

INFORMATION PACK

for the role of Project Manager to oversee the repair and refurbishment of the Public Toilet Block, located at Longford Road, Wellington, Somerset.



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Background

The Council had previously agreed a vision for the refurbishment of the Longforth Road Toilets which is set out below. Unfortunately, on 23rd December 2022 the building was struck by a vehicle which has caused damage to the building and will subsequently affect the works required as part of the refurbishment.

Given the complexity of what is required, and the current staffing level being at capacity, the Council is looking to appoint a Project Manager to oversee the entire refurbishment project. A specification of what is required is set out in this document.

As detailed; the project will be split into two sections. The first being to draw up a specification and gather quotations to make good the damage which is required for the insurance claim. The second stage then being to assess all options and to implement the refurbishment.

The site address is Public Convenience, Longforth Road, Wellington, TA21 8RQ.

Vision

The Council's Policy and Resources Committee have considered a number of options for what they would like the refurbished building to include. The outcome of these discussions was that there should be three toilet cubicles (including one disabled) and a storage area.

A plan is attached which gives an indication of what the Council would like to see implemented. Please note, however, that part of the project will be to finalise these drawings and plans as part the specification of building works.

The Council's preference for completing the building works is a firm who are specialists in the renovation and/or building of public conveniences.

The Policy and Resources Committee will oversee the project.

Tender Instructions & Process

Those wishing to apply should contact the Council to request an information pack. This can be done via e-mail to info@wellingtontowncouncil.co.uk or by calling 01823 662855. An information pack will be mailed to you including a specifically marked envelope. Applications **must** be returned in this envelope. You are responsible for affixing the appropriate postage where required.

You are welcome to contact the Council to arrange a site visit on the toilet block before preparing your application. The point of contact for the project is Annette Kirk, Assets & Events Officer. Her direct telephone number is 07496 528389.

The deadline for applications is noon on 17th March 2023. As per the Council's Financial Regulations, all applications will remain sealed and will be opened by the Clerk on 20th March in the presence of either the Chairman or another member of the Committee.

A shortlisting process may be implemented depending on the number of applications received. Those shortlisted will be invited to attend a meeting of the Committee on 27th March to give a short presentation on your application and answer any questions. At this meeting, following the presentations, the Committee will seek to make a recommendation to Full Council on 3rd April to appoint the contract. The start date of the project will be immediately after confirmation of appointment by Full Council. Due to the commercial sensitivity of the presentations and consideration of quotations, this will take place in closed session¹.

¹ Public Bodies (Admission to Meetings) Act 1960 Section 2.

Project Manager Scope of Services to be Provided

Wellington Town Council is seeking to contract the services of an experienced Project Manager (PM) to develop, deliver and supervise the development and refurbishment of the Longforth Road Toilets. The role of the Project Manager will be to shape the Council's vision. They will deliver and develop all practical and logistical aspects to make this plan a reality.

1. Section 1 – Works required for the settlement of the insurance claim.

- 1.1. Based on the structural report, prepare a specification for works required to bring the building back to its former state.
- 1.2. Approach three contractors to provide a quote based using the prepared specification.
- 1.3. Report pricings/outcomes back to Council Officers who will then liaise with the Insurance loss adjusters to finalise the claim.

2. Section 2 – Overall repairs & refurbishment of the building – Pre-Contract Phase.

- 2.1. Liaise with the Committee to further develop the vision for the site design.
- 2.2. To assess the need for any planning applications that may be required, including taking up pre-application advice from the Planning Authority.
- 2.3. Engage with specialist firms to discuss what the requirements are to achieve the Council's vision. Also, to coordinate the design team and to attend team meetings where required.
- 2.4. To make comparisons between refurbishing the existing structure or demolishing it and replacing with new. The main points for comparison will be cost and environmental impact.
- 2.5. Prepare a full specification of works to be signed off by the Committee.
- 2.6. Obtain quotations for the required surveys and/or inspections by suitably qualified and experienced consultants and as required, coordinate & oversee these surveys, and review the reports and advise the Council appropriately.
- 2.7. To oversee the tendering process including receiving, handling and recording details of tenders appropriately according to the processes required by the Council including issuing a detailed tender report and recommendation.
- 2.8. Draw up the selected JCT Contract for signature by both the Council and the Principal Contractor and ensure that the Contract is in place prior to commencement of works on site. The PM is to undertake the role of Contract Administer and Quantity Surveyor as defined in the JCT Contract.

3. Overall repairs & refurbishment of the building – Post-Contract Phase.

- 3.1. Organise and chair the Pre-Commencement Meeting and issue minutes.
- 3.2. Oversee the construction phase of the project including, but not limited to, liaising with the design team members as required, supervising the Principal Contractor, specialist contractors/suppliers, co-ordinate all parties, obtain proposal/quotations where required, chair regular progress meeting and compile monthly contract report to the Council.
- 3.3. Review the Principal Contractor's valuations and issue the payment certificates. Agree cost of any variations instructed during the project. Compile monthly cost reports to the Council.
- 3.4. Attend meetings of the Committee to provide and run through the monthly progress & cost reports.
- 3.5. Undertake the snagging process, oversee the handover process, and issue the Practical Completion Certificate. Check and agree the Contractors Final Account.
- 3.6. To prepare a specification and carry out the tendering process for a new cleaning contract that will be implemented as soon as the building is to re-open.
- 3.7. Oversee the end of the Making Good Defects period, compile list of items to be addressed by the Principal Contractor and any other contractors, undertake the final inspection and issue the End of Making Good Defect Certificate and Final Payment Certificate.

