

## **Redruth Town Council**

Invitation to Tender for repair and renovation works to former Cornish Studies Library, Alma Place, Redruth

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### **1. General Principles**

#### **1.1 Introduction**

This Specification sets out the details for the repair and renovations works to the interior and exterior of the former Cornish Studies Library (CSL) located in Alma Place, Redruth. It represents the minimum requirements of the Contractor in terms of outputs and performance. It is not intended to be restrictive in terms of innovation or flair. The ultimate aim is to preserve this important, Grade II listed local landmark for the future, with all repairs and replacements adhering to the conditions of the building's listed status in keeping with the surrounding community and has the durability to withstand the prevailing weather conditions in the area; whilst at the same time offering a safe working environment for the visitors, patrons and staff using the building to access the wide variety of services being housed in this historic location.

The specification covers:

- The key policy and other generic requirements;
- The statutory and mandatory compliance issues;
- The management and administrative arrangements;

The Contractor shall note that the contract between Redruth Town Council and the Contractor will, in its final negotiated form, oblige the Contractor to provide services in accordance with this Specification, except where changes are mutually agreed.

#### **1.2 Redruth Town Council – Preservation of Historic Landmarks**

Redruth Town Council is committed to the effective maintenance and improvement of all community assets owned or managed by the Council on behalf of the people of Redruth.

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In line with this ideal; Redruth Town Council ensured the long term preservation of this important local landmark by purchasing the Cornwall Centre, a building on building on 3 levels. Each level has it's own distinct usage and identity... the lower level, also known as Market Way & Market Hall, is a boutique shopping precinct and indoor market space. The ground floor of the main building formerly housed the Cornish Studies Library and will now be renovated to effectively accommodate both the main public library and the Council Chamber & support offices of the Town Council. The upper levels are occupied by The Foyer organisation, in association with Livewest, providing accommodation and support to young people aged 16 to 25.

The focus of this project will be the former Cornish Studies Library level of the Cornwall Centre. The Town Council have commissioned Charles Green Design to create plans and drawings for the new layout; a copy of which is included as an annex to this Invitation to Tender.

All submissions should be of sufficient detail, with regard to a breakdown of tasks and costs, to enable a fair and considered comparison of all tenders received. **Tenders for specialist tasks e.g. roofing work, electrical works, plumbing etc. will be considered alongside submissions for the entire refurbishment project.** In order to assist with this requirement an outline Schedule of Works has been created to enable bidders to break down the costs and timeline for the project, identifying any issues for each stage and omitting any elements of the project beyond their expertise, a copy of which has been attached.

**The invitation to quote will close at 1700 on Thursday 31<sup>st</sup> October 2019**, by which time bidders will need to submit their Best and Final Offer for review by the Town Council, with the intention being that all bidders are informed of the decision on or before Friday 8<sup>th</sup> November 2019. Submissions can be made in hard copy or electronic format with all information kept Confidential until the time of the assessment and marking by the designated Council Member(s) and Officer.

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### 1.3 Quality and Performance

Redruth Town Council is looking for a Contractor who is committed to quality and performance. Redruth Town Council will work closely with the Contractor to ensure that a quality ethos underpins the services provided.

The emphasis shall be placed on the Contractor implementing their own quality monitoring system; the performance standards set out in this specification shall contribute to the overall measurement of performance.

**A site visit prior to submission of any tenders or schedules of work is strongly recommended.**

### 1.4 Personnel attributes

The Contractor shall ensure that all staff delivering these services have the necessary qualifications, licences, permits, skills and experience to discharge their responsibilities effectively, safely and in conformance with law and Redruth Town Council policies and procedures. **The Contractor shall ensure that all staff receive the instruction, training and supervision necessary to properly carry out work to safe and legal standards.**

### 1.5 Responsiveness and flexibility

This contract calls for a level of flexibility and responsiveness from the Contractor. Redruth Town Council expects that the Contractor's management and staff will be attentive and that resources will be found to maintain service standards during times of staff shortage.

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Although this specification identifies the services and the standards required; Redruth Town Council views this as the base on which to build a partnership working together to achieve the best quality outcomes that finances will allow.

Redruth Town Council will require a minimum period of 12 months, post building hand-over, during which any defects or faults inherent in, or caused by, the completion of the work will be rectified without liability for resulting costs.

