidential  
 Cath Adams  
 Henley-on-Thames Town Council  
 Market Place  
 Henley-on-Thames  
 RG9 2AQ
- 2.3.3 Any queries relating to your quotation should be sent to [cath.adams@henleytowncouncil.gov.uk](mailto:cath.adams@henleytowncouncil.gov.uk) by the date specified above.
- 2.3.4 All questions and responses which are considered by the Council to be of a substantive nature will be distributed to all potential bidders prior to the quotation return date.
- 2.3.5 The Council does not bind itself to accept the lowest or any quotation.
- 2.3.6 Ensure that any other information that has been requested to support your quotation has been included. Failure to return all documents requested may be deemed as a non-compliant tender.
- 2.3.7 Your quotation must remain open for acceptance for a minimum of 60 days.
- 2.3.8 The successful bidder must not undertake any work without written notification that they have been awarded the contract.

## **2.4 Freedom of information**

- 2.4.1 Information in relation to this quotation may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.
- 2.4.2 Bidders should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Bidders must provide justifications why they consider the information to be confidential or commercially sensitive and for how long.
- 2.4.3 Bidders acknowledge that neither an assertion nor the provision of justifications pursuant to the above clause constitutes a guarantee that the information will not be disclosed by the Council, pursuant to a valid request made under the Act.

## SECTION 3 - SPECIFICATION

### 3.1 Design and management requirements

- Design of housing on the 353-357 Reading Road site that returns the maximum value for sale of the site but includes provision of affordable housing for the town.
- Design of a clubhouse for two sports teams and community use on Jubilee Park. To include 6 changing rooms, two smaller clubrooms of 40sqm, a larger communal room and kitchen and bar. See attached requirement specification at Appendix 2.
- A site plan indicating position of the sports clubhouse, location of new 3G pitch, rearranged grass pitches on Jubilee Park. See attached previous plan at Appendix 3.
- Identification of the necessary supporting reports to inform the preparation of a Neighbourhood Development Order submission to SODC. Potential reports are thought to be:
  - Design and Access Statement
  - Site specific flood risk assessment
  - Topographical survey (the Council has a topographical survey of Jubilee Park)
  - Landscape and visual impact assessment
  - Transport statement
  - Biodiversity survey/protected species report
  - Arboricultural survey
  - Sports pitch survey to review the work involved in rearranging football pitches to facilitate the installation of a 3G pitch on Jubilee Park.
- Engagement of relevant consultants to produce the required reports from the list above.
- Collation of plans and reports to create a masterplan for the development.
- Energy efficient buildings with a low carbon footprint would be preferred.

353-357 Reading Road and Jubilee Park





Client Name : Henley on Thames Town Council  
 Project Title : New Sports Pavilion - Project Monitoring  
 Project Nr : 6244

Schedule of Proposed Areas - Reduced Pavilion  
 8th February 2021  
 Version 1

Summary	Current Provision (Existing)	Employers Requirements Minimum Brief (Proposed)		Ground	First
Football Club Total (m2)	73	55	Areas of exclusive demise to Club	0	55
Hockey Club Total (m2)	152	55	Areas of exclusive demise to Club	0	55
Central Requirements Total (m2)	192	452	HTC to manage	385	67
Third Use requirement Total (m2)	0	158	HTC to manage	0	158
<b>Building Total (m2) - Exc. Storage &amp; Circulation</b>	<b>417</b>	<b>720</b>		<b>385</b>	<b>335</b>
Total External Storage (m2)	0	85		85	0
Total External Viewing Levels	0	135	50	0	135
<b>Building Total (m2) - Exc. Circulation</b>	<b>417</b>	<b>940</b>		<b>470</b>	<b>470</b>
Existing HTC Groundsman facilities (m2)	0	60.5	Proposed grounds and external facilities	60.5	0
Room	Current Provision (Existing)	Employers Requirements Minimum Brief (Proposed)	Comments	Ground	First
<b>Football Club - AFC Henley</b>					
<b>First Floor</b>					
Club Room	47	40	As revised brief Option		40
Kitchen	8	0	Includes allowance for Food & Beverage Store		0
Bar Servery	8	0	Includes allowance for Bar Store and 10m2 for office use		0
Bar store	0	0	Allowance included in above		0
Stores	4	See below	Furniture/Food & Beverage/Equipment/Refuse/Cleaners Stores		See below
Furniture	0	8			8
Food & Beverage (Kitchen Store)	0	0	Storage allowance now included in kitchen		0
Equipment	0	See below	External		See below
Cleaners Store	0	2	Football Club FF Space		2
Lobby/circulation	6	5	Note this will change to reflect revised 1st floor arrangement. Also SE requires Locker space		5
<b>Football Club Total (m2)</b>	<b>73</b>	<b>55</b>	<b>Areas of exclusive demise to Club</b>	<b>0</b>	<b>55</b>
<b>Hockey Club - Henley Hockey Club (HHC)</b>					
<b>First Floor</b>					
Club Room	83	40	As revised brief Option		40
Kitchen and servery	8	0	Includes allowance for Food & Beverage Store		0
Bar Servery	15	0	Includes allowance for Bar Store		0
Bar store	11	0	Allowance included in above		0
Stores	13	See below	Note HHC also use part of roof void to store claimed 100m2		See below
Furniture	0	8			8
Food & Beverage (Kitchen Store)	14	0	HHC currently using a lobby as a kitchen Store - Storage allowance now included in kitchen		0
Equipment	0	0	External (see below)		0
Cleaners Store	0	2	Hockey Club FF Space		2
Lobby/circulation	8	5	Note this will change to reflect revised 1st floor arrangement. Also SE requires Locker space		5
<b>Hockey Club Total (m2)</b>	<b>152</b>	<b>55</b>	<b>Areas of exclusive demise to Club</b>	<b>0</b>	<b>55</b>