4. General items applicable to both sections above.

- 4.1. Develop a schedule/timescale by which to deliver the whole project, from start to conclusion.
- 4.2. Be the main point contact for all contractors involved with the project and liaise with the Town Clerk where required, who in turn may consult with Councillors.
- 4.3. Attend meetings of the Committee to give regular update reports.
- 4.4. Follow the Town Council's Financial Regulations in terms of the processes to tender out and contract in work and supplies.
- 4.5. Ensure all contractors have up-to-date insurance, relevant qualifications, health and safety procedures and risk management schemes in place that can be evidenced to the Council.
- 4.6. Provide reports and attend meetings of Full Council on an "as and when required" basis.

5. Construction Design & Management Regulations (2015):

- 5.1. The PM is to undertake the role of Principal Designer as defined within the Construction Design & Management Regulations and is to ensure that all requirements to the CDM are duly complied with by all the appointed parties.

Potential applicants should provide the Town Council with a document detailing evidence that they have the skills, experiences, abilities and passion to shape and manage the development of this important project. This should include evidence of the successful management of similar projects, qualifications, membership of professional bodies and at least two referees. The cost for your services should also be explained. **PLEASE SEE FORM OF TENDER (ENCLOSED).**

Form of Tender

Your Details	
Contact Name	
Company	
Address	
Telephone Number	
E-mail Address	

Cost of project management services, as per the scope detailed. A more detailed explanation should also be provided.

£

If you are part of a firm or practice that offers other services in house, please provide an indication of what you might expect costs to be for the following services. These figures may be provided as a banded figure. Formal quotations will be requested once the project is underway.

Architect/Design Fees	
Building Services Engineer	

References	
Referee 1	
Contact Name	
Company	
Address	
Telephone Number	
E-mail Address	

Referee 2	
Contact Name	
Company	
Address	
Telephone Number	
E-mail Address	

Evidence Item Check List (tick to confirm)	
Documents as evidence of successful similar projects	
Evidence of Qualifications	
Evidence of membership to Professional bodies	
Risk management/risk assessments	
Evidence of Insurance (Employers Liability, Public Liability and Professional Indemnity)	

Confirmation	
Name	
Signature	
Date	

By signing above you agree that all the information submitted is correct and that should you be shortlisted, you will be able to attend the Committee meeting on 27th March.

Deadline for tenders: Noon on 17th March 2023.

Appendices

Contents

- A. Structural Survey
- B. Drawings (disregard option 1 within this document)




STRUCTURAL SURVEY
DAMAGED PUBLIC CONVENIENCE
BLOCK
LONGFORTH ROAD
WELLINGTON
FOR
WELLINGTON TOWN COUNCIL

Job Number 23010


January 20 2023

Philip Derben Ltd
pjderben@gmail.com

 Philip DerbenLtd 4 Hillhead Cottages, Rectory Road, Taunton, Somerset TA2 6ER	Project				Job Ref.	
	Wellington Town Council				23010	
	Section				Sheet no./rev.	
	Public Convenience Damage Report - Longforth Rd - Wellington				1	
	Calc. by	Date	Chk'd by	Date	App'd by	Date
	PJD	17/01/23				

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 Tekla® Tedds Philip Derben Ltd 4 Hillhead Cottages, Rectory Road, Taunton, Somerset TA2 6ER	Project				Job Ref.	
	Wellington Town Council				23010	
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	Public Convenience Damage Report - Longforth Rd - Wellington				2	
	Calc. by	Date	Chk'd by	Date	App'd by	Date
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1.0 INTRODUCTION

We have been instructed by Wellington Town Council to carry out a structural damage report on a Public Convenience block in Longforth Road, Wellington following a car impact on 23 December 2022.

2.0 REFERENCES AND INSTRUCTIONS

Philip Derben Ltd Report Reference : PJD / 23010 / R01

Client : Wellington Town Council

Inspected by : Philip Derben BEng (Hons) CEng MStructE

3.0 SCOPE AND LIMITATIONS OF INVESTIGATION

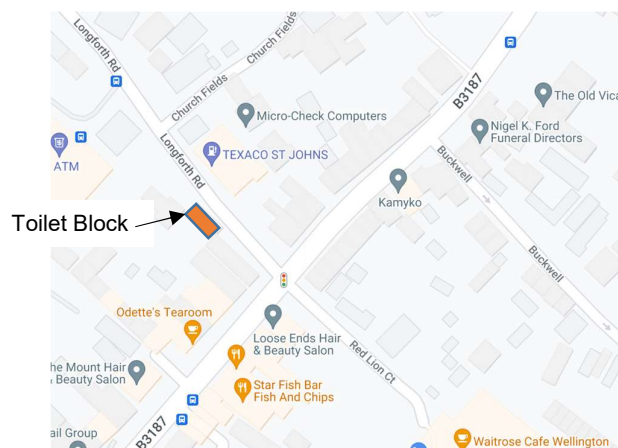
A survey of the Public Convenience block involved the visual examination of the roof, walls, floor and supports together with an overview of the area around the buildings.