## **2. Statutory and Mandatory Compliance**

### **2.1 Relevant Law**

The Contractor shall deliver all the services defined in this Specification in compliance with relevant law. Relevant law means any applicable law, statute, proclamation, bye-law, directive, decision, regulation, rule, order, notice, rule of court, or delegated or subordinate legislation and any applicable request or requirement.

### **2.2 Guidance, Policies and Procedures**

The Contractor shall deliver all services defined in this specification in compliance with HSE guidance , Redruth Town Council's policies, listed building and planning regulations (where applicable) and the agreed Service Level Agreement.

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### **2.3 Insurance Levels**

The Contractor shall provide evidence of the following levels of insurance cover, or provide guarantees to the Council that such cover will be in place prior to commencement of works:

Employer's (Compulsory) Liability Insurance = £10,000,000

Public Liability Insurance = £5,000,000

Professional Indemnity Insurance = £2,000,000

\* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

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**3. Service Requirements**

<b>Item No.</b>	<b>Item</b>	<b>Requirement</b>	<b>Description of Requirement</b>	<b>Performance Standards</b>
3.1.1	Exterior (North East Elevation)	Masonry - Pointing – Inspection and Repair  Masonry – Cleaning	Extensive weathering to the existing pointing requiring partial or total replacement  Cleaning of all stonework to remove dirt and staining.	Reasoned recommendations for suitable materials and extent of replacement, in line with building’s listed status.  Sympathetic cleaning method to deliver optimum results without damaging the masonry, decorative features and windows.
3.1.2	Exterior (North East Elevation)	Joinery – Windows – Refurbishment / Replacement	Inspection of all windows and frames for damage and rotting with repair or replacement of any failing or failed sections.	Reasoned recommendations for suitable materials and extent of replacement, in line with building’s listed status.
3.1.3	Exterior (North East Elevation)	Joinery – Exterior Doors – Refurbishment / Replacement	Inspection of all doors and frames for damage and rotting with repair or replacement of any failing or failed sections.  Replacement of existing access systems to achieve better accessibility for disabled patrons	Reasoned recommendations for suitable materials and extent of replacement, in line with building’s listed status.  Reliable access system able to achieve improved, independent access whilst retaining effective security levels out of hours.

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<b>Item No.</b>	<b>Item</b>	<b>Requirement</b>	<b>Description of Requirement</b>	<b>Performance Standards</b>
3.1.4	Exterior (North East Elevation)	Improved Pest Control Measures	Installation of an improved bird deterrent system to minimise instances of roosting on ledges and features.	Co-ordination with specialist contractor to achieve optimum results with minimum ongoing maintenance requirements
3.1.5	Exterior (South West Elevation)	Removal and replacement of existing flat roof areas	<p>Extensive areas of ripped and missing weather proof membrane resulting in water ingress and damage to under-lying boarding &amp; leaks into rooms below</p> <p>Installation of roof lights / sky lights to enable natural light into meeting and workroom areas</p> <p>Installation of anti-glare coating or film to existing and new glazed structures.</p>	<p>Recommendation for most effective and economic solution, in line with current best practice and aim to achieve maximum durability with minimum maintenance.</p> <p>Creation of naturally lit and ventilated areas for enhanced working environment and minimal dependence on electricity powered light sources.</p> <p>Improvement to existing thermal efficiency of glazed areas in main library area with additional anti-glare capability.</p>

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<b>Item No.</b>	<b>Item</b>	<b>Requirement</b>	<b>Description of Requirement</b>	<b>Performance Standards</b>
3.1.6	Exterior (South West Roof Area)	Rainwater, Drainage and Ventilation Systems	Design and installation of effective systems to minimise blockages, flooding and odour ingress	Elimination of current flooding and odour issues caused by ineffective current layout and effectiveness.
3.1.7	Interior (General)	Electrical Circuits, Switches and Sockets	<p>Full electrical safety inspection of existing RCDs and MCBs, wiring, switches and sockets.</p> <p>Rationalisation of current service provision to optimise the number and coverage of RCDs/MCBs</p> <p>Installation of additional sockets and wiring where operationally required e.g. additional office spaces and IT connection points.</p>	<p>Highlight and resolve safety issues with submission of detailed area wiring diagram on completion.</p> <p>Recommendation for most effective and economic solution, in line with building's layout and usage requirements.</p> <p>Safe and reliable additional wiring, switches and sockets to enable improved building usage and flexibility.</p>
3.1.8	Interior (General)	Access Control and Emergency Door systems	Modification/replacement of existing interior access control systems	Installation of effective access control system, restricting movement of unauthorised persons whilst facilitating easy access to all areas for staff and authorised visitors.