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Schedule of Proposed Areas - Reduced Pavilion

8th February 2021

Version 1

Central Communal Requirements				Ground	First
<b>Ground Floor</b>					
Changing room 1 (Accessible)	14	23	Sport England minimum space for changing - Hockey 20m2 plus 3m2 for accessible	23	
Showers 1 (Accessible)	4	19	Sport England minimum requirement for shower 1 per 3/4 space min 4 - 2/3m2 ea.	19	
WC 1 (Accessible)	1	9	Sport England minimum requirement for 2 WCs & 2 WHB per 20 spaces - 2m2 ea.	9	
Changing room 2	13	20	Sport England minimum space for changing - Hockey 20m2	20	
Showers 2	4	16	Sport England minimum requirement for shower 1 per 3/4 space min 4 - 2/3m2 ea.	16	
WC 2	1	6	Sport England minimum requirement for 2 WCs & 2 WHB per 20 spaces - 2m2 ea.	6	
Changing room 3 (Accessible)	14	23	Sport England minimum space for changing - Hockey 20m2 plus 3m2 for accessible	23	
Showers 3 (Accessible)	4	19	Sport England minimum requirement for shower 1 per 3/4 space min 4 - 2/3m2 ea.	19	
WC 3 (Accessible)	1	9	Sport England minimum requirement for 2 WCs & 2 WHB per 20 spaces - 2m2 ea.	9	
Changing room 4	14	20	Sport England minimum space for changing - Hockey 20m2	20	
Showers 4	4	16	Sport England minimum requirement for shower 1 per 3/4 space min 4 - 2/3m2 ea.	16	
WC 4	1	6	Sport England minimum requirement for 2 WCs & 2 WHB per 20 spaces - 2m2 ea.	6	
Changing for Officials 1 (Accessible)	0	5	per pitch (2) up to 3 officials 5m2 with shower & bench space	5	
Changing for Officials 2	0	8	per pitch (2) up to 3 officials 8m2 with shower & bench space and use for first aid	8	
Changing room 5 (Accessible)	13	23	Sport England minimum space for changing - football 16m2 for 20 people	23	
Showers 5 (Accessible)	4	19	Sport England minimum requirement for shower 1 per 3/4 space min 4 - 2/3m2 ea.	19	
WC 5 (Accessible)	1	9	Sport England minimum requirement for 2 WCs & 2 WHB per 20 spaces - 2m2 ea.	9	
Changing room 6	14	20	Sport England minimum space for changing - football 16m2 for 20 people	20	
Showers 6	4	16	Sport England minimum requirement for shower 1 per 3/4 space min 4 - 2/3m2 ea.	16	
WC 6	1	6	Sport England minimum requirement for 2 WCs & 2 WHB per 20 spaces - 2m2 ea.	6	
Changing room 7 (Accessible)	13	0	Sport England minimum space for changing - football 16m2 for 20 people	0	
Showers 7 (Accessible)	4	0	Sport England minimum requirement for shower 1 per 3/4 space min 4 - 2/3m2 ea.	0	
WC 7 (Accessible)	1	0	Sport England minimum requirement for 2 WCs & 2 WHB per 20 spaces - 2m2 ea.	0	
Changing room 8	14	0	Sport England minimum space for changing - football 16m2 for 20 people	0	
Showers 8	4	0	Sport England minimum requirement for shower 1 per 3/4 space min 4 - 2/3m2 ea.	0	
WC 8	1	0	Sport England minimum requirement for 2 WCs & 2 WHB per 20 spaces - 2m2 ea.	0	
Changing for Officials 3 (Accessible)	0	5	per pitch (2) up to 3 officials 5m2 with shower & bench space	5	
Changing for Officials 4	0	8	per pitch (2) up to 3 officials 8m2 with shower & bench space and use for first aid	8	
Plant Room	15	15	To be communal for central plant and consideration of separate plant room to use depending on MEP design. Allowance 10%. To determined by Plant etc.	15	
Meter room	0	3		3	
Main entrance lobby	0	5	To suit layout and building regulations	5	
Circulation corridors	0	25	Minimum 1500 width with 1800 passing places and allowance for lockers	25	
Stairs	0	8	To suit layout and building regulations	8	
Lift	0	3	To suit layout and building regulations	3	
Cleaners store GF	0	2	Landlord GF to clean central facilities	2	
Ladies Toilets	6	9	Shared communal facilities on Ground	9	
Mens Toilets	5	6	Shared communal facilities on Ground	6	
DDA WC	3	4	Ground floor includes Baby Change	4	
<b>First Floor</b>					
Ladies Toilets	6	14	Shared communal facilities on First	14	
Mens Toilets	5	12	Shared communal facilities on First	12	
DDA WC	3	4	First floor includes Baby Change	4	
Cleaners store FF	0	2	Landlord FF to clean central facilities	2	
Circulation corridors	0	24	Minimum 1500 width with 1800 passing places	24	
Stairs	0	8	To suit layout and building regulations	8	
Lift	0	3	To suit layout and building regulations	3	
<b>Central Requirements Total (m2)</b>	<b>192</b>	<b>452</b>		<b>385</b>	<b>67</b>
<b>Third Use Requirement</b>					
<b>First Floor</b>					
Multipurpose room	0	100	Assumed Minimum 4.5m floor to ceiling	100	
Kitchen and servery	0	25	Includes allowance for Food & Beverage Store	25	
Bar Servery	0	20	Includes allowance for Bar Store	20	
Bar store	0	5	Allowance included in above	5	
Stores	0	See below	Note HHC also use part of roof void to store claimed 100m2	See below	
Furniture	0	8		8	
<b>Third Use requirement Total (m2)</b>	<b>0</b>	<b>158</b>		<b>0</b>	<b>158</b>
<b>Building Total (m2) - Exc. Storage &amp; Circulation</b>	<b>417</b>	<b>720</b>	NIFA Over 2 floors	<b>385</b>	<b>335</b>