The building was surveyed from the ground, a high ladder and internally. It is therefore possible that there are areas concealed in the structure which have not been examined at close quarters, which may have defects.

This report has been prepared solely for the benefit of Wellington Town Council with no liability accepted to third parties.

This report does not guarantee that any works carried out in the past have been executed in accordance with the statutory and mandatory regulations, British Standards, Codes of Practice or the like current at that time.

4.0 LOCATION PLAN- WELLINGTON



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	PJD	17/01/23				

5.0 PUBLIC CONVENIENCE PHOTOS AND CONSTRUCTION

5.1 VIEW OF FRONT OF DAMAGED PUBLIC CONVENIENCE



Photo No.01 Showing damage to front of Public Convenience Building

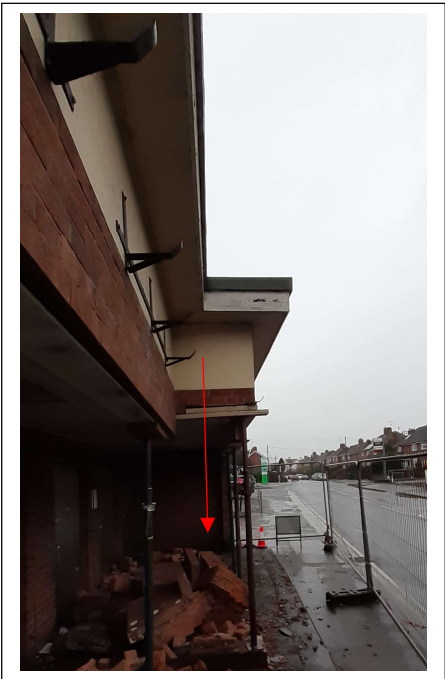


Photo No.2 – View of Demolished Pier

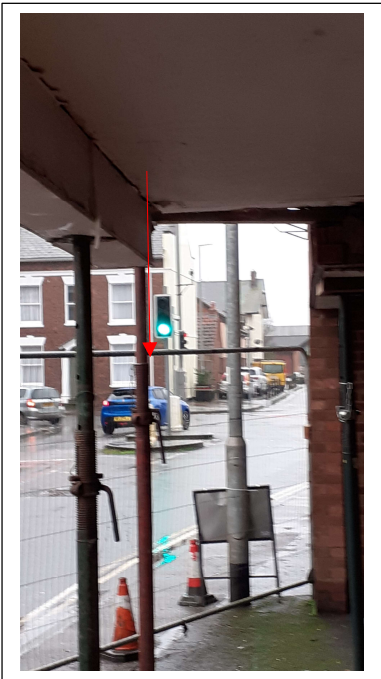



Photo No.03 View of Covered Walkway



Photo No.04 – Cracking in Gable

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5.2 PUBLIC CONVENIENCE DESCRIPTION – LONGFORTH ROAD- WELLINGTON

5.2.1 General

The public convenience is located towards the junction of Longforth Road with the B3187 and set at the back of footpath but not parallel to it. The building is approximately 10.6m long x 4.6m wide with an open covered walkway in front supported at each end by a masonry return and centrally by a brickwork pier before the car impact.

The construction consists of a mono-pitched single ply roof supported off 50 x 230mm joists @ 400mm centres onto a combination of masonry walls and 200 x 200mm Catnic lintels.

The main body of the building has been constructed with cavity internal blockwork with an external brickwork skin built up to approximately 3 m height with a 1 m high block-on flat built on top with a rendered finish.

6.0 DESCRIPTION OF CAR IMPACT DAMAGE


The car has impacted the central 1000 × 225 mm brickwork pier and passed through it removing the structural support to the extended roof in front of the main block.

The demolition of the pier removed support to the two 5.0 metre spanning catnic lintels on either side of the pier and the 1 m high masonry above has dropped and cracked the full length of the covered area.

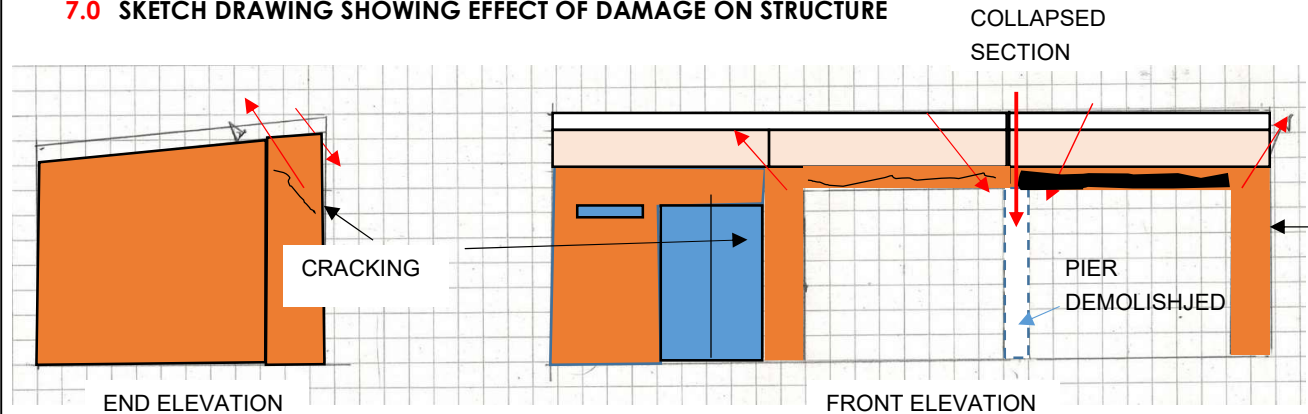
The majority of the building walls appear to be undisturbed by the car impact, however significant damage to the return walls has taken place at each end of the catnic lintels where the car impact has lifted and cracked the masonry around the supports

The central pier is totally demolished and the impact has lifted the roof resulting in damage to the masonry over the public convenience doors and loss of roof fixings.