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<b>Item No.</b>	<b>Item</b>	<b>Requirement</b>	<b>Description of Requirement</b>	<b>Performance Standards</b>
				Upgrading of existing emergency door systems to reflect increased footfall and diversity of potential building users.
3.1.9	Interior (General)	Heating and Ventilation System	Inspection of existing heating and ventilation systems. Overhaul of existing system using existing equipment and infrastructure wherever possible.	Recommendation for most effective and economic solution, in line with area usage, system efficiency, economy and minimal environmental impact.
3.1.10	Interior (General)	Carpeting & Decoration	Requirement for overhaul of existing floor coverings with replacement necessary in many areas.  Assessment of current decorative state with view to potential creation of feature walls and display areas.	Co-ordination with specialist contractor to achieve optimum results with minimum ongoing maintenance requirements in line with levels of footfall, area usage and overall aesthetic.  Recommendation for most effective and economic solution, in line with area usage and overall aesthetic

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3.1.11	Interior (Area 2 on attached 2D floor plan)	Demolition & Area Change of Use – Open-Plan Office	Removal of existing toilet facilities and boundary stud walls. Installation of stud wall with doorway. Removal of current doorway and installation of stud wall.	Creation of “L shaped”, open plan support office with emphasis on an ergonomic layout and environment.
3.1.12	Interior (Area 3 on attached 2D floor plan)	Area Change of Use – Unisex Bathrooms	Conversion of existing storage area into staff unisex toilet facility	Installation of 2 x unisex toilet cubicles and 2 x sink units with appropriate hygiene facilities and mirror(s).
3.1.13	Interior (Area 7 on attached 2D floor plan)	Construction of stud wall with access points	Installation of non-load bearing wall with 2 doorways to create and access corridor from library and office areas to bathrooms and work spaces	Recommendation for most effective and economic solution, with emphasis on lightweight, sound absorbing materials and thermal efficiency.
3.1.14	Interior (Areas 8 & 9 on attached 2D floor plan)	Area Change of Use – Flexible Meeting / Presentation Spaces	Creation of versatile meeting space(s) with central folding / retractable wall enabling effective use as either one large, or two smaller, meeting / training spaces.	Recommendation for most effective and economic solution, with emphasis on lightweight, sound absorbing materials and thermal efficiency.
3.1.15	Interior (Area 11)	Construction of stud wall	Installation of non-load bearing wall creating a short corridor and extension to desk area for public access computers.	Recommendation for most effective and economic solution, with emphasis on lightweight, low maintenance materials.

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<b>Item No.</b>	<b>Item</b>	<b>Requirement</b>	<b>Description of Requirement</b>	<b>Performance Standards</b>
3.1.16	Management Information	Provide management information for Redruth Town Council	<p>The Contractor shall provide Redruth Town Council with management information. As a minimum, the Contractor shall support invoices with:</p> <p>Details of all purchases including all discount arrangements (invoice, statement, over-riders)</p> <p>Records of work sheets and information to support labour costs</p> <p>Details of all other costs incurred e.g. specialist equipment hiring</p>	<p>Information to be available when required by Redruth Town Council</p> <p>Information in support of any invoices together with technical specifications and operating instructions where applicable</p> <p>Ad hoc reports within timescale agreed with Redruth Town Council</p> <p>Information in support of any invoices</p>
3.1.17	Personnel Management	Management of staff	<p>The Contractor shall manage all staff in accordance with best employment practice</p> <p>The Contractor shall be mindful of the Redruth Town Council personnel policies to ensure that approaches to personnel management are consistent</p>	<p>Adoption of best practice personnel and health &amp; safety management</p>

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<b>Item No.</b>	<b>Item</b>	<b>Requirement</b>	<b>Description of Requirement</b>	<b>Performance Standards</b>
3.1.18	Training	Provide training to all staff	The Contractor shall ensure that staff are trained in accordance with the requirement of the job they are performing.	<ul style="list-style-type: none"> <li>• Staff trained and qualified in accordance with the job they are undertaking</li> </ul>