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Version 1

				Ground	First
<b>External Viewing Level</b>					
External Terrace - Hockey	0	45	Assumed above store		45
External Terrace - football	0	40	Assumed above store		40
External Terrace - third use room	0	50	Viewing terrace 50m2 available in building on first above Ground		50
<b>External FF Terraces Total (m2)</b>	<b>0</b>	<b>135</b>		<b>0</b>	<b>135</b>
<b>External Storage</b>					
<b>Ground Floor</b>					
Football Club		40		40	
Hockey Club		45	Storage area requirement of 45m2 agreed with HHC. HHC allege existing roof storage 100m2	45	
Landlords Store		0	Combined with HTC Machinery Store	0	
<b>Total External Storage (m2)</b>	<b>0</b>	<b>85</b>		<b>85</b>	<b>0</b>
<b>Building Total (m2) - Exc. Circulation</b>	<b>417</b>	<b>940</b>	Includes external terraces	<b>470</b>	<b>470</b>
<b>Externally</b>					
Machinery Store	93	0	To be relocated off site so excluded from brief and total	0	
Mess Area	0	0	To be relocated off site so excluded from brief and total	0	
Football Groundsman	0	30	Existing container to be relocated on site	30	
HTC Groundsman & Machinery Store	0	17.5	Landlord Store and astroturf to be independent shed	17.5	
Football Shed	0	3	To be provided by Football Club	3	
Landlord - Refuse	0	10	<b>Refuse to be confirmed to meet use and environmental services requirements</b>	10	
<b>Existing HTC Groundsman facilities (m2)</b>	<b>0</b>	<b>60.5</b>	To be relocated off site so excluded from brief	<b>60.5</b>	<b>0</b>

Car Parking Spaces	70	Minimum subject to OCC requirements
Disabled Parking Spaces	3	Minimum subject to OCC requirements
Motorbike spaces	2	Minimum subject to OCC requirements
Minibus/coach Parking/Occasional Ice Cream Van	1	Minimum subject to OCC requirements
EV charging spaces	2	Active spaces in addition to above with potential of 2 further passive spaces ducted ready
Bike spaces	12	Minimum subject to OCC requirements
External seating	4	Note facility required for E bike charging - External socket
		Minimum 4No benches outside clubhouse
	As shown on developers plan	

Version	Reason For Issue	Update	Updated by	Details of Changes	By
Version 1	Draft Issued for comment	08/02/2021	PQ	First Issue - reduced club house	PQ