The public convenience steel doors are also showing signs of impact damage.

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7.0 SKETCH DRAWING SHOWING EFFECT OF DAMAGE ON STRUCTURE



8.0 CONCLUSIONS.

The car impact has caused significant damage to the front of the Public Convenience, which has caused the roof to partially collapse as a result of the removal of a structurally significant central pier.


The front of the building should be demolished and rebuilt with the end returns walls. This should include a complete stripping back of the whole roof and then reconstruction.

The building in our professional opinion has been badly weakened as a result of the impact and requires substantial remedial work to return it to a condition before the car impact of the central pier.

9.0 RECOMMENDATIONS.

We recommend the following remedial repairs to the Public Convenience:

1. Strip back and remove the single ply cladding and plywood covering the whole roof to examine the condition of the flat roof joists where they have been affected by the car impact.
2. Carefully dismantle the damage roof structure identified in 1 and reconstruct it after the masonry walls have been repaired.
3. Re-construct the main front wall above the steel doors and carry out an assessment on the dented steel doors damaged by the car impact.
4. Demolish the remaining portion of the central pier and the fractured brickwork at each gable and rebuild.
4. Reconstruct the masonry pier to match the existing and re-incorporate the catnic lintels spanning from the central pier to the masonry flank returns, providing a rendered finish above the brickwork to match the existing.

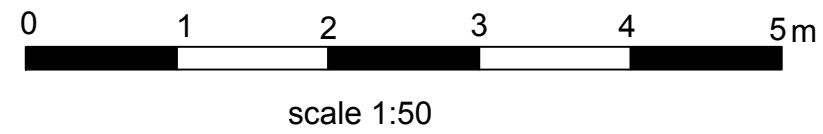
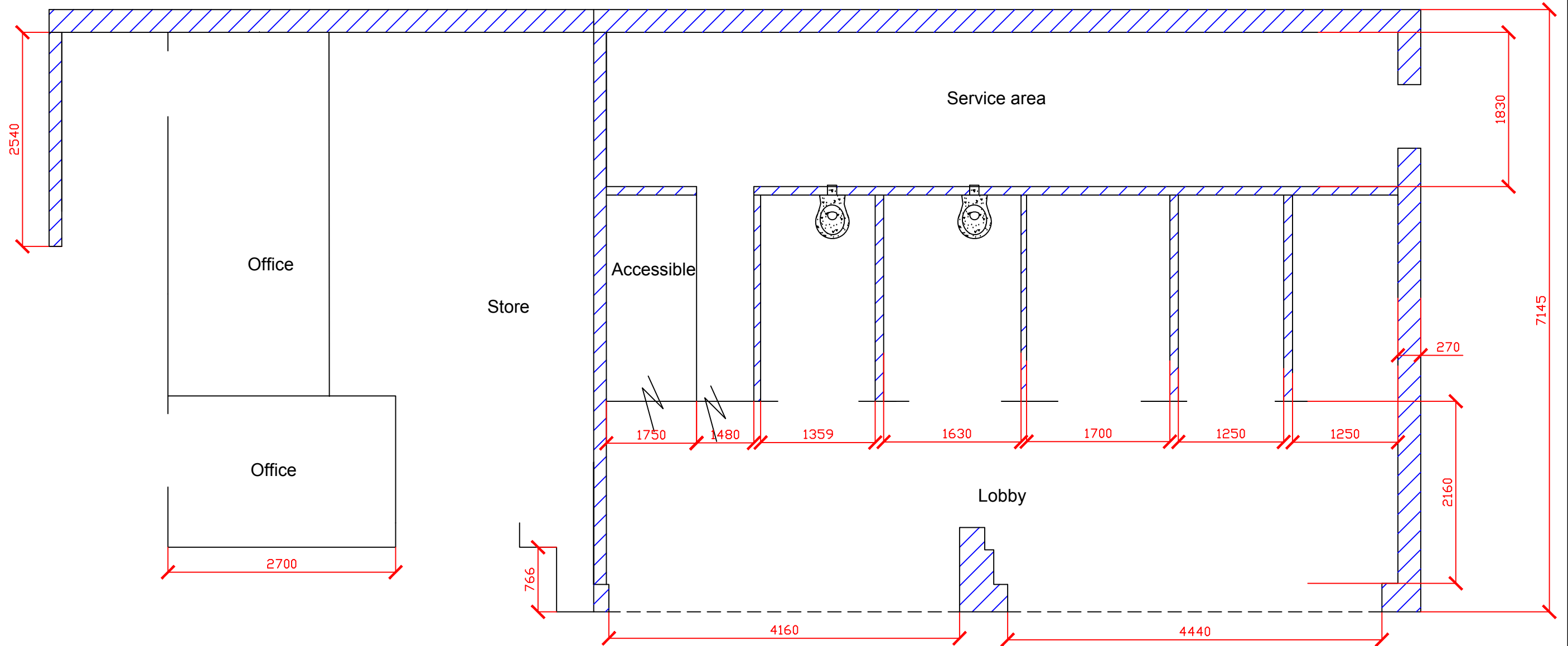
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Finally recommend a steel bollard is built in front of the brickwork pier to prevent further impacts causing significant damage in the future.

