

EPHING TOWN COUNCIL

EPHING HALL IMPROVEMENT PROJECT 2022

1) Proposal & client

Delivery of an extension to Epping Hall and improvements to the existing building, to provide additional hiring space, improved offices and to tackle current issues with the building's performance.

Epping Hall is home to the main offices of Epping Town Council and is equivalent to a modern Town Hall. It has a main Hall, conference room, garden lounge/bar and catering style kitchen, which are all well-used by our community. Parking is limited to staff and the hirer of each meeting space only (approximately 10 car parking spaces at the front of the building, including disabled parking).

Epping Hall is a brick building with a metal roof, dating to 1999. The net/gross usage ratio is low. The hireable spaces are a main Hall, partitionable conference room, garden lounge/bar and catering style kitchen. The building is used for a variety of functions including meetings, dance and exercise classes, children's groups, wedding receptions, parties and Civic functions. It is the main offices of Epping Town Council and is where Council and Committee meetings are held (modern Town Hall).

The new extension will provide another community space at ground floor level. The Hall is two-storey but sits lower than pavement level on a sunken site. It is surrounded by a very underused garden. New offices will sit on the extension at first floor level. The existing offices will become another meeting room.

Epping Hall is located in St Johns Road, Epping, Essex (off Epping High Street). (Site postcode CM16 5JU).

The project will be undertaken and decisions made by Epping Town Council. It will be overseen by the Town Clerk, who will deliver Council's instructions.

Contact: Beverley Rumsey
Town Clerk & Responsible Financial Officer
Tel: 01992 579444
Email: info@eppingtowncouncil.gov.uk

2) The Project

i) Summary Information

Reference: 2022/ETC/EHIP

Title: Epping Hall Improvement Project 2022

Advertisement of tender: 29/09/2022

Closing Date: 13/10/2022 at 10am

To begin: once planning permission and monies are in place

Lowest value: £1,000,000

Highest value:

The contract may be subject to OJEU regulations (and will be treated accordingly) and is published on the Contracts Finder Website in accordance with the Public Contracts Regulations 2015. (It is a contract with a value over £25,000).

SME enterprise suitability: Yes
(Small and Medium Enterprises)

VCSE enterprise suitability: No
(Voluntary Community and Social Enterprise)

ii) Location & industry

Location: Epping Hall, St Johns Road, Epping, Essex. CM16 5JU
Industry: Local Government (Town Council)

(iii) Submission of tenders

Tenders to be submitted in writing, by post, addressed to the Town Clerk and sent to the address above. If you wish to tender, please request a pre-marked envelope from Epping Hall on 01992 579444. This will remain sealed until after the closing date in accordance with Council procedures.

iv) Requirements in addition to tender

Epping Town Council request two references from contractors' current or previous clients in a related field.

v) Evaluation criteria

- Tenders will be evaluated by full Council
- References will be used in the evaluation process.
- Tenders will be considered in conjunction with Council's Procurement Policy, which gives preference to local contractors.

vi) Notification

The successful architect will be notified as soon as possible after the full Council meeting which follows the closing date. Feedback will be available.

vii) Acceptance

Epping Town Council are not obliged to accept any tender, if it does not satisfy their detailed requirements.

3) Architectural Services required

Architectural services following receipt of planning permission and includes the preparation of detailed designs and specification, obtaining competitive tenders from builders and the administration of a building contract.

RIBA stages 4-6

Stage 4.1: Building regulation approval

Stage 4.2 Full set of detailed tender documents and obtaining prices from builders

Stage 5-6: To completion of work on site, administration of building contract and final account agreement.

(RIBA stages completed to date:)

Stage 0-1: Information collecting and detailed measurements of building

Stage 2: sketch Design stage, development of working relationship, design approach and preliminary enquiry to a planning authority.

Stage 3: Planning application stage

4) External consultants

We envisage our chosen architect to act as Lead Designer.

All other consultants will be appointed directly by Epping Town Council, but we will require our architect to advise on the services/consultants required and recommend suitable professionals to carry out the work required and at the correct stage.

This is likely to include:

Land & Building Surveyor – for topographical work and location of trees.

Quantity Surveyor – Budget forecasting, works costs assessments.

Structural Engineer – Foundations/major structural elements/entrance bridge

Mechanical Engineer – Services

Energy Consultant – Conservation of fuel and power in relation to Building Regulations

Principal Designer – CDM Regulations 2015 Regulations (Health & Safety in Construction)

Individual specialists: eg floors and roof

5) Schedule

Architect to advise on their lead time and projected schedule

5) Other matters

Hourly charges & expenses, terms of payment, appointment terms and conditions and professional indemnity insurance should be covered in the architect's quotation.

Essential: Architects submitting quotations should be Registered Architects appearing on the register kept by the Architects Registration Board.

6) Works to be undertaken (please see section 7 for plans)

Section A) NEW: External & internal works

- Extension to the front of the current Main Hall at ground floor
- Council offices above the extension at first floor
- Conversion of existing offices into meeting room space

Section B) EXISTING: External & internal works

Improvements to the existing Hall, including:

- LED lighting
- Fire/smoke alarm system/s
- Miscellaneous jobs (separate document)
- Adequacy of existing services including:

Assessment of water pressure, services (gas and electric), sewage. The Hall is served by mains gas, electric and water. Water pressure is low and the Hall requires improved drinking water delivery. The Hall is served by two domestic boilers in a mains boiler house.

7) Links to: Planning application documents.

The planning application at Epping Forest District Council (as the Local Planning Authority) is registered as:

EPF/1181/22

The drawings/documents can be found using this link:

https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000NzLoAAK/epf118122?c_r=Arcus_BE_Public_Register&tabset-dc51c=2