



## **Invitation to Tender for the role of Project Manager in respect of the conversion works of the former Bingley Public Toilets.**

### **Background**

Bradford Council closed the Bingley public toilets at the end of March 2018, and has invited Bingley Town Council to take over the running of the toilets by way of a Community Asset Transfer (CAT). This transfers responsibility for the building to Bingley Town Council on a long-lease with a peppercorn rent. In Bingley's case, the lease would be 94 years.

Following some initial planning with an architect and a public consultation, Bingley Town Council now wishes to invite tenders for the project management of the conversion of the public toilets in Bingley to create an office space for the Town Council and two self-contained toilets.

The Town Clerk will be the individual with overall responsibility for the project and she will work closely with the project manager delivering the project. The Town Council will in due course appoint a project team to monitor the works.

Once the toilets are operational, the Town Council will manage and maintain the toilets and will occupy the office and will employ a cleaner to clean the toilets on a daily basis.

### **Scope of the contract**

We are seeking project management services to oversee and deliver all aspects of this project.

This includes:

- Providing a start to finish project plan with clearly-defined timescales and definitions of roles and responsibilities
- Presenting the final scheme and budget to Town Council Officers and Councillors for approval
- Provision of risk assessments and method statements
- Providing a detailed specification of works in conjunction with the appointed professional team.
- Appointing suitable professionals, including, where appropriate, Architects, Engineers and Quantity Surveyor, to finalise and quantify conversion plans
- Seeking and gaining necessary planning, Building Control and other relevant consents
- Obtaining quotations in respect of the various building works and making recommendations as to the suitability of contractors and their ability to carry out the works in a timely and efficient manner
- Managing the onsite building programme from start to final sign-off, ensuring the appointed contractor adheres to all health and safety, environmental and other relevant legislation and being responsible for onsite security until completion
- Where appropriate obtaining collateral warranties from any professional or contractor having a design input into the scheme
- Ensuring regular and timely liaison with Bradford Council and other relevant authorities/parties
- Providing weekly written updates to the Town Council

- Where appropriate obtaining collateral warranties from any professional or contractor having a design input into the scheme
- Working within the public sector (particularly local council) legal framework

### **Tender documents**

This tender includes the following documents to enable you to bid for this tender. If you find any documents missing or you are unable to open any then please contact us immediately.

- Invitation to Tender (this document)
- Certificate of Non-Collusion
- Plan of existing toilet layout
- Initial architectural drawings of the proposed scheme
- Location map
- Draft letter of appointment.

### **To bid for this tender, please submit the following:**

- Your proposals for the management and smooth running of the project.
- Completed Certificate of Non-Collusion – see attached
- Complete fee breakdown
- Evidence of public liability insurance (up to £1,000,000)
- Evidence of employers' insurance (up to £1,000,000)
- Evidence of contractors' all risks insurance (up to £1,000,000)
- Professional reference(s) from previous client's or links to relevant web pages (providing testimonials for your work)
- Details of completed similar previous projects
- Information on key personnel who are likely to be involved if you are appointed.

Please also outline how you would deliver the project scoped out above.

Prospective contractors must not contact councillors or staff to encourage or support their tender outside the prescribed process.

### **Health, safety & insurance**

All health and safety is the responsibility of the Project Manager. Any contract resulting from this invitation will be with you as an independent contractor, and you will be required to arrange and evidence appropriate insurance cover. A site management plan and risk assessment will be required prior to work commencing on site. It will be the responsibility of the Project Manager to provide and maintain adequate PPE for the duration of the contract.

### **Reporting procedure**

A preliminary meeting will be held between Bingley Town Council and the selected Project Manager to ensure that all are fully aware and in agreement with what needs to be done to fulfil the terms of the contract.

Day-to-day contact between the Project Manager and Bingley Town Council will initially be with Ruth Batterley, Clerk: contact details below. The Project Manager will be required to notify Bingley Town Council in advance of work commencing and finishing on site and provide weekly progress updates.

Bingley Town Council will examine the outputs of the contract and the contractor may be called upon to correct any errors, provide missing information, or answer queries regarding any of the outputs at their own cost.

### Site viewing

Bingley Town Council will make the toilet site available for viewing on the following dates:

- a) Thursday 11th October, 0930-1230
- b) Wednesday 17th October, 1400-1630

### Criteria for award of contract:

Bingley Town Council is not bound to accept the lowest tender bid for the work required; the following criteria and scoring will be applied to the bids received. The bid with highest score will be awarded the contract for the work.

Demonstrated ability to deliver similar projects to a high quality	10 %
Ability to start and complete project within timescale	10 %
Compliance with all relevant standards	10 %
Price and project fit within budget	25 %
Quality and overall long-term value for money	25 %
Benefit to local economy and use of local resources and skills	10 %
Commitment to sustainability	10 %

### How to submit your bid

Tenders are to be submitted in hard copy in a sealed marked envelope to Ruth Batterley, Clerk, at the above address by **noon on Wednesday 7th November 2018**. Submissions received after this date and time will not be considered.

Bingley Town Council reserves the right not to award any contract as a result of this tender process and is not bound to accept the lowest bid.

Tender bids will be treated as private and confidential.

Bids for this contract will be opened on 8<sup>th</sup> November at a meeting of the Finance and General Purposes Committee.

Shortlisted bidders may be asked to attend an interview in the week of 12<sup>th</sup> November.

The Council will notify applicants of the outcome of their tender by Friday 23<sup>rd</sup> November.

Any responses to queries raised by bidders will be included in a document entitled 'Additional information for bidders'. This will be found with the tender documentation in the Documents section of the Town Council's website ([www.bingleytowncouncil.gov.uk](http://www.bingleytowncouncil.gov.uk)) and will be updated regularly.

For further information, please contact Ruth Batterley, Clerk [townclerk@bingleytowncouncil.gov.uk](mailto:townclerk@bingleytowncouncil.gov.uk)