



Parish Council

Invitation to Tender (ITT)

Design & Build Contract: Transformation of the Princess Elizabeth Pavilion into Council Chambers and Office Accommodation

Central Swindon North Parish Council

Project Title: *Moredon Sporting Hub – Princess Elizabeth Pavilion Refurbishment*

1. Introduction

Central Swindon North Parish Council invites suitably qualified and experienced **Design and Build Contractors** to submit tenders for the **design, refurbishment, and fit-out** of the existing **Princess Elizabeth Pavilion** at the **Moredon Sporting Hub**.

The works will transform the existing pavilion into modern **Council Chambers**, **office accommodation**, and **ancillary facilities**, providing a welcoming and accessible community hub for council operations.

2. Project Overview

Client: Central Swindon North Parish Council

Project: Moredon Sporting Hub – Princess Elizabeth Pavilion Refurbishment

Location: Princess Elizabeth Pavilion, Moredon Sporting Hub, Swindon, SN25

Contract Type: JCT Design & Build Contract 2016 (with Employer's amendments)

Procurement Route: Open Tender Contract Finder

Estimated Programme: TBC

Site Visits: By Request

Tender Return Date: by Midday (UK) 30TH January 2026 Files should be zipped and named as your company and emailed to procurement@centralswindonnorth-pc.gov.uk

Anticipated Start on Site: March 2026



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3. Project Scope

The works comprise the **full internal and external refurbishment** of the existing Princess Elizabeth Pavilion, including complete **building fabric, mechanical, and electrical** upgrades. The refurbished building will provide:

- **Council Chambers** – equipped with full **AV and media facilities** for public meetings.
- **Council Office Accommodation** – open plan and cellular office areas for staff.
- **Kitchenette** – compact, fully fitted area for staff and meeting use.
- **One DDA-Compliant Toilet Facilities** – accessible for public and staff use.

All works must be completed to meet current **Building Regulations, Planning, and DDA** standards.

The building is of local heritage value; sensitivity to original façade features required including The Late queen Princess Plaque on the site

4. Scope of Works

4.1 General Requirements

- Design, manage, and construct all works under a **Design and Build contract**.
- Undertake all **statutory applications** (Building Control, Planning, etc.).
- Carry out **full strip-out** of redundant internal elements and services.
- **Asbestos management** and removal as identified in the site asbestos survey.
- Deliver all new construction and installation works in compliance with Building Regulations and CDM 2015.
- Maintain safe site operations and coordination with the Client's representatives and adjacent users of the sporting hub.

5. Design Requirements

- Provide full **architectural, structural, mechanical, and electrical design** proposals for Employer review.
- Ensure designs comply with **Building Regulations, BS standards, and local authority planning policies**.
- Incorporate **energy efficiency, sustainability, and low-maintenance materials** throughout.
- Provide 3D visualisations or sample finishes if requested by the Employer prior to approval.



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6. Technical Specification

6.1 Building Fabric

- Remove existing internal partitions, ceilings, finishes, and redundant fixtures.
- Address all **asbestos-containing materials (ACMs)** in accordance with the latest **Asbestos Survey** and **Control of Asbestos Regulations 2012**.
- Construct new internal partitions using plasterboard with acoustic insulation for privacy in chambers and offices.
- Modify existing doors and windows:
 - Block off redundant doorways;
 - Form new window openings where approved;
 - Refurbish or replace external doors and windows to meet energy and security standards.
 - Removal / disposal of the existing security grills
- Provide new roller **security shutters** to external doors/windows as specified.
- Install new **floor finishes** – carpet tiles to offices, vinyl to WCs and kitchenette, and acoustic flooring in chambers.
- Full **internal decoration** throughout to council-approved colour scheme.