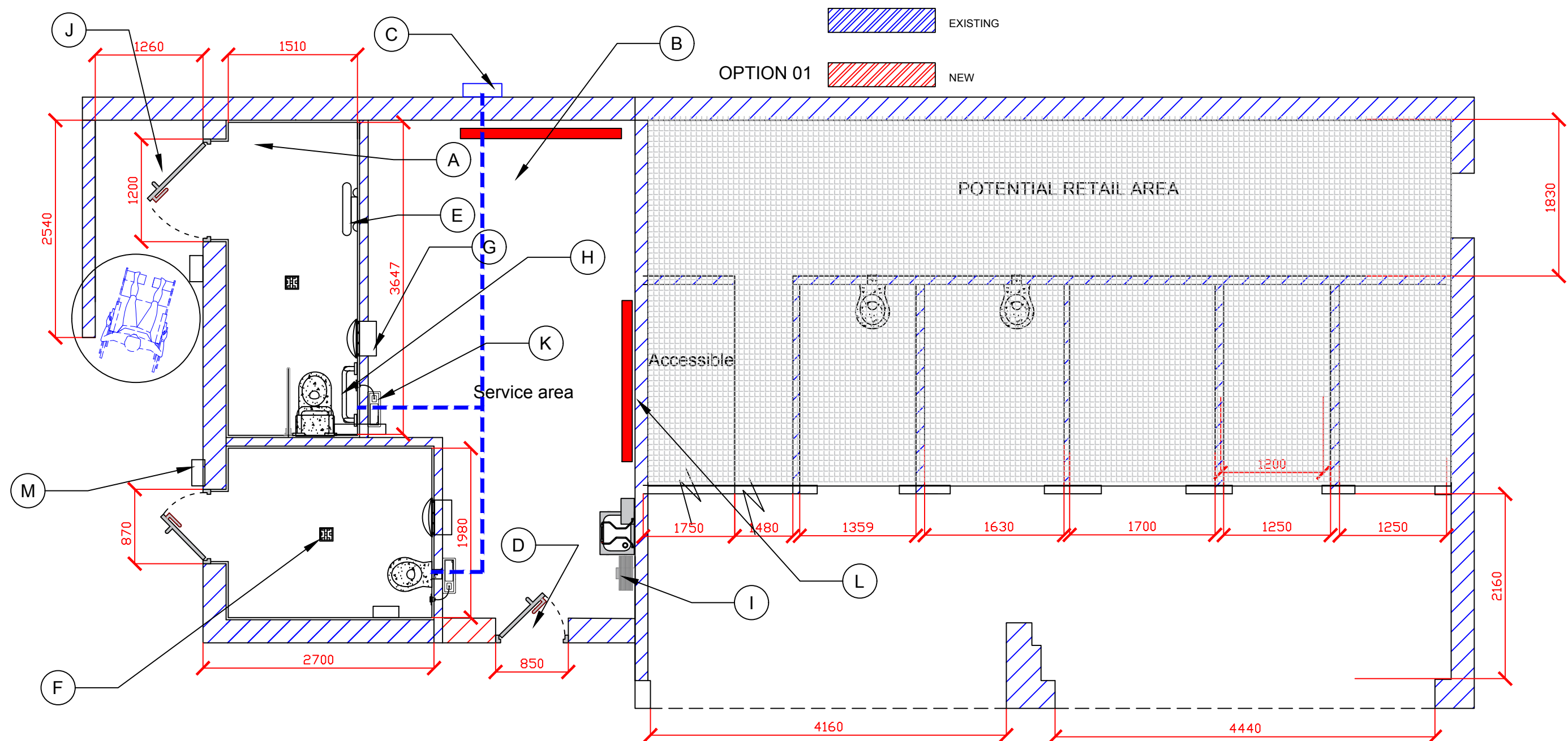
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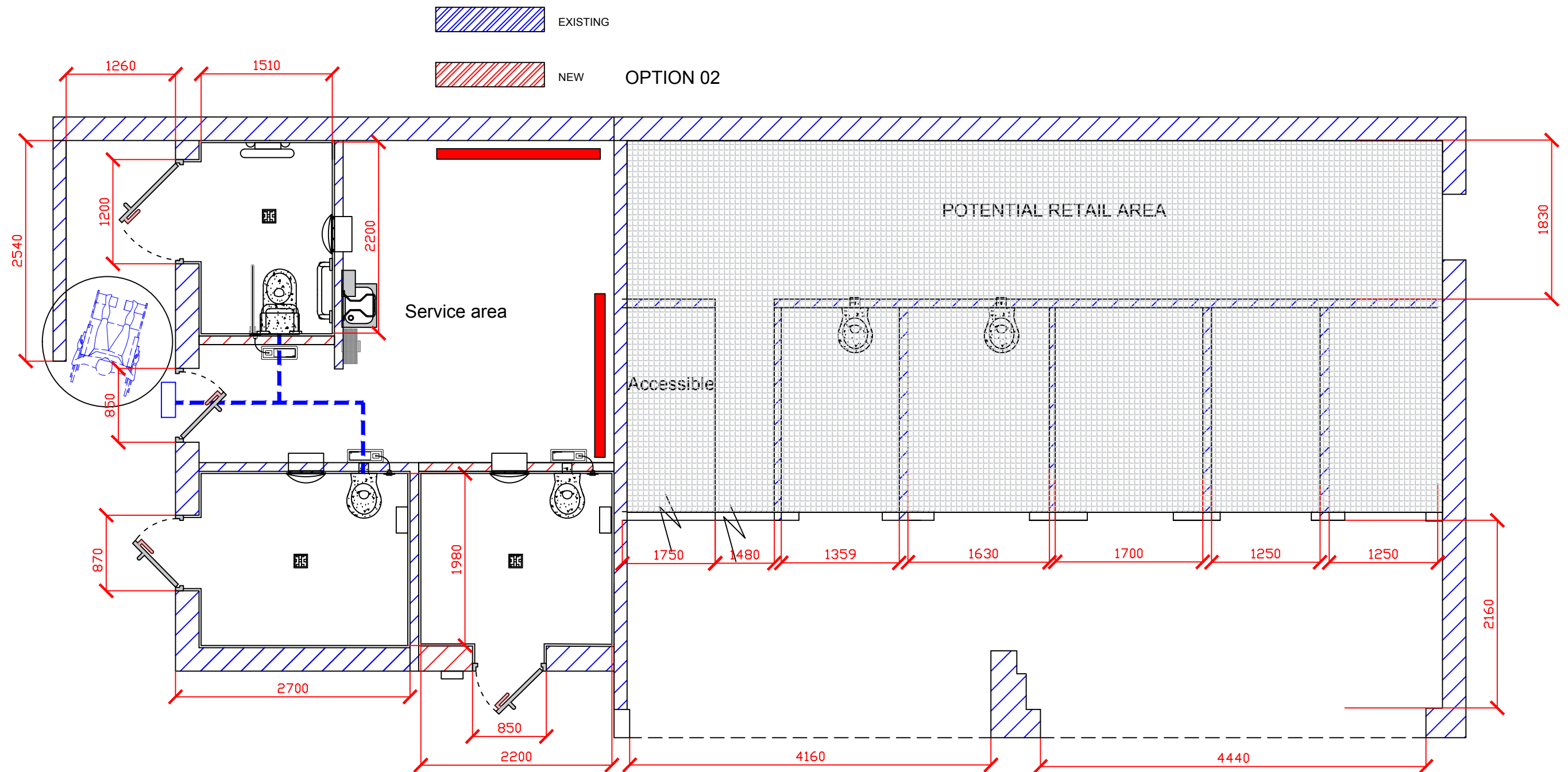



