

Invitation to Tender (ITT)

Design & Build Contract: Conversion of Pembroke Garden Pavilion into Community Space

Central Swindon North Parish Council

1. Introduction

Central Swindon North Parish Council invites suitably qualified and experienced Design and Build Contractors to submit tenders for the design and refurbishment of the existing Pembroke Garden Pavilion.

The project involves converting a disused pavilion, formerly used as changing rooms, into a multi-functional community space for public and parish events. The Council is seeking a single contractor to deliver both the design and construction phases under a Design & Build contract.

2. Project Overview

- Client: Central Swindon North Parish Council
- Project: Pembroke Garden Pavilion – Conversion to Community Facility
- Location: Pembroke Garden Pavilion, Pembroke Gardens, Moredon Swindon
- Contract Type: JCT Design & Build Contract 2016 (with Employer's amendments)
- Procurement Route: Open Tender Contract Finder
- Existing Use: Disused changing rooms
- Proposed Use: Community space for public and parish events
- Estimated Programme: TBC
- Site Visit 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

3. Project Scope

The works comprise the internal reconfiguration, refurbishment, and partial external alterations to the existing Pembroke Garden Pavilion. The refurbished building will provide:

- Open-plan community seating and activity area
- Kitchenette facilities
- Internal toilets
- DDA compliant external toilet accessible when the main building is locked

All works must comply fully with current Building Regulations, DDA standards, and relevant British Standards.

4. Scope of Works

4.1 General Requirements

- Undertake design and construction under a Design & Build contract.
- Manage all statutory applications (Building Control, Planning, etc.).
- Carry out full internal strip-out of redundant fixtures and finishes.
- Undertake asbestos management and removal in accordance with survey findings.
- Ensure compliance with CDM Regulations 2015 and maintain safe site operations.
- Coordinate with the Client's representatives and maintain public safety at all times.

4.2 Building Fabric

- Internal reconfiguration to form open-plan area, kitchenette, and toilet facilities.
- Upgrade external envelope as required for energy efficiency and weather protection.
- Provide full internal finishes including floor coverings, wall and ceiling finishes, and decoration to an agreed scheme.
- Repair or replace windows and doors as necessary to meet current standards.
- Construct new external DDA-compliant toilet with secure access when the main facility is locked.

4.3 Mechanical & Electrical Installations

- Design and install complete mechanical and electrical systems suitable for community use, including:
- Heating, ventilation, and domestic water systems.
- Full electrical rewire including small power, lighting, and emergency lighting.
- Fire alarm and security systems compliant with BS 5839 and BS 5266.
- Provision for future connectivity (data/IT) as required.
- Ensure all installations are energy-efficient and meet current regulations.

4.4 Asbestos Management

Asbestos is known to be present in the building. The contractor shall manage, remove, and dispose of asbestos in accordance with the Control of Asbestos Regulations 2012.

5. Design Requirements

- Provide full architectural, structural, mechanical, and electrical design proposals.
- Ensure compliance with Building Regulations, DDA requirements, and local planning policies.
- Incorporate sustainable and low-maintenance design principles.
- Provide layout drawings, specifications, and 3D visualisations where required for approval.

6. Pre-Construction Information (PCI)

(Prepared in accordance with CDM Regulations 2015)

6.1 Project Description

Refurbishment of an existing single-storey pavilion at Pembroke Garden into a multi-functional community space for public and parish events. Works include internal strip-out, asbestos removal, full M&E installations, and external works.

6.2 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.

6.3 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.

6.4 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

6.5 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.

7. 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).

8. Tender Submission Requirements

Non-Collusion signed
Form of Tender Completed
Response to Quality Questions
Pricing Schedule completed

9. 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

Maximum 1500 words per Question

10. Appendices

Appendix A: Existing Layout Plans EX01
Appendix B: Proposed Layout Plan SW-01-PG05
Appendix C: Asbestos Report
Appendix D: Site Photographs EX02
Appendix E: Existing Services Information EX02
Appendix F: Form of Tender
Appendix G: Pricing Schedule
Appendix H: Non-Collusion Form