6.2 Mechanical & Electrical Works

- **Mechanical Installations:**
 - New **air conditioning** and mechanical ventilation systems.
 - Energy-efficient **heating system** (heat pump preferred).
 - Hot and cold-water distribution to kitchenette and toilets.
 - Sanitaryware installation to accessible toilets.
- **Electrical Installations:**
 - Complete **rewire** with new small power and data.
 - **LED lighting** throughout, with occupancy sensors.
 - **Fire alarm, emergency lighting, and security systems** in full compliance with BS 5839 and BS 5266.
 - **CCTV and intruder alarm** systems integrated with council monitoring requirements.
 - Full **AV/media system** installation in chambers (microphones, speakers, recording equipment, and display screens).

6.3 Accessibility (DDA)

- Install compliant **access ramps, handrails, and widened doorways**.
- Provide **accessible WCs** with emergency call systems.
- Apply contrasting finishes and tactile signage for partially sighted users.



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6.4 External Works

- Modify building entrances for **level/ramped access**.
- Repair/renew external wall finishes and roofing as required.
- Install external lighting and CCTV coverage to entrances and car park areas.
- Ensure drainage and surface water connections are properly integrated.

7. Pre-Construction Information (PCI)

(Prepared in accordance with CDM Regulations 2015)

7.1 Project Description

Refurbishment of an existing single-storey pavilion at Moredon Sporting Hub to form new council chambers and offices. Works include internal strip-out, asbestos removal, full M&E installations, and external works.

7.2 Existing Site Conditions

- The building is an existing sports pavilion constructed circa [insert year if known], single-storey with block and render walls and pitched roof.
- **Asbestos-containing materials** have been identified; see **Asbestos Survey Report** (Appendix B).
- The pavilion is located within an operational **sports hub** – contractor must maintain safe segregation from the public.
- **Live utilities** are present (electric, water, telecoms).
- External access and parking available via existing car park.

7.3 Significant Risks and Hazards

- Presence of asbestos.
- Live electrical and mechanical services.
- Working adjacent to public areas and sporting facilities.
- Manual handling and potential confined space risks in plant areas.
- Potential slips/trips during external works.

7.4 CDM Roles

- **Client:** Central Swindon North Parish Council
- **Principal Designer:** Design and Build Contractor
- **Principal Contractor:** Design and Build Contractor
- **Other Duty Holders:** As appointed by the Contractor



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7.5 Health & Safety Requirements

- Contractor to develop a **Construction Phase Plan** prior to commencement.
- Provide **risk assessments, method statements, and COSHH assessments.**
- Maintain site welfare facilities in accordance with Schedule 2 of CDM Regulations.
- All operatives to hold CSCS cards and appropriate trade certifications.
- Ensure public protection measures and safe access routes at all times.

8. Contractor Deliverables

- Full design package and statutory submissions.
- Risk assessments, method statements, and construction phase plan.
- Building Control approvals.
- O&M manuals, as-built drawings, and certification.
- Warranties and commissioning reports.
- Staff training on building systems (BMS, HVAC, CCTV, AV).
- Disposal of Waste

9. Tender Submission Requirements

Non-Collusion signed

Form of Tender Completed

Response to Quality Questions Maximum 1500 words per Question

Pricing Schedule completed

Thes above documents should be uploaded by the 30th January 2026 on the CCS Jaegar portal



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10. Evaluation Criteria

Criteria	%
Company Profile & Relevant Experience	10
Proposed Design Concept & Methodology	15
Programme of Works & Key Milestones	10
Health & Safety & Asbestos Management	10
Insurance & Certifications	5
References from Similar Projects	3
Social Value	7
Pricing	40

11. Appendices

- **Appendix A:** Topography
- **Appendix B:** Proposed Layout Plan
- **Appendix C:** Asbestos Report (Ref: J024539, 2018)
- **Appendix D:** Elevations EX04
- **Appendix E:** Services Information EX03
- **Appendix F:** Form of Tender
- **Appendix G:** Pricing Schedule
- **Appendix H:** Non-Collusion Form
- **Appendix J:** Quality Questions