

Quotation Opportunity Radipole Park Gardens Architect





RADIPOLE PARK AND GARDENS PROJECT

Architect (April 2021 – project end)

Weymouth Town Council is seeking quotations from suitably experienced and qualified companies or individuals who wish to be considered for selection to provide architectural services as outlined in this brief.

The Council is not bound to accept the lowest or any quotation that it may receive.

Further information is available from: procurement@weymouthtowncouncil.gov.uk

Deadline for submission of completed quotation form and CV: 9.00am on Friday 19 March 2021

1. Introduction

This brief sets out the requirements for a freelance consultant to manage the delivery of the heritage café for the redevelopment of the Radipole Park and Gardens, supported by the National Lottery Heritage Fund and National Lottery Community Fund.

2. Context

Radipole Park and Gardens is owned and managed by Weymouth Town Council (WTC). Over a decade ago, the Friends of Radipole Park and Gardens Group was formed to work alongside the Council's Parks team with the intention of improving Radipole Park and Gardens. Following extensive consultation and exploratory work, a Parks for People application was submitted to the National Lottery Heritage Fund in August 2018. Following further phases of development, the final application was successful and permission to start on the Delivery Phase of the project was granted in August 2020.

The project will be delivered by a team comprising WTC employees and volunteers, working alongside a consultant team which will consist of a project manager, landscape architect, architect and QS. Other consultants will bring expertise to the team in specific areas and a main contractor is also due to be appointed following a tender process in 2021.

3. Radipole Park and Gardens

Radipole Park and Gardens is an important park in the centre of Weymouth, which has provided services to the local community for nearly a hundred years. The current facilities include ornamental gardens, tennis and basketball courts, a play area, a multi-use games area (MUGA), a small skate park and a playing field together with expanses of green space used for recreation.

It has a wide and diverse catchment, accessible to residents from five urban districts, including 3 Super Output Area in the top 10% most deprived areas in England, all of which suffer from lack of suitable open space provision in terms of quality and quantity. It provides much needed recreation

and outdoor space in a very densely populated area. Not only is it important to the heritage of Weymouth but it is also a gateway to the town centre.

4. The Project

The project will completely transform the park and gardens, halting its rapid decline and restoring the physical fabric to create a new chapter in the history of the park for future generations.

The community will be involved in all aspects of the project development, ensuring that it reflects local needs and engendering a sense of ownership and pride. Improvements will increase visitor numbers and depth of engagement, enabling the park to become accessible to all. Strong partnerships will support volunteering and training opportunities, provide specialist advice and create resilience for the future.

Alongside restoration works, a programme of community engagement will incorporate events and activities to rediscover, document and share the heritage of the park and gardens. The project will reconnect local people with their park, explore and celebrate its heritage and help to create a new enthusiasm for becoming involved in its future development.

More information about the project, including the application documents, can be found here: <https://www.weymouthtowncouncil.gov.uk/radipole-park-and-gardens-lottery-project>

Design specifications for the project can be found here: <https://www.dropbox.com/sh/hjpi1jyq9pmjz6z/AABIPTdD6NqDWQWnJskuOB5Ha?dl=0>

The total value allocated to the café development is £327,000.

5. The Consultant

The consultant appointment will be to work up the detail and manage the delivery of a café for the park (RIBA Stages 4-6). Planning permission has been secured for the designs. Specific responsibilities for the consultant will be as follows:

- Carry out a measured survey of the appropriate areas of Radipole Park and Gardens to allow for the specification, working drawings and any structural engineering assessment (plans, elevation and cross section details) to be drawn up.
- Liaise with the landscape architect to ensure that the café is delivered within the context of the overall redevelopment scheme.
- Allow for submitting applications to Building Control and Planning Authority, where required, to meet current legislation. Your services/fees are to allow for all consultation and submission for the works with the appropriate Authorities to enable consent.
- Formulating and preparing all the necessary documentation in connection with the tendering process, including specification and drawings; advising on the appropriate form of building contract. Tender list to be approved by Weymouth Town Council.
- Participating in process of evaluating the tender, the Quantity Surveyor will prepare a tender report to Weymouth Town Council making a firm recommendation.
- Liaising with the Quantity Surveyor in drawing up the Building Contract and arranging for its execution by the contractor. Checking the contract has been executed correctly by the contractor.

- Arrange and run contract meetings during the works on site.
- Preparing and submitting progress reports on an agreed basis during the implementation of the scheme, including projections of the anticipated final costs and completion of the scheme.
- Identifying and estimating, as applicable, any cost implications arising from variations to any aspect of the scheme or the Building Contract.
- Advising on the implementing appropriate expenditure control systems necessary to enable you to perform your services.
- Assisting in setting any disputes or differences between Weymouth Town Council and the main contractor or any sub-contractor.
- Attending site meetings and making site visits to enable the work to be completed satisfactory. All travel costs and associated costs to be included.

6. Reporting

The Architect will report to the Project Manager

7. Expertise and Experience

- Experience of supporting projects in all of the areas detailed in Section 5
- Proven experience of working on heritage and conservation projects
- Proven experience of managing and delivering similar scale projects on time and to budget
- Experience of working on projects funded by the National Lottery

8. Timetable

The Architect will have an estimated start date of April 2021. The delivery of the capital works is scheduled between April 2021 and April 2022 [Delivery Phase].

9. Budget and resources

A budget of up to £20,000 (excluding VAT) is available for this work, to include all professional fees and expenses. This is offered on a fixed fee, freelance contract basis.

The successful individual/company will be issued with an official Council order for the work and will be bound to the Council's general terms and conditions of contract (copy available upon request).

The Consultant will be responsible for ensuring their own health & safety and those they work with or responsible for, complying with relevant legislation.

The Consultant will hold public liability and professional indemnity insurance.

You will provide any warranties that may be required by us in favour of any persons providing finance in connection with the project or secured on the completed project or other third parties.

10. Procedure for submission and selection:

Consultants wishing to apply for this opportunity will be required:-

- To complete the quotation submission form at Appendix B including details of the approach and understanding to carrying out the work; proven past experience of managing similar projects and proven experience of managing contracts - and providing a financial quote for the work as detailed within the brief;
- To provide CVs for all individuals who will be assigned to the project.

Contract Selection criteria

- a) Approach and understanding to carrying out the work
- b) Proven past experience working on similar projects
- c) Value for money

Submissions in respect of a) Approach and understanding to carrying out the work, b) Proven past experience of working on similar projects will be scored according to the following criteria :-

Score	Criteria for awarding score
0	Completely fails to meet required standard - quote may be eliminated from process at the Council's discretion
1	Significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other quotation submissions
2	Falls short of achieving expected standard in a number of identifiable respects
3	Meets the required standard in most material respects, but is lacking or inconsistent in others
4	Meets the required standard in all material respects

c) Value for Money Submission – Scoring criteria of 0 – 4

- Lowest price gets maximum score
- Highest price gets lowest score
- Others are scored in relative to how close / far they are to the lowest price

The OVERALL highest scoring submission will be selected.

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Procedure for submission:

Please submit your completed quotation submission form and CV to procurement@weymouthtowncouncil.gov.uk or alternatively send to Weymouth Town Council, Council Offices, Commercial Road, Weymouth, Dorset, DT4 8NG F.A.O Charmaine Denny.

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