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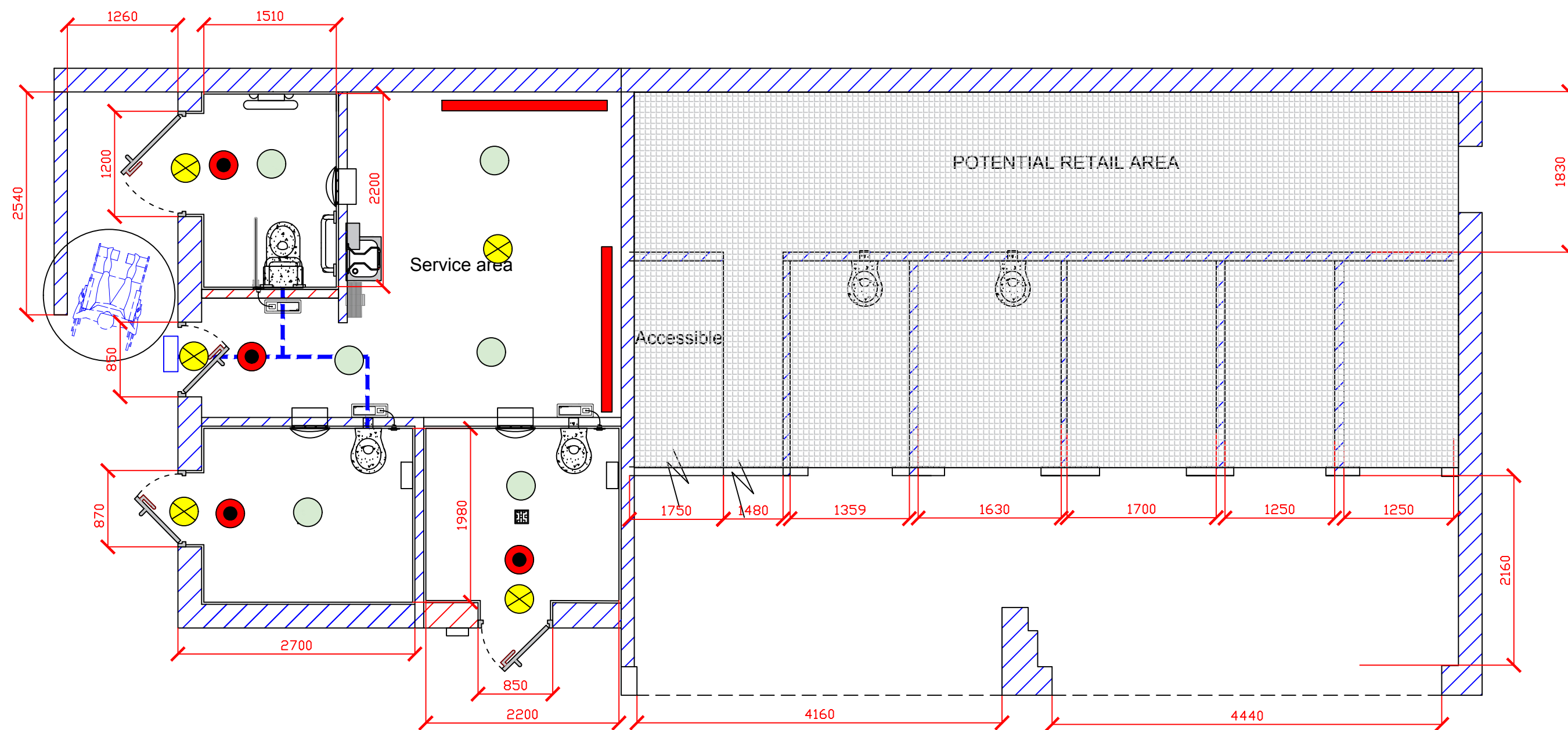


- A Accessible to part M regs.
- B Service area
- C Extract min.6L/sec
- D Service door
- E Baby change
- F Floor gully
- G Handwash/dryer
- H Doc M pack
- I Washdown
- J Accessible door
- K Wave-on flush system
- L Tube htr. frost protection service
- M Coinpay and/or contactless entry

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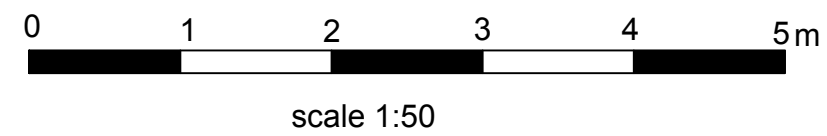
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EMERGENCY LIGHTS

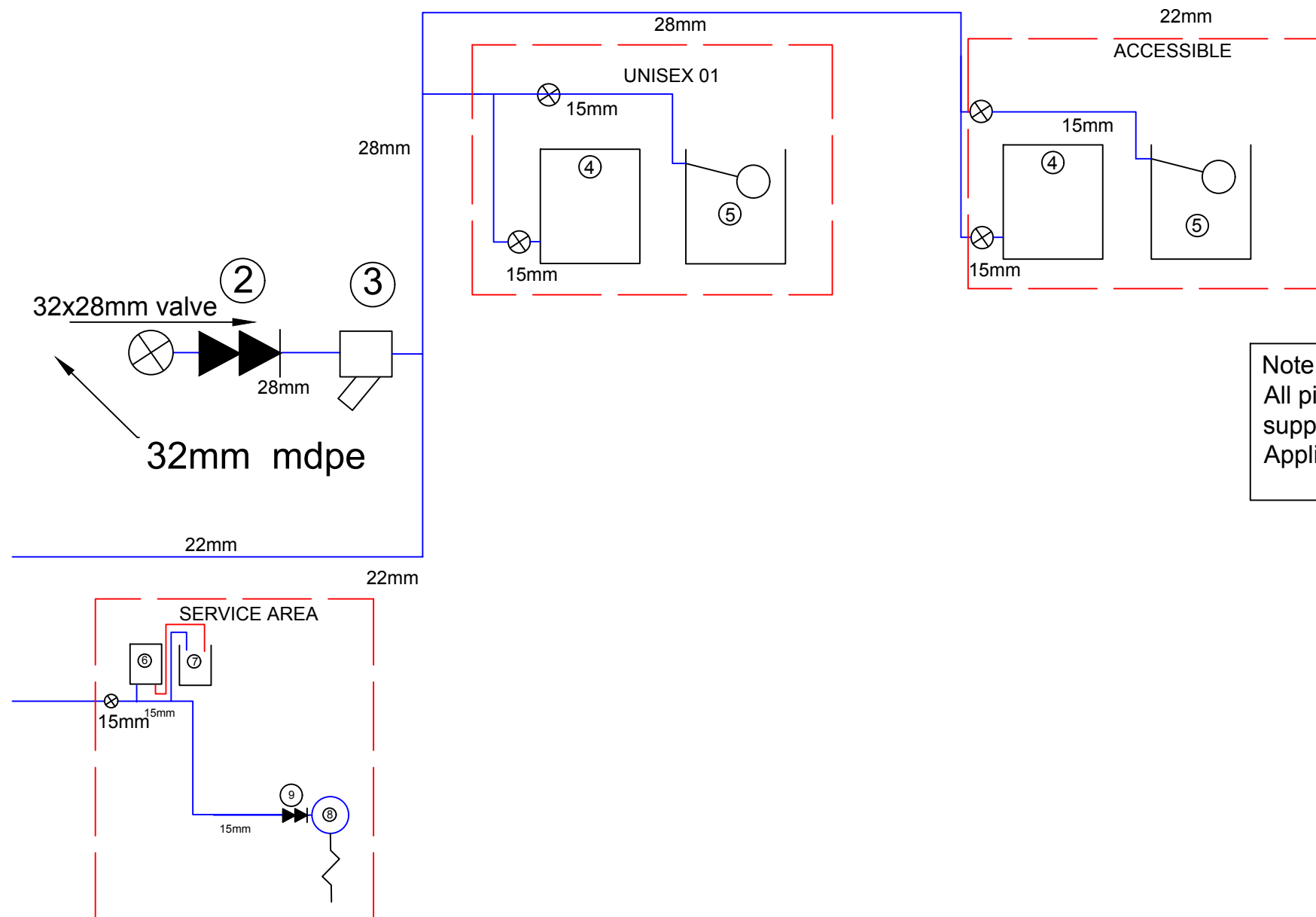
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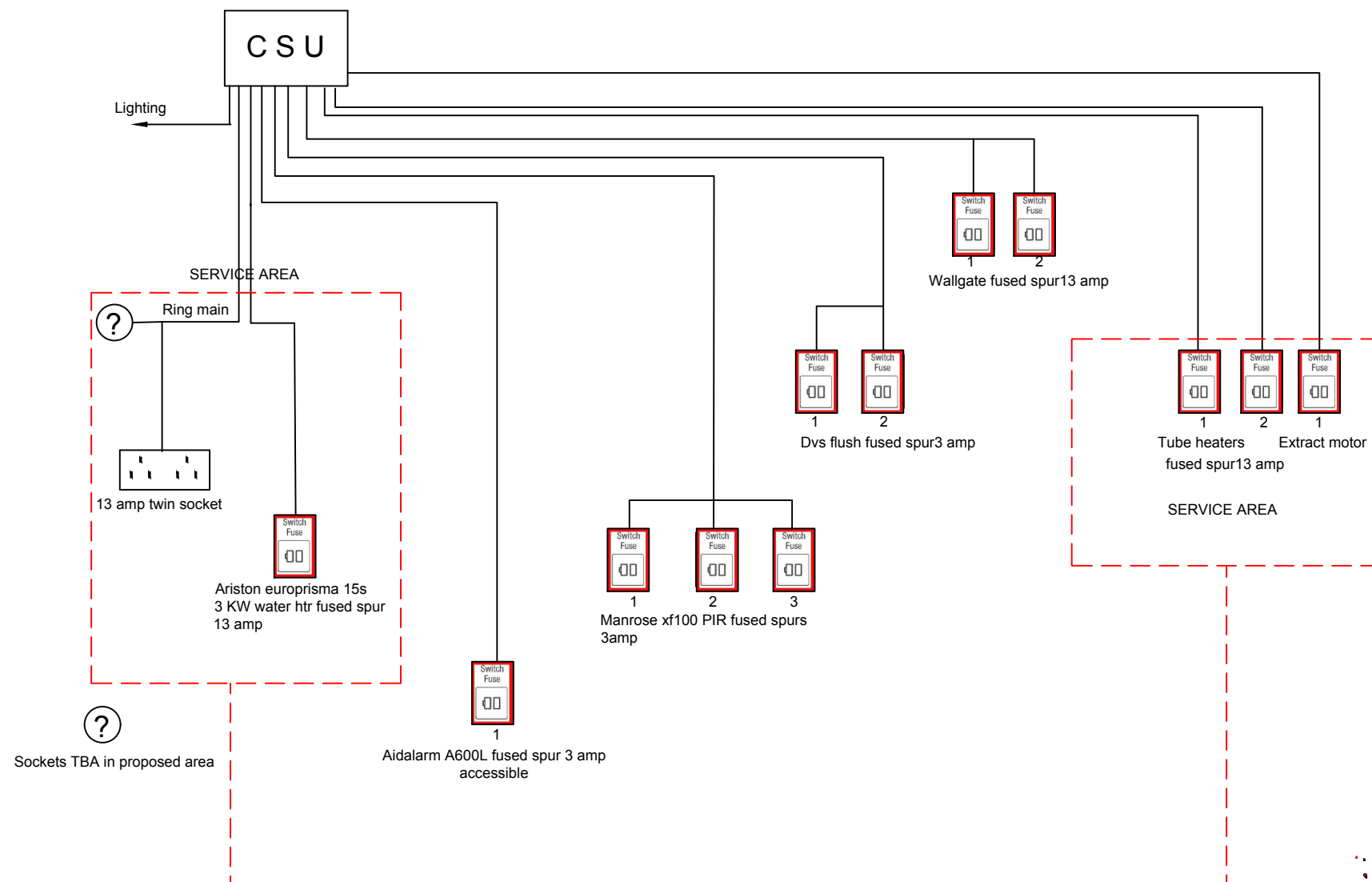
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- 2 Double check valve
- 3 Drain cock
- 4 Wallgate thrii handwash
- 5 Toilet cistern dvs flush
- 6 Ariston europisma 15 s 3kw
- 7 Cleaners sink
- 8 Hoselock compact reel
- 9 double check valve
- ⊗ Isolation valves



Note.
All pipework/fittings WRAS approved and installed water supply (water fittings) regulations 1999, Appliances and Dart Valley cistern flush WRAS approved

REV	DATE	DESCRIPTION	
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